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ANNUAL 4-H CLUB SECRETARY'S REPORT

CLUB NAME

ADDRESS

CLUB ENROLLMENT

GRADES IN CLUB

4-H Club Secretary's Report Contest Guidelines



The following information applies to the 4-H Club Secretary's Report Contest, a record of the club meetings in this 4-H year.

The report should be organized as follows:

1. Begin with basic information about your club; club name, address, enrollment and grade range of members.
2. Complete the Membership—Attendance Record and include it.
3. Include all of the “Minutes of 4-H Meeting” forms. You should have **five (5)** forms, one from November to March. If your April report is ready by Achievement day, it may be included.
 - ◆ Remember to fill out a Secretary's Minutes Information Sheet during each monthly meeting.
 - ◆ After the meeting you should write out the minutes using the Secretary's Minutes Information Sheet and the sample minutes as a guide that are included in this packet.
4. Each report can be typed or written neatly by hand. Have all reports the same.
5. The report should be assembled in a sturdy binder. The 4-H record book cover is ideal. **DO NOT INCLUDE NEWSPAPER ARTICLES, ANNOUNCEMENTS OR ANY OTHER SUPPORTING MATERIAL.**



CLUB INFORMATION SHEET



NAME OF CLUB _____

PARISH _____ YEAR _____

NAME OF PRESIDENT _____

NAME OF SECRETARY _____

NAME OF SCHOOL _____

LOCAL LEADERS _____

MEMBERSHIP—ATTENDANCE RECORD

NAME	GRADE	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
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SAMPLE MINUTES

The regular monthly meeting of the Springfield 4-H club held in the gymnasium on (month, day & year), was opened at 9:30 AM by John Smith, President. The Pledge of Allegiance to the American Flag was led by Bill Johnson and Sue Abrams led the 4-H Pledge. The Secretary called the roll. Thirty-three (33) members and Mr. Eubanks, school principal, were present. The minutes of the previous meeting were read and approved.

Sam Bolton, Treasurer, reported that the club had \$29.14 in the treasury. Jim Carrier, Vice President reported our CRD project last month was a success and this month we will visit the Retirement Home.

Under the heading of "Old Business", George Green moved and Harriet Hathaway seconded that the club prepare a basket of food for a needy family for Christmas. The motion was carried.

Under "New Business," Jim Jackson suggested several possible projects for the club to consider in connection with the Best Community Club Contest. After some discussion, Lynn Lyons moved and Mary Moe seconded a motion to collect eye glasses to be sent to India by the local lions club. The motion passed.

Program Leaders, Norma Norton and Don Downs, conducted a skit entitled "Minutes of a Ghost Convention". Members taking part in the program were as follows: Peter Pepper, Rosie Rock and Susan Sweet.

The meeting was turned over to our agents, Mrs. Otis and Mr. Percy. The program was on how to do a demonstration. They went over the Hotline and gave out the rules for poster contests.

_____, Secretary

_____, President

