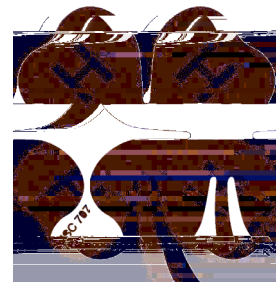




Alaska 4-H SECRETARY'S BOOK



To the 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.

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

The minutes will be more accurate and complete if you write them up as soon as the meeting is over. This 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

MINUTES

Date _____ **Place of Meeting** _____

Number of Members Present _____ **Number of Visitors**

MINUTES

Date _____ **Place of Meeting** _____

Number of Members Present _____ **Number of Visitors** _____

Write what you did at the meeting, e.g., officer and committee reports, new and old business discussed, elections, names of guests, etc. If decisions were made by the club, indicate (1) what was decided, (2)

MINUTES

Date _____ **Place of Meeting** _____

Number of Members Present _____ **Number of Visitors**

WE MAKE NEWS

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

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OUR CLUB'S ACCOMPLISHMENTS

Include at least one example for each category below and provide details in "Our Club Story" on page 16.

C H

Had a planned program.....

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

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