

4-H SECRETARY RECORD BOOK OUTLINE

(September 1997)

Record book should be written in ink, typed or computer generated by the 4-Her. They can either be in the official 4-H binder or basic universal type folder.

Index tabs should be used to identify the following categories:

I - Table of Contents

- A. Overall Club Story
- B. Secretary Record Book
- C. Club Photographs
- D. Club Activities

II - Overall Club Story

- * One page to include club activities
- * May be written in ink, typed or computer generated by the 4-Her.

III - Secretary Record Book

IV - Club Photographs

- * 1 -3 pages
 - Should center around club activities and events
 - May include community pride projects
 - Captions optional
- * No newspaper articles
- * Do not shingle pictures

V - Club Activities

- * 1 - 3 pages
 - Newspaper articles
 - Correspondence