



4-H SECRETARY-TREASURER'S RECORD BOOK

Name of Club		Year
Community	County	
Name of Secretary-Treasurer	Address	
4-H Leader	Extension Agent	

COLLEGE OF AGRICULTURE • UNIVERSITY OF KENTUCKY • COOPERATIVE EXTENSION SERVICE
agriculture • home economics • 4h • development

COUNTY

NAME OF 4-H CLUB AND ADDRESS

YEAR

Club Officers:

President _____ Phone _____ Address _____

Vice President _____ Phone _____ Address _____

Secretary-Treasurer _____ Phone _____ Address _____

4-H Reporter _____ Phone _____ Address _____

Recreation Leader _____ Phone _____ Address _____

Adult Leaders:

Name	Phone	Address	Responsibility
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Name	Phone	Address	Responsibility
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Teen Leaders:

Name	Phone	Address	Responsibility
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Name	Phone	Address	Responsibility
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Project Leaders:

Name	Phone	Address	Responsibility
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Name	Phone	Address	Responsibility
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Name	Phone	Address	Responsibility
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Activity Leaders:

Name	Phone	Address	Responsibility
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Name	Phone	Address	Responsibility
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NOTE: This secretary's record should be kept in a looseleaf notebook. Pictures and newsclippings should be kept in the record. Add extra pages as necessary. Your club president will provide an outline of your responsibilities and a sample copy of minutes.

4-H ANNUAL PLAN

When your club decides on programs for its meetings and determines its other activities, list them on the schedule below. Then use this information to plan the details of each meeting or activity.

Month	Business	Instruction (Program)	Recreation	Community Pride	Special Events
September					
October					
November					
December					
January					
February					

(over)

Month	Business	Instruction (Program)	Recreation	Community Pride	Special Events
March					
April					
May					
June					
July					
August					

COMMITTEES

List committee chairperson and members.

Program _____

Finance _____

Membership _____

Evaluation _____

Music _____

Other (specify) _____

Recreation _____

Other (specify) _____

Activities _____

Other (specify) _____

CLUB EVALUATION FORM

A well organized 4-H club which plans and carries out meetings in an orderly manner and provides an opportunity for every member to take an active part should be the goal of every club. The checksheet below can be used by a committee, appointed by the club president, to help the club determine ways the meetings can be improved.

Items to Check	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
1. Meeting called to order on time.												
2. Meeting closed at a definite time.												
3. Meeting room ready, seats arranged for comfort of members.												
4. Program planned in advance of meeting.												
5. Program participants prepared.												
6. Devotional, 4-H Pledge and Pledge of Allegiance included.												
7. Parliamentary procedure followed.												
8. Short, snappy business session.												
9. American and 4-H flags displayed.												
10. Recreation well organized.												
11. Every member of the club participated in the meeting.												
12. Committee reports and announcements brief and well organized.												
13. Instruction (program) well planned.												
14. * % of members participated in program.												
15. Conduct of members showed courtesy for others.												

*If the monthly plan includes member participation in talk meet, demonstrations, poster program, etc., a benchmark % of members participating can be established for the club to work.

NUMBER OF MEMBERS PARTICIPATING

	Local	County	Area	State	Awards
Achievement Records (Junior 4-H'ers Only)					
Bicycle Rodeo					
Breads Program					
4-H Camp					
Day Camp					
Demonstrations					
Fairs and Shows					
Fashion Revue					
4-H Honors Program (Senior 4-H'ers Only)					
Judging Teams					
Dairy					
Forestry					
Horse					
Horticulture					
Land					
Livestock					
Meats					
Poster Contest					
Talk Meet					
Tours					
Other					
Totals					

Signed _____ Secretary

Signed _____ Volunteer Leader

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