

Connecticut 4-H Club Secretary's Record Book

18 U.S.C. 707

CLUB _____

YEAR _____

COUNTY _____

SECRETARY _____

4-H CLUB SECRETARY

The 4-H Club Meeting Minutes are the official record of your club. You are charged with keeping an account of the important elections, decisions and actions of your 4-H club during the year.

Record the names of the members of your club and keep the Attendance Record by marking an X after those who are present at each meeting.

The 4-H Club Program Plan is prepared by the leader and the officers or a planning committee and recorded in the secretary's record book early in the year. Items to record under club business would include election of officers, plans for community service, preparations for parents' night, parties or other business of the club. The educational program would include talks, demonstrations or workshops. Include the general topic for discussion and the persons responsible for carrying it out.

Record in the 4-H Club Meeting Minutes the business and educational program you carried out. Be sure to record the names of persons elected to office and to other positions of responsibility. A separate page is provided for the listing of Committee Appointments for handy reference.

You are asked to make a monthly report to your 4-H office. A separate Report Form is provided for this purpose. Bulletins or other materials may be requested with this report.

Congratulations for having received this important assignment. You will enjoy your duties and perform an important club service if you keep your records up to date accurately and completely.

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ATTENDANCE RECORD FOR CLUB MEETINGS

Name of Club _____ Town _____ Year _____

Name of Member

Date of Meetings

Check those present with an X.

4-H CLUB PROGRAM PLAN

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

4-H CLUB PROGRAM PLAN

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

Date of Meeting _____ Place _____

Club Business _____

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Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

4-H CLUB PROGRAM PLAN

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

4-H CLUB PROGRAM PLAN

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

Date of Meeting _____ Place _____

Club Business _____

Educational Program _____

4-H CLUB MEETING MINUTES

Name of Club _____

Meeting Place _____ Date _____ Time _____

Roll call showed _____ members, _____ parents, and _____ visitors present.

Business Meeting (Include all motions and actions taken.):

Educational Program (Include demonstrations, talks, movies, speakers, workshops, recreations, community service or other educational activities.):

Secretary _____

4-H CLUB MEETING MINUTES

Name of Club _____

Meeting Place _____ Date _____ Time _____

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Business Meeting (Include all motions and actions taken.):

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Secretary _____

COMMITTEE APPOINTMENTS

Date appointed _____ Name of Committee _____

Chairman _____

Members _____

Date appointed _____ Name of Committee _____

Chairman _____

Members _____

Date appointed _____ Name of Committee _____

Chairman _____

Members _____

Date appointed _____ Name of Committee _____

Chairman _____

Members _____

Date appointed _____ Name of Committee _____

Chairman _____

Members _____

