

Name: _____

Homeroom: _____

School: _____

Sevier County 4-H

SECRETARY

RECORD BOOK

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department, and county governments cooperating. UT Extension provides equal opportunities in programs and employment.

Date Booklet Due: _____



This book is furnished to the 4-H club secretary to help them keep proper records of the activities in their clubs. It will be valuable for the secretary to keep club records. The local 4-H staff will be able to offer help to the 4-H secretary when needed.



How to write minutes:

- The minutes of the meeting should contain the following:
 - Name of the club, date, and time the meeting was called to order.
 - Who presided at the meeting, led the pledges, and gave the thought of the day.
 - Whether the minutes from the previous meeting were approved.
 - A statement of upcoming activities shared by the 4-H staff as presented in the 4-H newsletter.
 - What the 4-H leader presented that day.
- The minutes should be neatly written.
- The secretary should always be impartial and never express their opinion on any action taken by the club.
- Space for the minutes for the club year is provided in this book. If more meetings are held during the year, or if more space is needed, the secretary may insert additional pages.
- The secretary may find it helpful to first write the minutes on another page and then write them in the secretary's book.

You are encouraged to do the following to make your record-keeping more efficient:

- At the beginning of the year:
 - Complete the club roster with club member's names listed alphabetically. Your teacher may provide a list to help with accurate records.
- During the Meeting:
 - Read the previous month's minutes.
 - Take minutes (see how to write minutes for details)
- After the meeting:
 - Using your notes, write an accurate story (called minutes) of the 4-H meeting in your secretary's book.
 - Record club member's participation on the club roster each month.
 - Record the results of each month's activities on the final report page.
- At the end of the year:
 - Turn in your completed secretary book to the 4-H staff. These books will be judged for recognition as part of the Secretary of the Year Award.

**Secretary books are due the same day that Project Books
are due to your school!**

Name: _____

Grade: _____ Club Teacher: _____

School: _____

School Year: _____



4-H Club Officers

School Year: _____

President: _____

Vice President: _____

Secretary: _____

Service Learning Chairman: _____

4-H Club Roster

NAME	SPEECH TOPIC	Posters	Essay	Photo	Service Learning Project	Project Book Complete
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

Give each member credit when an activity is complete

✓ = Participated

✗ = Did not participate

A = Absent

4-H Club Roster

NAME	SPEECH TOPIC	Posters	Essay	Photo	Service Learning Project	Project Book Complete
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						
32.						

Give each member credit when an activity is complete

✓ = Participated

✗ = Did not participate

A = Absent

4-H Meeting Summary

School Year: _____

October

Total # of Club Members Present: _____

Officers Elected:

President _____ Vice President _____

Secretary _____ Service Chairman _____

November

Total # of Club Members Present: _____

Total # of Speeches: _____

What service project did your club complete? _____

Club Score: _____

January

Total # of Club Members Present: _____

Total # of Posters: _____

What service project did your club complete? _____

Club Score: _____

February

Total # of Club Members Present: _____

Total # of Essays: _____

What service project did your club complete? _____

Club Score: _____

March

Total # of Club Members Present: _____

Total # of Photos: _____

What service project did your club complete? _____

Club Score: _____



PHOTOS AND NOTES

Sevier County 4-H is
proudly sponsored by:



SEVIERVILLE SUNRISE ROTARY CLUB



Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department, and county governments cooperating. UT Extension provides equal opportunities in programs and employment.