Florida 4-H Secretary's Record Book

Name of 4-H Club: ____________________________________________

County: ____________________________ Club Year: 20__ to 20__

Leader’s Name: _______________________________________________

Secretary’s Name: _____________________________________________

County Extension Agent: _______________________________________

Archival copy: for current recommendations see http://edis.ifas.ufl.edu or your local extension office.
Dear 4-H Secretary:

Congratulations on being selected as your 4-H Club Secretary! This is an important position and your good work will be help your club to be successful. This book should serve as a good guide for you to follow and outline your club's goals, plans for the year, as well as keep records of what your club has done.

Here are a few hints to be successful:

★ Look through this book and pay careful attention to your duties, the by-laws, & the section for club goals/planning.
★ Use this book as a guide book and planner as well as a way to keep track of your club's success.

A main part of your job is taking notes during the meeting and keeping up with the correspondence of the club. Make sure to pay careful attention to details when doing your job and you will be sure to be a success. Good luck!!

Table of Contents

Duties of the 4-H Club Secretary ........................................................................................................ 3
Club Information Sheet ....................................................................................................................... 4
Club Membership Roster .................................................................................................................... 5
Club Goals .......................................................................................................................................... 7
Club Performance Standards ............................................................................................................. 8
Annual Club Program ....................................................................................................................... 10
Meeting Planning Sheet ................................................................................................................... 11
Membership Roll ............................................................................................................................... 12
Meeting Minutes ............................................................................................................................... 13
Secretary’s Monthly Report .............................................................................................................. 26
Secretary’s Annual Report ................................................................................................................ 27
Club Achievement Report ............................................................................................................... 29
Sample Club Constitution ................................................................................................................ 30
**Duties of the 4-H Club Secretary**

- Call roll at the beginning of each meeting (make sure it is alphabetical & up to date).
- Keep records on each member and their participation.
- Keep records and write minutes for each meeting & present minutes at each meeting.
- Handle all correspondence for the club.
- Keep records of committee reports.
- Turn in your 4-H Secretary's Record Book to the 4-H Office at the end of the year.

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**Sample Meeting Agenda or Order of Business**

I. Call to Order

II. Opening exercises (songs, pledges, etc.)

III. Roll Call

IV. Approval of minutes

V. Reports (Treasurer, Council Delegates, Committee)

VI. Unfinished Business

VII. New Business

VIII. Program (Demonstrations, slides, judging events, project talks, guest speakers)

IX. Recreation

X. Announcements

XI. Adjourn
# Club Information Sheet

**President:** ____________________________________________

**Vice President:** _________________________________________

**Secretary:** _____________________________________________

**Treasurer:** ______________________________________________

**Reporter:** _______________________________________________

**Historian:** _______________________________________________

**Club Leaders:** ___________________________________________

**Project Leaders:** _________________________________________

**County Extension Agent:** _________________________________

## Committees

**Name:** ________________________________________________

**Chairman:** _____________________________________________

**Members:** ______________________________________________

**Name:** ________________________________________________

**Chairman:** _____________________________________________

**Members:** ______________________________________________

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## 4-H Membership Roster

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4-H Club Goal Setting

For your club to be successful, you should set goals at the beginning of the year. Some goals are general for all clubs, and some goals are specific for your club. Below are the goals that your club should meet and space for you to write in your own club goals.

- The yearly program planned and sent to 4-H Extension Agent.
- The club held at least nine regular meetings.
- The average attendance at meetings was at least 75%.
- The club conducted a planned community service activity.
- Every club member presented something at two club meetings.
- The club had entries at county events day.
- At least 75% of members participated in special County 4-H activities.
- The president and council delegate attended most county meetings.
- Club officers received formal training.

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Standards of Excellence for 4-H Clubs and Groups

Check the following Club Performance Standards completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc.

| Club Name: ___________________________ | County: ___________________________ |
| Club/Group President Signature: ________________ | Date: ________________ |
| Organizational Volunteer: ________________ | Date: ________________ |
| Total Number of checked responses for the 20 Excellent Standards: __________________ |

**Club Performance Standards**

1. Club/group had a planned annual program that includes group goals. *(Ex: recruit 4 new members; 75% of members will attend camp; all members will choose one county learning activity to attend)*

2. Group members were actively involved in planning the group’s annual program.

3. Group selected an area of focus for their annual program. *(Ex: health & fitness; environmental science; pet care; community service; intercultural understanding OR Club is represented in the community, by serving on a committee, council or board with adult partners)*

4. Group members were involved in implementing the annual program/activities. *(Ex: planning and bringing snacks; leading the pledges; calling club members for a group meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others)*

5. A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. *(Ex: identify meeting dates, locations, educational programs; special projects; social events; county or district events)*

6. All members were invited and at least 75% of group members were involved in at least nine group activities during the year. *(Ex: meetings; club tours; recognition event)*

7. Group officers were elected or appointed, and fulfilled their leadership roles.

8. Group completed at least one (1) community service project.

9. Group completed at least one (1) project that promotes 4-H visibility at the community or county level. *(Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office)*

10. Group has completed at least one (1) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.
Club Performance Standards (continued)

11. Group recruited at least one (1) project volunteer for at least 75% of the member’s project learning areas.

12. At least 75% of the members made progress toward individual 4-H project goals.

13. Group developed a method to communicate with families at least three (3) times per year regarding group activities, education and achievements. (Ex: newsletters; e-mails; calling tree; group activity that includes families)

14. Group planned at least one (1) activity to include parents and families in club activities. (Ex: project showcase; skating party; tours; recognition event)

15. Members took part in a variety of events and/or meetings beyond the 4-H group level. (Ex: county project workshops; district events; state fair; interstate exchange programs)

16. A scheduled recognition event was held for members, volunteers and parents.

17. Club/group planned and implemented at least one multi-club activity. (Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event)

18. Group members participated in 4-H activities beyond the club level. (Ex: county educational workshops; district events; state fair)

19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.

20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used)

12-13 Checked of 20 questions = BRONZE Clover Club Award
14-15 Checked of 20 questions = SILVER Clover Club Award
16-17 Checked of 20 questions = GOLD Clover Club Award
18-20 Checked of 20 questions = EMERALD Clover Club Award
**Annual 4-H Club Program & Activity Plan**

It is important to have a plan of what your club is going to do for the year. Use this sheet to plan the program and activities your club will do each year.

Club Name: ____________________________

Regular Meeting Time: ____________ Place: ______________

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# Meeting Plan Form

It's a good idea at the beginning of the year to sit down and make plans for who is going to do what at your 4-H Club meetings throughout the year. You can use this sheet as a planning guide to outline who will have what responsibilities each member will have each month.

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Educational Program/Recreation: ________________________________

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President       Secretary
Meeting Minutes

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President: _____________________  Secretary: _____________________

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President __________________ Secretary __________________

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President       Secretary

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Educational Program/Recreation: ____________________________

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President       Secretary
### Meeting Minutes

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**Place:** _____________  **Members Present:** _________  **Visitors:** _____________

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**Educational Program/Recreation:** ________________________________

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President _____________  Secretary _____________

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President _______________  Secretary ________________

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Educational Program/Recreation: ____________________________________________
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President  Secretary
Meeting Minutes

Date: ________________  Time Began: ________________  Time Ended: ________________

Place: ________________  Members Present: __________  Visitors: ________________

Business: __________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Educational Program/Recreation: _______________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Archival copy: for current recommendations see http://edis.ifas.ufl.edu or your local extension office.

President       Secretary

4-H Secretary Record Book
Meeting Minutes

Date: _______________  Time Began: _______________  Time Ended: _______________

Place: _______________  Members Present: _________  Visitors: _______________

Business: __________________________________________

_____________________________________________________________________

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Educational Program/Recreation: ____________________________

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President       Secretary

Archival copy: for current recommendations see http://edis.ifas.ufl.edu or your local extension office.
Secretary’s Monthly Report

As club secretary, you conduct correspondence on behalf of your club. A special type of correspondence is the Secretary’s Monthly Report. This is sent to the county Extension office to help Extension agents know what is happening in the 4-H club.

Immediately after each monthly club meeting, fill out the report card and mail it to the county Extension office. You will be provided with a supply of the report cards upon your request.

### Sample 4-H Meeting or Activity Report Card

Dear County Extension Agent(s),

Below is a report of our recent 4-H meeting or activity:

Name of 4-H Club: ________________________________

Type of meeting or activity: ________________________________

Date of meeting or activity: ______________ Place: ________________________________

Total present: ________ Members: ________ Leaders: ________ Others: ________

What we did: ________________________________

______________________________

______________________________

Date of next meeting: ______________ Place: ______________ Time: ____________

Name of person making report ________________________________ Title ________________________________
Secretary’s Annual Report

Name of Club: ___________________________ Date Organized: ________________

1. How many members were on the club roll this year? __________________________

2. How many regular meetings were held? __________________________
   How many project/workshop meetings were held? __________________________
   What kind were they? __________________________

3. How many meetings were parents especially invited to? __________________________
   What kind of programs were given? __________________________

4. What was the average attendance at club meetings? __________________________
   What percentage of the club’s membership is this? __________________________

5. What community improvement or service projects did the club participate in?
   __________________________

6. How many members participated in the following:
   _____ Gave a talk  _____ Prepared an exhibit  _____ Gave a demonstration

7. Number of club members exhibiting projects during the year?______________________

8. How many of your club members participated in the following?
   _____ State Congress  _____ County Camp  _____ Specialty Camps
   _____ Achievement Day  _____ Fairs or Shows  _____ Judging Events

9. Is your secretary’s book complete? ______ Did your club keep a scrapbook? ______

10. How many members completed one or more projects? __________________________
    What percentage of the club’s membership is this? __________________________

11. Did any members, or your club, have any stories printed? ____________ How many? __
    Did members of the Club make any radio/television broadcasts?_____ How many? __
    Did any member appear on school, community or civic programs pertaining to 4-H Club work?
    __________________________
    How many occasions? __________________________
12. Outside Speakers

<table>
<thead>
<tr>
<th>Name of Speaker</th>
<th>Subject</th>
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<tbody>
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13. Project Work

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<th>Number Completed</th>
<th>Project</th>
<th>Number Enrolled</th>
<th>Number Completed</th>
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<td>Health</td>
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<td>Apiary</td>
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<td>Home Environment</td>
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<td>Automotive</td>
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<td>Horse</td>
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<td>Beef</td>
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<td>Human Development</td>
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<td>Bicycle</td>
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<td>Bread</td>
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<td>Management-Home</td>
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<td>Career Exploration</td>
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<td>Consumer Education</td>
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<td>Public Speaking</td>
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<td>Dairy Foods</td>
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<td>Rabbits</td>
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<td>Dairy Projects</td>
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<td>Discovering 4-H</td>
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<td>Woodworking</td>
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<td>GPS</td>
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Our Club’s Achievements

County: ____________________________________________

________________________________________________________________________

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District: ____________________________________________

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Our Club’s Achievements

State: _____________________________________________

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National: ____________________________________________

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Suggested 4-H Club Constitution

Article I—Name
This organization should be known as the _____________________________ 4-H Club.

Article II—Purpose
The purpose shall be to enable the members to work in harmony with one another for the best interests of the individual and of the community. Leadership, citizenship, and personal development should be the aim.

Article III—Membership
Any boy or girl between the ages of 8 and 18 years, who is interested in club work and willing to accept supervision by Extension Agents or volunteer leaders, may be considered for membership. The club will determine its membership under the guidelines of the Affirmative Action Programs of the Florida Cooperative Extension Service.

Article IV—Meetings
Meetings should be held regularly according to the needs and desires of the group.

Article V—Officers
Suggested officers: President, Vice-President, Secretary, Treasurer, Recreation Leader, Council Delegate, and Reporter as needed. The President, Vice-President, and Secretary should compose the executive committee. The adult 4-H leaders shall serve as advisors to the Executive Committee.

Article VI—Duties of Officers
The president shall preside at all meetings, appoint all committees, and attend to such other duties as usually pertain to the office. The Vice-President shall act in the absence of the President. The Secretary shall keep the minutes of the meetings and attend to all correspondence of the club. The Treasurer shall collect and account for all monies of the club, and shall pay out money only upon the order of the executive committee. The Reporter shall supply local newspapers with the news. The Recreation Leader shall plan and direct the club’s recreational activities. The Council Delegate shall represent the club at council meetings and report to the club membership.
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.

The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

Post a pledge banner at your meeting site. At the end of the first meeting, give everyone a card with the 4-H pledge to take home.