

Tuscarawas County 4-H Secretary's Book



Content Revisions January 23, 2020 Branding Revised October 2018



Secretary Book Evaluation Form

**THIS PAGE FOR OFFICIAL USE ONLY!
SECRETARY/ADVISORS ARE NOT TO COMPLETE!**

This form will be used by the Evaluation Committee to evaluate the Secretary's Book and determine eligibility for Outstanding Secretary's Book Award. Use this to review the book and check that everything is included and completed.

Secretary's Name _____ Age _____
(as of January 1 of current year)

Club _____ Year _____

Items Include:	Yes	No
Records are in a 3-ring notebook with no loose pages		
Front cover neat and complete with club name, secretary's name, secretary's age, current year, and club photo		
List of Advisors and Officers Form		
List of Committees Form		
Youth Membership Form or printed the Club Roster from 4HOnline		
Club Roll Form neat and complete		
Club Program – include yearly schedule of meetings and other club info		
Ohio 4-H Youth Development Club Constitution and Club By-Laws with all member, parent, and advisor signatures		
Each month needs: meeting minutes (handwritten or typed) signed by secretary and president, 4-H Club Meeting Worksheet or agenda with notes, copy of Treasurer's Report		
Optional: Include any news releases or club activities and photos		
Turned in by correct date to Extension office		

Comments:

Date reviewed: _____ by: _____ (initials)

Secretary Book Guidelines

1. Put secretary reports in a three-ring notebook. Organize book as follows:
 - a. Front cover needs to include:
 - i. Club name
 - ii. Secretary's name
 - iii. Secretary's age as of January 1 of the current year
 - iv. Current year
 - v. Club photo
 - b. Complete the List of Advisors and Officers form.
 - c. Complete the List of Committees form.
 - d. Complete the Youth Membership form or print the Club Roster from 4HOnline.
 - e. Complete the Club Roll. This form is used to record member attendance at club meetings. Make copies as needed.
 - f. A club program containing yearly schedule of meetings and other club information.
 - g. Include a **copy** of the club's Ohio 4-H Youth Development Club Constitution and Club By-Laws with signatures. **Note: The originals are due to the Extension office by the April enrollment deadline.**
 - h. Separate months with monthly tabs.
 - i. Each month should include:
 1. Meeting minutes (handwritten or typed)
 2. 4-H Club Meeting Worksheet (make copies as needed) or agenda with notes
 3. Copy of Treasurer's Report
2. Optional: Include any other additional news releases or club activities and photos.
3. To finalize the club's year, this book needs to be turned in on or before the Friday before Martin Luther King, Jr. Day in January.
4. This book needs to be neat and complete with all required forms to be considered for the Outstanding Secretary's Book Award. Due to the increasing number of excellent secretary's books being turned in, it has become very important for these guidelines to be followed precisely. If you have any questions, please ask your advisor or call the Extension office at 330-339-2337. All forms are also available online in a regular PDF and a fillable PDF document at <https://tuscarawas.osu.edu/program-areas/4-h-youth-development/4-h-parents-and-volunteers>.

List of Advisors and Officers

Advisors

Advisor Name	Leadership Area	Phone	E-Mail

Officers

Member Name	Office	Phone	E-Mail

List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee.

Committee: _____	Committee: _____
Chairperson: _____	Chairperson: _____
Members: _____	Members: _____
_____	_____
_____	_____

Committee: _____	Committee: _____
Chairperson: _____	Chairperson: _____
Members: _____	Members: _____
_____	_____
_____	_____

Committee: _____	Committee: _____
Chairperson: _____	Chairperson: _____
Members: _____	Members: _____
_____	_____
_____	_____

Committee: _____	Committee: _____
Chairperson: _____	Chairperson: _____
Members: _____	Members: _____
_____	_____
_____	_____

Youth Membership Form

Make copies as needed.

Member's Name (Last, First)	Phone	Parent/Guardian Name	E-Mail

20_____ Club Roll

(Year)
Make copies as needed.

Member's Name (Last, First)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date

Secretary's Report

Make copies as needed.

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Secretary's Signature

Date

President's Signature

Date

4-H Club Meeting Worksheet

Take notes here during the meeting. Copy neatly or print off and staple on the next page before the next meeting. Make copies as needed.

Place _____ Date _____ Time _____

Club Officer Presiding _____ Regular or Special Meeting (circle)

Pledges led by _____

Roll Call _____

Number of: Members Present _____ Advisors Present _____ Guests Present _____ Total _____

Minutes from _____ Minute Corrections _____

Minutes Approved by _____ Second by _____ Pass or Fail (circle)

Treasurer's Report _____

Treasurer's Report Approved by _____ Second by _____ Pass or Fail (circle)

Other Officer's Reports _____

Committee Reports _____

4-H Club Meeting Worksheet, Page 2

Unfinished/Old Business _____

New Business _____

Educational Programming (speaker, field trip, etc.) _____

Demonstrations _____

Advisor's Announcements and Report _____

Adjournment: Motion by _____ Second by _____ Pass or Fail (circle)

Recreation by _____

Refreshments provided by _____

Next Meeting: Date _____ Time _____ Location _____