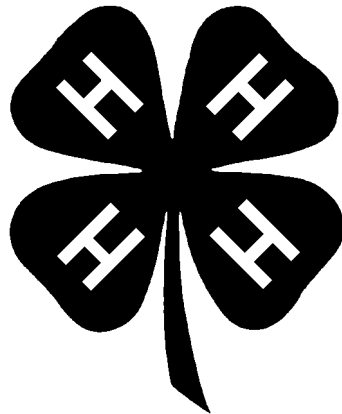


# SECRETARY'S RECORD BOOK FOR FLORIDA 4-H CLUBS



Name of 4-H Club.....

County.....

Club Year..... 19..... to..... 19.....

County Extension Agent..... Address.....

Adult 4-H Leaders..... Address.....

..... Address.....

This Secretary's Book has been reviewed and approved by:.....

.....  
Organizational Leader(s) --

## SECRETARY'S BOOK

This is the official permanent record of your 4-H Club. Minutes should be recorded as meeting progresses and then transferred to this permanent record immediately afterwards. Make it a record

you and your club members can be proud of. Send this book to your 4-H Extension Agent at the end of the club year.

### Duties of 4-H Club Secretary

This office is one of great importance in a 4-H Club.

Here is what is expected of a 4-H Club secretary:

- 1) Call roll at meeting (enter names alphabetically)
- 2) Keep records of each member
- 3) Keep records and write minutes of all meetings.
- 4) Handle all correspondence
- 5) Keep records of committee reports
- 6) Include social meeting under committee reports of regular meeting minutes
- 7) Turn in secretary's record book to 4-H Extension Agent at the end of 4-H Club year

### Suggested Order Of Business

- 1) Call to order
- 2) Opening exercises; such as , songs, 4-H pledge, etc.
- 3) Roll call
- 4) Reading and approval of minutes
- 5) Reports: Treasurer
  - Council Delegates
  - Standing and special committees
- 6) Unfinished business
- 7) New business
- 8) Program
  - \_\_ Demonstrations
  - \_\_ Slides and filmstrips
  - \_\_ Judging events
  - \_\_ Project talks or panel discussions
  - \_\_ Guest speakers
  - \_\_ Quizzes
- 9) Recreation
- 10) Announcements
- 11) Adjourn

**4-H Club Officers**

**President** .....  
**Council Delegate** .....  
**Vice President** .....  
**Secretary** .....  
**Treasurer** .....  
**Song Leader** .....  
**Recreation Leader** .....  
**Reporter** .....

**Committees**

**1. Executive Committee** ..... **President, Chairman**  
 ..... **Vice President**  
 ..... **Secretary**  
 ..... **Treasurer**  
  
**2. Program Committee** ..... **Chariman**  
 .....  
 .....  
  
**3. Social Committee** ..... **Chairman**  
 .....  
 .....  
  
**4. Membership Committee** ..... **Chairman**  
 .....  
 .....  
  
**5. Other Committees as** ..... **Chairman**  
**Needed (Examples : (1)** .....  
**Community Service (2)** .....  
**4-H Club Week (3) 4-H** .....  
**Sunday (4) Record Books** .....  
**(5) Finance, etc.)** .....

**Project Leaders**

.....	.....
<b>Name</b>	<b>Subject</b>
.....	.....
<b>Name</b>	<b>Subject</b>
.....	.....
<b>Name</b>	<b>Subject</b>
.....	.....
<b>Name</b>	<b>Subject</b>

**Suggested Requirements for a Standard Club Charter**

If your 4-H Club Charter meets certain requirements, it qualifies for a 4-H Club Charter. Here is a list of these requirements:

1. At least five members enrolled in a project.
2. An organization with the necessary officers.
3. One or more local leaders.
4. A constitution and bylaws.

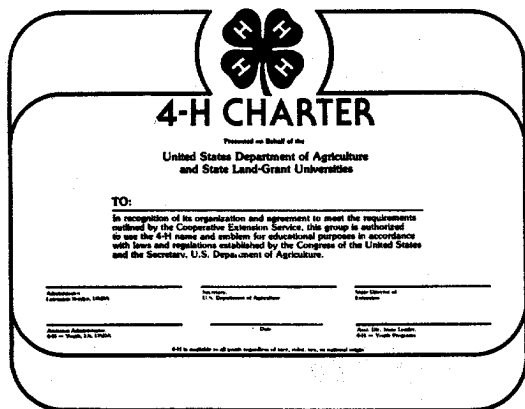
**Goals and Seals for 4-H Clubs**

Listed below are common goals of Florida 4-H Clubs. However, your club's program planning committee will set additional goals. (Space is provided on page 5 for you to list these additional goals after they are noted by your Club.) At the end of the year, the secretary, president, and local leader will indicate the goals the club has met and will submit the secretary's book to the County Extension Office by date set in the county.

If a club fulfills at least eight of the goals listed below, they will be eligible for an achievement seal.

**I. Goals That Should be Reached By All Florida 4-H Clubs**

- | Set at                   | Beginning of year        | Accomplished |   |
|--------------------------|--------------------------|--------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1.           | A yearly program was planned and sent to the 4-H Extension Agent.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.           | At least 80% of the members had completed records in the County Extension Office by due date.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 3.           | The Club had at least 75% of its eligible members from previous year re-enrolled.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4.           | The club held at least nine regular meetings during the year.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5.           | The average attendance of members at regular meetings was at least 75% of membership.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 6.           | The club had a planned community service program.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.           | Every club member appeared at least twice during club year. (Project reports, talks, demonstrations, creed contest, etc.) |



Set at Beginning of year <input type="checkbox"/>	Accom- plished <input type="checkbox"/> 8.	Each Club had at least three demonstrations given at other than Club meetings.	Set at Beginning of year <input type="checkbox"/>	Accom- plished <input type="checkbox"/> 12.	Our leader attended ..... leader training meetings.
<input type="checkbox"/>	<input type="checkbox"/> 9.	The club had entries at county events day.	<input type="checkbox"/>	<input type="checkbox"/> 13.	Our President and Council Delegate attended majority of county meetings held.
<input type="checkbox"/>	<input type="checkbox"/> 10.	The club prepared or sponsored a window display for national 4-H Club Week	<input type="checkbox"/>	<input type="checkbox"/> 14.	The club used singing and/or recreation as a regular part of most club meetings and gatherings.
<input type="checkbox"/>	<input type="checkbox"/> 11.	At least 75% of the members participated in special activities and events - Achievement Day, Events Day, camp, 4-H Sunday, Parents' Night, project exhibits.	<input type="checkbox"/>	<input type="checkbox"/> 15.	Club officers received training

II. Special Goals Set By Your Club

Set at Beginning of year	Accom- plished	
<input type="checkbox"/>	<input type="checkbox"/>	1. .... .....
<input type="checkbox"/>	<input type="checkbox"/>	2. .... .....
<input type="checkbox"/>	<input type="checkbox"/>	3. .... .....
<input type="checkbox"/>	<input type="checkbox"/>	4. .... .....
<input type="checkbox"/>	<input type="checkbox"/>	5. .... .....

**MEMBERSHIP ROLL**

Name	Address	Phone Number	Date of Birth	Grade in School	Years in 4-H

**ATTENDANCE RECORD**

PROJECT INFORMATION	Date of Meeting													
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Total	

P- Present; E- Excused; A - Absent without excuse

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**Minutes of Meeting**

Date \_\_\_\_\_ Hour \_\_\_\_\_ Place \_\_\_\_\_

Members \_\_\_\_\_ Present \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_ Visitors \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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President

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Secretary

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Educational Program (Projects, Talks, Demonstrations, etc.) \_\_\_\_\_

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Signed \_\_\_\_\_

President

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Secretary

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Recreation and Social Activities \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Signed \_\_\_\_\_

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Educational Program (Projects, Talks, Demonstrations, etc.) \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Signed \_\_\_\_\_

President

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Secretary

**Minutes of Meeting**

Date \_\_\_\_\_ Hour \_\_\_\_\_ Place \_\_\_\_\_

Members \_\_\_\_\_ Present \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_ Visitors \_\_\_\_\_

Business (Opening, Committee Reports, Old & New Business) \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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President

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Secretary

### Minutes of Meeting

Date \_\_\_\_\_ Hour \_\_\_\_\_ Place \_\_\_\_\_

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Business (Opening, Committee Reports, Old & New Business) \_\_\_\_\_

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Educational Program (Projects, Talks, Demonstrations, etc.) \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Signed \_\_\_\_\_

President

\_\_\_\_\_

Secretary

**Minutes of Meeting**

Date \_\_\_\_\_ Hour \_\_\_\_\_ Place \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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President

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Secretary

**Minutes of Meeting**

Date \_\_\_\_\_ Hour \_\_\_\_\_ Place \_\_\_\_\_

Members \_\_\_\_\_ Present \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_ Visitors \_\_\_\_\_

Business (Opening, Committee Reports, Old & New Business) \_\_\_\_\_

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Educational Program (Projects, Talks, Demonstrations, etc.) \_\_\_\_\_

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Recreation and Social Activities \_\_\_\_\_

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Signed \_\_\_\_\_

President

\_\_\_\_\_

Secretary

Secretary's Annual Report

Name of Club ..... Date Organized .....

Club has been organized for..... years Date of Charter.....

1. How many members on club roll this year? .....

2.a. How many regular meetings were held?.....

b. How many project meeting or workshops were held?.....

What kind were they ?.....

c. How many social or recreational meetings were held ?.....

3. How many meetings were held to which parents were especially invited to attend ?.....

What kind of programs were given ?.....

4. What was the average attendance of members at meetings ?.....

What percent of the club's membership is this ? .....

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

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6. How many members participated in the following: Giving a demonstration.....

Giving a talk ....., Preparing an exhibit ....., Participating in an educational tour .....

7. Number of club members exhibiting projects during year .....

8. How many members of your club participated in the following: State 4-H Congress..... ,

Achievement Day....., County Camp....., Special Camps....., Fair or shows..... ,

Judging Events.....

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

10. How many members completed one or more projects ?.....

What percent of the club's membership is this ?.....

11. Did any members, or your club, have any news stories printed ? .....

How many? ..... Did members of the Club make any radio or 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

Name of Speaker	Subject

13. Project Work

Project	Number Enrolled	Number Completed	Project	Number Enrolled	Number Completed
Aerospace			Health		
Apiary			Home Environment		
Automotive			Horse		
Beef			Horticulture		
Bicycle			Human Development		
Bread			Leadership		
Care Exploration			Management-Home		
Citizenship			Management-Money		
Citrus			Marine Education		
Clothing			Meats		
Conservation of Natural Resources			Integrated Pest Management		
Consumer Education			Petroleum Power-Small Engines		
Dairy Foods			Photography		
Dairy Projects			Poultry		
Discovering 4-H			Public Speaking		
Dog Care			Rabbit		
Electric Energy			Recreation		
Entomology			Safety		
Field Crops			Swine		
Food and Nutrition			Veterinary		
Food Preservation			Woodworking		
Forestry					

**Our 4-H Club's Achievement**

**(List achievements, awards and honors received by your community 4-H Club or individual 4-H Club members)**

**COUNTY:** \_\_\_\_\_

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## **Suggested 4-H Club Constitution**

### **Article I-Name**

This organization shall be known as 4-H Club.

### **Article II- Purpose**

The purpose shall be to enable the members to work in harmony one with another for the best interests of the individual and of the community. Leadership, citizenship, and personal development shall 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 shall 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, if needed. The President, Vice President, and Secretary shall compose the executive Committee. The adult 4-H leader or leaders shall serve as advisors to the Executive Committee.

### **Article VI-Election of Officers**

Suggested officers: President, Vice President, Secretary, Treasurer, Recreation Leader, Council Delegate and Reporter, if needed. The President, Vice President, and Secretary shall compose the executive Committee. The adult 4-H leader or leaders shall serve as advisors to the Executive Committee.

### **Article VII-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 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.

## 4-H CREED

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

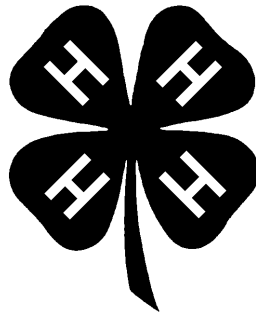
I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic and true.

I believe in the training of my HANDS for the dignity it will give me to enjoy life, to resist disease and to work efficiently.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my country, my state, and my community, and in my responsibilities for their development.

In these things I believe, and I am willing to dedicate my efforts to their fulfillment.



- 1 This document is 4HGCR01 , one of a series of the Florida 4-H Youth Development Program, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Date printed: May, 1994. Please visit the FAIRS Website at <http://hammock.ifas.ufl.edu>.
- 2 Alden Hilliker, contact person, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.



Cooperative Extension Service  
Institute of Food and Agricultural Sciences

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