WISCONSIN

Multi-Purpose 4-H Club

Record Cover for Secretary



My Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community or Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUTH LEADERSHIP SUMMARY**

Junior Leaders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First & last Name | Project | Street, City, Zip | Parent/Guardian  First & Last Name | Phone Number |
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4-H Club Officers

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| --- | --- | --- | --- | --- |
| First & last Name  with Title  (President, Secretary, Reporter, etc.) | Project | Street, City, Zip | Parent/Guardian  First & Last Name | Phone Number |
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**ADULT LEADERSHIP SUMMARY**

General and Assistant Leaders

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| --- | --- | --- | --- | --- |
| First & last Name | Project or Activity | Street, City, Zip | Email Address | Phone Number |
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Project or Activity Leaders Only

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| First & last Name | Project or Activity | Street, City, Zip | Email Address | Phone Number |
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**MEMBERSHIP SUMMARY**

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| First & last Name | Project/s | Street, City, Zip | Parent/Guardian  First & Last Name | Phone Number | Year in 4-H | Age |
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**CALENDAR OF CLUB ACTIVITIES**

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| --- | --- | --- |
| Month | Project Work  (Demonstration, Judging, Etc.) | Other Activities  (Music, Health, Safety, Drama, Etc.) |
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**ATTENDANCE RECORD**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Member's Name  (Last Name First. Please List Alphabetically.) | Date of Meeting | | | | | | | | | | | | Total Meetings Attended | % of Meetings Attended |
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**FINANCIAL RECORD**

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| --- | --- | --- | --- | --- | --- | --- |
| Amount Received | | | Amount Paid Out | | | Balance |
| Date | From What Source | Amount | Check # | For What Purpose | Amount | *Balance at the end of each entry.* |
| *Balance carried over from previous page.* | | | | | | $ |
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| BALANCE | | | | | | $ |

**THE MINUTES OF CLUB MEETING**

Name of 4-H Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Present: \_\_\_\_\_\_\_\_\_ **|** Boys: \_\_\_\_ Girls: \_\_\_\_ Leaders: \_\_\_\_ Visitor: \_\_\_\_

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*regular or special*) meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Club was held at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*place*) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*date*).

The meeting was called to order by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*first & last name*) at \_\_\_\_\_\_\_\_\_ (*time*).

**Minutes of the previous meeting were read and approved.**

**The Treasurer’s Report was given.**

The balance as of the last meeting on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*date*) was $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The following bills were paid:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following deposits were made this week:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The current balance is** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Committee Reports:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Unfinished Business:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**New Business:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Announcements:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Adjournment**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date, Place, and Plans for Next Meeting:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary

**Secretary’s Record Book – Instruction Sheet**

**Dunn County Local 4-H Club Report** - Complete & include in your Club’s Secretary Book

**Dunn County Local 4-H Club Report: 4-H Year\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Membership | **Boys** | **Girls** | Total |
| Number of Cloverbuds |  |  |  |
| Number of 4-H'ers 3-6 grades |  |  |  |
| Number of 4-H'ers 7th grade & older |  |  |  |
| **Total Number** |  |  |  |
| Number who achieved |  |  |  |

**Leadership and Organization**

1. Total number of adult leaders #\_\_\_\_\_

2. Total number of junior leaders #\_\_\_\_\_

3. List the active 4-H club committees for the previous year in your club:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Does your club have a parent advisory committee? Yes \_\_\_\_ No \_\_\_\_

5. How and who plans your 4-H club program? Please Explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What day of the month does your club usually meet? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Did your officers attend the County’s Officer Training Workshop? Yes \_\_\_\_ No \_\_\_\_

8. Does your club have a special club achievement night? Yes \_\_\_\_ No \_\_\_\_

9. Does your club have a New Member/Family Orientation? Yes \_\_\_\_ No \_\_\_\_

10. What month do you reorganize and elect new officers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Number of project and activity leaders conducting project meetings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Total number of project and activity meetings held by leaders? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program and Participation** -Complete and include in Club Secretary Book.

How many regular club meetings were held? #\_\_\_\_\_

How many special club meetings were held? #\_\_\_\_\_

On Average, how many parents usually attend each club meeting? #\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check if Your Club Participated | **Number of Members Involved** | **Program or Activity** | **Check if Your Club Participated** | **Number of Members Involved** | **Program or Activity** |
|  |  | 4-H Drama Festival |  |  | 4-H Camp  (campers & counselors) |
|  |  | 4-H Music Festival |  |  | 4-H Youth Conference |
|  |  | 4-H Art, Photo Show |  |  | 4-H Interstate Exchange Trip |
|  |  | Speaking (local club) |  |  | Citizenship Washington  4-H Focus |
|  |  | Speaking (County 4-H) |  |  | 4-H Softball League |
|  |  | Demonstrations at club meetings |  |  | 4-H Softball Tournament |
|  |  | Club Parents' Night |  |  | July 4th or other community parades |
|  |  | County Fair (exhibitors) |  |  | District Mechanical Science Day |
|  |  | Colfax Fair |  |  | District 4-H Horse Show |
|  |  | State Fair |  |  | 4-H Camp  (campers & counselors) |
|  |  | 4-H Day Camp (campers & counselors) |  |  | District 4-H Talent Explosion (performers & volunteers) |
|  |  | 4-H Jr. & Sr. Ambassadors |  |  | Area Animal Science Days |
|  |  | Other Fairs (specify) |  |  | Community Service (Specify) |
| Club Trip Location: | | | **All other special club projects or special or activities for your club:** | | |
|  |  | 4-H Club Tour |
|  |  | Dairy Promotion Activities |  |  |  |
|  |  | 4-H Promotion |  |  |  |
|  |  | County Dairy Judging Contest |  |  |  |
|  |  | County Foods Revue |  |  |  |
|  |  | County Clothing Revue |  |  |  |
|  |  | Dunn County 4-H Teen Leaders |  |  |  |

**Narrative / Story** – Between the secretary, reporter, and junior leaders, please provide at least two paragraphs to summarize what goals, achievements, and activities occurred in your 4-H club this year.