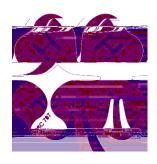
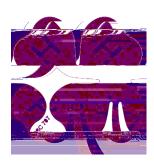


# Alaska 4-H SECRETARY'S BOOK









### To e 4-H Secretary

is is the record of your 4-H club.

Each project group may also want to keep a record of its own. If so, a separate secretary's book should be used for this purpose.

e general club story should tell about the activities of the project groups as well as those of the entire club.

e minutes will be more accurate and complete if you write them up as soon as the meeting is over. is is the permanent record of the club and should be written in ink.

### WHAT WE PLAN TO DO THIS YEAR

### **Develop a club program that:**

1.

Club name:		
Community:		
Secretary:		
4-H year:		
	OFFICERS	
President		
Vice President		

# CLUB MEMBERSHIP LIST FOR THE ROLL CALL

Put an "X" for present; an "O" for absent. Also enter date of meeting, such as 10/2, at the top of the sheet.

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Date of Meeting												
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Date												
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3	<b>1</b> 0											
	Name of Member											
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Date	Place of Meeting							
Number of Members Present	Number of Visitors							
	o cer and committee reports, new and old busine ons were made by the club, indicate (1) what was de it and (4) when it will be done.							
	SIGNED							
	SIGNEDSecretary							
Balance on hand last treasurer's repor								
Receipts since last treasurer's report_								
Treasurer's balance as of this date								

Date	Place of Meeting
Number of Members Present	Number of Visitors

Date	Place of Meeting							
Number of Members Present	Number of Visitors							
Write what you did at the meeting, e.g., elections, names of guests, etc. If decision what needs to be done, (3) who will do	o cer and committee reports, new and old business discussed, ons were made by the club, indicate (1) what was decided, (2) it and (4) when it will be done.							
	SIGNED							
	Secretary							
Balance on hand last treasurer's repor								
Receipts since last treasurer's report_								
Treasurer's balance as of this date								

Date	Place of Meeting						
Number of Members Present	Number of Visitors						
Write what you did at the meeting, elections, names of guests, etc. If dewhat needs to be done, (3) who will	e.g., o cer and committee reports, new and old business discussed, cisions were made by the club, indicate (1) what was decided, (2) do it and (4) when it will be done.						

Date	Place of Meeting							
Number of Members Present	Number of Visitors							
	o cer and committee reports, new and old busine ons were made by the club, indicate (1) what was de it and (4) when it will be done.							
	SIGNED							
	SIGNEDSecretary							
Balance on hand last treasurer's repor								
Receipts since last treasurer's report_								
Treasurer's balance as of this date								

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	SIGNED	
		cretary
Balance on hand last treasurer's re	eport	
Receipts since last treasurer's repo	ort	

Date	Place of Meeting
Number of Members Present	Number of Visitors

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Number of Members Present	Number of Visitors							
	o cer and committee reports, new and old business discussed, ons were made by the club, indicate (1) what was decided, (2) it and (4) when it will be done.							
	SIGNEDSecretary							
Balance on hand last treasurer's repor	·							
Receipts since last treasurer's report_								
Treasurer's balance as of this date								

# **OUR CLUB STORY**

Use this page to write a summary of the club's achievements during the year. Include dates when appropriate.

# WE MAKE NEWS

Paste in photographs or newspaper articles that tell what the club did.

# WE MAKE NEWS

Paste in photographs or newspaper articles that tell what the club did.

# WE MAKE NEWS

Paste in photographs or newspaper articles that tell what the club did.

# **OUR CLUB'S ACCOMPLISHMENTS**

Include at least one example for each category below and provide details in "Our Club Sto	ory" on	page 16.
	C	Н
Had a planned program		

### www.uaf.edu/ces or 1-877-520-5211

**Darren Snyder**, Extension Faculty, 4-H and Youth Development. Revised from a publication by Dennis L. Crawford, Washington State University Cooperative Extension, 1992.



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