#91607 - NPC

4-H Secretary's Record

Year _____ 4-H Age (as of Jan. 1, of the current year) _____

4-H Club: _____

County: _____

Secretary: _____
Signature Date

Organizational Leader: _____
Signature Date

4-H Club Goals for the Year

At the beginning of the year, the club members and leaders should plan for the club year, set annual goals for the year, and plan for each meeting, taking into account the differing needs of all members. These goals should be voted on by the club members for approval. When the goals are approved, you, as secretary should check them in the spaces below. At the end of the year, the leader, the president and you should check the goals that have been accomplished and submit the secretary's record to the county fair for judging.

Goals Set	Date Accomplished	Goals to accomplish this year. (October 1st through September 30th)
Club Organization and Leadership		
		1. The club elects and installs officers and has them perform duties of their respective offices.
		2. Write plans for six regular club meeting in Plan of Meetings and Activities (#91612)
		3. Hold at least six regular club meetings throughout the 4-H year – at least three before July 1.
		4. Each member has the opportunity to serve on at least one committee this year.
		5. The club maintains yearly historians book or scrapbook that is exhibited at fair.
		6. The club turns in the "Annual Summary of Financial Report" to the Extension Office by November 1 on time and complete.
Club Program		
		1. Each member and leader has a copy of planned yearly calendar with any pertinent assignments listed.
		2. All parents attend at least three club business meetings.
		3. Have one or more social affairs for members and parents (i.e., holiday party, birthday party, campout, picnic, trail ride, skating party, bike hike, etc)
		4. 100% of club members complete at least one project during the year.
		5. Each member gives an illustrated talk or demonstration at a club meeting, county demonstration day or other event.
		6. Club members and leaders participate in an education tour or workshop.
		7. The club has someone from outside the club present a demonstration or workshop at a club meeting.
Club Participation in County 4-H Events and Activities		
		1. All members take part in an activity (judging, demonstration contest, fashion revue, etc.)
		2. Have _____ percent of members participate in County Demonstration Day.
		3. A majority of members will exhibit their work.
		4. At least one member will attend a 4-H camp during the year.
		5. Have _____ percent of its members at county 4-H Achievement Night.
Community Service, Public Relations and Outreach		
		1. Club members complete at least one Community Service Project each year.
		2. Submit a report and poster on your Community Service project to the county Extension Office to be displayed at fair and Achievement Night.
		3. Have _____ club meetings or club activities reported to the local newspaper.
		4. The club will actively recruit new members and leaders from the community including under-represented groups.
		5. The club will help acquaint the public with 4-H (4-H display, float, posters in schools, program for the community, etc.)

4-H Club Meeting Agenda

A well planned meeting is like a well planned trip. When the proper preparations have been made and road maps are used, you will get where you want to go. Each 4-H Club meeting should be planned jointly by the leader and club officers. Minutes of the previous meeting should be reviewed and any unfinished business put on the agenda. New business, announcements and plans for the next meeting should also be put on the agenda. As your club officers and leader prepare for each meeting, they may wish to follow this outline or agenda. Make additional copies of this page as needed.

Club Meeting Agenda Sample

Date: _____

Call to Order

American Flag Salute led by: _____

4-H pledge led by: _____

Roll Call

Introduction of guests by: _____

Minutes of previous meeting read and approved:

Treasurer's Report by: _____

Committee Reports by: _____

Teen Leader Report: _____

Old Business: _____

_____

_____

New Business: _____

_____

_____

Announcements:_____

Next meeting to be held (place, date, hour and program plans)_____

_____

Adjournment of Business Meeting

Recreation and refreshments

Record of Attendance

(Make additional copies of this page as needed)

Name	Date Enrolled	Dates of Meetings									

Minutes of 4-H Club Meeting

(Make additional copies for each meeting)

The _____ meeting of the _____ 4-H Club
(month or first, second, etc.) (name of club)

was called to order by _____ , at _____
(name and title) (time)

on _____, at _____, _____ members
(date) (location)

and _____ visitors were present.

Visitors were: _____ _____

_____

American Flag salute led by: _____

4-H pledge led by: _____

Action on previous meeting's minutes:_____

Treasurer's Report: (include expenditures since last meeting, income since last meeting and current balance)

_____

Committee Reports: _____

_____

4-H Teen Leader Report: _____

_____

Old Business: _____

_____

New Business: _____

_____

Announcements:

_____

_____

The next meeting will be held at _____ on _____ at _____
(time) (date) (location)

Business meeting adjourned at _____.
(time)

Program:

_____

_____

_____

Recreation:

_____

_____

Signed: _____ Date:_____
(Secretary)

Signed_____ Date:_____
(President)

Corrections and/or additions: _____

_____ _____
(Initialed and Dated)

4-H Club Leadership Team

Club officers are elected to plan and conduct the club meetings. Depending on the size of the club, some officers' duties can be split between several 4-H members. For example, there could be a vice-president for programs, and a vice-president for membership; a recording secretary (minutes), a correspondence secretary (letters) and an attendance secretary (roll call). Before the club year begins, the leader and the officers should meet to complete the following tasks.

- Review the duties of each officer
- Review goals set by the club for membership, programs, and community service.
- Develop a year-long club program calendar
- Plan the club budget

Officers	**Name**	**Phone Number/Email**
President		
Vice President		
Sergeant at Arms		
Secretary		
Treasurer		
Reporter		
Historian/Scrapbook		
Photographer		
Community Pride		
Other		

Leaders	**Name**	**Phone Number/Email**
Organizational Leader		
Organizational Co-Leader		
Project Leaders		

Leadership Team (continued)

Teen Leaders:	Name	Phone Number/Email

Much of the work conducted by 4-H Clubs is best accomplished by committees. Committees allow more members the opportunity to assume responsibility and leadership. Committees encourage members to work together toward accomplishing club goals with the guidance of an adult or teen leader. 4-H Clubs form committees to plan programs, organize club events, raise funds and recruit members. Committee members volunteer or are appointed by the club president. The president may appoint members to committees to insure that all members have the opportunity to serve each year. All committees should have a 4-H leader or teen leader serving as coach and advisor to the group. Five to seven is a good number of members for a committee.

Committee	**Chairperson**	**Other committee members**
Program		
Fundraising		
Health		
Safety		
Community Service		
Recruitment		
Exhibit		

Summary of 4-H Club Activities

Describe the planned activities your club members participated in this year.

_____

Community Service-Learning: One of the main focus areas of 4-H clubs is to plan and complete specific projects to improve the community. The Community Service Learning committee will find out what the club can do to help the community and help plan and organize the project. Gather ideas from parents, leaders, other 4-H members, local agencies as well as by brainstorming. Present several ideas to the club. Once the club members have decided on a service-learning project, the committee plans the details for accomplishing it, arranges for publicity and also reports back to the club

What was the Community Service-Learning Project? _____

When was it begun and when was it finished? _____

Is this a new or continued project?_____ Chairman _____

Number of members participating _____ Number of adults participating _____

What are the goals of this Service-Learning project? _____

_____

Why did the club choose this project? _____

_____

Where did it happen?_____

How did it turn out? _____

_____

_____

Expenses _____ Income _____

_____

_____

(Any unspent grant funds must be sent to the UI grant office.)