



UTAH 4-H PROGRAM GUIDE
SECRETARY HANDBOOK



TABLE OF CONTENTS

CONGRATULATIONS3

4-H MEMBERSHIP ROSTER4

MEMBERSHIP & ATTENDANCE RECORD6

MEMBERSHIP PARTICIPATION RECORD7

4-H GOALS8

CLUB AWARDS & RECOGNITION9

ANUAL PLAN10

SAMPLE MEETING AGENDA11

MEETING MINUTES12

MONTHLY REPORT13

ANNUAL REPORT14





CONGRATULATIONS!

Congratulations on being selected as the Secretary! This is an important position because your work will help your club be successful.

This book should serve as a guide to help you:

- Outline your club goals
- Make plans for the year
- Keep contact information of club members
- Report activity to the 4-H Office



Here are some of the things you will do:

- Prepare a meeting agenda
- Call roll at the beginning of each meeting.
- Keep records on each member and their participation.
- Write minute for each meeting.
- Present minutes at each meeting
- Handle all correspondence for the club.
- Keep records of the committee reports.
- Turn in monthly meeting/activity report to the 4-H Office.
- Turn in your 4-H Secretary's Record Book to the 4-H Office at the end of the year.



MEMBERSHIP & ATTENDANCE RECORD

NAME	MEETING DATES								



MEMBERSHIP PARTICIPATION RECORD

- Add other activities as they apply to your club

LED THE PLEDGE	GAVE A DEMO OR TALK	DID A SERVICE PROJECT	*	*	*	COMMENTS



4-H GOALS

WHAT IS A GOAL?

A GOAL is deciding what you want to do and learn in a 4-H project

A GOAL is having a road map. It helps you decide how to get where you want to go.

Goals have three parts that allow us to measure and check our progress. They are:

- The Action - How are you going to do something?
- The Result - What are you going to do?
- The Timetable - When you are going to do it?

Use the examples and worksheet below to help you set your 4-H Project goals.

EXAMPLES

ACTION	RESULT	TIMETABLE
We want to perform We want to learn to make	3 service projects 3 nutritious snacks	By the end of the 4-H year By the June meeting

REALISTIC?

Are your goals realistic? Can they be attained within the timetable? Does your club have the resources to do everything required to meet your goals?

Minimum Club/Team Goals

1. Create an annual plan for the club and send it to local 4-H Coordinator
2. Complete Monthly Club Report and send to local 4-H Coordinator
3. Hold at least 6 club meetings but work towards 9 meetings.
4. Have an average attendance of at least 75% at club meetings.
5. Conduct at least one service project.
6. Every club member participates in at least one County Contest.
7. 75% of the members submit an entry at the county fair
8. 75% of members participate in one county or state event.

Additional Club Goals

Record club specific goals here.



UTAH 4-H CLUB AWARDS & RECOGNITION

BRONZE AWARD REQUIREMENTS	Date Completed	Club Secretary Initials
One or more adult leaders officially enrolled in 4-H		
5 or more officially enrolled youth members from at least 3 families		
Conduct at least six club meetings		
Use elected, rotating or appointed youth officers		
One service project per year conducted by the club		

SILVER AWARD REQUIREMENTS	Date Completed	Club Secretary Initials
Bronze Requirements met		
Two or more projects conducted by the club		
Club meets for at least once a month for seven or more months of the year		
Two or more community service projects per year		
50% of members participate in a county sponsored 4-H event		

GOLD AWARD REQUIREMENTS	Date Completed	Club Secretary Initials
All Bronze and Silver requirements met		
Two or more projects conducted by the club		
Club conducts an end of year program/event for its members		
At least 50% of members participate in a County Contest		
At least 50% of members submit a portfolio in a county competition		



SAMPLE MEETING AGENDA

1. Club Opening
 - a. Call to order
 - b. Ice breaker games
 - c. Pledges
 - d. Roll Call

2. Business
 - a. Approval of minutes
 - b. Reports
 - c. Unfinished business
 - d. New business

3. Educational Activities
 - a. Demonstrations
 - b. Judging events
 - c. Project plans
 - d. Guest speakers

4. Recreation Activities
 - a. Refreshments
 - b. Games
5. Adjourn

Agenda's will differ due to the nature of the meeting. Please work with your adult leader to build agendas according to planned activities.





MEETING MINUTES

Meeting of the _____ 4-Club was held _____
NAME OF CLUB DATE & TIME
 at _____
LOCATION

There were _____ members, _____ leaders, _____ parents and _____ visitors present.
NUMBER NUMBER NUMBER NUMBER

Club Opening (Record who led pledges, ice breaker and any other opening activities):

Business (Record old and new business that is discussed in the meeting):

Educational/Recreational Activities (Record guest speakers, project work, portfolio work, demonstrations or speeches given during meeting. Record any recreational activities such as games and outings): _____

Meeting adjourned at: _____

Next meeting scheduled for: _____
LOCATION DATE TIME

Signature: _____
SECRETARY



SECRETARY'S REPORT

As a 4-H Secretary, you conduct correspondence on behalf of your club. A special type of correspondence is the Secretary's Report.

At the end of each month/quarter, fill out the report and send it to the County Extension Office. You can email it or send it in the mail.

Dear 4-H Coordinator,

Below is a report of our recent 4-H meeting or activity.

Name of 4-H Club: _____

How many meetings were held this month/quarter: _____

Date of Meetings held this month/quarter: _____

Total Present: ____ Members: ____ Adult Leaders: ____ Youth Leaders: ____ Others: ____

What we did: _____

Date of next meeting: _____ Place: _____ Time: _____

Name and title of person submitting report: _____

Signature: _____



4-H SECRETARY'S ANNUAL REPORT

After the last club meeting of the year finish your Secretary Book by completing the Annual Report and turning it into the USU Extension Office.

Name of Club: _____ Date of first meeting: _____

1. How many members were on the club roll this year? _____

2. How many regular meetings were held? _____

a. What projects areas was your club involved in? _____

3. What was the average attendance at club meetings: _____

a. What percentage of the club's membership is this? _____

4. Did your club have any guest lecturers? _____

a. What did they teach? _____

5. How many service projects did your club participate in? _____

a. What did you do? _____

6. How many members participated in the following:

_____ Gave a talk _____ Gave a demonstration

7. Number of members exhibiting projects during the year. _____

8. How many club members participated in the following activities:

_____ Day Camp _____ County Fair or Show _____ County Contest _____ State Events

9. Were there any newspaper articles, radio or television broadcasts about activities that your club was involved in? _____ If so, how many? _____

Name and title of person submitting report : _____

Signature: _____