

4-H SECRETARY'S RECORD BOOK



18 USC 707

4-H Club Name: _____

County or City: _____

Secretary's Name: _____

Report for Year: Beginning _____ 20 ____ Ending _____ 20 ____

REPRINTED 2005

PUBLICATION 388-024

CONGRATULATIONS — 4-H Club Secretary

IMPORTANT indeed is your position as 4-H club secretary. An efficient secretary adds greatly to the achievements of an organization. The secretary keeps records that often serve as a club history. This will be the history of your club.

TO BE ELECTED secretary is an honor. Confidence in you has already been demonstrated by the votes of club members. You, of course, feel good but humble for their expression of faith in you.

DO WELL the job to which you have been elected. Your fellow 4-H members and leaders are depending upon you. Great personal satisfaction can be yours through making your "Best Better" as you serve as 4-H secretary. If you should have questions about serving as secretary, be sure to ask your Extension Agent or local leader for the help needed.

YOUR SUCCESS will be recognized. Follow instructions and learn to be a good secretary. Attend training sessions planned by your club leader or Extension Agents. Practice being a good secretary. Keep clear, concise, and complete minutes and other records.

CONTAINED IN THIS BOOK are sample minutes and other suggestions especially for you. Space for minutes and other records has been arranged to assist you in doing a good job. Make the best use of your book.

BEST WISHES and may you strive to be one of the best secretaries your club has ever had. You can achieve this goal.

Contents

4-H Club Directory.	3
Club Officers	
Adult Leaders	
Junior Leaders	
Committees	
Responsibilities of the Secretary.	4
Responsibilities of the Treasurer	4
A Suggested Order of Meeting	4
Items to be Considered in Writing Minutes.	5
Suggested Minutes	5
Membership and Attendance Record	6, 7, 8, 9
Space for Club Minutes	10-23
4-H Club Charter and 4-H Charter Seals	24
Financial Report	25
Individual 4-H Club Score Sheet.	26
Summary of Club Activities	27 & 28

4-H Club Directory

Name of Club

Year

(This page should be filled in immediately following your club election.)

CLUB OFFICERS

Name	Phone No.	Address include zip codes
President _____	_____	_____
Vice President _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____
Reporter _____	_____	_____
Song Leader _____	_____	_____
Recreation Leader _____	_____	_____

ADULT LEADERS

Organizational _____	_____	_____
Project _____	_____	_____
Activity _____	_____	_____

JUNIOR LEADERS

(Serving in ways other than as officers)

Name	Phone No.	How Each is to Serve
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMITTEES

Program _____	State 4-H Congress or Camp _____
_____	_____
Membership _____	Other _____
_____	_____
National 4-H Week _____	_____
_____	_____

(Add pages if more space is needed throughout this book.)

Responsibilities of the Secretary

1. Review the 4-H Secretary's Book soon after it is presented to you.
2. Keep a record of members present or absent.
3. Write neat and accurate minutes of each club meeting. (It is well to sit at a table near the president during meetings. Write down on note paper the items which are discussed, the names of people involved and action taken. Re-write clear, concise and complete minutes in your secretary's book as soon as possible following the meeting.)
4. Read the minutes when called for by the president.
5. Take care of club correspondence unless a corresponding secretary has been elected.
6. Send and post notices of 4-H meetings when instructed to do so.
7. Serve as chairman if both the president and vice president are absent.
8. Fill in summary sheet at the end of the year. (Pages 26 & 27)
9. Work with your club leader and/or Extension Agents in making the summary report and in checking club accomplishments reported in this book.
10. Present your accurate and complete secretary's book to your Extension Agents at the designated time.

Responsibilities of the Treasurer

1. Serve as chairman of the club finance committee.
2. Keep a record of all receipts and expenditures.
3. Pay all bills on action by the club and approval of the adult club leader or agent. (Suggest payment be made by check signed by treasurer and by adult club leader.)
4. Give financial report when requested by president. This could include reporting the balance on hand at last meeting, receipts and disbursements since last meeting, and the present balance. (Secretary may serve as treasurer, but most clubs will want a full-time treasurer.)

A Suggested Order of Meeting

Opening

Call to order—pledges, devotions, songs.

Business

Roll Call

Reading of minutes and their approval

Report of the treasurer and acceptance

Report from committees

Report from special interest project groups

Special reports, when appropriate, by leaders

Unfinished business

New business (Before the meeting, the club president will want to meet with the club leader, secretary, and others to list new and unfinished business items needing attention.)

Program — Vice-President in charge: Songs, demonstrations, visiting speakers, talks by members, films, skits, readings, review of program for next meeting, etc.

Adjournment

Recreation — Games, songs, quizzes, talent.

Refreshments — May be served prior to or following the meeting.

Items To Be Considered in Writing Minutes

Opening

- When
- Where
- Who presided
- What opening features were

Business

- Roll Call: Number present
- Reading of minutes
- Report of Treasurer
- Unfinished business
 - Committees: Reports given; action taken
 - Motions: What motion was; who made and seconded; carried or lost

Program

- What the program was

Recreation

- Types of activities
- Person in charge

Note:

You will not write an outline such as this on the pages you use for recording minutes.

You will only want to use the outline to help you organize and write minutes of meetings.

Suggested Minutes

The regular monthly meeting of the Lucky Clover 4-H Club was held Friday, April 18, at the Greenville School. Tom Coffman, president, called the meeting to order and led the group in giving the pledge of allegiance and the 4-H pledge.

Lucy Selden led the devotions. She told what the 23rd Psalm meant to her and led the group in repeating the Psalm.

The song leader, Patsy Jarvis, led the group in singing "The 4-H Hymn."

Twenty-four members answered the roll by naming a safety danger spot which they had removed.

Minutes of the previous meeting were read and approved.

The treasurer reported a balance of \$15.56 in bank.

Jim McNabb reported that he had obtained prices for 4-H and American Flag sets. He moved that the club purchase the 8 x 12 set. Martha Wessells seconded the motion which was carried by the group.

The secretary read a letter from the Unit Extension Office reminding us of National 4-H Week. Suggestions for club activities during the special week were read. After discussion the group voted to plan a window exhibit and a radio program. Jody Brown, Bonnie Nelson, and Cynthia Estes were appointed as a committee to secure an exhibit window in Jones Hardware Store. They were asked to meet with the president and local leader to plan content, size, and arrangement of the exhibit and report at the next meeting. Nancy Brown, John Rogers, and Harry Young were appointed to plan the radio program and report at the next club meeting. Junior leader, Mary Young, was asked to work with this committee.

Mrs. Glenvar Layman, our local leader, reported on the county-wide 4-H organization leader training meeting which she attended. She reminded us that Mrs. Slade, clothing leader, and Mr. Pratt, Dog Care and Training leader, will conduct special interest classes in July as outlined in our club schedule of training events. She also reminded us to have our camp application and pre-registration in by next week.

Following the business, the president asked Marlene Renalds, program chairman, to take charge. Louis Hudson presented a demonstration on "Better Lighting for the Study Center." Marlene reminded us that Mr. Gene Malner from the American Red Cross will present a program on water safety at our August meeting.

The meeting was adjourned and the recreation leader led the group in a game.

Signed _____ Sec.

Approved: _____ Pres.

Membership And Attendance Record

Name Of Member*	Date and record of attendance at regular and special meetings ^A																		
	10/17																		
B Frank Robertson																			

* When a member has been officially dropped a line should be drawn through the name.
^A(1) Write in dates. Designate special meetings with a capital S in front of date. (2) Put an A in space if a member is absent. (3) Leave blank if present.

Member Information and Club Activities

Address Post office and R.F.D.	Phone Number	Age	Yrs. in 4-H Including This Yr.	Projects this year ^B (Follow Procedure Shown in Example)	Mark Proj. Completed	Participated In					Yr's Club Work Satisfactory ^C
						State Congress	Camp	Dems.	Judging		
Rt. 4, Gretna, Va. 22222	123-1234	14	4	Field Crops Dairy Heifer	Y Y		N	Y Y	Y N	Y	

^BIf a member is conducting more than one project, use a special line for each project, but list member's name only once.
 For members conducting more than 3 different projects you might report two projects in one space by writing small.
^CTo be determined by adult 4-H leaders for the club.

Membership And Attendance Record

Name Of Member*	Date and record of attendance at regular and special meetings ^A														
	10/17														
B Frank Robertson															

* When a member has been officially dropped a line should be drawn through the name.
^A(1) Write in dates. Designate special meetings with a capital S in front of date. (2) Put an A in space if a member is absent. (3) Leave blank if present.

Member Information and Club Activities

Address Post office and R.F.D.	Phone Number	Age	Yrs. in 4-H Including This Yr.	Projects this year ^B (Follow Procedure Shown in Example)	Mark Proj. Completed	Participated In					Yr's Club Work Satisfactory ^C
						State Congress	Camp	Dems.	Judging		
Rt. 4, Gretna, Va. 22222	123-1234	14	4	Field Crops Dairy Heifer	Y Y		N	Y Y	Y N	Y	

^BIf a member is conducting more than one project, use a special line for each project, but list member's name only once.

For members conducting more than 3 different projects you might report two projects in one space by writing small.

^CTo be determined by adult 4-H leaders for the club.

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 ____

Signed _____
Secretary

President

FINANCIAL REPORT

(The treasurer will keep a financial report in a separate notebook throughout the year. At the end of the year, he or she will want to summarize and record the club financial record on this page. Leaders and agents will provide guidance. Many successful 4-H Clubs outline their club budget at the beginning of the club year. They determine what the club will need money for and list how, when, and where money is to be raised.)

I. Our club earned money as follows:

How Earned	Amount	*Place Deposited
1. Money in treasury at beginning of new club yr. _____ date	\$ _____	_____
2. _____	\$ _____	_____
3. _____	\$ _____	_____
4. _____	\$ _____	_____
5. _____	\$ _____	_____

*(Your club will want to have a separate banking account or deposit club funds in a county-wide account through the county 4-H council.)

6. Total _____ \$ _____

How Spent

II. Our club money was spent as follows:

1. Sending club members to camp and/or State Congress _____	_____
2. 4-H Club community improvement activities _____	_____
3. Donations to worthy causes _____	_____
4. Organization's expenses (stamps, bonds, etc.) _____	_____
5. Club outings, or educational tours _____	_____
List others _____	_____

7. Total _____ \$ _____

Balance

\$ _____

III. Balance as of September 30, 20_____
(Subtract item 7 from item 6 to get balance)

Signed _____ Tres.

Signed _____ Pres.

Signed _____ Adult
Leader

ANNUAL SUMMARY OF CLUB ACTIVITIES

This summary may be used as an aid in rating clubs in the county/city. It will also serve as a ready source of valuable information for club, county/city, and state 4-H achievement programs and for newspaper, radio, and TV reports.

The _____ 4-H Club organized and elected _____ officers for this year. Month Day Year

The club has been active for _____ or is a new club this year. Yes _____ No _____

Number of club members completing year's work satisfactorily _____. *See Note C, Page 9

Number of active leaders this year.

ADULT:

JUNIOR: (List how they served)

Organizational _____

Project _____

Number of regular club meetings held _____. Number of special activity meetings held _____. Number of special project training meetings held _____. Did your club have a special meeting to which parents of 4-H members in particular and the general public were invited? Yes _____ No _____ If yes, when held _____.

Number attending: Youth _____ Adult _____

Number of club members enrolled one month after club was organized. Number of club members enrolled April 1 _____. (It is well to have clubs organized between September and December 1. Maximum enrollment should be achieved by second meeting so members can get most from the organization.)

Number of club members completing at least one project _____. Percentage of club members completing at least one project _____. (Divide number of club members enrolled April 1 into the number of club members having completed at least one project).

Total number of 4-H projects: (1) In which members were enrolled _____ (2) Completed _____ percentage of project completion _____. (Divide number of projects taken into number completed)

Number of members attending the following events: (a) State 4-H Congress _____, (b) 4-H All Star Conference _____, (c) State Conservation Camp _____, (d) County or district camp _____, (e) County 4-H Achievement program _____, (f) County 4-H rally day _____, (g) Club achievement & Talent Program _____, (h) Club project tours _____, (i) Assisted with 4-H Sunday Program _____, Other (specify) _____.

Number of 4-H members giving demonstrations in _____
 Number of 4-H members participating in judging _____
 Number of 4-H members exhibiting 4-H projects _____

Local Club	County/City Contest	District Contest	State Contest	Out-of State

Our club did the following during National 4-H Week

It would be appropriate for your club leader or club president to write a brief statement reviewing the most outstanding programs, activities or tangible results achieved. Pages for this and pictures may be added.

Each Member Will Find It Helpful To Know The Following:

The National 4-H Emblem—

is the four-leaf clover with the letter “H on each leaf. The four “H’s” represent the four-fold development of Head, Heart, Hands, and Health.

The National 4-H Motto—

“To Make the Best Better”

The National 4-H Pledge

“I pledge

my HEAD to clearer thinking

my HEART to greater loyalty

my HANDS to larger service and

my HEALTH to better living for my club,

my community, my country, and my world.”

The National 4-H Colors

Green And White

White is characteristic of purity and green is nature’s most abundant color in the great out-of-doors, It is emblematic of springtime, life, and youth.

The National 4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.



4-H CLUB CHARTER AND 4-H CHARTER SEAL REQUIREMENTS

Four-H Charters are available and their use with 4-H Clubs in Virginia is encouraged. Four-H Clubs which have previously earned a Charter may, if they maintain Charter standards, apply for a Charter Seal each year. Depending upon the degree of excellence with which these clubs plan and carry on a continuing club program, they may receive a gold, blue, red, or white seal, or they may receive no seal. The seal merited by each club is placed on its original Club Charter.

Requirements for Securing a 4-H Club Charter and 4-H Charter Seal are outlined below.

Club Requirements for 4-H Club Charter

A 4-H Club Charter will be granted when a 4-H Club meets the five minimum requirements stated below and submits completed 4-H enrollment cards to the county or city Extension Office with an outline of the Club's monthly plans for the year. An Extension agent must read the plan, and if the Club qualifies, approve and sign the Charter application. The application is then sent to the State 4-H Office for final approval. An Extension agent may then, on invitation from the organizational leader of the 4-H Club, attend a meeting of the Club to present the 4-H Charter.

1. Club composed of at least 10 members, preferably boys and girls.
2. Club is functioning under the leadership of a volunteer adult organizational 4-H leader.
3. Officers elected and trained as a result of action by the adult leaders and standing committees appointed by the officers. (Material concerning officer training is contained in A Guide for 4-H Club Officers, VCE Publication 388-274.)
4. Club offering two or more projects with a different project leader for each 4-H project.
5. Four-H Club program planned for 12 months. (School clubs can plan for special meetings in various communities during the summer.) Prepared calendar of events and plans for program features of each 4-H meeting with emphasis on maximum member participation. (Sample plans are outlined on Pages 18-21 in the 4-H Leader's Handbook, VCE Publication 382-180.)

Club Requirements for 4-H Charter Seals

Chartered 4-H Clubs will be awarded seals based on accomplishments (see score sheet, Extension Form 388-094) at the conclusion of one year's club program. The president, secretary, and organizational leader score the club at the time designated by Extension agents (this will probably be in September). The club submits the completed score sheet and 4-H Secretary's Book to the Extension agent. After these are reviewed and approved by the Extension agent, the score card (Extension Form 388-094) is sent to the State 4-H Office. Qualifying clubs are then awarded the appropriate seal to be placed on the 4-H Club Charter in recognition of their year's work. The seal is awarded at the end of the year's 4-H club work, not at the time the club initially qualified for the Charter.

Score Range for Earning Color Seals

(Clubs to be scored annually)

130 – 145 Gold Award Club 95 – 115 Red Award Club
115 – 129 Blue Award Club 75 – 94 White Award Club



(Should a Charter 4-H Club fail to maintain Charter requirements, that club is no longer considered to be a Charter 4-H Club and is not eligible to receive a 4-H Charter Seal.)

INDIVIDUAL 4-H CLUB SCORE SHEET

(can be used for 4-H Charter Seal Report)

Club	Points	Score
1. Club elected officers and appointed major committees by October	15	
Club elected officers and appointed major committees by November	10	
Club elected officers and appointed major committees in November	5	_____
2. Year's program planned by months. Prepared calendar of events and plans for program Features of each 4-H meeting with emphasis on maximum member participation. (Sample plans are outlined on pages 18-21 in "Virginia 4-H Leader's Handbook.")	10	_____
3. Organizational, project, and activity leaders secured by November 1	10	
Organizational, project, and activity leaders secured by December 1	5	_____
4. 90% re-enrollment of 4-H members	10	
80% re-enrollment of 4-H members	5	_____
5. Club enrolled at least two new members	5	
6. Club composed of both boys and girls	5	_____
7. Each 4-H member took part in at least one monthly club program with demonstrations or talks:		
100%	10	
80%	8	
70%	5	_____
8. Each project group met eight or more times	10	
Each project group met five or more times	5	_____
9. Club held one event for parents and other guests with 85% members exhibiting or performing.	10	_____
10. Members participated in 4-H beyond club level. This can include public speaking, demonstrations, illustrated talks, judging, or exhibiting for such groups as civic, PTA's, other area or county programs.		
95% participation	10	
85% participation	8	
75% participation	5	_____
11. Held 12 monthly meetings or more with 90% of club members participation in each meeting.	10	
Held nine monthly meetings or more with 90% of club members participating in each meeting.	5	_____
12. Each 4-H member completed one or more projects satisfactorily.	10	_____
13. Five officers received instruction in one or more 4-H officer training meetings.	10	
Three officers received instruction in one or more 4-H officer training meetings.	5	_____
14. At least one club leader (organizational, project, or activity) attended 90% of area or county leader training meetings offered.	10	_____
15. If this is a junior 4-H club and has two or more junior 4-H or teen leaders	10	_____
OR		
If this is a senior 4-H club and has 50% or more of its members serving as junior 4-H leaders in this or other 4-H clubs.	10	_____
 TOTAL		_____

We recommend that the _____ of _____
(name of club) (name of community or town)
 receive _____ for _____.
(color seal) (year)

Signatures: _____
Club President Club Secretary

Organizational Leader Extension Agent

Date

SCORE RANGE FOR EARNING CHARTER SEAL
 130 – 150 GOLD AWARD CLUB 95 – 114 RED AWARD CLUB
 115 – 129 BLUE AWARD CLUB 75 – 94 WHITE AWARD CLUB

www.ext.vt.edu

Produced by Agriculture and Extension Communications

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Patricia M. Sobrero, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Clinton V. Turner, Interim Administrator, 1890 Extension Program, Virginia State, Petersburg.
VT/643/0505/3M/252442/388024