



ILLINOIS 4-H CLUB SECRETARY RECORD BOOK

YEAR

CLUB

SECRETARY

LEADER



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN





Club Officer Team

OFFICER	NAME
PRESIDENT	
VICE PRESIDENT	
SECRETARY	
ATTENDANCE SECRETARY	
TREASURER	
REPORTER	
HISTORIAN	
RECREATION CHAIRMAN	
HEALTH OFFICER	
FEDERATION DELEGATE	
JUNIOR LEADER	
JUNIOR LEADER	
OTHER:	

Club Leaders

TITLE	NAME
ORGANIZATIONAL LEADER	
CO-LEADER	
CO-LEADER	
CO-LEADER	



Committees

COMMITTEE NAME:

CHAIRMAN:

COMMITTEE MEMBERS:

COMMITTEE NAME:

CHAIRMAN:

COMMITTEE MEMBERS:

COMMITTEE NAME:

CHAIRMAN:

COMMITTEE MEMBERS:

COMMITTEE NAME:

CHAIRMAN:

COMMITTEE MEMBERS:



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



Worksheet for 4-H Club Meetings

Date: _____ Time: _____ Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Call to Order by: _____

American Pledge Led by: _____

4-H Pledge Led by: _____

Roll Call Prompt: _____

Number in attendance: _____ Members; _____ Leaders; _____ Guests

Minutes of Previous Meeting read by: _____

Approved as read: _____ or corrected: _____ (check one)

Treasurer's Report by: _____

Beginning Balance: _____ Deposits: _____ Expenses: _____

Ending Balance: _____ Bills to be Paid: _____

Motion to Pay Bills by: _____ Second by: _____

Motion to Approve by: _____

Motion Seconded by: _____

Motion Passed _____ or Failed _____ (check one)

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Subject: _____

Led By: _____

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Motion Passed _____ or Failed _____ (check one)



Worksheet for 4-H Club Meetings

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

New Business: _____

Motion for Action: _____

Made by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)*

Committees Appointed:

Assignment: _____ **Members:** _____

Assignment: _____ **Members:** _____

Announcements: _____

Adjourn Motion by: _____ **Seconded by:** _____

Motion Passed _____ **or Failed** _____ *(check one)* **Adjourn Time:** _____

Guest Programs/Presentations:

Subject: _____ **Guest Name:** _____

Subject: _____ **Guest Name:** _____

Member Talks or Demonstrations:

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Subject: _____ **Member Name:** _____

Recreation:

Activity: _____ **Led by:** _____

Refreshments: _____ **Provided by:** _____

Other notes:



Minutes of Meetings

Date: _____ Place: _____

Respectfully Submitted,

_____, _____
Name Officer Role



To turn in a completed Secretary's Book, it must contain:

1. **A complete list of all Club Officers, Leaders, and Committee details, including Chairman name.**
2. **Complete Member Attendance page(s) with all boxes filled out for every member.**
3. **Completed Meeting Minutes for every business meeting that was held during the 4-H year.**
4. **Copy of current 4-H Club Constitution & By-Laws.**



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



Contact Information

For questions regarding this book, please contact:

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Melissa Irwin
4-H Communications and Awards Specialist
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Illinois 4-H Club Secretary Record Book revised 2025