ARKANSAS
4-H CLUB
SECRETARY’S BOOK

Name of Club ________________
County ________________
Secretary ________________
Year ________________
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4-H SECRETARY’S GUIDELINES

Duties of the 4-H Club Secretary

• Keep an accurate, up-to-date roll of all members of the club.
• Call the roll and check attendance at each meeting.
• Keep complete and accurate minutes of all meetings.
• At each meeting, read minutes of the last meeting.
• Take care of club correspondence including reading letters of information or other correspondence to the club and writing letters for the club.
• Complete the Monthly Secretary’s Report.

Begin the 4-H Year

• Obtain last year’s Secretary’s Book. The minutes of the last meeting of the club written by last year’s secretary should be the first minutes read for the new year.
• Use the roll from the past year as a guide, but do not add members to the club roll until they enroll for the year online.
• Obtain a complete and accurate roll of club members from the club leader as members enroll. Write all members’ names in the Secretary’s Book.
• Meet with the executive committee to make club meeting plans for the year. Members will be assigned responsibility for different parts of the meetings. Record these assignments in the Secretary’s Book.

Prepare for Each 4-H Meeting

• Have the roll complete and up-to-date at all times.
• Decide on a topic for roll call. Members can answer roll call with their favorite hobby, New Year’s resolution, a program idea for the coming year, a current news item, 4-H project information or other topic.
• Have the minutes of the last meeting written and ready to be read.
• Be prepared to read any club correspondence such as thank you notes, requests, etc.

At the 4-H Meeting

• Announce the roll call topic and call the roll.
• Stand and read the minutes of the last meeting. Speak clearly and loudly enough for all members to hear. Have the president sign the minutes after they have been approved.
• Take notes using the 4-H Meeting Program Plan form during the meeting. Be sure to include:
  □ place, date and time of meeting.
  □ who presided and who was secretary.
  □ number attending and names of new members and/or guests.
  □ whether the minutes were read and approved.
  □ summary of the treasurer’s report, if given.
  □ brief summary of the reports and announcements.
• Record all motions made, the full name of the person who made the motion and whether the motion passed, failed, was referred to a committee, etc.
• Give names of members appointed to committees.
• Give the subject of the program and who was on the program.
• Report on who led recreational activities and who provided refreshments.
• Make sure you attend all meetings, but if you cannot attend a meeting, send your copy of the Secretary’s Book to the president who will appoint a secretary to serve for that meeting. The substitute will check the attendance, write the minutes and sign as secretary pro tem.
After the 4-H Meeting
- Promptly write the minutes.
- Write thank you notes, if needed, to speakers or others.
- Follow other instructions given by the president.

Writing the Minutes
- Minutes are written in a standard form. It is the secretary’s job to see that the Secretary’s Book is filled with facts of each meeting written in the proper form. If properly written, the minutes are more than just a handy reference. They become a written history of the club.
- Minutes are a record of what was done, not what was said. They should not contain discussion, personal opinion, adjectives or interpretations.
- The secretary signs the minutes when they are written. The president signs them after they are approved.
- Corrections to the minutes are made by marking through the word or words to be corrected and writing the correction above or in the margin.

Other Responsibilities
- The secretary is actually the president’s secretarial assistant. Pay close attention and be ready at any time to explain what business is pending, who was appointed to committees, etc.
- As secretary you have all rights of membership. You may introduce motions, discuss them and vote on all business.
- You need to be present at all meetings. If you are unable to attend, send the book with completed minutes to the president.
- At the end of the year, the secretary should turn in completed records of the club to the County Extension Agent if requested.
### 4-H CLUB OFFICIALS

#### Officers

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>President</td>
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<td>Vice President</td>
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<td>Recreation Leader</td>
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<td>Other</td>
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#### For Projects

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<th>Name of Project</th>
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#### Adult Leaders

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#### For the Club

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#### County Extension Personnel

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*The minimum adult leadership for a club is an Organizational Leader and two project leaders.*
## MEMBERSHIP ROLL

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* Enter a J when a member joins, an A when absent and leave the space blank when present.

Enter a D when the member drops out or moves away.
# MEMBERSHIP ROLL

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<thead>
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<th>CONTACT INFO</th>
<th>AGE JAN. 1</th>
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* Enter a J when a member joins, an A when absent and leave the space blank when present.
Enter a D when the member drops out or moves away.
4-H CLUB COMMITTEES
Program

Vice President ____________________________________________________________
Secretary ______________________________________________________________
Recreation Leader ______________________________________________________
Appointed Member ______________________________________________________
Appointed Member ______________________________________________________
Organizational Leader __________________________________________________

Recreation

Recreation Leader ______________________________________________________
Song Leader __________________________________________________________
Appointed Member ______________________________________________________
Appointed Member ______________________________________________________
Activity Leader _________________________________________________________

History (Club Records)

Secretary ______________________________________________________________
Reporter ________________________________________________________________
Photographer __________________________________________________________
Appointed Member ______________________________________________________
Appointed Member ______________________________________________________
Adult Leader ___________________________________________________________

Projects

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Membership

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
**4-H Year – January 1 - December 30**  
**CALENDAR OF 4-H CLUB ACTIVITIES**

List here the special activities which are to be conducted during the year. In the “club” column would be those planned by your club, such as a project tour, a picnic, and a Valentine party. In the “county” column would be county 4-H activities like County, District, State and National 4-H Activity Day, County Recreational Activity and the Recognition Banquet. Under “state/district/national” would be activities like District 4-H O-Ramas, Arkansas 4-H O-Rama and Teen Leader Conference.

**Example of How to List the Activities**

<table>
<thead>
<tr>
<th>Month</th>
<th>Club</th>
<th>County</th>
<th>State/District/National</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>14 – Valentine Party</td>
<td>9 – Special 4-H Week Radio Program</td>
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<tr>
<td>March</td>
<td>30 – Project Tour</td>
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<tr>
<td>June</td>
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<td>14 – District 4-H O-Rama</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Club</th>
<th>County</th>
<th>State/District/National</th>
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<tbody>
<tr>
<td>January</td>
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<td>Month</td>
<td>Club</td>
<td>County</td>
<td>State</td>
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<tr>
<td>December</td>
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</tbody>
</table>
4-H Meeting Program Plan

Place the club is to meet ____________________________________________________________

Month _______ Day _________ Year _________ Time _________

Business:

Call to order by president.

Song will be led by _________________________________, the song leader.

Secretary will call or check the roll. Roll call topic ________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ________________________________________________

Guests to be introduced are _________________________________________________

Special reports of committees to be given by _________________________________

Old business to be discussed _________________________________________________

New business to be discussed _________________________________________________

Announcements to be made _________________________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ________________________________

Progress reports on projects by two to four members ________________________________

Talent numbers, skits, plays, etc., by ________________________________________________

Title ________________________________________________

Method demonstrations (2 to 4) by ________________________________________________

Talks, reports on trips, etc., by ________________________________________________

Topic ________________________________________________

Special program by ________________________________________________

Topic ________________________________________________

Recreation:

Games, etc., to be led by ________________________________________________

Refreshments to be served by ________________________________________________
Minutes of the Meeting

A meeting of the _____________________________
4-H Club was held at _____________________ on ___________________ at ______________ o’clock.

Business:

The meeting was called to order by _________________________________, the president.

The opening song was led by _________________________________, the song leader.

Pledges were led by ______________________________________________________________________________.

The minutes were read and approved. ________ members were present, of which ____________ were boys and ________ were girls. Adult 4-H leaders present were ________________________________
__________________________________________________________________________________________________.

_________ others were present, making a total attendance of ________.

Guests were _____________________________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

___________________________________________________________________________________________________

___________________________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

The recreation program included games and activities directed by ________________________________

___________________________________________________________________________________________________

Refreshments were served by _____________________________________________________________________.

_______________________________________________

Club Secretary
Place the club is to meet ____________________________________________

Month _______ Day ________ Year ________ Time ______

**Business:**

Call to order by president.

Song will be led by ________________________________, the song leader.

Secretary will call or check the roll. Roll call topic ________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ________________________________

Guests to be introduced are ________________________________

Special reports of committees to be given by ________________________________

Old business to be discussed ________________________________

New business to be discussed ________________________________

Announcements to be made ________________________________

**Program:**

Inspirational activity (a poem, devotional, etc.) by ________________________________

Progress reports on projects by two to four members ________________________________

Talent numbers, skits, plays, etc., by ________________________________

Title ________________________________

Method demonstrations (2 to 4) by ________________________________

Talks, reports on trips, etc., by ________________________________

Topic ________________________________

Special program by ________________________________

Topic ________________________________

**Recreation:**

Games, etc., to be led by ________________________________

Refreshments to be served by ________________________________
Minutes of the Meeting

A meeting of the _____________________________ 4-H Club was held at ____________________ on _____________________ at __________________ o’clock.

Business:

The meeting was called to order by ____________________________, the president.

The opening song was led by ____________________________, the song leader.

Pledges were led by ____________________________.

The minutes were read and approved. ________ members were present, of which ________ were boys and ________ were girls. Adult 4-H leaders present were ________________________________

__________ others were present, making a total attendance of ________.

Guests were __________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

______________________________________________________________

______________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

The recreation program included games and activities directed by ____________________________

______________________________________________________________

Refreshments were served by _____________________________________

______________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet ____________________________________________________________

Month _______ Day _______ Year _______ Time _______

Business:

Call to order by president.

Song will be led by _____________________________________________, the song leader.

Secretary will call or check the roll. Roll call topic ______________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ________________________________________________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join __________________________________________________________________

Guests to be introduced are __________________________________________________________________

Special reports of committees to be given by ______________________________________________

Old business to be discussed __________________________________________________________________

New business to be discussed __________________________________________________________________

Announcements to be made ____________________________________________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ____________________________

Progress reports on projects by two to four members _________________________________

Talent numbers, skits, plays, etc., by _______________________________________________

Title _______________________________________________________________________________

Method demonstrations (2 to 4) by _____________________________________________________

Talks, reports on trips, etc., by _______________________________________________________

Topic _______________________________________________________________________________

Special program by ________________________________________________________________

Topic ______________________________________________________________________________

Recreation:

Games, etc., to be led by ____________________________________________________________

Refreshments to be served by ________________________________________________________
Minutes of the Meeting

A meeting of the _____________________________ 4-H Club was held at ________________ on ________________ at ________________ o’clock.

Business:

The meeting was called to order by _________________________________________________, the president.

The opening song was led by ______________________________________________________, the song leader.

Pledges were led by _____________________________________________________________________________________.

The minutes were read and approved. ________ members were present, of which ___________ were boys and ________ were girls. Adult 4-H leaders present were ______________________________
__________________________________________________________________________________________________

_________ others were present, making a total attendance of _________.

Guests were _____________________________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

___________________________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

The recreation program included games and activities directed by ________________________________.

___________________________________________________________________________________________________

Refreshments were served by _________________________________________________________________________.

___________________________________________________________________________________________________

Club Secretary
**4-H Meeting Program Plan**

Place the club is to meet ____________________________________________

Month _______ Day _______ Year _______ Time _______

**Business:**

Call to order by president.

Song will be led by ____________________________, the song leader.

Secretary will call or check the roll. Roll call topic ____________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ____________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ____________________________

Guests to be introduced are ____________________________

Special reports of committees to be given by ____________________________

Old business to be discussed ____________________________

New business to be discussed ____________________________

Announcements to be made ____________________________

**Program:**

Inspirational activity (a poem, devotional, etc.) by ____________________________

Progress reports on projects by two to four members ____________________________

Talent numbers, skits, plays, etc., by ____________________________

Title ____________________________

Method demonstrations (2 to 4) by ____________________________

 Talks, reports on trips, etc., by ____________________________

Topic ____________________________

Special program by ____________________________

Topic ____________________________

**Recreation:**

Games, etc., to be led by ____________________________

Refreshments to be served by ____________________________
Minutes of the Meeting

A meeting of the ____________________________
4-H Club was held at _________________ on _______________ at _______________ o’clock.

Business:

The meeting was called to order by ________________________________, the president.
The opening song was led by ________________________________, the song leader.
Pledges were led by ________________________________.
The minutes were read and approved. ______ members were present, of which ____________ were boys and _______ were girls. Adult 4-H leaders present were ________________________________
__________________________________________________________________________________.
__________ others were present, making a total attendance of ________.

Guests were ________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

The recreation program included games and activities directed by ________________________________

________________________________________

Refreshments were served by ________________________________________________________

________________________________________
Club Secretary
4-H Meeting Program Plan

Place the club is to meet __________________________________________________________

Month _______ Day _______ Year _______ Time _______

Business:

Call to order by president.

Song will be led by ____________________________, the song leader.

Secretary will call or check the roll. Roll call topic _________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ____________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ____________________________________________________

Guests to be introduced are ______________________________________________________

Special reports of committees to be given by _______________________________________

Old business to be discussed _____________________________________________________

New business to be discussed _____________________________________________________

Announcements to be made _______________________________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by _________________________________

Progress reports on projects by two to four members __________________________________

Talent numbers, skits, plays, etc., by ______________________________________________

Title ____________________________________________

Method demonstrations (2 to 4) by ________________________________________________

Talks, reports on trips, etc., by ____________________________________________________

Topic ____________________________________________

Special program by ______________________________________________________________

Topic ____________________________________________

Recreation:

Games, etc., to be led by __________________________________________________________

Refreshments to be served by _____________________________________________________
Minutes of the Meeting

A meeting of the _____________________________
4-H Club was held at __________________ on ________________ at _____________ o’clock.

Business:

The meeting was called to order by ________________________________, the president.

The opening song was led by ________________________________, the song leader.

Pledges were led by ______________________________________________________________________________.

The minutes were read and approved. ________ members were present, of which ____________ were boys and ________ were girls. Adult 4-H leaders present were ____________________________
__________________________________________________________________________________________.

________ others were present, making a total attendance of ________.

Guests were _____________________________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)
__________________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

The recreation program included games and activities directed by ________________________________
__________________________________________________________________________________________

Refreshments were served by _____________________________________________________________________.

______________________________
Club Secretary
4-H Meeting Program Plan

Place the club is to meet ________________________________________________________________

Month ___________ Day ___________ Year ___________ Time ___________

Business:

Call to order by president.

Song will be led by ________________________________, the song leader.

Secretary will call or check the roll. Roll call topic ________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ________________________________

Guests to be introduced are ________________________________

Special reports of committees to be given by ________________________________

Old business to be discussed ________________________________

New business to be discussed ________________________________

Announcements to be made ________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ________________________________

Progress reports on projects by two to four members ________________________________

Talent numbers, skits, plays, etc., by ________________________________

Title ________________________________

Method demonstrations (2 to 4) by ________________________________

Talks, reports on trips, etc., by ________________________________

Topic ________________________________

Special program by ________________________________

Topic ________________________________

Recreation:

Games, etc., to be led by ________________________________

Refreshments to be served by ________________________________
Minutes of the Meeting

A meeting of the ___________________________ 4-H Club was held at ________________ on ________________ at ________________ o’clock.

Business:

The meeting was called to order by ____________________________________________, the president.

The opening song was led by ________________________________________________, the song leader.

Pledges were led by ________________________________________________________.

The minutes were read and approved. ________ members were present, of which ___________ were boys and ________ were girls. Adult 4-H leaders present were ________________________________ ____________________________________________.

_________ others were present, making a total attendance of ________.

Guests were ____________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The recreation program included games and activities directed by ________________________________

________________________________________________________________________

Refreshments were served by ________________________________________________.

_______________________________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet ____________________________________________________________

Month _______ Day _______ Year _______ Time _______

Business:

Call to order by president.

Song will be led by ________________________________________________________________, the song leader.

Secretary will call or check the roll. Roll call topic _______________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _________________________________________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ______________________________________________________

Guests to be introduced are ______________________________________________________

Special reports of committees to be given by __________________________________________

Old business to be discussed ______________________________________________________

New business to be discussed _____________________________________________________

________________________________________________________________________________

Announcements to be made _______________________________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ______________________________________

Progress reports on projects by two to four members _____________________________________

Talent numbers, skits, plays, etc., by _________________________________________________

Title ________________________________________________________________

Method demonstrations (2 to 4) by _________________________________________________

________________________________________________________________________________

Talks, reports on trips, etc., by _____________________________________________________

Topic ________________________________________________________________

Special program by ______________________________________________________________

Topic ________________________________________________________________

Recreation:

Games, etc., to be led by __________________________________________________________

Refreshments to be served by _____________________________________________________
Minutes of the Meeting

A meeting of the _____________________________ 4-H Club was held at __________________ on __________________ at __________________ o’clock.

Business:

The meeting was called to order by ___________________________, the president.

The opening song was led by ___________________________, the song leader.

Pledges were led by ________________________________________________________.

The minutes were read and approved. ________ members were present, of which ___________ were boys and ________ were girls. Adult 4-H leaders present were ___________________________ 

_______________________________________________________.

_________ others were present, making a total attendance of ____________.

Guests were _____________________________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

_____________________________________________________

_____________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

The recreation program included games and activities directed by _____________________________

______________________________________________________________________________________________

Refreshments were served by ________________________________________________________________.

_____________________________________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet ____________________________________________

Month _______ Day _______ Year _______ Time _______

**Business:**

Call to order by president.

Song will be led by ________________________________, the song leader.

Secretary will call or check the roll. Roll call topic ________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ________________________________

Guests to be introduced are ________________________________

Special reports of committees to be given by ________________________________

Old business to be discussed ________________________________

New business to be discussed ________________________________

Announcements to be made ________________________________

**Program:**

Inspirational activity (a poem, devotional, etc.) by ________________________________

Progress reports on projects by two to four members ________________________________

Talent numbers, skits, plays, etc., by ________________________________

Title ________________________________

Method demonstrations (2 to 4) by ________________________________

Talks, reports on trips, etc., by ________________________________

Topic ________________________________

Special program by ________________________________

Topic ________________________________

**Recreation:**

Games, etc., to be led by ________________________________

Refreshments to be served by ________________________________
Minutes of the Meeting

A meeting of the ____________________________
4-H Club was held at _________________ on ________________ at ____________ o’clock.

Business:

The meeting was called to order by ____________________________, the president.
The opening song was led by ________________________________, the song leader.
Pledges were led by ____________________________, the pledge leader.
The minutes were read and approved. ________ members were present, of which ________ were boys and ________ were girls. Adult 4-H leaders present were ____________________________

______________________________

_________ others were present, making a total attendance of ________.

Guests were ____________________________

(Make a statement here on committee reports, old business, new business, plans made, etc.)

________________________________________________________________________

________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The recreation program included games and activities directed by ____________________________

________________________________________________________________________

Refreshments were served by ____________________________

________________________________________________________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet ________________________________________________________________________________
________________________________________________________________________________________________________
Month _________ Day ____________ Year ____________ Time ___________

Business:
Call to order by president.
Song will be led by ____________________________, the song leader.
Secretary will call or check the roll. Roll call topic ____________________________
Review the meaning of the emblem and motto. (See back for this and the pledges.)
Pledges led by ____________________________
Secretary will read the minutes. President gets them approved.
New members who are to join ____________________________
Guests to be introduced are ____________________________
Special reports of committees to be given by ____________________________
Old business to be discussed ____________________________
New business to be discussed ____________________________
____________________________________________________________________________________________________
Announcements to be made ____________________________

Program:
Inspirational activity (a poem, devotional, etc.) by ____________________________
Progress reports on projects by two to four members ____________________________
____________________________________________________________________________________________________
Talent numbers, skits, plays, etc., by ____________________________
Title ____________________________
Method demonstrations (2 to 4) by ____________________________
____________________________________________________________________________________________________
Talks, reports on trips, etc., by ____________________________
Topic ____________________________
Special program by ____________________________
Topic ____________________________

Recreation:
Games, etc., to be led by ____________________________
Refreshments to be served by ____________________________
Minutes of the Meeting

A meeting of the ____________________________
4-H Club was held at _____________________ on __________________ at ______________ o’clock.

Business:

The meeting was called to order by ________________________________, the president.
The opening song was led by ________________________________, the song leader.
Pledges were led by ____________________________________________________________________________________.
The minutes were read and approved. ________ members were present, of which ____________ were boys and ________ were girls. Adult 4-H leaders present were __________________________________________________________________________.
________ others were present, making a total attendance of ____________.

Guests were ____________________________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

___________________________________________________________________________________________________

___________________________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

The recreation program included games and activities directed by ________________________________

___________________________________________________________________________________________________

Refreshments were served by ________________________________.

_______________________________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet __________________________________________________________

Month ______ Day ______ Year ______ Time _______

Business:

Call to order by president.

Song will be led by ____________________________________________, the song leader.

Secretary will call or check the roll. Roll call topic ________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by _________________________________________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ____________________________________________________

Guests to be introduced are _____________________________________________________

Special reports of committees to be given by ________________________________________

Old business to be discussed _____________________________________________________

New business to be discussed _____________________________________________________

Announcements to be made ______________________________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by _________________________________

Progress reports on projects by two to four members ________________________________

Talent numbers, skits, plays, etc., by _____________________________________________

Title _____________________________________________________________

Method demonstrations (2 to 4) by _______________________________________________

Talks, reports on trips, etc., by ___________________________________________________

Topic ___________________________________________________

Special program by _____________________________________________________________

Topic _____________________________________________________________

Recreation:

Games, etc., to be led by ________________________________________________________

Refreshments to be served by ____________________________________________________
Minutes of the Meeting

A meeting of the _____________________________
4-H Club was held at _____________________ on ___________________ at __________________ o’clock.

Business:

The meeting was called to order by ________________________________, the president.
The opening song was led by ________________________________, the song leader.
Pledges were led by ________________________________________.
The minutes were read and approved. _______ members were present, of which _________ were boys and ______ were girls. Adult 4-H leaders present were ____________________________
_________________________________________________________________________________.
_________ others were present, making a total attendance of ________.

Guests were ________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)
_________________________________________________________________________________
_________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

The recreation program included games and activities directed by __________________________
_________________________________________________________________________________

Refreshments were served by ____________________________________________.
_________________________________________________________________________________
Club Secretary
4-H Meeting Program Plan

Place the club is to meet ____________________________________________

Month ________ Day ___________ Year ___________ Time ___________

Business:

Call to order by president.

Song will be led by ____________________________, the song leader.

Secretary will call or check the roll. Roll call topic ____________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ____________________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ____________________________________________

Guests to be introduced are ____________________________________________

Special reports of committees to be given by ____________________________________________

Old business to be discussed ____________________________________________

New business to be discussed ____________________________________________

Announcements to be made ____________________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ____________________________

Progress reports on projects by two to four members ____________________________________________

Talent numbers, skits, plays, etc., by ____________________________________________

Title ____________________________________________

Method demonstrations (2 to 4) by ____________________________________________

Talks, reports on trips, etc., by ____________________________________________

Topic ____________________________________________

Special program by ____________________________________________

Topic ____________________________________________

Recreation:

Games, etc., to be led by ____________________________________________

Refreshments to be served by ____________________________________________
Minutes of the Meeting

A meeting of the ____________________________
4-H Club was held at _________________ on _______________ at _______________ o’clock.

Business:

The meeting was called to order by ____________________________, the president.
The opening song was led by ____________________________, the song leader.
Pledges were led by ____________________________.
The minutes were read and approved. ________ members were present, of which _____________
were boys and ________ were girls. Adult 4-H leaders present were ____________________________
______________________________
_________ others were present, making a total attendance of ____________.

Guests were ____________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

___________________________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

The recreation program included games and activities directed by ____________________________

___________________________________________________________________________________________________

Refreshments were served by ____________________________.

___________________________________________________________________________________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet ________________________________

Month ______ Day ______ Year ______ Time ______

Business:

Call to order by president.

Song will be led by ________________________________, the song leader.

Secretary will call or check the roll. Roll call topic ________________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ________________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ________________________________

Guests to be introduced are ________________________________

Special reports of committees to be given by ________________________________

Old business to be discussed ________________________________

New business to be discussed ________________________________

Announcements to be made ________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ________________________________

Progress reports on projects by two to four members ________________________________

Talent numbers, skits, plays, etc., by ________________________________

Title ________________________________

Method demonstrations (2 to 4) by ________________________________

Title ________________________________

Talks, reports on trips, etc., by ________________________________

Topic ________________________________

Special program by ________________________________

Topic ________________________________

Recreation:

Games, etc., to be led by ________________________________

Refreshments to be served by ________________________________
Minutes of the Meeting

A meeting of the _____________________________
4-H Club was held at _____________________ on _____________________ at ________________ o’clock.

Business:

The meeting was called to order by ___________________________, the president.

The opening song was led by ____________________________, the song leader.

Pledges were led by ____________________________________________________________________________.

The minutes were read and approved. ______ members were present, of which __________ were boys and _______ were girls. Adult 4-H leaders present were ____________________________

______________________________________________________________________________________.

__________ others were present, making a total attendance of __________.

Guests were ________________________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)

_____________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

The recreation program included games and activities directed by ____________________________

_____________________________________________________________________________________

Refreshments were served by __________________________________________________________________

_____________________________________________________________________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet

________________________________________________________________________________________________________

Month _______ Day _______ Year _______ Time _______

Business:

Call to order by president.

Song will be led by ____________________________, the song leader.

Secretary will call or check the roll. Roll call topic ____________________________

Review the meaning of the emblem and motto. (See back for this and the pledges.)

Pledges led by ____________________________

Secretary will read the minutes. President gets them approved.

New members who are to join ____________________________

Guests to be introduced are ____________________________

Special reports of committees to be given by ____________________________

Old business to be discussed ____________________________

New business to be discussed ____________________________

____________________________________________________________________________________________________

Announcements to be made ____________________________

____________________________________________________________________________________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ____________________________

Progress reports on projects by two to four members ____________________________

____________________________________________________________________________________________________

Talent numbers, skits, plays, etc., by ____________________________

Title ____________________________

Method demonstrations (2 to 4) by ____________________________

____________________________________________________________________________________________________

Talks, reports on trips, etc., by ____________________________

Topic ____________________________

Special program by ____________________________

Topic ____________________________

Recreation:

Games, etc., to be led by ____________________________

Refreshments to be served by ____________________________
Minutes of the Meeting

A meeting of the _____________________________
4-H Club was held at ______________________ on __________________ at _______________ o’clock.

Business:

The meeting was called to order by ________________________________, the president.
The opening song was led by ________________________________, the song leader.
Pledges were led by ________________________________.
The minutes were read and approved. ________ members were present, of which __________ were boys and ________ were girls. Adult 4-H leaders present were _______________________________
__________________________________________________________________________________.
_______ others were present, making a total attendance of ________.

Guests were ____________________________________________________________________________.

(Make a statement here on committee reports, old business, new business, plans made, etc.)
____________________________________________________________________________________
____________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
The recreation program included games and activities directed by _____________________________
____________________________________________________________________________________
Refreshments were served by ____________________________________________________________.

_______________________________________________

Club Secretary
4-H Meeting Program Plan

Place the club is to meet __________________________________________

Month _______ Day _______ Year _______ Time _______

Business:

Call to order by president.
Song will be led by ____________________________, the song leader.
Secretary will call or check the roll. Roll call topic ________________________________
Review the meaning of the emblem and motto. (See back for this and the pledges.)
Pledges led by ____________________________
Secretary will read the minutes. President gets them approved.
New members who are to join ______________________________
Guests to be introduced are ______________________________
Special reports of committees to be given by ______________________________
Old business to be discussed ______________________________
New business to be discussed ______________________________
Announcements to be made ______________________________

Program:

Inspirational activity (a poem, devotional, etc.) by ______________________________
Progress reports on projects by two to four members ______________________________
Talent numbers, skits, plays, etc., by ______________________________
Title ______________________________
Method demonstrations (2 to 4) by ______________________________
Talks, reports on trips, etc., by ______________________________
Topic ______________________________
Special program by ______________________________
Topic ______________________________

Recreation:

Games, etc., to be led by ______________________________
Refreshments to be served by ______________________________
Minutes of the Meeting

A meeting of the _____________________________
4-H Club was held at _________________ on _______________ at _______________ o’clock.

Business:

The meeting was called to order by ________________________________, the president.
The opening song was led by ________________________________, the song leader.
Pledges were led by ____________________________________________
The minutes were read and approved. ________ members were present, of which ___________
were boys and _______ were girls. Adult 4-H leaders present were ____________________________
__________________________________________________________.
_________ others were present, making a total attendance of ________.

Guests were ____________________________________________________________________________________

(Make a statement here on committee reports, old business, new business, plans made, etc.)

__________________________________________________________________________________________________

Program: (Extra space in the back of the book.)

The following program was given. (See program on opposite page.)

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

The recreation program included games and activities directed by ____________________________

__________________________________________________________________________________________________

Refreshments were served by ________________________________

________________________________________

Club Secretary
Secretary’s Annual Report

1. How many members enrolled this year? _______________ Number now enrolled. _______________
2. How many regular meetings were held? ________________________________
3. How many social or recreational meetings were held? ________________________________
   What kind were they? ________________________________
4. How many meetings were held at which parents were especially invited to attend? _______________
   What kind of programs were given? ________________________________
________________________________________________________________________________
5. What was the average attendance of members at regular club meetings? _______________
   What percent of the club’s membership is this? ________________________________
   (Add two zeros to average attendance and divide by the number now enrolled.)
6. What community improvement or service project did the club conduct or participate in?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
7. How many members participated in the following? A Club fair _____________
   A show window type exhibit _____________
   A project tour _____________
8. Did your club hold (or have plans to hold) a recognition dinner, banquet or special program at
   which achievement cards were (or will be) presented members? ____________
   If so, which one, how many attended (or plan to attend), etc? ________________________________
   __________________________________________________________________________
9. List the county (and state) 4-H Club activities in which some of your club members participated.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
10. Is your Secretary’s Book complete? _______ Did your club make a club history book? ______________
11. How many members turned in a report on their project work? _______________
   What percent of the club’s membership is this? ________________________________
   (Add two zeros to the number turning in reports and divide it by the number now enrolled.)
12. Did any members, or your club, have any news stories printed on their 4-H Club work? ______________
   How many stories? ____________
   How many members of the club appeared on radio or television programs on 4-H work? ______________
   Did some members appear on school, community or civic programs on something pertaining to 4-H Club work? ______________
   How many different occasions? ________________

After you have filled out this report, then you are ready to check the items on the County “Honor Club” report form on page 42. Once you have completed the two required items, 10 of the 13 items that make a 4-H Club an honor club, and a summary of the outstanding work on pages 43-46, your club will receive an “Honor Club” certificate. If your club wishes to compete for one of the State “Honor Club” certificates, additional material, pictures and news clippings should be included. More information is located in the 4-H Events Packet.
Outstanding Work of Our Club

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.
Outstanding Work of Our Club (cont.)

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.

_______________________________________________________________________________________________________
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_______________________________________________________________________________________________________
Outstanding Work of Our Club (cont.)

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.
Outstanding Work of Our Club (cont.)

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.

_______________________________________________________________________________________________________
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_______________________________________________________________________________________________________
Outstanding Work of Our Club (cont.)

Use these pages for a report on the outstanding activities, projects and achievements of your club this year.
4-H Club Bylaws

_______________________ 4-H Club

Adopted _____________

ARTICLE I: Name and Objectives

Section 1. The name of this organization shall be the ____________________ 4-H Club.

Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H Club work.

Section 3. The objectives of this organization shall be:
(a) to provide learning situations for the development of leadership, responsibility and effective citizenship.
(b) to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
(c) to provide information and training in other 4-H projects and activities as members’ interests dictate.
(d) to help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: Membership

Section 1. This club shall be composed of seven or more club members. Any boy or girl between the ages of 5 and 19 years, regardless of race, color, national origin, sex or handicap, who is interested in 4-H and willing to accept supervision of trained adult leaders may be considered for membership.

ARTICLE III: Officers and Elections

Section 1. The elected officers of the club shall be President, Vice President, Secretary, Reporter, Photographer, Song Leader, and Recreation Leader.

Section 2. Officers shall be elected annually and shall serve until their successors are elected and installed.

Section 3. The officers of the club shall constitute an executive committee.

Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.

ARTICLE IV: Duties of Officers

Section 1. Duties of the president shall be:
(a) to preside at all meetings of the club, call special meetings, enforce the bylaws and exercise supervision over the affairs of the club.
(b) to appoint standing and special committees.
(c) to serve as an ex officio member of each committee, except the nominating committee.
(d) to assist in planning programs and carry out other duties of a presiding officer.

Section 2. Duties of the vice president shall be:
(a) to assist the president.
(b) to perform the duties of the president in the absence of that officer.
(c) to serve as chairman of the program committee.
(d) to plan all club educational programs one year in advance.
Section 3. Duties of the secretary shall be:
(a) to keep minutes of regular club meetings and other club records as outlined in the Secretary's Book.
(b) to call or check roll and read the minutes at each regular meeting.
(c) to serve on the program committee and as chairman of the club history committee.
(d) to preside in the absence of the president and vice president.

Section 4. Duties of the treasurer shall be:
(a) to prepare a budget for approval by the club.
(b) to receive, hold and pay out all moneys of the club as designated by the adopted budget.
(c) to keep an accurate record of the receipt and expenditures of all funds.
(d) to present a financial statement when requested to do so.
(e) to prepare the end of the year financial report, present the required documents for the audit to be conducted as prescribed in the 4-H Treasurers Record Book, and present the required documents to the County Extension Office annually in a timely manner.

Section 5. Duties of the reporter shall be:
(a) to report activities of the club to local news media,
(b) to report activities to the county Extension agent and/or the county newsletter.
(c) to serve on the club history committee.

Section 6. Duties of the photographer shall be:
(a) to make pictures of the club meetings, activities and members and their projects for the club history book.
(b) the cost of the pictures shall be paid by the club.
(c) to serve on the club history committee.

Section 7. Duties of the song leader shall be:
(a) to lead singing for the club.
(b) to serve on the recreation committee.

Section 8. Duties of the recreation leader shall be:
(a) to lead games and other types of recreation for the club.
(b) to serve as chairman of the recreation committee and to serve the program committee.

ARTICLE V: Leaders and Duties

Section 1. The duties of the Organizational Leaders shall be:
(a) to serve as the captain of the leadership team and coordinate the club program.
(b) to work as close advisors and leaders with the executive committee, other committees and adult leaders to see that the club's program and activities are well planned and executed.

ARTICLE VI: Committees and Duties

Section 1. The standing committees shall be program, recreation, history and membership.
Section 2. Duties of the standing committees shall be:
(a) Program – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
(b) Recreation – The recreation committee shall be responsible for providing recreation at each club meeting, for all special social activities during the year and for appointing families to provide refreshments and be host and hostesses for each regular meeting.
(c) History – The history committee shall be responsible for annually constructing a club history book that documents all the members and activities.
(d) Membership – The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings and providing new members with 4-H club information.
ARTICLE VII: Meetings
Section 1. Regular meetings shall be held on the _____________________________ of each month.
Section 2. Special meetings may be called by the president.

ARTICLE VIII: Procedure
Section 1. Robert’s Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club’s bylaws.
Section 2. The order of business for regular meetings is:
   Call to order
   Opening ritual
   Roll call
   Reception of new members and recognition of guests
   Reading and approval of minutes
   Reports – officers, committees, project groups, special activities, leaders
   Unfinished business
   New business
   Program
   Adjournment
   Recreation and refreshments

ARTICLE IX: Club Dissolution
Section 1. Upon the disbandment of the club, all real property, including money, equipment and land must be disbursed to another 4-H Club in the county or to the County 4-H Foundation for use in support of the county 4-H program. The last official duty of the club’s leaders shall be to effect the transfer of club property and to turn over club records to the county Extension agent.

ARTICLE X: Amendments
Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous regular meeting of the club.
Program for May (cont.)

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Program for June (cont.)

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Program for November (cont.)

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Program for December (cont.)

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The 4-H Club Opening Ritual

President: We will now review the meaning of our emblem. What is the National 4-H Club Emblem?

Members: The Four-Leaf Clover with the letters “H” on each leaf.

President: What do the four “H’s represent?

Members: The equal training of the Head, Heart, Hands, and Health.

President: For what is the Head trained?

Members: To think, to plan, to reason.

President: For what is the Heart trained?

Members: To be kind, true, and sympathetic.

President: For what are the Hands trained?

Members: To be useful, helpful, and skillful.

President: For what is the Health trained?

Members: To resist disease, enjoy life, and make for efficiency.

President: What is our Motto?

Members: “To Make the Best Better.”

President: We will now stand and repeat our 4-H Club pledge and remain standing for the Pledge of Allegiance to our flag. These will be led by __________________________ and __________________________. (All stand.)

The 4-H Club Pledge

“I pledge my head to clear 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 Pledge of Allegiance

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”
Pictures and News Clippings/Social Media Post Dates
WHAT IS 4-H WORK?

4-H work is that part of the program of the Cooperative Extension Service of the University of Arkansas which serves youth. Young people between the ages of 5 and 19 organize themselves into a 4-H club with their own officers, adult leaders, and local programs. The primary purpose of 4-H work is to develop in leadership, initiative, citizenship, and character.

THE 4-H CLUB PLEDGE

I pledge:
   my Head to clearer thinking,
   my Heart to greater loyalty,
   my Hands to larger service,
   my Health to better living,
   for my club, my community,
   my country, and my world.

THE 4-H CLUB MOTTO

To Make the Best Better

THE 4-H CLUB EMBLEM

The 4-H emblem is a four-leaf clover with the letter “H” on each leaf. The four “H’s” stand for Head, Heart, Hands, and Health.

THE 4-H CLUB COLORS

GREEN: Nature’s most common color is emblematic of springtime, life, and youth.

WHITE: Symbolizes purity and high ideals.