



4-H Club Management

4-H CLUB YEARLY RECORD

Wisconsin Club Secretary's, Treasurer's, Reporters and General Leader Record Form

Pub. No. RBY



Wisconsin

Year: _____

Name: _____ **Office:** _____

Address: _____

County: GREEN COUNTY 4-H

Name of Club: _____

Name of Parent or Guardian _____



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How to Use This Multi-Purpose Record Cover

This 4-H Club Record Cover may be used in one of two ways:

1. As a complete Club Record to be kept by the Secretary to include all forms as required by the Secretary, the Treasurer and the Club.
2. Copies of this Cover may be made available to one or more of the following individuals in the Club in addition to the Club Secretary:

- General Leader
- Club Treasurer
- Club Reporter

The information which follows will be especially helpful if option #2 is selected. If option #1 is followed, the information may be adapted to fit the situation by the Club Secretary.

Club Secretary

The Club Secretary should keep the following records and include one copy in the Club Record Cover:

- Attendance record of regular club meetings
- Minutes of regular club meetings

Send one copy of meeting minutes (yellow copy) to your County UW-Extension Office.

One copy of the minutes of special meetings of officers or member committees might also be inserted into the secretary's record during the year as meetings take place. These minutes may be obtained from the Club President or committee chair following the special meetings.

Club Treasurer

The Club Treasurer should keep a continuous financial record of all income and expenses during the year and should complete the annual financial summary at the end of the year.

Club Reporter

The Club Reporter may use the 4-H Record Cover to keep copies of news releases submitted to newspapers, copies of news clippings, club pictures and club story.

General Leader

The Club General Leader may use this Record Cover as a place to keep the following:

- Calendar of Club Activities (CCA)
- 4-H Club Leadership Summary (LS)
- 4-H Club Membership Summary (MS)
- Junior Leader and Club Officer List (JLS)
- Minutes of Club Leader Meetings (MCM-W)

At the close of the 4-H year, the General Leader may wish to add one copy of each of the following to the Club Record to make it complete:

- Club Activity Reports (Safety, Healthy, etc.)
- 4-H Club Evaluation Form (CE)

Copies of each of the above should be submitted to the County UW-Extension Office as requested by the County Office.

To add materials from the Club Secretary's, Club Treasurer's or Club Reporter's books is optional. You may wish to have all under one cover or to keep each separately.

ORDER OF PAGES

4-H Club Adult Leadership Summary

Junior Leader and Officer Summary

4-H Club Members Summary

Calendar of Club Activities/Club Calendar

Club Financial Record

Attendance Record

Minutes of Club Meeting
(For Each 4-H Meeting Held)

Clippings

Pictures

4-H CLUB MEMBERS SUMMARY

No.	Member Name/ Address	Parent/ Guardian	Grade	Year in 4-H	Projects
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

No.	Member Name/ Address	Parent/ Guardian	Grade	Year in 4-H	Projects
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

No.	Member Name/ Address	Parent/ Guardian	Grade	Year in 4-H	Projects
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					

No.	Member Name/ Address	Parent/ Guardian	Grade	Year in 4-H	Projects
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					

No.	Member Name/ Address	Parent/ Guardian	Grade	Year in 4-H	Projects
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					

No.	Member Name/ Address	Parent/ Guardian	Grade	Year in 4-H	Projects
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					

CALENDAR OF CLUB ACTIVITIES (Year:)

Month	Project Work (Demonstrations, judging, etc)	Other Activities (Music, health, safety, drama, etc)
September		
October		
November		
December		
January		
February		

CALENDAR OF CLUB ACTIVITIES (Year:)

Month	Project Work (Demonstrations, judging, etc)	Other Activities (Music, health, safety, drama, etc)
March		
April		
May		
June		
July		
August		

MINUTES OF CLUB MEETING

Name of 4-H Club:

Place of Meeting:

Date:

Time:

Present: Boys - Girls - Leaders - Visitors - Total -

Call to order (by whom & what time):

Flag Salute led by:

Club Pledge led by:

Secretary's report given by:

Motion by:

Second by:

Vote:

Treasurer's report given by:

Beginning Balance:

Add Deposits:

Minus Expenses:

Ending Balance:

Motion by:

Second by:

Vote:

Adult/Junior Leaders Meeting Report:

Committee Reports:

Unfinished Business:

New Business:

Announcements:

Talks/Demonstrations:

Adjourned at:

Motion by:

Second by:

Refreshments Brought by:

Date, place, and plans for next meeting:

Signed _____
Secretary

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Leaders -

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Photos & Newspaper Clippings