



Missouri 4-H Secretary Record Book

Name of 4-H group: _____

Secretary: _____

County: _____

Year: _____

Emblem

The green four-leaf clover has a white *H* on each leaf to represent one of the four *H*s — Head, Heart, Hands and Health.

4-H Motto

“To Make the Best Better”

4-H Slogan

“Learning to Do by Doing”

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.

Colors

The white stands for purity. The green, nature’s most common color, represents life, springtime and youth.

4-H club secretary instructions

Each part of the *4-H Secretary Record Book* should be completed using either a printed or an electronic version. It is part of the club's permanent records. The secretary is responsible to keep complete records.

4-H membership

■ Emblem

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■ 4-H Motto

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■ 4-H Pledge

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■ 4-H Slogan

"Learning to Do by Doing"

■ Colors

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Activities and club goals

The standing committees (those committees named in the club's bylaws) develop the plans for the club for the year and present the plans to the club membership for approval. The secretary records the plans on the *4-H Club Activities and Goals Form* (Y671D).

Membership and attendance record

The club member information is recorded on the *4-H Club Membership Roster* (Y671H) and *Attendance* (Y671I) forms. The names are entered alphabetically. At the club meetings, the secretary calls the roll at the order of the president. Project information for each member is recorded on this form.

Minutes of 4-H club meeting

The minutes recorded on the *Minutes of 4-H Club Meeting* (Y671G) should include at least the following:

1. Date and place of meeting, attendance, names of visitors and special guests.
2. Business — Record of all business transacted, all the motions made, committees appointed, committee reports made, time and place for the next meeting.
3. Program — Topics discussed, names of persons on the program, and demonstration given.
4. Recreation — Statement about the games which were played and who led the games.

The secretary writes the minutes and reads them at the next club meeting.

Report of project meetings

As a supplement to the minutes, the secretary records the activities of the project groups on the *4-H Club Project Meetings Report Form* (Y671F). The

information is obtained at the club meeting.

Annual report

The secretary assists club leaders with the final year end report and the determination of the gold, silver, or bronze 4-H club seal. Refer to *Standards of Excellence for 4-H Groups* (Y671A) for the standards for club seals. After the club seal has been determined and with the help of the leader, the *4-H Club Year End Report Form* (Y671E) is completed. Make certain that project leaders have initialed completed projects for each member on the *4-H Club Attendance Form* (Y671I). The year end report is then sent to the local MU Extension center.

Suggested order of business for a 4-H club meeting

The 4-H club will conduct regular club meetings throughout the year. The club president is in charge of the meeting under the guidance of the club leader and assistant leader.

I. Activity for early arrivals

II. Business meeting

1. Meeting called to order by the president who leads the members in repeating the national 4-H pledge and the pledge of allegiance to the flag.
2. Songs lead by the song leader.
3. Roll call taken by the secretary with members responding by giving a progress report on their project work or by reporting on an assigned topic.
4. Minutes of the last meeting read by the secretary and then

approved by the club as the official record.

5. Correspondence read by secretary
6. Report of the finances given by the treasurer.
7. Reports of committees
8. Reports of project groups
9. Old Business — unfinished business from a previous meeting taken from secretary's minutes
10. New Business
 - a. Appointments of special committees
 - b. Plans for upcoming events
 - c. Leader suggestions and announcements
11. Next meeting time and place decided
12. Meeting adjourned.

II. Programs

1. Educational (such as demonstrations, group discussions, debates, talks, dramatics, etc.)
2. Club activity (such as courtesies, conservation of natural resources, safety, etc.)

III. Recreation

Social/entertainment (such as folk games, vocal and instrumental music, plays, seasonal parties, socials, etc.)