

4-H Club Secretary's Record Book Contest Guideline

Each club may turn in its Secretary's Record Book by the 3rd Monday in September to the Extension Office. These books will be judged on the basis of timeliness, accuracy, and neatness. Computer generated books are accepted, but must include all the information below:

- ☺ Cover sheet to include your club's county, name of club, name of secretary, address, name of adult leader and address.
- ☺ Junior Leaders: name, address, phone, number of years in Jr. Leaders (include this year) and was Jr. Leaders completed
- ☺ Club Officers: name, address, phone and email of president, vice president, secretary, treasurer, news-reporter, recreation leader, song leader, health & safety leaders and devotional leader.
- ☺ Adult Leaders: name, address, phone and email
- ☺ 4-H Club members: name, address, phone, no of years in 4-H (include this year), meeting attendance, demonstration completed, any other information your club wants to include about each member
- ☺ Meeting minutes: date, place, # of members present and # of guests present. Minutes of each meeting.
- ☺ Club financial record: money received—date, item and amount; money spent—date, item and amount. Total received and total spent. Treasury balance.

This information may be computer generated and included in a notebook of your choice. The original Secretary's Book does not have to be included.

km/4hmisc/secretary'sbookguidelines
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