

Name of the Club	
Club Year: 20to 20_	
Club Manager's Name:	
Secretary's Name:	





Dear 4-H Secretary:

Congratulations on being selected as your 4-H Club Secretary! This is an important position and your good work will be help your club to be successful. This book should serve as a good guide for you to follow and outline your club's goals, plans for the year, as well as keep records of what your club has done.

Here are a few hints to be successful:

- ★ Look through this book and pay careful attention to your duties, the by-laws, & the section for club goals/planning.
- ★ Use this book as a guide book and planner as well as a way to keep track of your club's success.

A main part of your job is taking notes during the meeting and keeping up with the correspondence of the club. Make sure to pay careful attention to details when doing your job and you will be sure to be a success. Good luck!!

Table of Contents

Duties of the 4-H Club Secretary	3
Club Information Sheet	4
Club Membership Roster	5
Club Goals	7
Club Performance Standards	8
Annual Club Program	10
Meeting Planning Sheet	11
Membership Roll	
Meeting Minutes	13
Secretary's Monthly Report	26
Secretary's Annual Report	27
Club Achievement Report	29
Sample Club Constitution	30

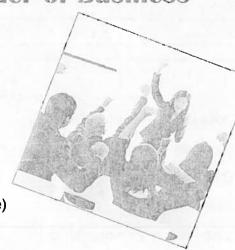


Duties of the 4-H Club Secretary

- ✓ Call roll at the beginning of each meeting (make sure it is alphabetical & up to date).
- ✓ Keep records on each member and their participation.
- ✓ Keep records and write minutes for each meeting & present minutes at each meeting.
- ✓ Handle all correspondence for the club.
- ✓ Keep records of committee reports.
- ✓ Turn in your 4-H Secretary's Record Book to the 4-H Office at the end of the year.

Sample Meeting Agenda or Order of Business

- I. Call to Order
- II. Opening exercises (songs, pledges, etc.)
- III. Roll Call
- IV. Approval of minutes
- V. Reports (Treasurer, Council Delegates, Committee)
- VI. Unfinis hed Business
- VII. New Business
- VIII. Program (Demonstrations, slides, judging events, project talks, guest speakers)
- IX. Recreation
- X. Announcements
- XI. Adjourn



Club Information Sheet



President:
Vice President:
Secretary:
Treasurer:
Reporter:
Historian:
Club Leaders:
Project Leaders:
County Extension Agent:
Committees Name:
Chairman:
Members:
Name:
Chairman:
Members:



4-H Membership Roster

Name	Address	Phone Number	Date of Birth	Grade in School	Years in 4-H
			alled agree any spirit has after one engagines a sold salds to be		
			Special physical and a second		
					-
	The second				
	no, amendro el segregor eseguin de el resistante per tiera partición el sidedificación el de fore el el el el de de el d				
			and as a size if any final of their assertion and a principle of the section and a section and a section of the section and a section of the section and a section of the section and a section a		
					-politicary - 1-dryby etta 100000p old

Name	Address	Phone Number	Date of Birth	Grade in School	Years in 4-H
	area area de de constante de la constante de l				
					and the second s
					egyprosper over this v.v. diede to the black wa
9 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (1994) 4 (
	1				
se qui que ser poster municir de estillar e disse que habitat este som qui para suprer l'identificative			duration of reference and reference and reference and an indicate and the second		mil dynamics (I-4 & e-seven raw releval
					and the state of t
a vogger region of discharges with find the delif delif red to 1, der vogge 5 to distinct date the effect with a					
					Smith on a streething of hospitalist
and the second s			war na samur b maa a aran si waandaa shiradhii in shiri a sa si shi		(a) as a fine of the state flow rate of 15 s that is a fine state of the state of t
				- B - 1 B - B - B - B - April 456 - April 8 - B - Americany in cryst - Ye - Stripter - American Professor	and a marked to a residence or the product of a religious for
			10-7 p-3-1-1-1-1-1	320-200-201-20-20-20-20-20-20-20-20-20-20-20-20-20-	
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
				100000000000000000000000000000000000000	
			And addition of company to some a	g and to g to a constrained different of \$0.	

4-H Club Goal Setting

For your club to be successful, you should set goals at the beginning of the year. Some goals are general for all clubs, and some goals are specific for your club. Below are the goals that your club should meet and space for you to write in your own club goals.

	The yearly program planned and sent to 4-H Extension Agent.
	The club held at least nine regular meetings.
	The average attendance at meetings was at least 75%.
	The club conducted a planned community service activity.
0	Every club member presented something at two club meetings.
	The club had entries at county events day.
	At least 75% of members participated in special County 4-H activities.
	The president and council delegate attended most county meetings.
	Club officers received formal training.
<u> </u>	
a	

Standards of Excellence for 4-H Clubs and Groups

Check the following Club Performance Standards completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc.

Club Na	me:	County:
Club/Gro	oup President Signature:	Date:
Organiza	ational Volunteer:	Date:
Total Nu	umber of checked responses for the 20 Excellent S	tandards:
	Club Performance	Standards
1.	Club/group had a planned annual program that in members; 75% of members will attend camp; all activity to attend)	acludes group goals. (Ex: recruit 4 new members will choose one county learning
2.	Group members were actively involved in planning	ng the group's annual program.
3.	Group selected an area of focus for their annual pscience; pet care; community service; intercultura community, by serving on a committee, council of	al understanding OR Club is represented in the
4.	Group members were involved in implementing the bringing snacks; leading the pledges; calling club presenting a demonstration; organizing a tour; inteaching others)	members for a group meeting or assignment;
5.	A calendar for the year was printed and distribute local Extension Office. (Ex: identify meeting date projects; social events; county or district events)	ed to members, parents, volunteers, and the s, locations, educational programs; special
 6.	All members were invited and at least 75% of group activities during the year. (Ex: meetings; cl	
7.	Group officers were elected or appointed, and ful	Ifilled their leadership roles.
8.	Group completed at least one (1) community ser	vice project.
<u> </u>	Group completed at least one (1) project that pro- level. (Ex: participating in a community parade; re- project displays in business windows; or doing w	adio interviews during National 4-H Week;
10	 Group has completed at least one (1) project tha county, district, state, multi-state, national or glob 	nt promotes 4-H visibility at the county, multi- cal level.



Club Performance Standards (continued)

11. Group recruited at least one (1) project volunteer for at least 75% of the member's project learning areas.
 12. At least 75% of the members made progress toward individual 4-H project goals.
13. Group developed a method to communicate with families at least three (3) times per year regarding group activities, education and achievements. (Ex: newsletters; e-mails; calling tree; group activity that includes families)
14. Group planned at least one (1) activity to include parents and families in club activities. (Exproject showcase; skating party; tours; recognition event)
 15. Members took part in a variety of events and/or meetings beyond the 4-H group level. (Excounty project workshops; district events; state fair; interstate exchange programs)
 16. A scheduled recognition event was held for members, volunteers and parents.
17. Club/group planned and implemented at least one multi-club activity. (Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event)
18. Group members participated in 4-H activities beyond the club level. (Ex: county educational workshops; district events; state fair)
19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used)

12-13 Checked of 20 questions = BRONZE Clover Club Award

14-15 Checked of 20 questions = SILVER Clover Club Award

16-17 Checked of 20 questions = GOLD Clover Club Award

18-20 Checked of 20 questions = EMERALD Clover Club Award



Annual 4-H Club Program & Activity Plan

It is important to have a plan of what your club is going to do for the year. Use this sheet to plan the program and activities your club will do each year.

Club Name:	
Regular Meeting Time:	Place:

Month	Program	Activities
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		

Meeting Plan Form

It's a good idea at the beginning of the year to sit down and make plans for who is going to do what at your 4-H Club meetings throughout the year. You can use this sheet as a planning guide to outline who will have what responsibilities each member will have each month.



Month	Inspiration	Pledges	Introduce Program	Program
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				

Membership Roll

Name	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Recovered and place of the contractions of the contraction of the cont												
,											And the second s	
addition of the ball of the second of the se												
anner delectrished stylent sepen to security systems to segue september settle state of the security segue sec												
						The state of the s	-					
	- age-purpy and an assessment that also reproduces to the				20 AD ADDRESS OF THE PART OF T			A-1				
wastyp o a mass and while their states and an age was							ander outstand of the School Steel					
gipa, pp. mane na almet når nåre där til et i opsen tyrsette skill te malen dje tipe (samme).	a region of the second state of the second sta			D and a rest of the second second	r ur gris ur hiju mengunig ay mengunian kelan salah s					and the state of t		- Sentent of the second sector
name named design de service de la company de la compa								A papa samunin na namin ni viti di				
gge og happygger i frans for anlike i rede ternallyde (177 i 177 men 1889 til												
and discretificate upon opens you show the service street on the contract of the service of the		COLUMN TO THE PROPERTY AND ADMINISTRATION OF THE									-	
					hassander to the control of the cont							
ng samahaning alam ahaning pinanan mangunya sabusa dida amban sa majar m sa ba		and the special specia			Add Spring Springers of Market		mandangs of a car da halos quay or man distribution					
ng paggan gana maunikanakan akaiki hajiki dipa disajan akaiki palaningan maliki pilaningan meren ini mara	mante skald skje a fare o											
yg o g ga stag manag saman saman shekk arkerlig si i ili sheri tili si i i i i i i i i i i i i i i i i i												
			As a data property of the data data data data data data data dat									
a reginal and redire to a display of the time to distinct through the contract of the secondary of the	THE PARTIES AND PROPERTY OF THE PARTIES OF THE PART		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			The state of the s						a
adur apparent e apparentente na administrativa di ministrativa di mante de describe atte attendo esperie aspeca												
	age considerate de talle de exempleore reque distinuidade dos tra tr				- NO. will provide along the company of the company	James Area (1) de como				and the state of t		
and a straight		AND					ma. era de de redukto piratentanto de 4000 er	MODE OF TANK AND		A AMERICAN APPROXIMATION APPRO		
errore man er i in der eigendet des glade de erde errore verbe errolle de de error er de errore de error de er								1				1



Meeting Minutes Date: _____ Time Began: ____ Time Ended: _____ Business: Educational Program/Recreation:

President

Secretary

Meeting Minutes Date: _____ Time Began: ____ Time Ended: _____ Members Present: _____ Visitors: ____ Place: Business: Educational Program/Recreation: Secretary President



Meeting Minutes Date: _____ Time Began: ____ Time Ended: ____ Place: _____ Visitors: _____ Business: Educational Program/Recreation:

00

Secretary

President

Meeting Minutes Date: _____ Time Began: _____ Time Ended: _____ Place: _____ Members Present: ____ Visitors: ____ Business: Educational Program/Recreation: President Secretary



Meeting Minutes Date: _____ Time Began: ____ Time Ended: ____ Business: Educational Program/Recreation:

President

Secretary

Meeting Minutes Date: _____ Time Began: _____ Time Ended: _____ Place: _____ Members Present: ____ Visitors: ____ Business: Educational Program/Recreation: President Secretary



Meeting Minutes Date: _____ Time Began: _____ Time Ended: _____ Place: _____ Members Present: _____ Visitors: ____ Business: Educational Program/Recreation: President

Secretary

Meeting Minutes Date: _____ Time Began: ____ Time Ended: ____ Members Present: _____ Visitors: ____ Business: Educational Program/Recreation: President Secretary



Meeting Minutes Date: _____ Time Began: _____ Time Ended: _____ Place: _____ Members Present: ____ Visitors: ____ Business: Educational Program/Recreation: President Secretary

Meeting Minutes Date: _____ Time Began: _____ Time Ended: _____ Place: _____ Visitors: _____ Business: Educational Program/Recreation: President Secretary



Meeting Minutes Date: _____ Time Began: _____ Time Ended: _____ Place: _____ Visitors: _____ Business: Educational Program/Recreation:

President Secretary

Meeting Minutes Date: _____ Time Began: _____ Time Ended: _____ Business: Educational Program/Recreation: President Secretary



Meeting Minutes Date: _____ Time Began: ____ Time Ended: _____ Place: _____ Members Present: _____ Visitors: _____ Business: Educational Program/Recreation: President Secretary

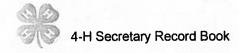
Secretary's Monthly Report

• As club secretary, you conduct correspondence on behalf of your club. A special type of correspondence is the Secretary's Monthly Report. This is sent to the county Extension office to help Extension agents know what is happening in the 4-H club.

Immediately after each monthly club meeting, fill out the report card and mail it to the county Extension office. You will be provided with a supply of the report cards upon your request.

Sample 4-H Meeting or Activity Report Card

tan gardalat sharinga at niyo qayan in ta nigali misa uruga biryot birmin gargamida		opsyggennoperfolder yn golfdogrog mae'r Allidyna de dllw'i 150 f 600 a 60 a 70 a 170 a 170 a 170 a 170 a 170 a
	Place:	
Members:	Leaders:	Others:
r as sensi di Saranggalan di Albanda ya ya mili 1 ya miliya 1 ya miliya 2 mili 2 miliya 2 mil	nde san dan bishin a paga inderederad o priminari napugan hindar dan bish in dan h	
	Place:	Time:
The second secon	Members:	Members: Place:





Secretary's Annual Report



Na	me of Club: Date Organized:					
1.	How many members were on the club roll this year?					
2.	How many regular meetings were held?					
	How many project/workshop meetings were held?					
	What kind were they?					
3.	How many meetings were parents especially invited to?					
	What kind of programs were given?					
4.	What was the average attendance at club meetings?					
	What percentage of the club's membership is this?					
5.	. What community improvement or service projects did the club participate in?					
6.	How many members participated in the following:					
	Gave a talk Prepared an exhibit Gave a demonstration					
7.	Number of club members exhibiting projects during the year?					
8.	How many of your club members participated in the following?					
	State Congress County Camp Specialty Camps					
	Achievement Day Fairs or Shows Judging Events					
9.	Is your secretary's book complete? Did your club keep a scrapbook?					
10	. How many members completed one or more projects?					
	What percentage of the club's membership is this?					
	. Did any members, or your club, have any stories printed? How many?					
11	. Did any members, or your dids, have any stones printed:					
11	Did members of the Club make any radio/television broadcasts? How many?					

12. Outside Speakers

Name of Speaker	Subject		

13. Project Work

Project	Number Enrolled	Number Completed	Project	Number Enrolled	Number Completed
Aerospace			Health		
Apiary			Home Environment		
Automotive			Horse		and the second s
Beef			Human Development		
Bicycle			Leadership		
Bread			Management-Home		
Career Exploration			Management-Money		
Citizenship		And the state of t	Marine Education		
Citrus		The second section of the second seco	Photography		
Clothing			Poultry		
Consumer Education			Public Speaking		
Dairy Foods			Rabbits		
Dairy Projects			Recreation		
Discovering 4-H			Robotics		
Dog Care			Safety		
Electric Energy	a managara and a mana		Small Engines		
Entomology	empirina in particular del garcan del aura del aura del aura del aura del al del del Ministra		Swine		
Food and Nutrition			Veterinary		
Food Preservation			Wildlife		
Forestry			WINGS		
Gardening	aveda mader ya adigi de dekelene a safesjari i i i i i i i i i i i i i i i i i i		Woodworking		
GPS			According to the state of the s	And the second s	





Our Club's Achievements



County:				
		Waste and the second		
		115		
1-10-10-10-10-10-10-10-10-10-10-10-10-10				
District:				
	Minwest Sew Company			



Our Club's Achievements



State:				
	S. I. CHARLES		Park to release	
	Total	Tolking.		
				100000
			and the same of	
	Land-			
National:				



Suggested 4-H Club Constitution



Article I—Name

4-H Club
_

Article II—Purpose

The purpose shall be to enable the members to work in harmony with one another for the best interests of the individual and of the community. Leadership, citizenship, and personal development should be the aim.

Article III—Membership

Any boy or girl between the ages of 8 and 18 years, who is interested in club work and willing to accept supervision by Extension Agents or volunteer leaders, may be considered for membership. The club will determine its membership under the guidelines of the Affirmative Action Programs of the Florida Cooperative Extension Service.

Article IV—Meetings

Meetings should be held regularly according to the needs and desires of the group.

Article V—Officers

Suggested officers: President, Vice-President, Secretary, Treasurer, Recreation Leader, Council Delegate, and Reporter as needed. The President, Vice-President, and Secretary should compose the executive committee. The adult 4-H leaders shall serve as advisors to the Executive Committee.

Article VI—Duties of Officers

The president shall preside at all meetings, appoint all committees, and attend to such other duties as usually pertain tot the office. The Vice-President shall act in the absence of the President. The Secretary shall keep the minutes of the meetings and attend to all correspondence of the club. The Treasurer shall collect and account for all monies of the club, and shall pay out money only upon the order of the executive committee. The Reporter shall supply local newspapers with the news. The Recreation Leader shall plan and direct the club's recreational activities. The Council Delegate shall represent the club at council meetings and report to the club membership.



HEAD

HEART

HANDS

HEALTH

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 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

Post a pledge banner at your meeting site. At the end of the first meeting, give everyone a card with the 4-H pledge to take home.

The 4-H Pledge

The **HEAD** represents:

- 1. Thinking, planning and reasoning.
- 2. Gaining new and valuable knowledge.
- 3. Understanding the whys.

The **HEART** represents:

- 1. Being concerned about the welfare of others.
- 2. Accepting the responsibilities of citizenship.
- 3. Determining the values and attitudes by which to live.
- Learning how to live and work with others.
- 5. Developing positive attitudes.

The HANDS represent:

- 1. Learning new skills.
- 2. Improving skills already known.
- 3. Being useful, helpful, and skillful.
- Developing respect for work and pride in accomplishment.

The **HEALTH** represents:

- 1. Practicing healthful living.
- 2. Enjoying life.
- 3. Using leisure time wisely.
- Protecting the well being of self and others.
- This document is 4H GCR 01 (DLN 4H012), one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. November 2009. Please visit the 4-H Web site at http://florida4H.org. Joy Jordan, contact person.
- This information was revised by Joy Jordan, 4-H Youth Development Specialist, Bryan Terry, 4-H Volunteer Specialist, Dale Pracht, Community Based
 Organizational Systems in 4-H Youth Development, Department of Family, Youth and Community Sciences: with Judy Butterfield, Regional Specialized
 Agent, and Victoria Hygema, Nassau County, 2008-09 State 4-H Council Secretary; Florida 4-H Youth Development, IFAS, University of Florida.

COOPERATIVE EXTENSION SERVICE, UNIVERSITY OF FLORIDA, INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES, Millie Ferrer-Chancy, Interim Director, in cooperation with the United States Department of Agriculture, publishes this information to further the purpose of the May 8 and June 30, 1914 Acts of Congress; and is authorized to provide research, educational information, and other services only to individuals and institutions that function without discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions, or affiliations. Single copies of extension publications (excluding 4-H and youth publications) are available free to Florida residents from county extension offices. Information about alternate formats is available from IFAS Information and Communication Services, University of Florida, PO Box 110810, Gainesville, FL 32611-0810. The 4-H Name and Emblem are protected under 18 U.S.C. 707. This information was published May 1994 as 4H GCR 01 with revision dates August 2002/November 2009.