

4-H Club Secretary's Book



Name of Club _____

County _____

Secretary _____

Year _____



UNIVERSITY OF ARKANSAS
DIVISION OF AGRICULTURE

Cooperative Extension Service

Dear 4-H Secretary:

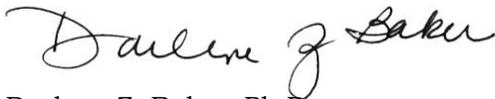
Congratulations on being selected by your 4-H club for the office of secretary. This is an important position. Your good work will help your club be successful.

Here are a few suggestions to help you get started. First, look through the Secretary's Record Book. Note your own duties, the 4-H Club Bylaws, the section for club goals and the County 4-H Honor Club Section.

- Use the contents listing to find specific sections.
- Complete or revise the Bylaws as directed by the club.
- Enter your club's goals.
- After each meeting, send a club report to your County Extension Office.
- At the end of the year complete the County Honor Club report. Submit for recognition to your County Extension Office.

A main part of your job is taking, recording and reading minutes of the meetings. Take time to learn this main duty. This job will require some work on your part. Give it your prompt attention and complete each task to the best of your ability. Then you will find that being a 4-H secretary is a respected and rewarding position. Good luck.

Sincerely,



Darlene Z. Baker, Ph.D.
State Leader - 4-H Youth Development

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4-H Secretary's Guidelines

Duties of the 4-H Club Secretary

- Keep an accurate, up-to-date roll of all members of the club.
- Call the roll and check attendance at each meeting.
- Keep complete and accurate minutes of all meetings.
- At each meeting, read minutes of the last meeting.
- Take care of club correspondence including reading letters of information or other correspondence to the club and writing letters for the club.
- Complete the Monthly Secretary's Report.

Begin the 4-H Year

- Obtain last year's Secretary's Book from the previous secretary. The minutes of the last meeting of the club written by last year's secretary should be the first minutes read for the new year.
- Use the roll from the past year as a guide, but do not add members to the club roll until they enroll for the year.
- Obtain a complete and accurate roll of club members from the club leader as members enroll. Write all members' names in the Secretary's Book.
- Meet with the executive committee to make club meeting plans for the year. Members will be assigned responsibility for different parts of the meetings. Record these assignments in the Secretary's Book.

Prepare for Each 4-H Meeting

- Have the roll complete and up-to-date at all times.
- Decide on a topic for roll call. Members can answer roll call with their favorite hobby, New Year's resolution, a program idea for the coming year, a current news item, 4-H project information or other topic.
- Have the minutes of the last meeting written and ready to be read.
- Be prepared to read any club correspondence.

At the 4-H Meeting

- Announce roll call topic and call the roll.
- Stand and read the minutes for the last meeting. Speak clearly and loudly enough for all members to hear. Have the president sign the minutes after they have been approved.
- Take notes using the 4-H Meeting Program Plan form during the meeting. Be sure to include:
 - place, date and time of meeting.
 - who presided and who was secretary.
 - number attending and names of new members and/or guests.
 - whether the minutes were read and approved.
 - summary of the treasurer's report, if given.
 - brief summary of the reports and announcements.
- Record all motions made, the full name of the person who made the motion and whether the motion passed, failed, was referred to a committee, etc.
- Give names of members appointed to committees.
- Give the subject of the program and who was on the program.
- Report on who led recreational activities and who provided refreshments.
- If you cannot attend a meeting, send your copy of the Secretary's Book to the president who will appoint a secretary to serve for that meeting. The substitute will check the attendance, write the minutes and sign as secretary pro tem.

After the 4-H Meeting

- Promptly write the minutes.
- Write thank you notes, if needed, to speakers or others.
- Follow other instructions given by the president.

Writing the Minutes

- Minutes are written in a standard form. It is the secretary's job to see that the Secretary's Book is filled with facts of each meeting written in the proper form. If properly written, the minutes are more than just a handy reference. They become a written history of the club.
- Minutes are a record of what was done, not what was said. They should not contain discussion, personal opinion, adjectives or interpretations.
- The secretary signs the minutes when they are written. The president signs them after they are approved.
- Corrections to the minutes are made by marking through the word or words to be corrected and writing the correction above or in the margin.

Other Responsibilities

- The secretary is actually the president's secretarial assistant. Be ready at any time to explain what business is pending, who was appointed to committees, etc.
- As secretary you have all rights of membership. You may introduce motions, discuss them and vote on all business.
- You need to be present at all meetings. If you are unable to attend, send the book with completed minutes to the president.
- At the end of the year, the secretary should turn in completed records of the club and County Honor Club Report to the County Extension Agent.

4-H Club Officials

Officers

President _____ Address _____
Vice President _____ Address _____
Secretary _____ Address _____
Reporter _____ Address _____
Photographer _____ Address _____
Song Leader _____ Address _____
Recreation Leader _____ Address _____

Adult Leaders

For the Club

Organizational Leader _____ Address _____
Activity _____ Address _____
Records _____ Address _____
_____ Address _____

For Projects (Kind)

* _____ Address _____
* _____ Address _____
_____ Address _____
_____ Address _____
_____ Address _____
_____ Address _____

*The minimum adult leadership for a club is an Organizational Leader and two project leaders.

County Extension Personnel

MEMBERSHIP ROLL

NAME	ADDRESS	AGE JAN. 1
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

MEMBERSHIP ROLL

NAME	ADDRESS	AGE JAN. 1
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

Committees for the Club Program

Vice President (Ch.) _____

Secretary _____

Recreation Leader _____

Appointed Member _____

Appointed Member _____

Organizational Leader _____

Recreation

Recreation Leader (Ch.) _____

Song Leader _____

Appointed Member _____

Appointed Member _____

Activity Leader _____

History (Club Record)

Secretary (Ch.) _____

Reporter _____

Photographer _____

Appointed Member _____

Appointed Member _____

Adult Leader _____

Records (Projects)*

Membership*

* Older members who have experience in 4-H record keeping procedures should be named on the records committee. Any active member may serve on the membership committee. One or more adult club leaders should serve on each committee as advisors.

4-H Year – October 1 - September 30

Calendar of 4-H Club Activities

List here the special activities which are to be conducted during the year. In the “club” column would be those planned by your club, such as a project tour, a picnic, and a Valentine party. In the “county” column would be county 4-H activities like County 4-H Activity Day, County Recreational Activity and the Recognition Banquet. Under “state” would be activities like District 4-H O-Ramas, Arkansas 4-H O-Rama and Teen Leader Conference. The dates of county and state activities may be obtained from your Organizational Leader who will obtain them from the county Extension agents. The day of the month an activity is to be held may be shown as follows: 30 – Project Tour – This would mean the Project Tour was to be on the 30th of the month in which it was listed.

Example of How to List the Activities

Month	Club	County	State
<i>February</i>	<i>14 – Valentine Party</i>	<i>9 – Special 4-H Week Radio Program</i>	
<i>March</i>	<i>30 – Project Tour</i>		
<i>June</i>			<i>14 – District 4-H O-Rama</i>

Month	Club	County	State
October			
November			
December			
January			

Month	Club	County	State
February			
March			
April			
May			
June			
July			
August			
September			

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

4-H Meeting Program Plan

Place the club is to meet _____

Month

Day

Year

Time

Business:

Call to order by president.

Song will be led by _____, the song leader.

Secretary will call or check the roll. Roll call topic _____

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _____

Secretary will read the minutes. President gets them approved.

New members who are to join _____

Guests to be introduced are _____

Special reports of committees to be given by _____

Old business to be discussed _____

New business to be discussed _____

Announcements to be made _____

Program:

Inspirational activity (a poem, devotional, etc.) by _____

Progress reports on projects by two to four members _____

Talent numbers, skits, plays, etc., by _____

Title _____

Method demonstrations (2 to 4) by _____

Talks, reports on trips, etc., by _____

Topic _____

Special program by _____

Topic _____

Recreation:

Games, etc., to be led by _____

Refreshments to be served by _____

Minutes of the Meeting

A meeting of the _____ 4-H Club was held at _____ on _____ at _____ o'clock.

Business:

The meeting was called to order by _____, the president.

The opening song was led by _____, the song leader.

Pledges were led by _____.

The minutes were read and approved. _____ members were present, of which _____

were boys and _____ were girls. Adult 4-H leaders present were _____

_____.

_____ others were present, making a total attendance of _____.

Guests were _____.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

Program: (For extra space, see pages 50-55.)

The following program was given. (See program on opposite page.)

The recreation program included games and activities directed by _____

Refreshments were served by _____.

Club Secretary

Secretary's Annual Report

1. How many members enrolled this year? _____ Number now enrolled. _____
2. How many regular meetings were held? _____
3. How many social or recreational meetings were held? _____
What kind were they? _____
4. How many meetings were held at which parents were especially invited to attend? _____
What kind of programs were given? _____

5. What was the average attendance of members at regular club meetings? _____
What percent of the club's membership is this? _____
(Add two zeros to average attendance and divide by the number now enrolled.)
6. What community improvement or service project did the club conduct or participate in?

7. How many members participated in the following? A Club fair _____ A show window
type exhibit _____ A project tour _____
8. Did your club hold (or have plans to hold) a recognition dinner, banquet or special program
at which achievement cards were (or will be) presented members? _____ If so, which
one, how many attended (or plan to attend), etc? _____

9. List the county (and state) 4-H Club activities in which some of your club members
participated. _____

10. Is your Secretary's Book complete? _____ Did your club make a club history book? _____
11. How many members turned in a report on their project work? _____
What percent of the club's membership is this? _____
(Add two zeros to the number turning in reports and divide it by the number now enrolled.)
12. Did any members, or your club, have any news stories printed on their 4-H Club work? _____
How many stories? _____ How many members of the club appeared on radio or television
programs on 4-H work? _____ Did some members appear on school, community or civic
programs on something pertaining to 4-H Club work? _____ How many different
occasions? _____

After you have filled out this report, then you are ready to check the items on the County "Honor Club" report form on page 42. Once you have completed the two required items, 10 of the 13 items that make a 4-H Club an honor club, and a summary of the outstanding work on pages 43-46, your club will receive an "Honor Club" certificate. If your club wishes to compete for one of the State "Honor Club" certificates, additional material, pictures and news clippings should be included. More information is located in the 4-H Events Packet.

County "Honor Club" Report

A County "Honor Club" certificate will be awarded to all 4-H Clubs who complete the two requirements listed below and 10 or more of the items that make a 4-H club a County Honor Club. Please include a written summary of their work on pages 43-46 of the 4-H Club Secretary's Book. All clubs in the county that measure up to this standard are eligible to receive the County "Honor Club" award.

Required items:

1. () Completed annual request for Official Approval of a 4-H Unit and Permission to Use 4-H Name and Emblem.
2. () Kept a record of the club's financial activities and filed all required financial reports with the County Extension Office annually.

Qualities that make a 4-H club an honor club. Check the items listed below that have been carried out by your club this year:

3. () Had a membership of 12 or more members.
4. () Held eight or more regular 4-H club meetings.
5. () Held three or more social or recreational meetings.
6. () Held three or more project meetings.
7. () Held one or more meetings at which parents were especially invited to attend.
8. () Had an average attendance of 75 percent at eight of the regular club meetings during the year.
9. () Conducted or participated in a community improvement or community service project.
10. () At least one-half of the members participated in either a club fair, a show window type exhibit or a project tour.
11. () Have held a 4-H Club recognition dinner, banquet or special program during the 12 months prior to the date this report is due in the county Extension office. The purpose of the activity was to recognize 4-H members' achievements.
12. () Club members participated in three or more county 4-H activities.
13. () Kept a record of the club's meetings and activities. (Complete Secretary's Book.)
14. () At least 75 percent of the members turned in their project records.
15. () Kept the 4-H Club program before the public by accomplishing three or more of the following: news stories, radio programs, television programs or public presentations on school, community or civic programs. These three items pertaining to 4-H may all be from one or any combination of the above categories.

We certify that our 4-H Club has carried out the items and activities as checked above during the club year. A brief summary of some of our outstanding work is on the following pages.

Club President

Club Secretary

Organizational Leader

Club Name

County

Example

4-H Club Bylaws

_____ 4-H Club

Adopted _____

ARTICLE I: Name and Objectives

- Section 1. The name of this organization shall be the _____ 4-H Club.
- Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H Club work.
- Section 3. The objectives of this organization shall be:
- (a) to provide learning situations for the development of leadership, responsibility and effective citizenship.
 - (b) to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - (c) to provide information and training in other 4-H projects and activities as members' interests dictate.
 - (d) to help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: Membership

- Section 1. This club shall be composed of seven or more club members. Any boy or girl between the ages of 5 and 19 years, regardless of race, color, national origin, sex or handicap, who is interested in 4-H and willing to accept supervision of trained adult leaders may be considered for membership.

ARTICLE III: Officers and Elections

- Section 1. The elected officers of the club shall be President, Vice President, Secretary, Reporter, Photographer, Song Leader, and Recreation Leader.
- Section 2. Officers shall be elected annually and shall serve until their successors are elected and installed.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

ARTICLE IV: Duties of Officers

- Section 1. Duties of the president shall be:
- (a) to preside at all meetings of the club, call special meetings, enforce the bylaws and exercise supervision over the affairs of the club.
 - (b) to appoint standing and special committees.
 - (c) to serve as an ex officio member of each committee, except the nominating committee.
 - (d) to assist in planning programs and carry out other duties of a presiding officer.
- Section 2. Duties of the vice president shall be:
- (a) to assist the president.
 - (b) to perform the duties of the president in the absence of that officer.
 - (c) to serve as chairman of the program committee.
 - (d) to plan all club educational programs one year in advance.

- Section 3. Duties of the secretary shall be:
- (a) to keep minutes of regular club meetings and other club records as outlined in the Secretary's Book.
 - (b) to call or check roll and read the minutes at each regular meeting.
 - (c) to serve on the program committee and as chairman of the club history committee.
 - (d) to preside in the absence of the president and vice president.
- Section 4. Duties of the treasurer shall be:
- (a) to prepare a budget for approval by the club.
 - (b) to receive, hold and pay out all moneys of the club as designated by the adopted budget.
 - (c) to keep an accurate record of the receipt and expenditures of all funds.
 - (d) to present a financial statement when requested to do so.
 - (e) to prepare the end of the year financial report, present the required documents for the audit to be conducted as prescribed in the 4-H Treasurers Record Book, and present the required documents to the County Extension Office annually in a timely manner.
- Section 5. Duties of the reporter shall be:
- (a) to report activities of the club to local news media,
 - (b) to report activities to the county Extension agent and/or the county newsletter.
 - (c) to serve on the club history committee.
- Section 6. Duties of the photographer shall be:
- (a) to make pictures of the club meetings, activities and members and their projects for the club history book.
 - (b) the cost of the pictures shall be paid by the club.
 - (c) to serve on the club history committee.
- Section 7. Duties of the song leader shall be:
- (a) to lead singing for the club.
 - (b) to serve on the recreation committee.
- Section 8. Duties of the recreation leader shall be:
- (a) to lead games and other types of recreation for the club.
 - (b) to serve as chairman of the recreation committee and to serve the program committee.

ARTICLE V: Leaders and Duties

- Section 1. The duties of the Organizational Leaders shall be:
- (a) to serve as the captain of the leadership team and coordinate the club program.
 - (b) to work as close advisors and leaders with the executive committee, other committees and adult leaders to see that the club's program and activities are well planned and executed.

ARTICLE VI: Committees and Duties

- Section 1. The standing committees shall be program, recreation, history and membership.
- Section 2. Duties of the standing committees shall be:
- (a) Program – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
 - (b) Recreation – The recreation committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year and for appointing families to provide refreshments and be host and hostesses for each regular meeting.
 - (c) History – The history committee shall be responsible for annually constructing a club history book that documents all the members and activities.

- (d) Membership – The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings and providing new members with 4-H club information.

ARTICLE VII: Meetings

- Section 1. Regular meetings shall be held on the _____ of each month.
Section 2. Special meetings may be called by the president.

ARTICLE VIII: Procedure

- Section 1. Robert’s Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club’s bylaws.
Section 2. The order of business for regular meetings is:
Call to order
Opening ritual
Roll call
Reception of new members and recognition of guests
Reading and approval of minutes
Reports – officers, committees, project groups, special activities, leaders
Unfinished business
New business
Program
Adjournment
Recreation and refreshments

ARTICLE IX: Club Dissolution

- Section 1. Upon the disbandment of the club, all real property, including money, equipment and land must be disbursed to another 4-H Club in the county or to the County 4-H Foundation for use in support of the county 4-H program. The last official duty of the club’s leaders shall be to effect the transfer of club property and to turn over club records to the county Extension agent.

ARTICLE X: Amendments

- Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous regular meeting of the club.

The 4-H Club Opening Ritual

President: We will now review the meaning of our emblem. What is the National 4-H Club Emblem?

Members: The Four-Leaf Clover with the letters “H” on each leaf.

President: What do the four “H’s represent?

Members: The equal training of the Head, Heart, Hands, and Health.

President: For what is the Head trained?

Members: To think, to plan, to reason.

President: For what is the Heart trained?

Members: To be kind, true, and sympathetic.

President: For what are the Hands trained?

Members: To be useful, helpful, and skillful.

President: For what is the Health trained?

Members: To resist disease, enjoy life, and make for efficiency.

President: What is our Motto?

Members: “To Make the Best Better.”

President: We will now stand and repeat our 4-H Club pledge and remain standing for the Pledge of Allegiance to our flag. These will be led by _____ and _____. (All stand.)

The 4-H Club Pledge

“I pledge my head to clear 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 Pledge of Allegiance

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

Pictures and News Clippings

WHAT IS 4-H WORK?

4-H work is that part of the program of the Cooperative Extension Service of the University of Arkansas which serves youth. Young people between the ages of 5 and 19 organize themselves into a 4-H club with their own officers, adult leaders, and local programs. The primary purpose of 4-H work is to develop in boys and girls leadership, initiative, citizenship, and character, and to teach them certain subject matter.



THE 4-H CLUB PLEDGE

I pledge:

my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community,
my country, and my world.

THE 4-H CLUB MOTTO

To Make the Best Better

THE 4-H CLUB EMBLEM

The 4-H emblem is a four-leaf clover with the letter "H" on each leaf.
The four "H's" stand for Head, Heart, Hands, and Health.

THE 4-H CLUB COLORS

GREEN: Nature's most common color is emblematic of springtime, life, and youth.

WHITE: Symbolizes purity and high ideals.

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Cooperative Extension Service

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