

4-H Secretary's Record Book



18 USC 707

4-H Club Name: _____

County or City: _____

Secretary's Name: _____

Report for Year: Beginning October 1, 20 _____ Ending September 30, 20 _____



Virginia Cooperative Extension
Virginia Tech • Virginia State University

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4-H Club Directory

You may ask the Extension office to print a club roster from the online enrollment system.

Name of Club _____

4-H Year _____

(This page should be filled in immediately following your club election.)

Club Officers

Name	Phone No.	E-mail
President _____	_____	_____
Vice President _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____
Reporter _____	_____	_____
Historian _____	_____	_____
Other _____	_____	_____

Adult Leaders

Organizational _____

Project _____

Activity _____

Committees

Program _____

Special Events _____

Finance _____

Community Service _____

Other _____

(Add pages if more space is needed throughout this book.)

Responsibilities of 4-H Club Secretary	Skills Needed by the Officer
<ul style="list-style-type: none"> ▪ Work with the local Extension unit to maintain club roll. (All members must enroll/re-enroll annually.) Include names and contact information, including phone number and email. ▪ Keep record of attendance, either through roll call or a sign-in sheet. Attendance records can be kept on paper or electronically, such as in a spreadsheet. ▪ Keep a record of the minutes of all meetings. Minutes should include all action and important details, but not all discussion. Read the minutes when the president calls for them. ▪ Take care of club correspondence unless corresponding secretary has been elected. Send and post notices of 4-H meetings when instructed. ▪ Call meeting to order when both the president and vice president are absent. ▪ Furnish your 4-H leader and/or Extension agents with copies of club roll, minutes, and other reports. ▪ Provide club records to historian when asked. 	<ul style="list-style-type: none"> ▪ Organized ▪ Neat ▪ Access to a computer and email ▪ Good speaker ▪ Good listener ▪ Excellent attendance ▪ Responsible ▪ Note taking skills; good writer

Secretary

Suggestions for Success

- Sit to the president's left during the meeting so you can ask questions when necessary and provide clarification for motions stated.
- Write, read, and store minutes that show club action, such as reports given, motions made, votes conducted, etc. Minutes should not include all discussion points, nor should they include the secretary's personal comments or thoughts. Remain objective. Minutes may be typed or handwritten (see example).
- Take notes during the meeting. Do not rely on your memory.
- Consider writing minutes soon after the club meeting while the details are still fresh in your mind.
- Organize your notes, minutes, and roll sheet in this publication or in a three-ring binder or pocket folder.
- Using technology such as email, consider distributing the minutes so absent members may know what business occurred. The minutes will still need to be approved at the next club meeting, and signed by the president and secretary once adopted.
- Work with the officer team and leader to determine a communication plan for the club. Plan how you will distribute messages such as meeting dates, last-minute changes to the meeting (such as might occur due to inclement weather), etc.
- Consider creating a club email list. One option available through Virginia Tech and your unit Extension staff is a Google Group; the address would look like: clubname-g@vt.edu.

Items To Be Considered in Writing Minutes

Opening

When

Where

Who presided

What opening features were

Business

Roll Call: Number present

Reading of minutes

Report of Treasurer

Unfinished business

Committees: Reports given; action taken

Motions: What motion was; who made and seconded; carried or lost

Program

What the program was

Recreation

Types of activities

Person in charge

Note: You will not write an outline such as this on the pages you use for recording minutes. You will only want to use the outline to help you organize and write minutes of meetings.

Resource: Sample Meeting Minutes, Typed

The Helping Hands 4-H Club met Monday, Nov. 3, at the Glendon Community Center. The meeting was called to order at 7:05 p.m. by President Zara Ali. Heather Smith led the Pledge of Allegiance and Robert Whim led the 4-H Pledge. Secretary Kajiya Jones took roll, with 14 members present and two absent. Treasurer Adam Whitlock reported an ending balance of \$517.19.

There were no committee reports nor unfinished business. In new business, Adam Whitlock made a motion to contribute \$50 to the Unit 4-H Council to host an Achievement Night picnic. The motion was seconded and passed unanimously. Next, Heather Smith moved that club leader Mrs. Jackson be allowed to purchase craft supplies up to \$30 for the next club meeting and be reimbursed for those expenses. The motion was seconded and passed 13-1.

There being no further business to discuss, the meeting adjourned at 7:20 p.m. The Jackson family provided snacks and City Council member Adrian Rockwell conducted a program on Parliamentary Procedure.

Respectfully submitted,

Kajiya Jones

Helping Hands 4-H Club Secretary

Resource: Sample Meeting Minutes, Handwritten

The Jumping Jack 4-H club met on Thursday, April 11, at Peak Elementary School. President Lindsay called the meeting to order at 3:45 pm. Vice-President Adam led the pledges. Secretary Imani called roll asking members to answer with their favorite flavor of ice cream. There were nine members and three leaders present. Treasurer Jackson reported \$41.52 in club funds; there were no transactions this month.

In unfinished business, Jayden moved to cancel the June meeting due to a conflict with 4-H Junior Camp. Alison seconded, there was no discussion, + the motion carried. There was no new business to discuss. The business meeting adjourned at 4:00 p.m. so members could take a hike on the school walking trail and identify springtime flora.

Teen leader Lucinda provided snacks.

Membership And Attendance Record

(These records may also be kept in a spreadsheet and printed for the official record.)

Name Of Member	Date and record of attendance at regular and special meetings ^A														

^A List meeting dates across the top of the chart. Place a check mark for those in attendance and an A for those absent.

Membership Information

E-mail	PhoneNumber	Age	Yrs. in 4-H Including This Yr.

Membership And Attendance Record

(These records may also be kept in a spreadsheet and printed for the official record.)

Name Of Member	Date and record of attendance at regular and special meetings ^A																																						

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Member Information

E-mail	Phone Number	Age	Yrs. in 4-H Including This Yr.

MINUTES

TYPE OF MEETING

- Regular Special
- (Check one)

Date _____ 20 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special

(Check one)

Date _____ 20 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special

(Check one)

Date _____ 20____

Signed _____

Secretary

President

MINUTES

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(Check one)

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(Check one)

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Signed _____
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(Check one)

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Regular Special

(Check one)

Date _____ 20 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular Special
(Check one)

Date _____ 20 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special

(Check one)

Date _____ 20 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special

(Check one)

Date _____ 20 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special

(Check one)

Date _____ 20 _____

Signed _____
Secretary

President

4-H Emblem



Figure 4. The official 4-H emblem.

The official 4-H emblem is a green stemmed four-leaf clover with white H's in the leaves. Green and white are the 4-H colors: White symbolizes purity, and green represents nature's most common color and is emblematic of youth, life and growth.

The H's stand for Head, Heart, Hands and Health:

HEAD—Problem-solving: ability to sort out complex problems.

HEART—Emotional development: developing good attitudes toward work and learning; developing acceptance and appreciation of other people.

HANDS—Skills development: ability to do, skill in doing and habit of doing.

HEALTH—Physical development: understanding and appreciating a growing and changing body.

The 4-H flag consists of the green 4-H clover emblem on a white background. The “H” on each leaf may be white or metallic gold.

Use of 4-H Colors, Symbols and Emblem

The use of 4-H symbols is encouraged, but they must be used according to federal regulations, including colors, placement, endorsements, promotions, and more. In addition, Virginia Cooperative Extension logos, indicia, and ADA statement for events are required on publicly distributed items. Work with unit Extension staff to insure proper and appropriate use of 4-H and Extension symbols.

4-H Motto

The 4-H motto is “To Make the Best Better.” Its intent is to inspire young people to continue to learn and grow; to make their best efforts better through participating in educational experiences. The 4-H motto supports the Virginia 4-H mission to “assist youth, and adults working with those youth, to gain additional knowledge, life skills, and attitudes that will further their development as self-directing, contributing, and productive members of society.”

The 4-H Pledge

The 4-H Pledge



I pledge my **HEAD**
to clearer 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**.

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