



Secretary's Worksheet for 4-H Club Meetings

This outline is suggested for recording minutes at your local 4-H club meeting. You may wish to copy this form or use a similar one during each meeting.

CLUB NAME: _____

Check one:

Regular Meeting Date: _____ Time: _____
month/day/year

Special Meeting

Place: _____

Premeeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

Pledge of Allegiance Led by: _____

4-H Pledge Led by: _____

Roll Call Subject: _____

Number in attendance: _____ Members: _____ Leaders: _____ Guests

Minutes of Previous Meeting read by: _____

Check one:

Approved as read _____ or corrected _____

Treasurer's Report by: _____ Sum reported: _____

Motion to Approve by: _____

Seconded by: _____

Check one:

Motion Passed _____ or Failed _____

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Votes For: _____ Votes Against: _____ Motion Passed: _____ or Failed _____
Check one:

New Business: _____

Motion: _____

Made by: _____ Seconded by: _____

Votes For: _____ Votes Against: _____ Motion Passed: _____ or Failed _____
Check one:

Committees Appointed:

Assignment: _____ Members: _____

Assignment: _____ Members: _____

Announcements: _____

Adjourn Motion by: _____ Seconded by: _____

Check one:
Motion Passed _____ or Failed _____ Adjourn Time: _____

Program (demonstrations, talks, and other presentations)

Subject: _____ Presenter: _____

Subject: _____ Presenter: _____

Subject: _____ Presenter: _____

Subject: _____ Presenter: _____

Recreation

Activity: _____ Led by: _____

Refreshments: _____ Provided by: _____

Other Notes: _____
