UF UNIVERSITY of FLORIDA
IFAS Extension

4H GCR 01

A Resource for 4-H Club Secretary

Florida 4-H Secretary's Record Book

Name of 4-H Club: _____

County: _____ **Club Year: 20___ to 20___**

Leaders Name: _____

Secretary's Name: _____

County Extension Agent: _____

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 record 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.

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: _____

_____

4-H Membership Roster

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

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

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 has 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.
- ❑ _____

_____

- ❑ _____

_____

- ❑ _____

_____

- ❑ _____

_____

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: _____

Month	Program	Activities
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		

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.

Month	Inspiration	Pledges	Introduce Program	Program
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				

Membership Roll

Name	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

Meeting Minutes

Date: _____ Time Began: _____ Time Ended: _____

Place: _____ Members Present: _____ Visitors: _____

Business: _____

_____

_____

_____

_____

_____

_____

_____

_____

Educational Program/Recreation: _____

_____

_____

_____

_____

_____

_____

_____ _____

President Secretary

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

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 Club's Achievements

County: _____

_____

_____

_____

_____

_____

_____

District: _____

_____

_____

_____

_____

Our Club's Achievements

State: _____

_____

_____

_____

_____

_____

_____

National: _____

_____

_____

_____

_____

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—Election of 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 VII—Duties of Officers

The president shall preside at all meetings, appoint all committees, and attend to such other duties as usually pertain tot 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.

The 4-H Pledge

HEAD

HEART

HANDS

HEALTH

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.

The **HEAD** represents:
1. Thinking, planning and reasoning.
2. Gaining new and valuable knowledge.
3. Understanding the whys.

The **HEART** represents:
1. Being concerned about the welfare of others.
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work with others.
5. Developing positive attitudes.

The **HANDS** represent:
1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful, and skillful.
4. Developing respect for work and pride in accomplishment.

The **HEALTH** represents:
1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self and others.

1. This document is 4H GCR 01(DLN 4H012), one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. July, 2009. Please visit the 4-H Website at http://florida4H.org.
2. Joy Jordan: contact person, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.
3. This information was revised by Joy Jordan, 4-H Youth Development Specialist, Bryan Terry, 4-H Volunteer Specialist, Dale Pracht, Community Based Organizational Systems in 4-H Youth Development, Department of Family Youth and Community Sciences, and Judy Butterfield, Regional Specialized Agent, and Victoria Hygema, Nassau County, 2008-09 State 4-H Council Secretary, Florida 4-H Youth Development, IFAS, University of Florida.

COOPERATIVE EXTENSION SERVICE, UNIVERSITY OF FLORIDA, INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES, Millie Ferrer, Interim Director, in cooperation with the United States Department of Agriculture, publishes this information to further the purpose of the May 8 and June 30, 1914 Acts of Congress; and is authorized to provide research, educational information, and other services only to individuals and institutions that function without discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions, or affiliations. Single copies of extension publications (excluding 4-H and youth publications) are available free to Florida residents from county extension offices. Information about alternate formats is available from IFAS Communication Services, University of Florida, PO Box 110810, Gainesville, FL 32611-0810. The 4-H Name and Emblem are protected under 18 U.S.C. 707. This information was published may 1994 as 4H GCR 01 with revision dates August 2002/November 2009.