



Missouri 4-H Secretary Record Book

Name of 4-H group: _____

Secretary: _____

County: _____

Year: _____

Emblem

The green four-leaf clover has a white *H* on each leaf to represent one of the four *H*s — Head, Heart, Hands and Health.

4-H Motto

“To Make the Best Better”

4-H Slogan

“Learning to Do by Doing”

4-H 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.

Colors

The white stands for purity. The green, nature’s most common color, represents life, springtime and youth.

4-H club secretary instructions

Each part of the *4-H Secretary Record Book* should be completed using either a printed or an electronic version. It is part of the club's permanent records. The secretary is responsible to keep complete records.

4-H membership

■ Emblem

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■ 4-H Slogan

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■ Colors

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Activities and club goals

The standing committees (those committees named in the club's bylaws) develop the plans for the club for the year and present the plans to the club membership for approval. The secretary records the plans on the *4-H Club Activities and Goals Form* (Y671D).

Membership and attendance record

The club member information is recorded on the *4-H Club Membership Roster* (Y671H) and *Attendance* (Y671I) forms. The names are entered alphabetically. At the club meetings, the secretary calls the roll at the order of the president. Project information for each member is recorded on this form.

Minutes of 4-H club meeting

The minutes recorded on the *Minutes of 4-H Club Meeting* (Y671G) should include at least the following:

1. Date and place of meeting, attendance, names of visitors and special guests.
2. Business — Record of all business transacted, all the motions made, committees appointed, committee reports made, time and place for the next meeting.
3. Program — Topics discussed, names of persons on the program, and demonstration given.
4. Recreation — Statement about the games which were played and who led the games.

The secretary writes the minutes and reads them at the next club meeting.

Report of project meetings

As a supplement to the minutes, the secretary records the activities of the project groups on the *4-H Club Project Meetings Report Form* (Y671F). The

information is obtained at the club meeting.

Annual report

The secretary assists club leaders with the final year end report and the determination of the gold, silver, or bronze 4-H club seal. Refer to *Standards of Excellence for 4-H Groups* (Y671A) for the standards for club seals. After the club seal has been determined and with the help of the leader, the *4-H Club Year End Report Form* (Y671E) is completed. Make certain that project leaders have initialed completed projects for each member on the *4-H Club Attendance Form* (Y671I). The year end report is then sent to the local MU Extension center.

Suggested order of business for a 4-H club meeting

The 4-H club will conduct regular club meetings throughout the year. The club president is in charge of the meeting under the guidance of the club leader and assistant leader.

I. Activity for early arrivals

II. Business meeting

1. Meeting called to order by the president who leads the members in repeating the national 4-H pledge and the pledge of allegiance to the flag.
2. Songs lead by the song leader.
3. Roll call taken by the secretary with members responding by giving a progress report on their project work or by reporting on an assigned topic.
4. Minutes of the last meeting read by the secretary and then

approved by the club as the official record.

5. Correspondence read by secretary
6. Report of the finances given by the treasurer.
7. Reports of committees
8. Reports of project groups
9. Old Business — unfinished business from a previous meeting taken from secretary's minutes
10. New Business
 - a. Appointments of special committees
 - b. Plans for upcoming events
 - c. Leader suggestions and announcements
11. Next meeting time and place decided
12. Meeting adjourned.

II. Programs

1. Educational (such as demonstrations, group discussions, debates, talks, dramatics, etc.)
2. Club activity (such as courtesies, conservation of natural resources, safety, etc.)

III. Recreation

Social/entertainment (such as folk games, vocal and instrumental music, plays, seasonal parties, socials, etc.)

Missouri 4-H

Standards of Excellence for 4-H Groups

To encourage

- A quality educational program for **all** members
- A **safe** environment where **all** youths feel like they **belong**
- An environment where youths have opportunities to connect with **caring adults**
- An environment where youths are actively **engaged in exploring and learning** about their **interests**
- Opportunities for youths to strive for **mastery** in subject matter of **interests**
- Opportunities for youths to set goals and be actively involved in the planning, implementing and evaluating the group's program
- Opportunities to **experience** and **value service** to others and community
- A **vibrant** environment where youths **want** to participate

To provide

Recognition for 4-H youth groups reaching Missouri 4-H Standards of Excellence

Bronze Seal

1. Recruited and mentored new members and their families or other caring adults
2. Supportive adult leadership for officers to succeed, learning through projects and activities, recreation and community service
3. Group held four or more meetings of a minimum of six hours of teaching time. Group included demonstrations, judging, skill-a-thons, quiz bowls or other skill performances.
4. At least one project group with a minimum of six hours of hands-on learning
5. Enrollment records on file at the local University of Missouri Extension center

6. The group planned, implemented and evaluated a community service project.

Silver Seal

1. Recruited and mentored new members and their families
2. Necessary youth leadership (example: President/Chair, Vice President/ Vice Chair, Secretary/Recorder, Treasurer, Recreation Leader) who are prepared to fulfill their leadership roles
3. Supportive adult leadership for officers to succeed, learning through projects and activities, recreation and community service
4. Group meetings should include recreation, education and business. A group should meet eight times during the year for meetings, group activities or community service projects.
5. At least one hands-on project with a minimum of six hours of hands-on learning
6. An annual program planned by the youths that includes skill performance (for example: demonstrations, judging or exhibition) **and** health/safety **and** recreation **and** community service
7. Participation of group leadership (youths and adults) in advisory groups, program planning committees (local or county) or training opportunities
8. Evaluated the program planned by youths and determined that two or more goals are achieved in the group's annual program plan
9. Enrollment records on file at the local University of Missouri Extension center
10. Sixty-five percent or more of members complete at least one project

Gold Seal

1. Recruited and mentored new members and their families or other caring adults
2. Necessary youth leadership (example: President/Chair, Vice President/ Vice Chair, Secretary/Recorder, Treasurer, Recreation Leader) who are prepared to fulfill their leadership roles
3. Group meetings should include recreation, education and business. A group should meet 10 times during the year for meetings, group activities or community service projects.
4. At least one project group with a minimum of six hours of instruction
5. An average of six hours of hands-on learning for all project groups
6. An annual program planned by the youths that includes skill performance (for example: demonstrations, judging or exhibition) **and** health/safety **and** recreation **and** community service
7. Participation of group leadership (youths and adults) in advisory groups, program planning committees (local or county) or training opportunities
8. Enrollment records on file at the local University of Missouri Extension center
9. Seventy percent or more of the members complete at least one project by reaching their project goals in that project. Youths and adults in the group jointly complete the *What is Your Group Like? Vibrant Youth Group Assessment* (Y671B) and submit it to their local University of Missouri Extension center.

What is your group like?

Vibrant Youth Group Assessment

This questionnaire asks you to assess the quality of the youth group in which you are a member — as a leader or a youth. Please read each statement and then circle the answer that you feel most accurately reflects your response to the statement. Use your first reaction after reading each statement. You do not need to put your name on this survey and your answers will be anonymous.

Take a few moments to think about the youth group in which you participate at the current time (e.g. your 4-H club). Then respond to each statement.

1. Youths participate in major decision related to the policies and activities of the organization or program.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

2. Youths have opportunities to participate in meaningful ways in activities that address community needs.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

3. Youths have opportunities to identify and learn about community issues they care about in this program or organization.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

4. Youths develop leadership skills in this program or organization.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

5. Youths can become active citizens in this program or organization.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

6. Youths are actively engaged in their own learning through practical, hands-on activities.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

7. Youths are matched with mentors or older youths in this program.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

8. The organization or program can tailor its offerings to meet you needs and interests.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

9. The program provides a safe environment where you can learn and play.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

10. You can choose your own level of involvement in programs.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

11. Young people in the program trust adult staff.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

12. There are many ways to experience a sense of success in this program.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

13. Every member of this program or organization is valued and affirmed for who he or she is individually.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

14. Program staff knows how to deal with the unexpected — they can roll with the punches.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

15. Program staff and volunteers care deeply about young people.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

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Thank you for your candid responses. Your answers will help us improve the youth programs in which you participate.

Note: Return assessment with the 4-H Secretary Book to your local University of Missouri Extension center at the close of the county's 4-H year.

4-H Club Leadership Information

4-H Club Officers

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Song Leader: _____

Recreation Leader: _____

Reporter: _____

Other: _____

Other: _____

Committees

(Standing committees are those named in the club's bylaws. Examples: program, health and safety, recreation)

Name	Description

4-H Club Activities and Goals 20____

The goals are developed by committee (Standing committees are those named in the club's bylaws. **Examples:** program, health and safety, recreation) and then presented to the club for approval. In a small club, the entire club may develop the goals.

Example of goals

1. 90% of the members have at least one dental examination during the year.
2. Have planned recreation at every club meeting.
3. Survey and correct fire safety hazards in 90% of club member's homes.
4. All members complete every project being carried.

General club goals
Health and safety
Recreation
Community service
Optional activity

Optional Club Activities (See *Clover*)
 Community Service
 Show Me Character
 Conserving our Natural Resources

International Understanding
 Recreation and Leisure
 Mini-Society
 Environmental Stewardship

Safety
 Self Determined
 Healthy Lifestyles

*Must achieve one or more goals in health and safety, recreation, community service and the optional activity if the club is to qualify for a Gold Seal.

4-H Club Year End Report 20____

1. Names of club officers and offices held.

Name	Office	Name	Office
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Club meetings

Kind	Number held	Total attendance		
		Members	Leaders	All others
Regular				
Social				

3. Seal awarded Gold Silver Bronze

4. Project or activity meetings (one line for each)

Project or activity	Leaders name	Number enrolled	Number of meetings held	Total attendance

4-H Club Project Meetings Report 20__

Project	First Meeting		Second Meeting		Third Meeting		Fourth Meeting		Fifth Meeting		Sixth Meeting		Seventh Meeting	
	Date	Att	Date	Att	Date	Att	Date	Att	Date	Att	Date	Att	Date	Att
EXAMPLE: Woodwork I	1/10	6	1/24	7	2/14	7	2/28	6	3/21	6	4/18	7	6/20	6

SAMPLE
Minutes of 4-H Club Meeting

Name of 4-H club Cats Meow	Meeting date (month, day, year) March 18, 2010	Place Fort Bixby School
Meeting called to order by Gene Govell, president		Time meeting called to order 7:30 p.m.
Number in attendance 29 members 7 leaders 12 others		
Special guests Avis Adams, 4-H program assistant and Dr. John Doe, Farm Bureau		

The program of the meeting, business transacted, and special features, including recreation, were as follows:

Roll call was answered with "my plans for immunizations this year." Minutes of the last meeting were read by the secretary. A motion was made, seconded and carried that the minutes be approved. The treasurer reported a balance of \$27.50 on hand with no outstanding bills. A motion was made, seconded and carried that the report be approved.

If there are corrections to either the secretary or treasurer report, they should be recorded here also.

Old Business

Donna Fuller, chair of health committee, reported that arrangements have been completed for the group immunizations at Doctor's Clinic on Sat., May 25.

Junior project chair for Clothing Unit II, Book 2, Auto Care and Safety and Basic Woodworking reported project meetings held since last meeting as recorded on page ____.

New Business

Our club leader announced 4-H camp will be June 17-21, will cost \$40. Applications are due in the county office by May 1.

The next meeting will be on March 25, 2010 at Harding School.

A motion was made, seconded and carried to adjourn.

Program

Dr. Fed Neocamp talked of "Immunization Needed for Good Health." He told us why they are needed and how they prevent disease and health problems. Susie Bell demonstrated "How to Cut a Skirt from a Wool Plaid."

Recreation

Three members played guitars and lead the group in a songfest. Govell and Bell families provided refreshments.

 (Secretary Signature)

 (Date Approved)

The club secretary should make the minutes available to the club reporter to complete Y676, 4-H Club Meeting Report Form.

(EXAMPLE) Y671G

Minutes of 4-H Club Meeting

Name of 4-H club	Meeting date (month, day, year)	Place
Meeting called to order by	Time meeting called to order	
Number in attendance	_____ members	_____ leaders _____ others
Special guests		

The program of the meeting, business transacted and special features, including recreation, were as follows:

(Secretary signature)

(Date approved)

The club secretary should make the minutes available to the club reporter to complete Y676, *4-H Club Meeting Report Form*.

Y671G

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Number in attendance _____ members _____ leaders _____ others		
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Y671G

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Meeting called to order by		Time meeting called to order
Number in attendance _____ members _____ leaders _____ others		
Special guests		

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Meeting called to order by	Time meeting called to order	
Number in attendance	_____ members	_____ leaders _____ others
Special guests		

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Y671G

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Meeting called to order by	Time meeting called to order	
Number in attendance	_____ members	_____ leaders _____ others
Special guests		

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(Date approved)

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Y671G

4-H Club Membership Roster 20____

Names of Members (List each member only once in alphabetical order.)		Address and Phone
** Sample — John Doe		3114 Green Meadow, Columbia, IA 65201, phone 573-888-2020, cell 573-881-2039
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

4-H Club Membership Roster 20____

Names of Members		Address and Phone
(List each member only once in alphabetical order.)		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		

4-H Club Membership and Attendance Record 20____

	Names of Members (List each member only once in alphabetical order.)	Address and Phone
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		

4-H Club Membership Roster 20____

Names of Members (List each member only once in alphabetical order.)		Address and Phone
** Sample — John Doe		3114 Green Meadow, Columbia, IA 65201, phone 573-888-2020, cell 573-881-2039
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

4-H Club Membership Roster 20____

Names of Members		Address and Phone
(List each member only once in alphabetical order.)		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		

4-H Club Membership and Attendance Record 20____

	Names of Members (List each member only once in alphabetical order.)	Address and Phone
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		