SECRETARY’S WORKSHEET FOR 4-H CLUB MEETINGS

This outline is suggested for recording minutes at your local 4-H club meeting. You may wish to copy this form or use a similar one during each meeting.

CLUB NAME: _______________________________________________________________________

Check One:

_____ Regular Meeting  Date: _____________________  Time: _____________________

_____ Special Meeting  Month/Day/Year

Place: __________________________________________________________________________

PRE-MEETING ACTIVITY __________________________________________________________________

Led by: __________________________________________________________________________

BUSINESS:

Call to Order by: __________________________________________________________________

Pledge of Allegiance Led by: __________________________________________________________________

4-H Pledge Led by: __________________________________________________________________

Roll Call Subject: ____________________________________________________________________

Number in Attendance: _______ Members  _______ Leaders  _______ Guests

Minutes of Previous Meeting read by: __________________________________________________________________

Check One:

Approved as read _______  or corrected _______

Treasurer’s Report by: ___________________________________________________________________

Motion to Approve: ___________________________________________________________________

Motion Seconded by: ___________________________________________________________________

Check One:

Motion passed _______  or Failed _______

Committee and /or Officer Reports:

Subject: ___________________________________________________________________________

Led by: ___________________________________________________________________________

Motion for Action: ___________________________________________________________________

Made by: ___________________________  Seconded by: ____________________________

Check One:

Motion Passed _______  or Failed _______
New Business Item #1: __________________________________________________________

Motion for Action: _________________________________________________________

Made by: ___________________________ Seconded by: ___________________________
Check One:                                Motion Passed ______ or Failed ________

New Business Item #2: __________________________________________________________

Motion for Action: _________________________________________________________

Made by: ___________________________ Seconded by: ___________________________
Check One:                                Motion Passed ______ or Failed ________

New Business Item #3: __________________________________________________________

Motion for Action: _________________________________________________________

Made by: ___________________________ Seconded by: ___________________________
Check One:                                Motion Passed ______ or Failed ________

Other New Business Items Not Requiring Action: _________________________________

Announcements: _____________________________________________________________________

Adjourn Motion by: ___________________________ Seconded by: ___________________________
Check One:                                Motion Passed ______ or Failed ________       Adjourn Time: ______________
Program (demonstrations, talks, and other presentations)

Subject: ____________________________ Presenter: ____________________________

Subject: ____________________________ Presenter: ____________________________

Subject: ____________________________ Presenter: ____________________________

Recreation/Refreshments:

Activity: ____________________________ Led by: ____________________________

Refreshments: ________________________ Provided by: ________________________

Refreshments: ________________________ Provided by: ________________________

Other Notes:

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