



4-H Club Secretary's Record



Club Name _____ 20_____

Mailing Address _____

_____ County _____

Approved by _____

4-H Club Secretary

4-H Club Leader

County MSU Extension Agent

Suggested Constitution

ARTICLE I

Name. This organization shall be known as the _____ 4-H Club.

ARTICLE II

Definition and Purpose of a 4-H Club. A 4-H club is an organization of boys and girls 5 to 18 years old, directed by 4-H volunteer leaders. It emphasizes physical, mental, and social development. Members of 4-H clubs receive practical training through 4-H projects and activities in skills, cooperation, leadership, personal development, and good citizenship. 4-H members elect their officers and plan and conduct their programs with the guidance of volunteer leaders.

ARTICLE III

Membership. All boys and girls 5 to 18 years old, living in _____ community, who agree to conduct one or more 4-H projects and activities, are eligible for membership in this club.

Membership in 4-H clubs and participation in 4-H activities and events are open to all without regard to race, color, religion, national origin, sex, or disability.

ARTICLE IV

Meetings. Regular meetings of this club shall be held on such date as agreed upon by the club. Special meetings may be held when deemed necessary by the president.

ARTICLE V

Officers. The officers of this club shall be a president, vice president, secretary, treasurer, reporter, historian, song leader, and recreation leader.

ARTICLE VI

Leader. The club shall have at least one 4-H club leader.

ARTICLE VII

Election of Officers. Officers of this club shall be elected annually after a report of a nominating committee. The officers shall serve for one year.

ARTICLE VIII

Duties of Officers. The president shall preside at all meetings, appoint committees, and attend to such duties as usually required of the presiding officer. The vice president shall act in the capacity of the president in his or her absence or when called to the chair by the president. The secretary shall keep the minutes of the meetings of the club, record all motions, whether adopted or defeated, and attend to all correspondence. The treasurer will keep an account of all receipts and disbursements of the club, and submit a financial report when called for by the president. The reporter shall make a report of each meeting to the news media. The song leader will lead songs during the 4-H club meeting. The recreation leader will lead games during meetings and club activities. The historian will keep a record of the club's activities in pictures and news articles.

ARTICLE IX

Contests. The rules and regulations governing county, regional, and state contests shall govern all contests in this club.

Bylaws. The local club may adopt such bylaws as it deems necessary for the conduct of its local organization.

4-H Club Organization

OFFICERS

President _____ Historian _____

Vice President _____ Reporter _____

Secretary _____ Song Leader _____

Treasurer _____ Recreation Leader _____

JUNIOR/TEEN LEADERS AND ASSIGNMENTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STANDING COMMITTEES

1. Program

4. Community Service

2. Membership

5. Finance

3. Social

6. Other

LEADERS

4-H Club Leader

Address

Assistant 4-H Club Leader

Address

PROJECT LEADERS

Project

Name

Address

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ACTIVITY LEADERS

Activity

Name

Address

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Standards for a 4-H Club

1. Organization and Leadership

- A. The club has at least one leader (adult or teen).
- B. The club program is planned by the members using Publication 2320 *Planning with a Group—A Guide for Leaders* as a guide.
- C. A copy of the *4-H Club Program Plan* (Form 467) is filed in the county office.
- D. Officers or committee chairs are elected to give members leadership responsibilities.
- E. There is at least one project leader, one activity leader, and one junior/teen leader in the club.
- F. The club has participating representative(s) on the County 4-H Council.

2. Meetings

- A. The club has at least one meeting a month for at least eight months of the year.
- B. A report of each meeting is filed with the county MSU Extension agent.

3. Project Work

- A. Each member is enrolled in at least one 4-H project.
- B. The club has some representatives participating in the county 4-H contests.
- C. The club has at least one exhibit day.
- D. The club has at least one tour.

4. Service

The 4-H club has at least one community service project.

5. Training

The 4-H club leader (or representative) participates in at least 75 percent of group training meetings provided by MSU Extension for 4-H club leaders.

- Read correspondence as directed by the club.
- Write correspondence as directed by the club. Keep copies for reference.
- Serve as temporary chairperson when both president and vice president are out.
- Help other officers and club leaders plan business to be handled at club meetings.
- Be sure someone is appointed to keep records of meetings when you have to be absent.
- Submit the club record for county and state competitions.

Tips on writing minutes

Use the Secretary Record Book and add pages if needed.

The first paragraph of the minutes should include the name of the club, date, place and time of meeting, name of presiding officer, and person recording minutes. Also, tell whether this is a regular or special meeting.

The next paragraphs should be a record of the proceedings of the meeting. This includes the approval of previous minutes and a mention of all reports and what was done about them. Sometimes it is appropriate to attach a copy of the committee report to the minutes. List the motions with the names of the person who made and seconded them and whether or not the motions were carried or lost. Be prepared to repeat the motion when a vote is called for.

The last paragraph should be a brief report of the program with the names of participating members and guest speakers.

Close with a listing of announcements that were made and any follow-up activities planned and the time the meeting adjourned.

These sample minutes may serve as your guide:

(Opening)

The regular monthly meeting of the Springfield 4-H Club, held in the Community Center on November 6, 2014, was opened at 2:30 p.m. by John Smith, president. The pledge to the American flag was led by Bill Johnson, and the 4-H pledge was led by Sue Abrams. The secretary called the roll and read the minutes. The minutes were approved.

(Business)

Sam Bolton, treasurer, reported that the club has \$29.14 in the treasury. Sue Carrioe, membership committee chairman, reported that Don Downs and Darlene Epps are new members. Frank Fisher reported for the recreation committee that plans were progressing for the Christmas party. Invitations will be mailed. Under the heading of "unfinished business," George Green moved and Harriet Hathaway seconded that the club prepare a basket of food for a needy family for Christmas. The mo-

Especially for the Secretary

Being secretary of your club is an important responsibility. It will take extra effort and time, but it is important to your club. You will keep a record of what the club does, and you will handle its correspondence. As part of your job, you will:

- Record the names of all the members in the Secretary's Record Book and keep a record of attendance.
- Record the club's plan for the year.
- Remind the presiding officers of matters that need attention, as shown by previous meetings.
- Read the minutes of the previous meetings when the presiding officer calls for them.

tion was carried. Jim Jackson suggested several possible projects for the club to consider in connection with the Best Community Club Contest. After some discussion, Lem Lyons moved and Mary Moe seconded a motion to collect eye glasses to be sent to India by the local Lions Club. The motion carried.

(Program)

Program chair Norma Notion conducted a skit titled "Minutes of a Ghost Connection." Members taking part in the program were Peter Pepper, Rosie Rock and Susie Sweet.

(Announcements)

Susie Jones, citizenship chair, reminded everyone to meet at the courthouse for the December 1 meeting to tour the county offices and interview the county board of supervisors. She gave each member a description of the duties of the members of the board. Frank Fisher, recreations leader, conducted recreation.

The meeting was adjourned at 4:00 p.m.

_____ President

_____ Secretary



Suggestions for Using the 4-H Club Program Plan

The 4-H club leader involves members in planning the club's annual program, using Publication 2320 *Planning with a Group—A Guide for Leaders*. The secretary then makes a record of the plan here.

Month

Write the month of the various activities and events.

Date

Write the date of the events or activities.

Program and Junior/Teen Leader Responsible

Plan in this column the regular meetings that will involve the entire club. In the column, add the initials of the 4-H member responsible for conducting this program.

Special Interests and Junior/Teen Leader Responsible

Most club groups will likely include smaller "project groups" or a smaller number of members interested in a specific project. This special interest program might be a bicycle short-term activity, which a few 4-H club members conduct for the community.

**Community Service and
Junior/Teen Leader Responsible**

Every 4-H club plan should include a plan for one or more community service projects. Show on the plan when it will be and the junior/teen leader who will be responsible for seeing that it is accomplished through committees, adult leader, or other means. The date for this is recorded in the second column.

Special Events

This column allows room to transfer the events from the county calendar of events that are of interest to your club members. The codes "C R S N" indicate whether the event is county, regional, state, or national.

4-H Club Program Plan

Month	Date	Program	Jr/Teen Leader	Special Interest	Jr/Teen Leader	Community Service	Jr/Teen Leader	Special	Events
								Date	C-R-S-N
Jan.	15	Decorating My Room (Peggy's home)	PJS					Jan. 7	C-Public Speaking Contest
Jan.	20			Citizenship Project Group Meeting	JM				
Feb.	1	Using My Camera (Sam's house)	SS			Collect for Heart Fund	BC		
Feb.	19	Taking Better Pictures	SS					Feb. 7	C-Interior Design Special Activity and Contest

4-H Club Program Plan

Month	Date	Program	Jr/Teen Leader Responsible	Special Interest	Jr/Teen Leader Responsible	Community Service	Jr/Teen Leader Responsible	Special	Events
								Date	C-R-S-N

4-H Club Program Plan

Month	Date	Program	Jr/Teen Leader Responsible	Special Interest	Jr/Teen Leader Responsible	Community Service	Jr/Teen Leader Responsible	Special	Events
								Date	C-R-S-N

Record on these pages the date and place of the meeting, the number present, and a report of the business and/or programs for the meeting. Record the names of the participants in each part. Use a loose-leaf notebook or computer, and insert additional pages as needed. See pages 5 and 6 for more details and samples of minutes.

Minutes of Meeting

Date _____

Signed _____
President

Signed _____
Secretary

Minutes of Meeting

Date _____

Signed _____
President

Signed _____
Secretary

Minutes of Meeting

Date _____

Signed _____
President

Signed _____
Secretary

Minutes of Meeting

Date _____

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Minutes of Meeting

Date _____

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President

Signed _____
Secretary

Minutes of Meeting

Date _____

Signed _____
President

Signed _____
Secretary

Minutes of Meeting

Date _____

Signed _____
President

Signed _____
Secretary

Suggested Contents for 4-H Banner Club Record

Cover Page (front).....	1
Contents.....	2
Photograph of 4-H Community Club	3
4-H Club Secretary’s Record Book.....	4
4-H Club Story	5
(2,000 words or fewer)	
4-H Club News/Facebook/Social Media Clippings	6
4-H Club Pictures	7
(No more than 20)	
4-H Club Letters, Cards, etc.....	8
(No more than 10)	
Other 4-H Materials (certificates, etc.)	9
(No more than 5)	
Cover Page (back)	10

The Mississippi 4-H Banner Club Awards Program is designed to encourage the development of strong, active, and effective 4-H clubs—clubs that develop a more wholesome community life through group and individual service and helpfulness to others and a more active and productive membership participating in the 4-H program. Each 4-H club is encouraged to submit their club record for this award.

Refer to your local MSU Extension office for additional information.

Community 4-H Club Summary

Name of Club _____ County _____

1. Number enrolled _____
2. Average attendance _____
3. Number of leaders _____
4. Number of training meetings adult leaders attended _____
5. Number of junior/teen leaders _____
6. Number of training meetings junior/teen leaders attended _____
7. Number of county council meetings officers attended _____
8. Number of regular 4-H meetings held _____
9. Average number of members participating in each meeting _____
10. Did the club follow an annual plan of work (yes or no) _____

11. List events members participated in other than regular 4-H meetings:

	Events	No. Participated
Local	_____	_____
	_____	_____
	_____	_____
County	_____	_____
	_____	_____
	_____	_____
District/ Region	_____	_____
	_____	_____
	_____	_____
State	_____	_____
	_____	_____
	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

12. Number of recreational periods conducted during the year _____

13. List contest and number of members that participated in each:

	Contest	No. Participated
Local	_____	_____
	_____	_____
	_____	_____
County	_____	_____
	_____	_____
	_____	_____
District/ Region	_____	_____
	_____	_____
	_____	_____
State	_____	_____
	_____	_____
	_____	_____
National	_____	_____
	_____	_____
	_____	_____

14. List community service projects conducted by the club and the number of members participating in each:

Community Service Project	No. Participated
_____	_____
_____	_____
_____	_____

15. Number of members presenting programs to organized groups other than 4-H (civic clubs, etc.) _____

16. Number of members promoting 4-H via radio programs _____ TV programs _____
 news articles _____ 4-H Facebook page _____ social media _____

17. Number of new members recruited for this club or a new 4-H club _____

Community 4-H Club Score Sheet

(The subheadings under the five major sections suggest some events and activities that might be included.)

	Possible Score	Judge's Score (DO NOT WRITE IN THIS SPACE)
I. ATTENDANCE Attendance of 4-H members (Average and Percentage)	100	
II. LEADERSHIP A. Leader participation in training meetings B. Number of junior/teen leaders C. Junior/teen leader participation in leadership training D. Officer's participation in county council meetings	150	
III. PROGRAM AND ACTIVITIES A. Variety of regularly scheduled meetings B. Program of work for the year C. Member's participation in planning and conducting 4-H club programs D. Participation in club, county, district/regional, state, and national contests and events E. Recreation at 4-H meetings, parties, picnics, and others	300	
IV. COMMUNITY SERVICE A. Number of projects B. Quality of projects C. Group participation in 4-H community activities and group projects	300	
V. 4-H PROMOTION A. Work with civic and other organizations B. Press, radio, TV, social media, and other talks regarding 4-H C. Number of new members for this club or organization of new club	150	



4-H Creed



I believe in 4-H club work for the opportunity
it gives me to become a useful citizen.

I believe in the training of my Head for
the power it will give me to think, plan,
and reason.

I believe in the training of my Heart for
the nobleness it will give me to be kind,
sympathetic, and true.

I believe in the training of my Hands for the
ability it will give me to be helpful, skillful,
and useful.

I believe in the training of my Health for the
strength it will give me to enjoy life, resist
disease, and work efficiently.

I believe in my country, my state, 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.

Form 636 (POD-07-18)

Distributed in Mississippi by the State 4-H Youth Development Department.



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Produced by Agricultural Communications.

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Extension Service of Mississippi State University, cooperating with U.S. Department of Agriculture. Published in furtherance of Acts of Congress, May 8 and June 30, 1914. GARY B. JACKSON, Director