Name of Club ________________
County ____________________
Secretary _________________
Year ______________________
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

Contents

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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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
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<td>Vice President</td>
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<td>Song Leader</td>
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<td>Recreation Leader</td>
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</table>

#### Adult Leaders

**For the Club**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Organizational Leader</td>
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<td>Records Leader</td>
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**For Projects**

*(Kind)*

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

### County Extension Personnel

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* Enter a J when a member joins, an A when absent, and leave the space blank when present. Enter a D when the member drops out or moves away.
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**

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

October

November

December

January
<table>
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<tr>
<th>Month</th>
<th>Club</th>
<th>County</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
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<td>August</td>
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<td>September</td>
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</table>
4-H Meeting Program Plan

Place the club is to meet ________________________________________________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
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</table>

**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 ________________________________________________________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
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</table>

**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 ____________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
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</table>

**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 ________________________________________________________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
</table>

**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 ____________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
</table>

**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 ____________________________________________________________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
</table>

**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 __________________________ ____________________________ ____________
________ other members 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 ____________________________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
</table>

**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 ____________________________

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

Talks, reports on trips, etc., by ____________________________

Topic ____________________________

Special program by ____________________________

Topic ____________________________

**Recreation:**

Games, etc., to be led by ____________________________

Refreshments to be served by ____________________________

35
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 _____________________________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
</table>

**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:**

Inspiration 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 ____________________________

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

Talks, reports on trips, etc., by ____________________________

Topic ____________________________

Special program by ____________________________

Topic ____________________________

**Recreation:**

Games, etc., to be led by ____________________________

Refreshments to be served by ____________________________

39
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
Outstanding Work of Our Club

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.
Outstanding Work of Our Club (cont.)

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.
Outstanding Work of Our Club (cont.)

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.
Outstanding Work of Our Club (cont.)

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.
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.
Program for October (cont.)

Program for November (cont.)
Program for December (cont.)


Program for January (cont.)


Program for February (cont.)

Program for March (cont.)
Program for June (cont.)

Program for July (cont.)
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.

This publication was provided to you through the Cooperative Extension Service of the University of Arkansas, represented in your county by your county Extension agents.