

MINUTE-ROLL AND RECORD BOOK FOR UTAH 4-H CLUBS



Name of Club _____

Community _____ County _____

Local Leader _____

Mailing Address _____

Year _____



Suggestions to the Secretary

You have an important job in keeping the records of your club this year. Here are some of the things you will do:

- **Write the names of your officers and leaders** on page 1.
- **Record the yearly program** - Your club's program for the year will be planned by the members and leaders, with parents cooperating. Record your program plan on page 5, include date and place for meetings, project work, club activities, community and county events.
- **Make a club roll** - Fill in the information called for on pages 6 and 7. For each member give name, address, grade, year in club work, parents, projects, office held. At the end of the roll put the leaders' names and addresses.
- **Mark the club roll at each meeting** - Write in the date of each meeting on page 6. Put this mark (/) when a member is present. Leave the space blank if a member is absent.
- **Keep the minutes of each meeting** - You may use a tablet to take minutes. When minutes are approved, write or print them in ink on pages 8-19. Include in the minutes where and when meeting was held, number present, songs sung, who gave pledges, talks, old and new business, what was done in work period, games played, refreshments, and any other activities. If you hold more than 12 meetings, insert other pages.
- **Keep the financial record of your club** - Keep an account of club money received and club money paid out on page 20. You should keep receipts for money collected and bills paid.
- **Make an annual report of your club's accomplishments** - With the help of the club president and your club leader, fill out the annual report form in duplicate on pages 21 and 23.
- **Send minute and roll book to your County Extension Agent** when called for. The Extension Agent will check the book, detach his or her copy of the annual report of your club, and return the book to your leader.

Guidelines for Organizing Your 4-H Club

Membership in 4-H is open to all boys and girls regardless of race, color or national origin. The official grade for enrollment is 3 to 12. Groups of young people of similar age or interest usually comprise a club with an adult and/or older teen as a leader. A club may be organized at any time during the year. The purpose of a club is to help the members grow and develop and to give service to others. It is recommended that eight to twelve meetings per year be held.

At one of its first meetings, a club usually elects officers and selects a name for the group. The members and leaders decide on a regular day, time and place for meetings. They also decide what they want to accomplish individually and as a group. Guides for a program planning and a place to record the program are found on pages 3, 4, & 5. Each club or group may make its own rules and regulations governing attendance at meetings, fees, if any, etc.

Use the space below to record your group decisions.

The name of our club shall be _____

Our officers are:

Telephone No:

President	_____	_____
Vice President	_____	_____
Secretary-treasurer	_____	_____
Reporter	_____	_____
Song leader	_____	_____
Other (list)	_____	_____

Committees (list)

Our leaders are:

Suggested Order for Club Meetings

Business - (Under direction of club officers and leader)

Call to order

Opening - Pledge of Allegiance, 4-H pledge, singing as desired.

Roll call

Introduction of visitors

Reading and approval of minutes of last meeting

Reports by officers and committees

Business held over from last meeting (old business)

New business

Special program or activities

Plans for next meeting - day, time, place, program

Work Period - (Under direction of 4-H project leader)*

Work on project

Demonstrations

Judging

Discussions

Assignment for next meeting

Social Activities - (Under direction of recreation or social committee)

Games, simple refreshments if desired.

*Note: Clubs may also hold project work meetings at a different time and place from business meetings.

Planning Your 4-H Club Program

After your 4-H club is organized, the next step is to decide on some things you want to learn and do as a group. A balanced 4-H program will include at least four things: (1) project work, (2) fun activities, (3) a service project, and (4) special local, county or state 4-H events and activities, including a special event for parents.

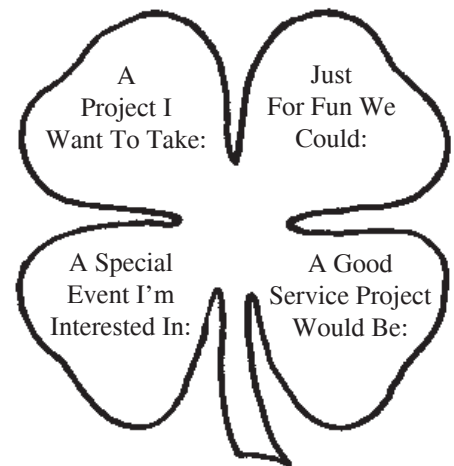
On the day you plan your program, hold your meetings where there is a chalkboard or have on hand some big pieces of newsprint or wrapping paper. Also have a copy of the calendar of 4-H events. You can get this from your County Extension Agent.

If you haven't already decided on the project you want to take, have someone review the kinds of projects that are offered in 4-H and list them on the chalkboard or newsprint. Next talk about some fun things you could do as a group, also some possibilities for service projects. List the ideas on the chalkboard as they are suggested. Also write down the dates of some of the local or county 4-H events such as 4-H camp and county fair in which you'll want to participate. List these under four headings: Projects - Fun - Service - Special Events.

Your Name _____

Now you will have to decide which of the many suggested 4-H projects, fun activities, service projects and county events and activities to include in your club program.

Give each person a chance to express his or her ideas. One way to do this is to give each one a sheet of paper on which is sketched a four-leaf clover as shown in the illustration.



Ask each person to design his or her own clover by choosing from the list on the chalkboard or newsprint one thing to put in each leaf.

Collect the sheets from each member and summarize the results under the four headings: Projects - Fun - Service - Special Events. Use fresh paper or a clean chalkboard. This summary will show which projects and activities have the greatest interest and appeal to the group.

Before you make any final decisions, however, you will need to consider these questions:

How many of the Projects - Fun - Service - Special Events can we do in the time we have for 4-H? How many meetings will it take for each item? Can some things be combined in one meeting? What resources in money and materials will be required? Will transportation be needed? If so, who will provide it?

Now you are ready to choose what seem to be the best ideas to include in your program. Use the democratic procedure to reach decisions. You may want to set some priorities, that is, decide what you as a group will do first, then add other things in your program if time permits.

What if three or four are interested in one subject or activity, but there may not be enough interest to involve the whole club? Perhaps these three or four could go ahead and plan a special interest meeting with a parent or junior leader to work with them on the activity they want to do.

Who does what? That is the next thing to decide. Everyone has had a chance to help with the planning. Now each person should have some responsibility for working the plan. Ask for volunteers as to who would like to do what. Make individual and committee assignments as needed.

Make a first draft of your program plan using a format similar to the one on page 5. Your club officers or a special committee might make up the first draft, and then present the program to the whole club for formal approval at the next meeting. Have the club secretary enter the approved program plan on page 5. Add an extra page if needed.

Give a copy to each member of the club, to parents and to the County Extension Agent.

Review the program occasionally. You may want to add something new that you hadn't known or thought about, or you may want to drop something that cannot be accomplished.

As you carry out your program during the year, take time to reflect on what you are accomplishing as a group and individually. Have each person respond to such questions as these:

1. What new skills have I learned?
2. What new knowledge have I gained?
3. Am I developing good work habits?
4. Have I discovered some new interests or talents?
5. Am I better able to make decisions and solve problems?
6. Am I learning how to express my ideas?
7. Have I developed more poise and self confidence?
8. Have I made some new friends?
9. Am I developing an attitude of respect and concern for others?
10. Am I able to assume more leadership responsibilities?
11. Am I contributing to better living in my home and community?
12. Am I any better prepared to take a job or to know what career I want to follow?
13. Am I striving to develop or maintain good physical and mental health?
14. Am I deciding what values and standards I want to live by?

The 4-H program is designed to help provide these kinds of opportunities for the personal growth and development of young people. Try to incorporate them in your 4-H program.

Our 4-H Club Program Plan

Name of Club _____ Leader(s) _____

When Month Date	What Project meetings, fun activities, service projects, special events	Where	Who Person(s) responsible

Club Roll

	Date of Meeting											Phone #	Address
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													
16.													
17.													
18.													
19.													
20.													
21.													
22.													
23.													
24.													
25.													

Grade	Date of Birth	Year in 4-H	Projects Carried This Year	Was Work Completed?	Office Held or Committee Assignment	Names of Parents
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Minutes of 4-H Club Meeting

Meeting of the _____ 4-H club was held _____
(name of club) (date and time)

at _____ Present were _____ members
(place) (number)

_____ leaders, _____ parents, _____ visitors.
(number) (number) (number)

Those excused were _____

Meeting was called to order by _____

(In the space below record: who led pledges; songs sung; old and new business discussed; project work accomplished; work on records, portfolios; demonstrations given; judging of articles or animals; assignments made; social activities; name of host or hostess.)

Meeting adjourned at _____

Next meeting to be held _____
(where) (date) (time)

Signed _____
(club secretary)

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(club secretary)

Record of Club Finances

MONEY RECEIVED

Date	From What Source	Amount
		\$
Total Recieved		\$

MONEY PAID OUT

Date	For What Purpose	Amount
		\$
Total Paid Out		\$
Balance on Hand		\$

Signed _____
Secretary-Treasurer

Utah 4-H Club Annual Report for _____

(To be kept in this book)

Name of Club _____ Community _____ County _____

Names of Leaders: _____

No. members enrolled _____ No. Completing _____

(Be sure to fill in pages 6 and 7 of this book showing projects completed by each member.)

	Total attendance	Average attendance
No. meetings held _____	of members _____	of members _____

Club accomplishments:

1. What projects did 4-H members carry? What were some of the most important things you learned and did? What interests and talents were developed?

2. What were your recreational or fun activities?

3. In what community, county, state, or out-of-state events did members of your club participate? What kinds of experiences did they have at these events?

4. What service projects did you carry out?

5. In what ways did club members show respect and concern for others?

6. How did club members contribute to better living in the home and community as a result of what they learned in 4-H?

7. What opportunities did members have to make decisions and solve problems?

8. What opportunities did 4-H members have to express their ideas, develop poise and self confidence? (examples -- demonstrations or talks)

9. How did members develop leadership abilities?

10. What was done to help you as members prepare for job opportunities or explore career possibilities?

The above report summarizes our 4-H accomplishments for _____ (year).

Signed by _____
(Club President)

(Club Leader)

(Club Secretary)

(Club Leader)

Utah 4-H Club Annual Report for _____

(To be detached by County Extension Agent)

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(examples -- demonstrations or talks)

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The above report summarizes our 4-H accomplishments for _____ (year).

Signed by _____
(Club President)

(Club Leader)

(Club Secretary)

(Club Leader)

News Clippings and Pictures



THE 4-H CLUB MOTTO

To Make the Best Better

THE 4-H CLUB 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.

THE 4-H CLUB EMBLEM AND COLORS

The 4-H Club emblem is a four-leaf clover with the letter “H” on each leaf. The four “H’s” stand for Head, Heart, Hands and Health. The clover is green and the “H’s” are white. White is for purity. Green is nature’s most common color and is symbolic of youth, life, and growth.