



4-H CLUB SECRETARY'S RECORD BOOK

Club Name _____

County _____

Secretary _____

Club Year _____



Cooperative Extension Service
College of Agriculture and Home Economics

4-H CLUB MOTTO

To Make The Best Better

4-H CLUB 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.

Membership and Attendance Record

Name	Telephone Number													

Write dates of meetings at top of columns on right hand side of page. If a member is absent, indicate this by writing an "A."

Membership and Attendance Record

Name	Telephone Number																

Write dates of meetings at top of columns on right hand side of page. If a member is absent, indicate this by writing an "A."

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Agenda for _____, 20 _____

What	Who will do it
Call to order	
Opening Ceremonies	
Roll Call	
Minutes of Last Meeting	
Correspondence	
Officer's Reports	
Committee Reports	
Old Business (list)	
New Business (list)	
Announcements	
Adjourn	

Minutes for _____, 20 _____

The _____ meeting of the _____
 Club was held on _____, 20 _____ at _____
 _____, _____ called the meeting
 to order at _____ o'clock.

Lined area for minutes text.

Secretary (or person who took these minutes)

Approved:
Date _____

President