#91607

University of Idaho
Cooperative
Extension System

4-H Secretary's Record

Year: _____

4-H Club: _____

County: _____

Secretary: _____
Signature date

Organizational Leader: _____
Signature date

Address: _____

4-H Club Goals for the Year

At the beginning of the year, the program planning committee composed of the club officers and advisors (usually the Organizational Leader) 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 presented to the club 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 met and submit the secretary's record to the county Extension agent by October 1.

Goals Set	Date Accomplished	Goals to accomplish this year. (October 1st through September 30th)
Club Organization and Leadership		
		1. The club has an Organizational Leader and at least one project leader enrolled (the Organizational Leader may serve as a project leader.)
		2. Leaders turn in necessary enrollment forms and project information on time and complete. County deadline is _____.
		3. The club elects and installs officers and has them perform duties of their respective offices.
		4. Write plans for six or more meetings in Plan of Meetings and Activities (#91612)
		5. Hold at least six regular club meetings throughout your 4-H year – at least three before July 1.
		6. Each member has the opportunity to serve on at least one committee this year.
		7. Our leader and teen leader will attend at least two training meetings.
		8. The club maintains a yearly historian's book or scrapbook that is exhibited at the fair.
		9. The club turns in the "Annual Summary Financial Report" to the Extension Office 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 conducts an educational tour or workshop.
		7. The club has someone from outside the club present a demonstration or workshop at a meeting.
		8. Hold at least one club workshop that includes a focus on a life skill. The Life Skill is: _____ (this is different from number 6 or 7)
		9. Club program includes a learning workshop focusing on being healthy (environmental issue, good nutrition, safety, etc.) (different from number 6, 7 or 8) Learning Workshop is: _____
Club Participation in County 4-H Events and Activities		
		1. All members take part in an activity (judging, demonstration contest, dress revue, etc.)
		2. Have _____ percent of members participate in the 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 Recognition Night.
Community Service, Public Relations and Outreach		
		1. The club completed at least one Community Service project.
		2. Submit a report on your Community Service project to the county Extension Office.
		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 Annual Plan of Meetings and Activities

4-H Club Officers and Advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation and song (15-20 minutes), club business (20-30 minutes), and program (no longer than 30 minutes). The meeting may be concluded with refreshments. This meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. It is considered part of the Secretary's Book. See suggested plan on page five.

Month Date Time Location	**Business Agenda** Events, Activities, Items for group decision	**Program Agenda** Educational program or Activity. Speakers, Demonstrations	**Recreation Agenda** Singing, games, team building, refreshments.	**Community Service Project**	**Special Events** Club, County District, State

Month	Business Agenda	Program Agenda	Recreation	Community Service	Special Events

Suggested 4-H Club Annual Plan

Month Date Time Location	**Business** Events, Activities, Items for group decision	**Program** Educational program or activity, Speakers, Demonstrations	**Recreation** Singing, games, team building, refreshments	**Community Service Project**	**Special Events** Club, County, District State
Sept	Elect officers Hand out enrollment forms Appoint ● Planning committee ● National 4-H Week promotion committee	Parliamentary procedure Make posters for National 4-H Week.	Picnic Get acquainted (name game) Watermelon seed spitting contest	Announce fire prevention survey in October	Club Family Night Leader's Council Mtg.
Oct	Install Officers Collect enrollments and money for materials. Planning committee gets approval for program for year – hand out yearly plan.	Present completion certificates and seals. Return record books	Halloween Game	Reports on fire safety survey. Plan for Thanksgiving needy box.	National 4-H Week Recognition Night Leader's Council Mtg.
Nov	Plan ● fund-raising project for camp ● Community Service activities Remind to bring gift for Holiday party in Dec.	Holiday gifts and decorations	Thanksgiving Game	Plan for Christmas box for needy family	State 4-H Ambassador Training KYG applications due State Leader's Forum Leader's Council Mtg.
Dec	Announce Officer's Training	Explain record keeping	Holiday party	Deliver Christmas box. Plan for visit to nursing home in February	
Jan	Announce Communications Rodeo	Give instructions on demos. Make valentines for nursing home	Action songs & games		KYG interviews Officer's Training Leader's Council Mtg.
Feb	Finish fund-raising project	Demonstrations by members Work on Involvement Rpt	Valentine Game	Visit nursing home	KYG – president's holiday weekend. District II Leaders Forum Leader's Council Mtg.
Mar	Report on KYG Report on Leaders forum	Demonstrations by members Leaders get in groups w/ youth to explain record keeping.	St Patrick's game		Beef Weigh-in Communications Rodeo Leader's Council Mtg.
Apr	Announce 4-H Camp Report on Communications Rodeo	Speaker: from humane society to talk about spaying and neutering animals Project reports by members Records check	April Fools party	Plant tree on school grounds	Swine Weigh-in Leader's Council Mtg.
May	Announce judging events, fair dates	Project tour	Action songs & games		Lamb weigh-in Leader's Council Mtg.
June	Announce fair cleanup, orientation and potluck	Judging practice Records check	Relays		Teen Conference 4-H Teen Camp Leader's Council Mtg.
July	Report on Camp and Teen Conference	Complete records	Picnic; folk games		1st 4-H Kids Camp Fair entry forms due Record books due Fair Cleanup Leader's Council Mtg.
Aug	Report on Camp Announcements about club reorganization.	Speaker: from Birds of Prey Center.	Action songs & games		County Fair 2nd 4-H Kids Camp Western Idaho Fair

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

Date _____

Call to Order

Opening song led by: _____

American Flag Salute and 4-H pledge led by: _____

Roll Call

Introduction of guests by: _____

Minutes of previous meeting read and approved:

Treasurer's Report by: _____

Correspondence Report by: _____

Other Officers' Reports by: _____

4-H Council Report by: _____

Committee Reports by: _____

Project Reports by: _____

Old Business: _____

_____

New Business: _____

_____

Announcements:_____

_____

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

Adjournment of Business Meeting

Program introduced by: _____

Recreation led by: _____

Refreshments served by: _____

Record of Attendance

(Make additional copies of this page as needed)

Name	Date enrolled	Dates of meetings												Date record Turned in

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 _____
(date) (location)

_____ members and _____ visitors were present.

The visitors were:

_____

_____

_____

The flag salute and 4-H pledge were led by : _____

Action on previous meeting's minutes: _____

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

_____

_____

Correspondence: _____

_____

Other Officer's Reports: _____

_____

_____

4-H Leader Report: _____

_____

_____

Committee Reports: _____

_____

_____

_____

Minutes of 4-H Club Meeting (continued)
(Make additional copies of this page for each meeting)

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 officer advisor and the officers meet together 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
President		
Vice President		
Sergeant at Arms		
Secretary		
Treasurer		
Reporter		
Song Leader		
Recreation Leader		
Historian		
Photographer		
Other		
Other		

Leaders	Name	Phone Number
Organizational Leader		
Organizational co-leader		
Project Leaders (List project and name)		

Leadership Team (continued)

Jr./Teen leaders: _____

_____

_____

_____

_____

_____

_____

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	_____	_____
Fund Raising	_____	_____
Health	_____	_____
Safety	_____	_____
Community Service	_____	_____
Recruitment	_____	_____
Exhibit	_____	_____
Refreshments	_____	_____
_____ (Other)	_____	_____
_____	_____	_____

Summary of 4-H Club Activities

Explain the planned program or workshop activities your club participated in this year.

Health _____

_____

_____

Safety _____

_____

_____

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.)