

4-H SECRETARY'S REPORTS

Secretary's Binder must include:

' 4-H Club Constitution/By-Laws ' Club Roster ' Annual Club Planner (pp1-3) ' Roll of 4-H Members
' New Members ' 4-H Club Meeting Minutes (monthly) ' Correspondence

4-H CLUB/UNIT: _____

In: _____ County, California

Fiscal Year: July 1, _____ to June 30, _____

Names of Officers:

President _____

Vice President _____

Secretary _____

Corresponding Secretary _____

Attendance Clerk _____

Treasurer _____

Reporter _____

Historian _____

Sergeant at Arms _____

Recreation Leader _____

Other _____

(Fill out at the beginning of the year and update as necessary)

ANNUAL CLUB PLANNER (page 2 of 3)

Year _____

_____ CLUB

MONTH	BUSINESS AGENDA: Events, Activities, Items for Group Decision	PROGRAM AGENDA: Educational, Speaker, Demonstrations	SPECIAL MEETINGS, EVENTS OR ACTIVITIES	COMMITTEE/PERSON RESPONSIBLE

Comments:

ANNUAL CLUB PLANNER (page 3 of 3)

_____CLUB

Year _____

MONTH	BUSINESS AGENDA: Events, Activities, Items for Group Decision	PROGRAM AGENDA: Educational, Speaker, Demonstrations	SPECIAL MEETINGS, EVENTS OR ACTIVITIES	COMMITTEE/PERSON RESPONSIBLE

Comments:

ROLL OF 4-H MEMBERS

CLUB

YEAR

[illegible]

NEW MEMBERS

CLUB _____

YEAR _____

To be signed by each new member

Date Enrolled	Print Name	Signature

4-H CLUB MEETING MINUTES (page 1 of 2)

The meeting of the			4-H Club was called to order by: (name and title)		
At (time):		On (date):		At (location):	
Flag salute and 4-H pledge led by					
Action on Previous Meeting's Minutes:					
Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance):					
Correspondence:					
Other Officers' Reports:					
Reports (Committee, Project):					

4-H CLUB MEETING MINUTES (page 2 of 2)

Old Business:	
New Business:	
Announcements:	
Next Meeting:	Business Meeting Adjourned:
Program:	
Recreation/Refreshments:	

Date:_____

Signed:_____

Corrections and/or additions:

Date:_____

Signed:_____