

Henderson County



4-H Secretary's Book

4-H Member Name : _____

Club Name (Teacher Name) : _____

Grade : _____

Year : _____

Basic Club Meeting Minutes (Example - DO NOT Just Fill In the Blank, Re-Write on Page 5)

The first meeting of _____ (name of club - teacher's name) 4-H Club was held at _____ (school name) on _____ (date). Our 4-H Agent, _____ (name of agent), led the meeting to organize our club. Each student filled out an enrollment form. _____ (name of agent) explained what the Clover Star newsletter would be and what all would be announced in it. She went over the October Contest Rules and showed examples. We discussed the year's activities and contests to come. _____ (name of agent) then explained the procedure of electing officers and described the traits of a good candidate.

The 2018-19 _____ (name of club - teachers name) 4-H Club Officers are:

President _____

Vice President _____

Secretary _____

Service Project Chair _____

Our next 4-H Club meeting will be _____.

The meeting was adjourned.

Re-write the minutes for your first meeting on Page 5.

Meeting Notes Worksheet

This sheet will help you keep notes for writing the minutes after the conclusion of the meeting. If you are going to be absent, appoint someone to take notes for you. Make sure to have minutes (notes) in paragraph form.

4-H Meeting for _____, on _____
(club name) (date)
at _____, at _____
(place) (time)

A. Beginning:

- ⇒ Pledge of Allegiance by _____
- ⇒ 4-H Pledge by _____
- ⇒ Number of member (students) in attendance: _____; number absent: _____

B. Officer Reports:

- ⇒ Minutes of last meeting were approved as : _____ read _____ corrected _____
- ⇒ Motion to approve minutes by : _____ Second by : _____
- ⇒ Corrections (if needed) : _____
- ⇒ Service Project Chair Report : _____

C. Unfinished Business

- ⇒ _____
- ⇒ _____

D. New Business

- ⇒ _____
- ⇒ _____

E. Contests

- ⇒ This month's contest : Poster Speech Demonstration Piggy Bank Lunchbox Derby
- ⇒ Blue Ribbon Winner (s) : _____
- ⇒ Red Ribbon Winner (s) : _____

F. Program : _____

G. Announcements

- ⇒ _____
- ⇒ _____
- ⇒ _____

H. Adjournment : moved by _____ pass/fail

The 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.



I love 4[♣]H

The HEAD represents:

1. Thinking, planning and reasoning
2. Gaining new and valuable knowledge
3. Understanding the whys.

The HEART represents:

1. being concerned about the welfare of others
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work together
5. Developing positive attitudes.

The HANDS represents:

1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful and skillful
4. Developing respect for work and pride in accomplishment.

The HEALTH represents:

1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self.