

# **COLUMBIA COUNTY 4H SECRETARY BOOK INDEX**

(Index sheet is not to be included in the secretary's book—use as directions.)

Secretaries are important officers in 4-H clubs and are charged with documenting actions taken by the club as well as keeping records of attendance and participation. Many clubs find old secretaries books of historical importance as the years pass.

Secretaries can type information in/print off the forms for the secretary's book, or download and save as a word document, by going to the Columbia County 4-H web site at:

<https://columbia.extension.wisc.edu/4-h-youth-development/4-h-forms/4-h-club-secretary-forms/>

If you would prefer a paper copy of the secretary's book contact the Columbia County UW-Extension office at (608-742-9687) at the 4-H office.

## ***Secretary Records included should be in the following:***

Cover Page (1)

Attendance Record (1)

Club Meetings Form (1)

\* Jr. Leader and Officer Summary (1)

\* 4-H Club Adult Leadership Summary (1)

\* 4-H Club Members Summary (2)

\* Calendar of Club Activities (2)

Minutes of Club Meeting (11)

\* *If the above requested information is included in the club booklet, the booklet may be added instead of the attached forms.*