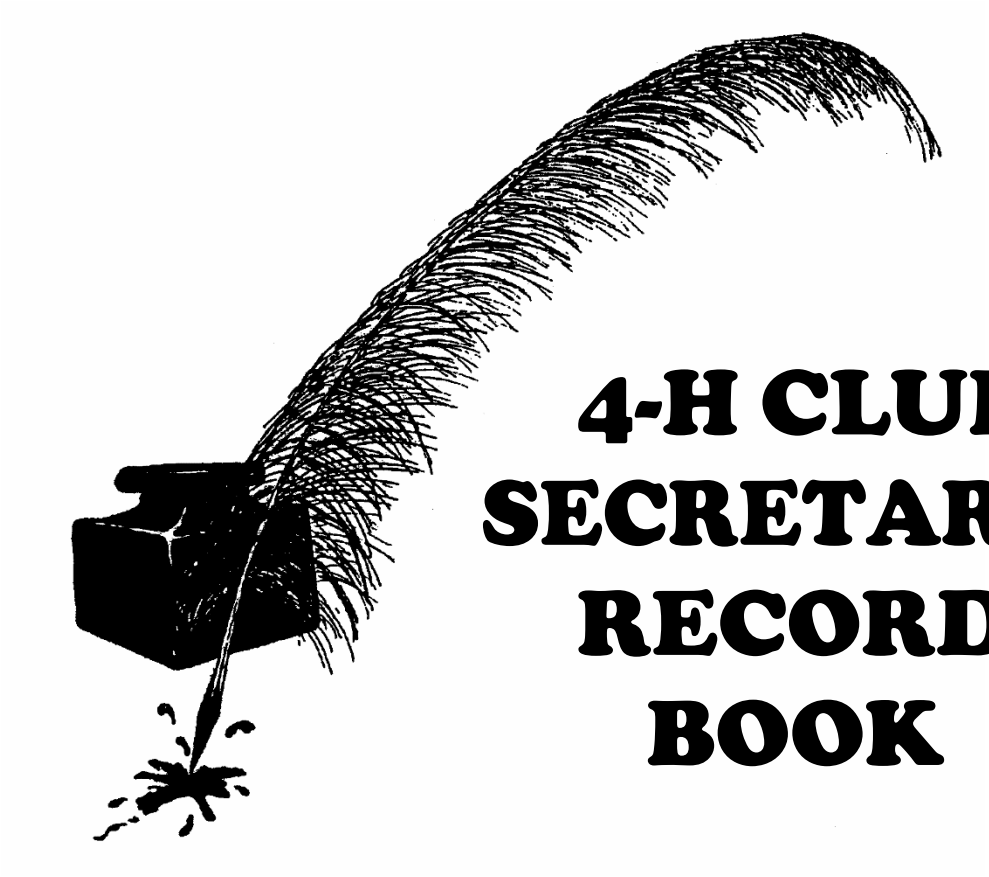
200.A-6
(R-2006)



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.

New Mexico State University is an equal opportunity/affirmative action employer and educator. NMSU and the U.S. Department of Agriculture cooperating.

Officers

For 20_____- _____

President - __

Vice President - _____

Secretary - _____

Treasurer - _____

Reporter - _____

Parliamentarian - _____

Song & Recreation Leader - _____

_____- _____

Committees

Name of Committee	Members (List Chairman first)

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.”

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Goals for the Year

Early in the year, list the things that the club members want the club to accomplish. The club members should approve the goals and plan activities to reach them. Plan to report on your progress at the end of the year.

Club Calendar for this Year

Event	Date	Place	Who's in Charge

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.

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Secretary (or person who took these minutes)

Approved:

Date _____

President

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