

WRITING CLUB MEETING REPORTS

- ◆ Write club meeting reports like a news article in paragraph form – not like a secretary's report with bullet items.
- ◆ Keep the article interesting and brief.
- ◆ Avoid slang. So that all readers can become familiar, don't use JLs – spell out *Junior Leaders*.
- ◆ Begin your article (Lead) with the most important part of the meeting.



SAMPLE – CLUB MEETING REPORT

Roger Helms
Coming Up Clovers 4-H Club
555-555-5555
April 1, YYYY

The Coming Up Clovers 4-H Club voted to clean up and adopt a stretch of highway as a community service project at their meeting held March 30 at the 4-H Town Hall.

A Highway Clean-Up Committee was formed. The committee members will organize work days and keep track of the results of this project. Kurt Kleaner was elected committee chairman.

Penny Jones gave a demonstration on her Money Fundamentals project, and Joey Current gave a demonstration on small electric engines.

Twelve members and two advisors attended the meeting. Refreshments were prepared by parents.

The next meeting will be held on Thursday, April 30 at 6:00 p.m. at the 4-H Town Hall. Members are reminded to bring camp forms with them to that meeting.

SAMPLE – ELECTION OF OFFICERS' REPORT

Roger Helms
Coming Up Clovers 4-H Club
555-555-5555
April 1, YYYY

Perry Prez will serve as president of the Coming Up Clovers 4-H Club for the coming year. Perry, a 10-year 4-H member, was elected at the February 26 meeting held at the 4-H Town Hall.

Other new officers are Vice-President Wylie Smith, Secretary Ashley Akins, Treasurer Penny Jones, News Reporter Roger Helms, Health & Safety Leader Nicky McNeal, and Recreation Leader Jose Mendez.

The next meeting of the Coming Up Clovers 4-H Club will be held on Thursday, March 30 at 6:00 p.m. at the 4-H Town Hall.