



Secretary's Worksheet For 4-H Club Meetings

This outline is suggested for recording minutes at your local 4-H club meeting. You may wish to copy this form or use a similar one during each meeting.

CLUB NAME: _____

Check one:

___ Regular Meeting Date: _____ Time: _____

Month/day/year

___ Special Meeting

Place: _____

Pre-meeting Activity: _____

Led by: _____

Business:

Called to Order by: _____

Pledge of Allegiance Led by: _____

4-H Pledge Led by: _____

Roll Call Subject: _____

Number in attendance: _____ Members _____ Leaders _____ Guests

Minutes of Previous Meeting read by: _____

Check one:

Approved as read: _____ or corrected _____

Treasurer's Report by: _____ Sum Reported: _____

Motion to Approve by: _____

Motion Seconded by: _____

Check one:

Motion Passed _____ or Failed _____

Committee and/or Officer Reports:

Subject: _____

Led By: _____

Subject: _____

Led By: _____