

Wyoming 4-H

Annual Secretary's Report

Name of Club

Group or Committee

4-H Year

Club Leadership

President

Vice President

Secretary

Treasurer

Reporter

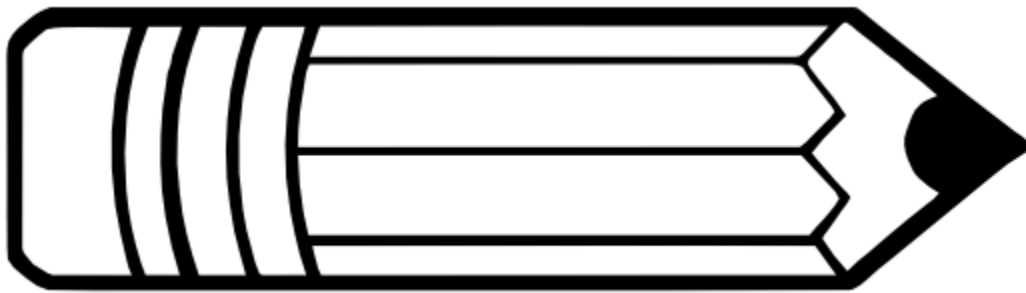
Other: _____

Other: _____

Club Leader:

What needs to be included in your 4-H Secretary's Book:

1. Cover Page
2. Club Goals
3. Roll Call – this can be done using the page provided or by turning in meeting sign in sheets with your minutes.
4. Minutes sheet for each meeting held. It is suggested that you use the template provided. However, more formal minutes may be turned in as long as minutes are written for each meeting.



Club, Group or Committee Goals

Goals for the 4-H Club, Group, or Committee should be set by the members at the beginning of the year and recorded by the secretary. (Example: to have 5 new project leaders, to hold 3 community service events, to have a 4-H parent night, etc.)

Club Goal	Date Accomplished

Membership Roll	Roll Call											
	Dates of Meetings											
Name												
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
Total Number Present												

Wyoming 4-H Minutes Template

(make copies of this form to be used each month that you meet)

Action Taken = motions made or decision made by group to do something related to the topic being discussed. As a secretary, your minutes should include action taken. It can also include a short summary of discussion, but you do not need to write down what every said related to the topic.

Name of Club	
Meeting Date	
Meeting Location	
Meeting Start Time	
Meeting Called to Order By	
Roll Call / Attendance – use the Roll Call page included with the Secretary’s Book or attach a sign in sheet or list of members present.	
Secretaries Report given by	
Corrections or additions?	
Action Take	
Treasurer’s Report given by	
Ending Balance:	
Bills presented	
Action Taken	
Club Reports (Committee or Project)	
Old Business	
Topic	
Action Taken	
Topic	
Action Taken	
Topic	
Action Taken	

New Business	
Topic	
Action Taken	
Topic	
Action Taken	
Topic	
Action Taken	
Education	
Speaker Demonstrations Project Talks Etc.	
Recreation / Community Service	
Other	
Meeting Adjournment Time	

Minutes submitted / written by:

These minutes were approved on: