

# 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 (608-742-9680).

## ***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.*
  - \* *Any format may be used (i.e., forms supplied, 4Honline report, other spreadsheet report, etc.)*

# WISCONSIN

## Multi-Purpose 4-H Club Record Cover for Secretary



**“A thing written can live to speak again after memories have faded into oblivion.”**

**My Name:** \_\_\_\_\_

**Name of Club:** \_\_\_\_\_

**Community or Town:** \_\_\_\_\_

**County:** \_\_\_\_\_





# CLUB MEETINGS

The club meeting allows members to learn to effectively participate in group action. Further, it provides opportunities for members to democratically plan and implement the club plan. Every member should feel part of the organization. When members feel that they belong, one of their basic needs is at least partially satisfied.

**Number of regular club meetings held during the year:** \_\_\_\_\_

**Member attendance at meetings is an indicator of satisfaction.**

*The average attendance was:* \_\_\_\_\_

90% to 100% \_\_\_\_\_

70% to 89% \_\_\_\_\_

50% to 69% \_\_\_\_\_

Under 49% \_\_\_\_\_

# 4-H CLUB JUNIOR LEADER & OFFICER SUMMARY

## Junior Leaders

Project	Name	Street, City, Zip	Parent or Guardian	Telephone

## 4-H Club Officers

Office	Name	Street, City, Zip	Parent or Guardian	Telephone
<b>President</b>				
<b>Vice President</b>				
<b>Secretary</b>				
<b>Treasurer</b>				
<b>Reporter</b>				
<b>Other (List)</b>				
<b>Other (List)</b>				
<b>Other (List)</b>				
<b>Other (List)</b>				





# CALENDAR OF CLUB ACTIVITIES

<b>Month</b>	<b>Project Work</b> (Demonstration, Judging, Etc.)	<b>Other Activities</b> (Music, Health, Safety, Drama, Etc.)

# THE MINUTES OF CLUB MEETING

(Following meeting, submit a copy to the Extension Office)

Name of 4-H Club: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Present: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Leaders \_\_\_\_\_ Visitors \_\_\_\_\_ Total \_\_\_\_\_

The (regular or special) meeting of \_\_\_\_\_ 4-H club  
was held at \_\_\_\_\_ (place) on \_\_\_\_\_ (date).

The meeting was called to order by \_\_\_\_\_ (name) at \_\_\_\_\_ (time).

Minutes of the previous meeting were read and approved.

The Treasurer's Report was given.

The balance as of the last meeting on \_\_\_\_\_ (date) was \$ \_\_\_\_\_ .

The following bills were paid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following deposits were made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The current balance is \$ \_\_\_\_\_

Committee Reports: \_\_\_\_\_

Unfinished Business: \_\_\_\_\_

New Business: \_\_\_\_\_

Announcements: \_\_\_\_\_

Adjournment: \_\_\_\_\_

\_\_\_\_\_

Program: \_\_\_\_\_

Date, Place and Plans for Next Meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Secretary