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.
## FORM A: ROLL OF MEMBERS

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Number of Parents

Number of Visitors

TOTAL ATTENDANCE
FORM A: ROLL OF MEMBERS (continued)

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Number of Parents  
Number of Visitors  
TOTAL ATTENDANCE
FORM B: MISCELLANEOUS INFORMATION ABOUT MEMBERS

(A copy of your club roster or members database listing printout from the Extension Office needs to be attached or inserted after this page)

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<th>4-H'er Name</th>
<th>Month/Year Joined 4-H</th>
<th>Office Held</th>
<th>Demonstration—Topic/Date Given</th>
<th>Record Book Completed</th>
<th>Miscellaneous Information</th>
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FORM B: MISCELLANEOUS INFORMATION ABOUT MEMBERS (continued)

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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.
MINUTES OF MEETING

1. Place: _______________________
   Date: _______________________
   Time: _______________________

2. Number present: _______________
   Members: _____________________
   Parents: _____________________
   Other Visitors: _______________
   Total Attendance: _______________

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__________________________, Secretary
MINUTES OF MEETING

1. Place: ______________________
   Date: ______________________
   Time: ______________________

2. Number present:
   Members: _________________
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   Other Visitors: __________
   Total Attendance: ______

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_____________________________________, Secretary
MINUTES OF MEETING

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   Date: __________________________
   Time: __________________________

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   Members: __________________________
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______________________________, Secretary
MINUTES OF MEETING

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   Date: ________________________
   Time: ________________________

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   Members: ______________________
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______________________________, Secretary
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___________________________________________, Secretary
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______________________________, Secretary
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MINUTES OF MEETING

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______________________, Secretary
MINUTES OF MEETING

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   Date: ______________________
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____________________________________, Secretary
MINUTES OF MEETING

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   Date: ________________________
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______________________________________, Secretary
MINUTES OF MEETING

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_________________________________, Secretary
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:

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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:**

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<th>Area of Interest</th>
<th>Event</th>
<th>Club</th>
<th>County</th>
<th>Regional</th>
<th>State</th>
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<tr>
<td>Judging</td>
<td>Livestock</td>
<td>8M/1A</td>
<td>5M/3A</td>
<td>2M/1A</td>
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**PUBLIC RELATIONS**

Indicate number prepared and comments:

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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: _______________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The club carried out the program in the following way: _______________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Report briefly the most important result: __________________

________________________________________________________________________

________________________________________________________________________

Leader(s) assisting: __________________

________________________________________________________________________

Junior Leader(s) assisting: __________________

________________________________________________________________________

Names of committee members if a committee was appointed: ______________

________________________________________________________________________

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: __________________________________________

_____________________________________

_____________________________________

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

_____________________________________

_____________________________________

_____________________________________

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