



## Missouri 4-H

University of Missouri  
4-H Center for Youth Development

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# 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

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

### ■ 4-H Motto

"To Make the Best Better"

### ■ 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.

### ■ 4-H Slogan

"Learning to Do by Doing"

### ■ 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.

## Retention of records

The following documents should be permanently retained in the county extension center: basic historical file on every club in the county, including charter date and club leaders; club secretary's books; club summary enrollment forms; and scrapbooks. These documents can be archived at a local museum if the museum can assure you that the original materials will not be destroyed.

## 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 percent 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 percent of club member's homes.
4. All members complete every project being carried.

<b>General club goals</b>
<b>Health and safety</b>
<b>Recreation</b>
<b>Community service</b>
<b>Optional activity</b>

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.





**SAMPLE**  
**Minutes of 4-H Club Meeting**

Name of 4-H club <b>Cat's Meow</b>	Meeting date (month, day, year) <b>March 18, 2015</b>	Place <b>Fort Bixby School</b>
Meeting called to order by <b>Gene Govell, president</b>		Time meeting called to order <b>7:30 p.m.</b>
Number in attendance <p style="text-align: center;"><u>29</u> members      <u>7</u> leaders      <u>12</u> others</p>		
Special guests <b>Avis Adams, 4-H program assistant and Dr. John Doe, Farm Bureau</b>		

**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 Saturday, May 30.

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 22-25, will cost \$40. Applications are due in the county office by May 1.

The next meeting will be on March 25, 2015 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*.

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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:

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(Secretary signature)

\_\_\_\_\_

(Date approved)

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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*.



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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*.

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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*.

## 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*.

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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*.

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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*.

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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

## 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

## 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*.



## 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*.

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		

Y671H

4-H Club Membership Roster 20\_\_\_\_\_

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

**4-H Club Membership and Attendance Record 20\_\_\_\_\_**

<b>Names of members (List each member only once in alphabetical order.)</b>	<b>Address and phone</b>
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	

Y671H

















