



UTAH 4-H SECRETARY HANDBOOK





UTAH 4-H SECRETARY

Congratulations!

Congratulations on being selected as your 4-H Club Secretary! This is an important position because your work will help your club be successful.

This book should serve as a guide to help you:

- Outline your club's goals
- Make plans for the year
- Keep contact information of club members
- Report your activity to the 4-H Office

Here are some of the things you will do:

- Call roll at the beginning of each meeting.
- Keep records on each member and their participation.
- Keep records and write minutes for each meeting and present minutes at each meeting.
- Handle all correspondence for the clubs.
- Keep records of the committee reports.
- Turn in monthly meeting/activity report to the 4-H Office.
- Turn in your 4-H Secretary's Record Book to the 4-H Office at the end of the year.

4-H is one of the largest youth development organizations in the United States. 4-H is found in almost every county across the nation and enjoys a partnership between the U. S. Department of Agriculture (USDA), the state land-grant universities (e.g., Utah State University), and local county governments.

4-H is about youth and adults working together as partners in designing and implementing club and individual plans for activities and events. Positive youth development is the primary goal of 4-H. The project area serves as the vehicle for members to learn and master project-specific skills while developing basic life skills. All projects support the ultimate goal for the 4-H member to develop positive personal assets needed to live successfully in a diverse and changing world.

Participation in 4-H has shown many positive outcomes for youth. Specifically, 4-H participants have higher participation in civic contribution, higher grades, increased healthy habits, and higher participation in science than other youth (Leamer et al., 2005).



Utah 4-H Secretary



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Sample Business Meeting Agenda

1. Call to Order
2. Opening Exercises (songs, pledges, etc)
3. Roll Call
4. Approval of Minutes
5. Reports (Treasurer, Committees, Project Areas)
6. Unfinished Business
7. New Business
8. Program (Demonstrations, slides, judging events, project talks, guest speakers)
9. Recreation/Club Activity
10. Announcements
11. Refreshments
12. Adjourn and Clean Up



Sample Club Meeting Agenda

1. Call to order–President
2. Pledge of Allegiance and 4-H Pledge–Pledge Leader
3. Song–Song Leader
4. Roll call–Secretary
5. Minutes of the last meeting–Secretary
6. Business/Announcements–Vice President
7. Club Activity
8. Refreshments
9. Clean Up

Club *Information Sheet*

PRESIDENT: _____

VICE PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

PLEDGE SPECIALIST: _____

ORGANIZATIONAL
LEADER: _____

ACTIVITY LEADER: _____

COUNTY EXTENSION AGENT: _____

OTHER POSITIONS:

_____	_____
_____	_____
_____	_____
_____	_____



4-H Club *Goal Setting*

For your club to be successful, club members should set goals at the beginning of the year. Some goals are general for all clubs and some goals are specific for your club. Below are the goals that your club should meet and space for you to write your own.

Minimum Club Goals

- Create a yearly program and send it to 4-H Extension Agent.
- Hold at least nine regular meetings.
- Have an average attendance at meetings of at least 75%.
- Conduct a planned community service activity.
- Have every club member present at two club meetings.
- 75% of the club members submit an entry at the county fair.
- Have 75% of club members participate in one county, regional, or state event.
- Have officers receive formal training.

Additional Club Goals



Utah 4-H Club Awards & Recognition REQUIREMENTS



BRONZE AWARD ♦ Requirements

- Six or more officially enrolled members from two or more families
- One or more officially registered/ trained leader
- Conduct at least six Club Meetings
- Elected, rotating or appointed youth officers
- One service project conducted by the club



SILVER AWARD ♦ Requirements

- Bronze requirements met
- Two or more project conducted by the club
- Club Meets for at least once a month for 7 or more months of the year
- Two or more community service projects
- 50% of members participate in a county sponsored 4-H Event



GOLD AWARD ♦ Requirements

- All Bronze and Silver requirements met
- Club conducts end of year program/event for it's members
- At least 50% of members participate in a form of public speaking (demonstrations, Illustrated talk, Impromptu, Prepared speech).
- At least 50% of members submit portfolios in a county competition
- Club uses Teen Leaders

Utah 4-H Club Awards & Recognition

Club Name & Leader(s) _____ 4-H Year _____



BRONZE

Bronze Club Award Requirements	Date Completed	Club Secretary Initials
Six or more officially enrolled members from two or more families		
One or more officially registered/ trained leader		
Conduct at least six Club Meetings		
Elected, rotating or appointed youth officers		
One service project conducted by the club		



SILVER

Silver Club Award Requirements	Date Completed	Club Secretary Initials
Bronze requirements met		
Two or more project conducted by the club		
Club Meets for at least once a month for 7 or more months of the year		
Two or more community service projects		
50% of members participate in a county sponsored 4-H Event		



GOLD

Gold Club Award Requirements	Date Completed	Club Secretary Initials
All Bronze and Silver requirements met		
Club conducts end of year program/event for it's members		
At least 50% of members participate in a form of public speaking (demonstrations, Illustrated talk, Impromptu, Prepared speech).		
At least 50% of members submit portfolios in a county competition		
Club uses Teen Leaders		

Annual Plan for 4-H Clubs and Activities _____

It is important to have a plan of what your club is going to do for the year. Use this sheet to plan the program and activities your club will do.

CLUB NAME: _____

REGULAR MEETING TIME: _____

PLACE: _____

MONTH	PROGRAM	ACTIVITIES
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		

Meeting Agenda Template

It is a good idea at the beginning of the month to sit down with club leaders and make plans for the club meeting. You can use this sheet as a planning guide to outline assignments.

Agenda for _____ 4-H Meeting.
CLUB NAME
Location: _____ Date and Time: _____
Pre-Meeting Activities: _____

Meeting	Person in Charge
Call to Order	President _____
Pledge of Allegiance	Led by _____
4-H Pledge	Led by _____
Roll Call	Secretary _____
Answer with (ie. Favorite Animal Sound)	_____
Introduction of Visitors	Vice President _____
Minutes of Previous Meeting	Secretary _____
Treasurer's Report	Treasurer _____
Leader and Other Officer Reports	Various
Committee Reports	_____
_____	_____
_____	_____
_____	_____
Unfinished Business Item(s) for Discussion	_____
New Business Item(s) for Discussions	_____
Announcements	_____
Adjournment	_____
Program	_____
Recreation/Refreshments	_____

Meeting Minutes Template

Meeting of the _____ 4-H club was held _____
NAME OF CLUB DATE AND TIME

at _____ Present were _____ members, _____ leaders,
LOCATION NUMBER OF NUMBER OF
_____ parents, & _____ visitors.
NUMBER OF NUMBER OF

Business: _____

Educational Program/Recreation: _____

Meeting adjourned at: _____

Next meeting to be held _____
WHERE DATE TIME

Signature: _____
CLUB SECRETARY



Secretary's *Monthly Club Report*

As club secretar, you conduct correspondence on behalf of your club. A special type of correspondence is the Secretary's Monthly Report. This is sent to the County Extension Office to help Extension Agents know what is happening in the 4-H club.

Immediately after each monthly club meeting, fill out the report and send it to the County Extension Office. You can download the monthly meeting report at www.Utah4-H.org.

4-H Monthly Meeting or Activity Report

Dear County Extension Agent(s),

Below is a report of our recent 4-H meeting or activity.

Name of 4-H Club: _____

Type of Meeting or Activity: _____

Date of Meeting or Activity: _____ Location: _____

Total Present: _____ Members: _____ Leaders: _____ Others: _____

What we did:

Date of next meeting: _____ Place: _____ Time: _____

Name of Person Making Report Title



Secretary's *Annual Club Report*

4-H Annual Club Report

Name of Club: _____ Date Organized: _____

1. How many members were on the club roll this year? _____

2. How many regular meetings were held? _____

How many project/workshop meetings were held? _____

What kind were they? _____

3. How many meetings were parents especially invited to? _____

What kind of programs were given? _____

4. What was the average attendance at club meetings? _____

What percentage of the club's membership is this? _____

5. What community improvement or service projects did the club participate in?

6. How many members participated in the following:

_____ Gave a talk _____ Prepared an exhibit _____ Gave a demonstration

7. Number of club members exhibiting projects during the year

8. How many of your club members participated in the following:

_____ State Contests _____ County Camp _____ Specialty Camps

_____ Achievement Day _____ Fairs or Shows _____ Judging Events

9. Is your secretary's book complete? _____ Did your club keep a scrapbook? _____

10. How many members completed one or more projects? _____

What percentage of the club's membership is this? _____

11. Did any members, or your club, have any stories printed? _____ How many? _____

Did members of the Club make any radio/television broadcasts? _____ How many? _____

Did any member appear on school, community, or civic programs pertaining to 4-H Club work? _____

How many occasions?



Our Club's *Achievements*

CLUB

COUNTY



Our Club's *Achievements*

REGION

STATE



Our Club's *Achievements*

NATIONAL

GLOBAL



More to 4-H *Leadership*

Congratulations on earning a State Leadership Position! Continue with additional curriculum in your current project area, or discover other 4-H project areas. Check out the following links for additional 4-H curriculum.

1. <http://utah4h.org/htm/featured-programs/state-ambassadors-teen-leadership>
2. <http://utah4h.org/htm/members/4-h-state-officers/>

Promote Leadership to Others in Your County

Keep an eye out for opportunities to others around you. Learning to be a great leader includes setting the people around you up for success. Help Utah 4-H "Make the Best Better!"



Stay *Connected*

Visit Your County Extension Office

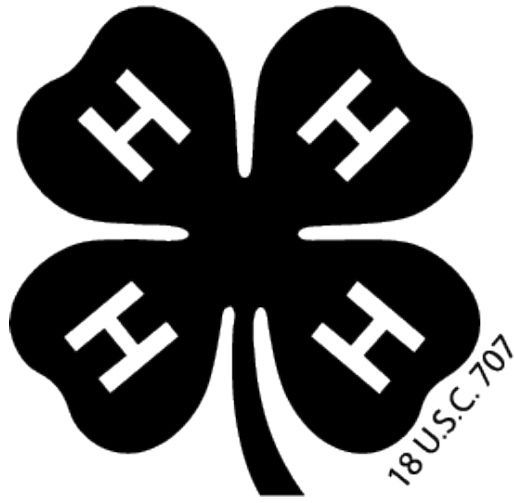
Stay connected with 4-H activities and news through your county Extension office. Ask about volunteer opportunities and don't forget to register for your county newsletter. Find contact information for counties in Utah here:

<http://extension.usu.edu/htm/counties>

Enjoy the Fair!

Enter your project or create a new project for the county fair. Learn about your county fair and fair judging here:

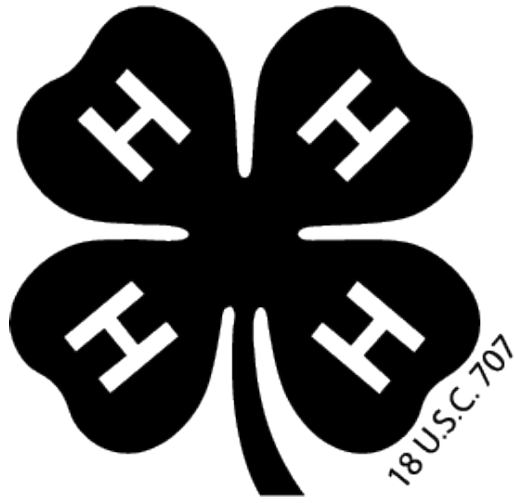
<http://utah4h.org/htm/events-registration/county-fairs>



President

President

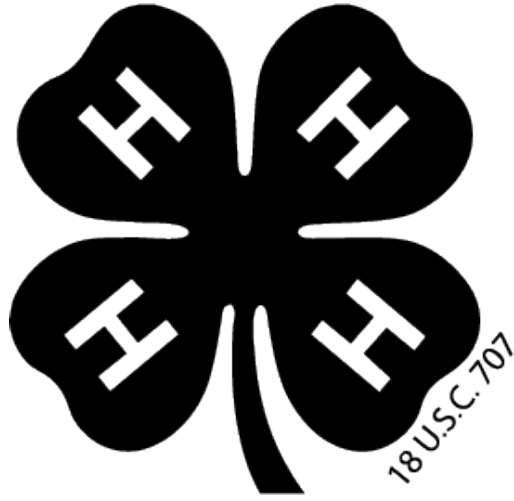
- Welcome everyone to the 4-H Club Meeting
- Turn time over to Pledge Specialist for Pledges
- Turn time over to Secretary for Roll Call
- Turn Time over to Vice President for announcements
- Turn time over to Song Leader for the Song
- Turn time over to Extension Staff to take care of Club Business



**Vice
President**

Vice President

- Make announcements provided to you by the Extension Staff



Secretary

Secretary

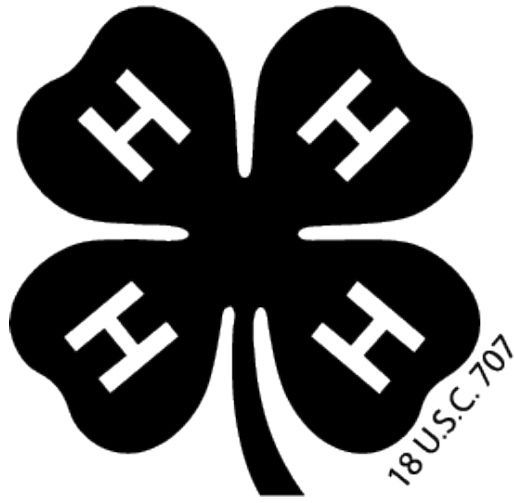
- Take roll of those in attendance. This can be done by calling out specific names, different organizations, or different schools depending on the nature of the meeting.



Song Leader

Song Leader

- Lead the Club in a song. This song may be whatever you choose.



Pledge Specialist

Pledge Specialist

- Have club members stand to recite the American Pledge and the 4-H Pledge.

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.

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.