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BLACKSBURG, VIRGINIA

Secretary's Record Book



Year

Club

County

Record Book 24

Reprinted March 1978

Revised by C. M. McBride, Extension Leader, 4-H Youth

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. W. R. Van Dresser, Dean, Extension Division, Cooperative Extension Service, Virginia Polytechnic Institute and State University, Blacksburg, Virginia 24061.

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CONGRATULATIONS -- 4-H Club Secretary

IMPORTANT indeed is your position as 4-H club secretary. An efficient secretary adds greatly to the achievements of an organization. The secretary keeps records that often serve as a club history. This will be the history of your club.

TO BE ELECTED secretary is an honor. Confidence in you has already been demonstrated by the votes of club members. You, of course, feel good but humble for their expression of faith in you.

DO WELL the job to which you have been elected. Your fellow 4-H members and leaders are depending upon you. Great personal satisfaction can be yours through making your "Best Better" as you serve as 4-H secretary. If you should have questions about serving as secretary, be sure to ask your Extension Agent or local leader for the help needed.

YOUR SUCCESS will be recognized. Follow instructions and learn to be a good secretary. Attend training sessions planned by your club leader or Extension Agents. Practice being a good secretary. Keep clear, concise, and complete minutes and other records.

CONTAINED IN THIS BOOK are sample minutes and other suggestions especially for you. Space for minutes and other records has been arranged to assist you in doing a good job. Make the best use of your book.

BEST WISHES and may you strive to be one of the best secretaries your club has ever had. You can achieve this goal.

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Revised by Martha L. York, Extension Leader, 4-H Youth

4-H Club Directory

Name of Club

Year

(This page should be filled in immediately following your club election.)

CLUB OFFICERS

<u>Name</u>	<u>Phone No.</u>	<u>Address</u> <small>include zip code</small>
President _____	_____	_____
Vice President _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____
Reporter _____	_____	_____
Song Leader _____	_____	_____
Recreation Leader _____	_____	_____

ADULT LEADERS

Organizational _____	_____	_____
Project _____	_____	_____
_____	_____	_____
Activity _____	_____	_____

JUNIOR LEADERS

(Serving in ways other than as officers)

<u>Name</u>	<u>Phone No.</u>	<u>How Each is to Serve</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMITTEES

Program _____	State 4-H Congress or Camp _____
_____	_____
Membership _____	Other _____
_____	_____
National 4-H Week _____	_____
_____	_____

(Add pages if more space is needed throughout this book.)

Responsibilities of the Secretary

1. Review the 4-H Secretary's Book soon after it is presented to you.
2. Keep a record of members present or absent.
3. Write neat and accurate minutes of each club meeting. (It is well to sit at a table near the president during meetings. Write down on note paper the items which are discussed, the names of people involved and action taken. Re-write clear, concise and complete minutes in your secretary's book as soon as possible following the meeting.)
4. Read the minutes when called for by the president.
5. Take care of club correspondence unless a corresponding secretary has been elected.
6. Send and post notices of 4-H meetings when instructed to do so.
7. Serve as chairman if both the president and vice president are absent.
8. Fill in summary sheet at the end of the year. (Pages 26 & 27)
9. Work with your club leader and/or Extension Agents in making the summary report and in checking club accomplishments reported in this book.
10. Present your accurate and complete secretary's book to your Extension Agents at the designated time.

Responsibilities of the Treasurer

1. Serve as chairman of the club finance committee.
2. Keep a record of all receipts and expenditures.
3. Pay all bills on action by the club and approval of the adult club leader or agent. (Suggest payment be made by check signed by treasurer and by adult club leader.)
4. Give financial report when requested by president. This could include reporting the balance on hand at last meeting, receipts and disbursements since last meeting, and the present balance. (Secretary may serve as treasurer, but most clubs will want a full-time treasurer.)

A Suggested Order of Meeting

Opening

Call to order — pledges, devotions, songs.

Business

Roll Call

Reading of minutes and their approval

Report of the treasurer and acceptance

Report from committees

Report from special interest project groups

Special reports, when appropriate, by leaders

Unfinished business

New business (Before the meeting, the club president will want to meet with the club leader, secretary, and others to list new and unfinished business items needing attention.)

Program — Vice-President in charge: Songs, demonstrations, visiting speakers, talks by members, films, skits, readings, review of program for next meeting, etc.

Adjournment

Recreation — Games, songs, quizzes, talent.

Refreshments — May be served prior to or following the meeting.

**Items To Be Considered
in Writing Minutes**

Suggested Minutes

Opening

- When
- Where
- Who presided
- What opening features were

The regular monthly meeting of the Lucky Clover 4-H Club was held Friday, April 18, at the Greenville School. Tom Coffman, president, called the meeting to order and led the group in giving the pledge of allegiance and the 4-H pledge.

Lucy Selden led the devotions. She told what the 23rd Psalm meant to her and led the group in repeating the Psalm.

The song leader, Patsy Jarvis, led the group in singing "The 4-H Hymn."

Twenty-four members answered the roll by naming a safety danger spot which they had removed.

Minutes of the previous meeting were read and approved.

The treasurer reported a balance of \$15.56 in bank.

Jim McNabb reported that he had obtained prices for 4-H and American Flag sets. He moved that the club purchase the 8 x 12 set. Martha Wessells seconded the motion which was carried by the group.

The secretary read a letter from the Unit Extension Office reminding us of National 4-H Week. Suggestions for club activities during the special week were read. After discussion the group voted to plan a window exhibit and a radio program. Jody Brown, Bonnie Nelson, and Cynthia Estes were appointed as a committee to secure an exhibit window in Jones Hardware Store. They were asked to meet with the president and local leader to plan content, size, and arrangement of the exhibit and report at the next meeting. Nancy Brown, John Rogers, and Harry Young were appointed to plan the radio program and report at the next club meeting. Junior leader, Mary Young, was asked to work with this committee.

Mrs. Glenvar Layman, our local leader, reported on the county-wide 4-H organization leader training meeting which she attended. She reminded us that Mrs. Slade, clothing leader, and Mr. Pratt, Dog Care and Training leader, will conduct special interest classes in July as outlined in our club schedule of training events. She also reminded us to have our camp application and pre-registration in by next week.

Following the business, the president asked Marlene Renalds, program chairman, to take charge. Louis Hudson presented a demonstration on "Better Lighting for the Study Center." Marlene reminded us that Mr. Gene Malner from the American Red Cross will present a program on water safety at our August meeting.

The meeting was adjourned and the recreation leader led the group in a game.

Business

- Roll Call: Number present
- Reading of minutes
- Report of Treasurer
- Unfinished business
- Committees:
 - Reports given; action taken
- Motions: What motion was; who made and seconded; carried or lost

Program

- What the program was

Recreation

- Types of activities
- Person in charge

Note:

You will not write an outline such as this on the pages you use for recording minutes.

You will only want to use the outline to help you organize and write minutes of meetings.

Signed _____ Sec.

Approved: _____ Pres.

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 19 _____

Signed _____

Secretary

President

MINUTES

Date _____ 19 _____

TYPE OF MEETING

Regular Special
(Check one)

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 19____

Signed _____
Secretary

President

MINUTES

Date _____ 19 _____

TYPE OF MEETING
 Regular Special
(Check one)

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 19 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 19 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

- Regular
 - Special
- (Check one)

Date _____ 19____

Signed _____

Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 19____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 19 _____

Signed _____
Secretary

President

MINUTES

Date _____ 19 _____

TYPE OF MEETING

Regular Special
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President

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TYPE OF MEETING

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(Check one)

Date _____ 19 _____

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President

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TYPE OF MEETING
 Regular Special
(Check one)

Date _____ 19 _____

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President

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TYPE OF MEETING

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(Check one)

Date _____ 19 _____

Signed _____
Secretary

President

MINUTES

TYPE OF MEETING

Regular Special
(Check one)

Date _____ 19 _____

Signed _____
Secretary

President

4-H CLUB CHARTER AND 4-H CHARTER SEALS

Your 4-H club can and should earn a 4-H Charter and should, then, add a 4-H Charter seal each year. A 4-H Charter is a certificate granted to a 4-H club when the club accomplishes the basic requirements. A chartered 4-H club may then strive to merit a gold, blue, red, or white seal each year. The appropriate seal is placed on the original 4-H Charter. Requirements are outlined below.

Club Requirements for 4-H Club Charter

A 4-H Charter will be granted when a 4-H Club meets the 5 minimum requirements as stated below and a completed copy of Form 72 is submitted to the County Extension Office with an outline of the club's monthly plans for the year. An agent, then, on invitation from the organizational leader, will attend a meeting of the 4-H Club and present the 4-H Charter.

- A. At least 10 members, composed preferably of both boys and girls.
- B. Club has an organizational volunteer 4-H adult leader.
- C. Officers elected and standing committee appointed.
- D. Club offering two or more projects with an adult project leader for each project.
- E. Year's program planned by months. Prepared calendar of events and plans for program features of each 4-H meeting with emphasis on maximum member participation. (Sample plans are outlined on pages 18-21 in "Virginia 4-H Leaders Handbook.")

Club Requirements For 4-H Charter Seals

Chartered 4-H clubs will be awarded seals based on accomplishments (see score sheet) at the conclusion of their year's club program. The president, secretary, and organizational leader score the club at the time designated by Extension Agents. (This would probably be in September.) The club submits the completed score sheet and secretary's book to the Extension Agent. The appropriate seal is then awarded the club and placed on the 4-H Club Charter for their year's 4-H work.

Annual Scoring Plan for 4-H Charter Seals

130 - 145 — Gold Award Club

115 - 130 — Blue Award Club

95 - 115 — Red Award Club

75 - 95 — White Award Club

INDIVIDUAL 4-H CLUB SCORE SHEET

(can be used for 4-H Charter Seal Report)

	<u>Points</u>	<u>Club Score</u>
1. Club elected officers and appointed major committees by October	15	
Club elected officers and appointed major committees by November	10	
Club elected officers and appointed major committees in November	5	
2. Year's program planned by months. Prepared calendar of events and plans for program features of each 4-H meeting with emphasis on maximum member participation. (Sample plans are outlined on pages 18-21 in "Virginia 4-H Leader's Handbook.")	10	
3. Organizational, project, and activity leaders secured by November 1	10	
Organizational, project, and activity leaders secured by December 1	5	
4. 90% re-enrollment of 4-H members	10	
80% re-enrollment of 4-H members	5	
5. Club enrolled at least 2 new members	5	
6. Club composed of both boys and girls	5	
7. Each 4-H member took part in at least one monthly club program with demonstrations or talks:	10	
100%	8	
80%	5	
70%		
8. Each project group met 8 or more times	10	
Each project group met 5 or more times	5	
9. Club held one event for parents and other guests with 85% members exhibiting or performing.	10	
10. Members participated in 4-H beyond club level. This can include public speaking, demonstrations, illustrated talks, judging, or exhibiting for such groups as civic, PTA's, other area or county programs.	10	
95% participation	8	
85% participation	5	
75% participation		
11. Held 12 monthly meetings or more with 90% of club members participating in each meeting.	10	
Held 9 monthly meetings or more with 90% of club members participating in each meeting.	5	
12. Each 4-H member completed one or more projects satisfactorily.	10	
13. Five officers received instruction in one or more 4-H officer training meetings.	10	
Three officers received instructions in one or more 4-H officer training meetings.	5	
14. At least one club leader (organizational, project, or activity) attended 90% of area or county leader training meetings offered.	10	
15. If this is a junior 4-H club and has 2 or more junior 4-H or teen leaders.	10	
OR		
If this is a senior 4-H club and has 50% or more of its members serving as junior 4-H leaders in this or other 4-H clubs.	10	
TOTAL		

(Additional copies of this form may be obtained from the Extension Office in your county/city.)

Our club did the following during National 4-H Week _____

It would be appropriate for your club leader or club president to write a brief statement reviewing the most outstanding programs, activities or intangible results achieved. Pages for this and pictures may be added.

Each Member Will Find It Helpful To Know The Following:

The National 4-H Emblem—

is the four-leaf clover with the letter "H" on each leaf. The four "H's" represent the four-fold development of Head, Heart, Hands, and Health.

The National 4-H Motto—

"To Make the Best Better"

The National 4-H Pledge

"I pledge
my HEAD to clearer thinking
my HEART to greater loyalty
my HANDS to larger service and
my HEALTH to better living for my club,
my community, my country, and my world."

The National 4-H Colors

Green And White

White is characteristic of purity and green is nature's most abundant color in the great out-of-doors, It is emblematic of springtime, life, and youth.

The National 4-H Creed

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.
I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.
I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.
I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.
I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.
I believe in my country, my state, and my community, and in my responsibility for their development.
In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

