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UNIVERSITY OF  
MARYLAND  
EXTENSION  
*Solutions in your community*



*4-H*

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4-H 53

**MARYLAND 4-H CLUB  
SECRETARY'S RECORD BOOK**

The Secretary's Record Book is the official report of your 4-H club year. It lists members and leaders in the club and contains the record of business transacted and programs held.

The Secretary's Record Book, along with your program and Treasurer's Guidebook make up the permanent record of your club. Carefully filled out and filed at the end of each year, it will provide a history of your club. Experience has shown that such records may be very valuable in later years.

You can see the importance of the Secretary's job. Do it well. The entire club is depending on you.

Club Name: \_\_\_\_\_

**CLUB OFFICERS**

President: \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**CLUB LEADERS**

Club Organizational Leader: \_\_\_\_\_

Project Leaders: \_\_\_\_\_

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## DUTIES OF THE 4-H CLUB SECRETARY

1. Roll of members (Form A): Enter the names and addresses of all club members. During the year, add the names of new members. Add additional pages as needed.
2. Call the roll when requested to by the president. Record attendance by placing a check (✓) opposite members' names in the date column. Leave blanks for those absent.
3. As soon as possible, obtain the necessary information from previous secretary's book or from each member to complete Form B. Add additional pages as needed.
4. Minutes: Keep minutes of all meetings. Stand when reading them at the meeting. Minutes should be brief but should contain an interesting account of the meeting. Minutes should include:
  - a) *Date and location*: Kind of meeting (regular or special).
  - b) *Business*: Include all motions and action taken on each, summary of committee and other reports given and plans made, and list of members' names appointed to committees.
  - c) *Program*: Give the titles or subjects of talks, demonstrations, or other activities and the names of the persons who gave them.
  - d) *Recreation*: Tell about the games, stunts, refreshments, and the persons in charge of them.
5. Attach a report of the club's participation in picnics, tours, service-learning projects, and any other activity in which the club participated.
6. You may attach a sample of newspaper articles about the club and pictures showing club activities.
7. Take care of all club correspondence. Some clubs may elect a corresponding secretary for this job.
8. With the help of other officers and leaders, complete the annual report in the back of this book.
9. See that this record is filled out neatly, accurately, and completely. Submit this record on time to the 4-H office, if requested.









## SUGGESTED FORM FOR MINUTES OF MEETINGS

The regular monthly meeting of the Sunny Valley 4-H Club was held March 3rd at the home of Steve Davis. The meeting was called to order by Bob Joseph, President. The meeting was opened by singing the 4-H Club Pledge. Roll call was answered by 18 members. The minutes of the previous meeting were read and approved.

Joan Bowman, Treasurer, reported that the club had a balance of \$21.20 in the treasury. Don Brown, Chairman of the Membership Committee, reported that eight boys and girls were ready to enroll in club work.

There was no unfinished business.

New business: Steve Davis moved that the club meet at 8:00 p.m. instead of 7:30 p.m. beginning in April. Motion seconded and carried.

Karen Shirley moved that the club consider beautifying and improving the community building and grounds and that a committee of three be appointed to recommend plans. Motion seconded and carried.

Larry Rogers moved that the club have a party on St. Patrick's Day and that the President appoint a committee of four to make the arrangements. Motion seconded and lost.

Sandra Black, program chairman, introduced the following activities:

Group singing was led by \_\_\_\_\_ (name)\_\_\_\_\_.

Demonstration on the care of garden tools was given by \_\_\_\_\_ (name)\_\_\_\_\_.

\_\_\_\_\_ (name)\_\_\_\_\_ gave a talk on spring care of baby chicks.

\_\_\_\_\_ (name)\_\_\_\_\_ explained the proper procedure for amending a motion.

\_\_\_\_\_ (name)\_\_\_\_\_ and \_\_\_\_\_ (name)\_\_\_\_\_ sang a duet.

How to make drop cookies was the subject of a demonstration by \_\_\_\_\_ (name)\_\_\_\_\_.

For recreation, Jim Sevens led the group in a relay game and a quiz.

The president announced the committee to recommend plans for beautifying the community building: \_\_\_\_\_ (name)\_\_\_\_\_, chairman \_\_\_\_\_ (name)\_\_\_\_\_, and \_\_\_\_\_ (name)\_\_\_\_\_.

The secretary read the tentative program for the next meeting.

Jim Stevens moved that the meeting adjourn. Motion seconded and carried. The club adjourned by giving the Pledge of Allegiance.



























# ANNUAL REPORT OF THE \_\_\_\_\_ 4-H CLUB

It is suggested that this report be filled out by the officers of the club with the help of one or more adults and one or more junior leaders.

## Membership:

1. Give number of members enrolled this year: \_\_\_\_\_
2. Give number of members enrolled last year: \_\_\_\_\_
3. How many of last year's members reenrolled this year? \_\_\_\_\_
4. What percentage reenrolled? \_\_\_\_\_
5. List last year's members who were ineligible to enroll this year:

**Name**

**Reason for Ineligibility**

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6. Give number of members enrolled in junior leadership: \_\_\_\_\_
7. If none were eligible, check here. \_\_\_\_\_
8. How many members know the 4-H pledge, motto, and colors? \_\_\_\_\_

## Organization:

9. Give date that the election of officers was held: \_\_\_\_\_
10. Give date that the yearly program was planned: \_\_\_\_\_

## Club meetings:

11. How many regular monthly meetings were held? \_\_\_\_\_

## Records completed:

12. How many members completed their record books? \_\_\_\_\_
13. What percentage of the members completed their record books? \_\_\_\_\_

## SUMMARY OF 4-H EVENTS

Indicate your club's participation. Indicate number of M = Members and A = adults/others.

Example:

Area of Interest	Event	Club	County	Regional	State
Judging	Livestock	8M/1A	5M/3A	2M/1A	1M

Area of Interest	Event	Club	County	Regional	State
Achievement Program					
Parent/Family Program					
Tours/Trips					
Project Workshops					
Demonstrations					
Camp					
Recreational Event					
Fair/Shows					
Conferences					
Public Speaking					
Judging					
Bowl					
Contest					
Leader Training					
Officer Training					
Other					



# PUBLIC RELATIONS

Indicate number prepared and comments:

Areas of Interest	Club/Community	County	District	State	Other
News Stories					
Window Displays					
Booth					
Float					
T.V. Programs					
Radio Programs					
Talks by members at civic, school, community groups					
4-H Sunday Activities					
National 4-H Week					
Other					

# ACTIVITY REPORT

Tell what your club has done in carrying out one or more club activities (for example, environmental, service-learning, family program).

Name of activity: \_\_\_\_\_

Number of members taking part in the activity: \_\_\_\_\_

Our club made the following plans for conducting this activity: \_\_\_\_\_

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The club carried out the program in the following way: \_\_\_\_\_

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Report briefly the most important result: \_\_\_\_\_

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Leader(s) assisting: \_\_\_\_\_

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Junior Leader(s) assisting: \_\_\_\_\_

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Names of committee members if a committee was appointed: \_\_\_\_\_

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Attach a similar report for other activities your club completed.

Tell what your club has done to encourage eligible boys and girls in the community to belong to a 4-H Club: \_\_\_\_\_

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Tell about the service-learning project carried out by your 4-H Club: \_\_\_\_\_

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### APPLICATION FOR RECOGNITION

(For recognition requirements, see *The 4-H Club Recognition Plan*, 4-H 419.)

We wish to apply for the following recognition: (check one)

Charter \_\_\_\_\_ Standard \_\_\_\_\_ Achievement \_\_\_\_\_

Honor \_\_\_\_\_ Banner \_\_\_\_\_

We have checked this report and believe it is complete and accurate.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Leader