



# ILLINOIS 4-H CLUB SECRETARY RECORD BOOK

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YEAR

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CLUB

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SECRETARY

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LEADER



**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN





## Club Officer Team

OFFICER	NAME
PRESIDENT	
VICE PRESIDENT	
SECRETARY	
ATTENDANCE SECRETARY	
TREASURER	
REPORTER	
HISTORIAN	
RECREATION CHAIRMAN	
HEALTH OFFICER	
FEDERATION DELEGATE	
JUNIOR LEADER	
JUNIOR LEADER	
OTHER:	
OTHER:	
OTHER:	

## Club Leaders

TITLE	NAME
ORGANIZATIONAL LEADER	
CO-LEADER	
CO-LEADER	
CO-LEADER	
CO-LEADER	



## Committees

**COMMITTEE NAME:**

**CHAIRMAN:**

**COMMITTEE MEMBERS:**

**COMMITTEE NAME:**

**CHAIRMAN:**

**COMMITTEE MEMBERS:**

**COMMITTEE NAME:**

**CHAIRMAN:**

**COMMITTEE MEMBERS:**

**COMMITTEE NAME:**

**CHAIRMAN:**

**COMMITTEE MEMBERS:**

**COMMITTEE NAME:**

**CHAIRMAN:**

**COMMITTEE MEMBERS:**

**COMMITTEE NAME:**

**CHAIRMAN:**

**COMMITTEE MEMBERS:**







# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role





# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*





# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)





# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ (*check one*)

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ (*check one*)

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ (*check one*) **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role





# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*



# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



# Worksheet for 4-H Club Meetings

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

**Pre-meeting Activity:** \_\_\_\_\_

Led by: \_\_\_\_\_

## **Business:**

Call to Order by: \_\_\_\_\_

American Pledge Led by: \_\_\_\_\_

4-H Pledge Led by: \_\_\_\_\_

Roll Call Prompt: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Members; \_\_\_\_\_ Leaders; \_\_\_\_\_ Guests

Minutes of Previous Meeting read by: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

Treasurer's Report by: \_\_\_\_\_

Beginning Balance: \_\_\_\_\_ Deposits: \_\_\_\_\_ Expenses: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

New Bills to be Paid: \_\_\_\_\_

Motion to Pay Bills by: \_\_\_\_\_ Second by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)

## **Committee and/or Officer Reports:**

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

Subject: \_\_\_\_\_

Led By: \_\_\_\_\_

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

Motion for Action: \_\_\_\_\_

Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Motion Passed \_\_\_\_\_ or Failed \_\_\_\_\_ (check one)



# Worksheet for 4-H Club Meetings

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

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

**Motion for Action:** \_\_\_\_\_

**Made by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)*

**Committees Appointed:**

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_ **Members:** \_\_\_\_\_

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

\_\_\_\_\_

**Adjourn Motion by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Passed** \_\_\_\_\_ **or Failed** \_\_\_\_\_ *(check one)* **Adjourn Time:** \_\_\_\_\_

**Guest Programs/Presentations:**

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Guest Name:** \_\_\_\_\_

**Member Talks or Demonstrations:**

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Recreation:**

**Activity:** \_\_\_\_\_ **Led by:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_ **Provided by:** \_\_\_\_\_

*Other notes:*





# Minutes of Meetings

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

Respectfully Submitted,

\_\_\_\_\_, \_\_\_\_\_  
Name Officer Role



## To turn in a completed Secretary's Book, it must contain:

1. **A complete list of all Club Officers, Leaders, and Committee details, including Chairman name.**
2. **Complete Member Attendance page(s) with all boxes filled out for every member.**
3. **Completed Meeting Minutes for every business meeting that was held during the 4-H year.**
4. **Copy of current 4-H Club Constitution & By-Laws.**



**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



### **Contact Information**

For questions regarding this book, please contact:

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**Illinois 4-H Club Secretary Record Book revised 2025**