Bulletin No. 201 January, 1942

Secretary's Record Book

For Montana's 4-H Clubs

Year.....

Name of Club .....

Project .....

Community .....

County .....

Leader .....

Address of Leader .....

Montana Extension Service in Agriculture and Home Economics, J. C. Taylor director, Montana State College and United States Department of Agriculture cooperating. Distributed in furtherance of the Acts of Congress, May 8 and June 30, 1914.
5M 1-42

DUTIES OF 4-H CLUB SECRETARY

1. Keep minutes of all 4-H meetings.
2. Handle 4-H club correspondence.
3. Call roll and keep record of attendance.
4. Read minutes of previous meeting.
5. Read program for the following meeting at each meeting.
6. Send copy (yellow sheet) of minutes to county extension agent soon after each meeting.
7. Send copy of program of work to county extension agent.
8. Report to county extension agent names of club members dropped from club roll.
9. Report picnics, tours and parties on special blanks for 4-H Club Events.
10. Write in secretary book the club constitution and by-laws.
11. Keep a copy of all club programs and news items concerning the work of the club.
12. At end of club year with the help of the club leader fill out and send a copy of the report for Achievement Day to the county extension agent.

KEEPING THE MINUTES OF THE MEETING

Tell in the Minutes of the Meeting everything done while the club was together, including how roll-call was answered, the motions passed, reports of members on their project work, reports of committees or appointments, demonstrations given, what the program was and who took part, the kind of recreation, the names of special visitors and anything else which was carried out.

CLUB ROLL

NAME	Attendance Record, Meetings													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14

SAMPLE CONSTITUTION AND BY-LAWS

Change to suit local conditions by making more specific and write on the opposite page. Read to all members before putting their names on the Club Roll.

Constitution

Art. I—NAME: The name of this organization shall be The Blue Ribbon Boosters 4-H Club.

Art. II—OBJECT: This club shall aid the members in:
Becoming well dressed.
Selecting suitable clothing.
Putting into practice good habits of cleanliness and health.
Taking proper care of clothing.
Recognizing good standards in clothing.
Becoming a good citizen and leader.

Art. III—MEMBERSHIP: All boys and girls living in the Blue River community, between the ages of 10 and 20 years inclusive, shall be eligible to membership, upon agreeing to follow requirements of a 4-H club project.

Art. IV—OFFICERS: The officers of this club shall be a local leader, assistant local leader, president, vice president, secretary-treasurer, recreation leader, and news reporter.

Art. V—MEETINGS: There shall be at least ten meetings of the club each year.

By-Laws

Art. I—Election of Officers: The officers shall be elected by ballot at the first meeting in November of each year.*

Art. II—The Duties of Officers shall be:

The **president** shall preside at all meetings of the club and have in mind at all times the best interests of the club.

The **vice-president** shall perform the duties of the president in his absence, and shall assist leaders in checking record books.

The **secretary** shall keep a record of all proceedings of the club, shall act as correspondent in matters pertaining to the business of the club, and shall keep a correct enrollment of all members.

The **treasurer** shall receive and take care of all money belonging to the club and shall pay it out upon order of the president and secretary; shall keep an accurate record of all receipts and expenditures.

News reporter shall write a news report of each meeeting, sending it to the local paper, and report to the local newspaper other club activities of interest.

The **recreation leader** shall lead the club in songs, yells and games.

Art. III—Meetings: The regular meetings of the club shall take place on the second and fourth Saturdays of each month. Special meetings may be called by the president.

Art. IV—Quorum: A quorum shall consist of two-thirds of membership present at any meeting.

Art. V—Order of Business: The order of business for regular meetings shall be as follows: Business Session (officers in charge) A. Call to order, B. Roll Call, C. Reading of minutes of last meeting, D. Additions or corrections of minutes, E. Report of Committees, F. Old Business, G. New business, H. Inspection of Record Books, I. Adjournment of Business Session. Discussion, Demonstration or Work Session: (Club leader in charge) Program for meeting. Social Session: (Recreation leader in charge) Songs, Games, Stunts, Refreshments, etc.

*Election of officers may be made more frequently if desired.

OUR 4-H CLUB CONSTITUTION

Art. I—NAME: .....

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Art. II—OBJECT: .....

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Art. III—MEMBERSHIP: .....

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Art. IV—OFFICERS: .....

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Art. V—MEETINGS: .....

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BY-LAWS

Art. I—Election of Officers: .....

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Art. II—Duties of Officers: .....

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Art. III—Meetings: .....

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Art. IV—Quorum: .....

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Art. V—Order of Business: .....

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RECORD OF CLUB FINANCES

Cash Received

Date	From What Source	Amount	
		$	c
	Total Cash Received—		

Cash Paid Out

Date	For What Purpose	Amount	
		$	c
	Total Cash Paid Out—		
	Balance on Hand—		

CLUB PROGRAM OF WORK

19..... Program of Work of.....4-H Club

Community .....

Club Leaders .....

I. Our Goals .....

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II. Club Activities

A. Meetings

1. Regular .....

2. Special .....

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B. Tour .....

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C. Exhibits .....

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D. Demonstrations .....

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E. Judging .....

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F. Record and Reports .....

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G. News of Club Events .....

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H. Community Service .....

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I. Recreation .....

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4-H CLUB SCORE CARD

See club awards at back of book

Name of Club.....

	Item	Perfect Score	Club Score
A.	**Leadership** (17.5)		
	1. Adult local leader in charge of club during year	3.	
	2. Asst. local leader	2.	
	*3. Leaders visiting homes of members at least once	5.	
	*4. Reports by leaders at community meetings twice	2.5	
	*5. Leaders attended all county leaders' meetings	5.	
B.	**Membership** (7.5)		
	1. Five members working in the same project	2.5	
	2. Interested new members in joining the club or organizing another club, or being a new club	2.5	
	3. Five or more in club work for two or more years	2.5	
C.	**Organization** (7.5)		
	1. Regularly organized and conducted club	2.5	
	2. Program of Work submitted to county agent	5.	
D.	**Meetings** (20)		
	*1. Ten regular meetings	5.	
	2. At least 75 percent attendance at meetings	2.5	
	3. Minutes sent in after each meeting	2.5	
	*4. A parent of each member attending at least one regular meeting	5.	
	5. Carried Health program throughout the year	5.	
E.	**Activities** (30)		
	1. 4-H Club Tour	2.5	
	*2. Use of people other than local leaders or extension agent on program at least two times	2.5	
	3. Five different members giving individual demonstrations in club meetings	2.5	
	4. Public demonstration or contest entry	5.	
	5. Participated in a county judging contest	2.5	
	6. Club or community Achievement Day program	5.	
	7. Picnic, banquet or camp attended by 90% of members	2.5	
	8. Exhibit of products by 85% of the members	2.5	
	9. Rendered some community service	2.5	
	*10. Five 4-H club activities reported to newspapers	2.5	
F.	**Records, Reports and Results** (17.5)		
	*1. 100% of membership completing and reporting	10.	
	2. Achievement Report sent to county agent	5.	
	3. Members winning some state recognition in state competition	2.5	
	Total	100.	

*Figure proportionately.

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19..... CALENDAR OF .....4-H CLUB

List regular meetings and special activities, as tour, picnic, camp, county contest, fair, etc.

Date	Event

SAMPLE PROGRAM FOR A CLUB MEETING

A well-planned program for meetings adds zest to these occasions, economizes on time, and gives club officers and members confidence in the work they are to do. The following outline is suggestive of how the program can be worked up. After this outline has been filled in it should be turned over to the club president.

Program for .....Meeting

Date..... Hour..... Place.....

I. Business Session—(Club officers in charge)
   - A. Call to order.
   - B. Song.
   - C. Club pledge.
   - D. Roll call. Members answer by .....
   - E. Reading of minutes of last meeting.
   - F. Committee reports.
   - G. Unfinished business. (Carried over from previous meeting).
     1. .....
     2. .....
     3. .....
   - H. New business.
     1. .....
     2. .....
     3. .....
     4. Announce roll call and program, also place, date and hour of next meeting.
   - I. Inspection of record books.
   - J. Song.
   - K. Adjourn business session and turn meeting over to leader.

II. Demonstration or Instruction Session—(Local leader in charge)
   - A. Instruction or demonstration by local leader.
     1. .....
     2. .....
   - B. Demonstrations or discussion
     1. ..... By.....
     2. ..... By.....
     3. ..... By.....
   - C. Health
     1. ..... By.....
   - D. What to do between now and next meeting. By local leader.

Recreation or Social Session—(In charge of Recreation leader)

A. .....

B. .....

MINUTES OF ORGANIZATION MEETING

The meeting was called to order by..... at..... o'clock, on ..... 19....., at ....., for the purpose of organizing a 4-H Club in the.....Community.

The following boys and/or girls were present and filled out enrollment cards:

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Number of parents and visitors present.....

The ..... project was selected and the Club's name is the ..... 4-H Club.

The following officers were elected:

President ..... Address.....

Vice President ..... Address.....

Secretary-Treasurer ..... Address.....

News Reporter ..... Address.....

Recreation Leader ..... Address.....

Name of Local Leader ..... Address.....

Name of Assistant Leader ..... Address.....

Other business carried on during the meeting was:

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The second meeting will be held at..... .....
(Place)

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Leaders .....

and ..... members present. Total members enrolled .....

Names of new members enrolled .....

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Names of members dropped .....

Number of visitors present ..... Number of Record Books up-to-date .....

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on ..... 19....., at ..... o'clock, and the main features of
the program will be: .....

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Secretary.

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REPORT OF 4-H CLUB EVENTS

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(tour, picnic, party, etc.)

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and ..... members present. Parents and visitors present .....

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ACHIEVEMENT DAY REPORT

The..... or Achievement Day meeting of the.....Club
(tenth, etc.)
was called to order by ..... at .....o'clock,

on ..... 19....., at.....with

Leaders .....

and ..... members present. Total members enrolled.....

Number of visitors present.....

The business carried on and program given were:

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The Achievement report for the club is as follows:

The leaders visited ..... homes of members on 4-H club matters. The leaders gave reports on 4-H Club Work at community meetings of the

.....
(organizations or groups)

Number of members in school ..... Number of members not in school .....

There are ..... other boys and girls in this community eligible to be 4-H club members, who are not enrolled.

The club adopted a Constitution and By-Laws at the ..... Meeting.

Our parents were invited to ..... meetings. How many attended at least once ..... ?

A Health H program was carried, emphasizing.....
Names of people other than local leaders or Extension agent who took part on club programs .....

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ACHIEVEMENT REPORT—Continued:

Activities:

A club tour was taken (tell where, when, purpose and number attending)

.....

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.....

..... Club members gave individual demonstrations at club or in public meetings.

Our club had a team or individual demonstration presented by .....

..... at .....

If in a contest give placing .....

The club had a judging team or individual.....

..... who entered the contests at

..... and placed .....

Our club held its own picnic at .....

with ..... members and ..... parents and visitors present.

County-wide picnic or camp was attended by ..... members.

Products were exhibited by ..... members.

.....news items were sent to the local papers.

Community service rendered .....

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Other Activities: (Dress Revue, Showmanship Contest, etc.)

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.....

The club started the year with $..... on hand and made $.....

during the year. Balance in the treasury $.....

Members winning some state recognition:

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.....

These accomplishments give our club a score of ....., which with

..... per cent completion makes a rating of .....Club.

Charter awarded .....

(year)

.....Secretary

.....Leader

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ACHIEVEMENT REPORT—Continued:

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CLUB AWARDS

The 4-H Club Score Card sets up a standard for classifying clubs. It is designed to give numerical scores to measurable accomplishments of the clubs. Some idea of the efficiency of a 4-H club can be gained by filling out the score card at the end of the year. The value of this scoring lies in finding deficiencies of the club that may be corrected next year.

Club Rating	Score	Minimum % Completion Required	Award
Standard	60-69	60	National 4-H Club Charter
Silver Star	70-79	70	National 4-H Club Charter Silver Star Seal
Gold Seal	80-89	80	National 4-H Club Charter Gold Seal
Banner	90-100	90	National 4-H Club Charter Gold Seal with ribbon 4-H Club Flag

The Charter is awarded the first year the club has Standard or higher rating and appropriate seals attached thereafter. Flag to be awarded only the first time the club makes a banner rating.

How To Secure Awards: The local leader will score the club, using the score card in front of this book. Send this score card, together with the 4-H club award application blank, and achievement report, to the county extension agent. The county extension agent will check the score, approve the application blank, and forward it to the State Club Leader who will make the award according to the score.

AWARDS TO MEMBERS AND LEADERS

Upon completion of the calendar year's work the club member shall be entitled to receive:

1st year	Bronze pin, Certificate of Achievement, gold seal.
2nd year	Gold seal
3rd year	Silver pin and gold seal
4th year	Gold seal
5th year	Gold pin and gold seal
6th year	Gold seal
7th year	Silver ring and gold seal
8th year	Gold seal *(other award optional with county)
9th year	Gold seal *(other award optional with county)
10th year	Gold seal and 4-H Plaque

Leaders are entitled to receive similar awards of Leadership Certificates and leadership pins, rings, etc.

*Gold chain guard, scrapbook and other appropriate awards that do not conflict with contest awards are suggested.

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4-H CLUB AWARD APPLICATION BLANK

(The club leader shall send this blank with copy of Achievement Report and Score Card to the County Extension Agent who will check this blank and forward it to the State Club Leader.)

The ..... Club of ..... Community, ...County, made a score of..... on the 4-H Club Score Card during the period from ..... 19....., to ..... 19....., and respectfully requests recognition in keeping with foregoing score and..... per cent completion. Name and address of:

Local Leader .....

Club President .....

Club Secretary .....

Does Club have a charter? ..... Has club received Banner rating before? ..... When? .....
(year) (year)

I have checked the score Card of this club and hereby recommend recognition as a ..... Club.

Date .....

.....
Signature of County Extension Agent

This page blank in the original.

NEWS CLIPPINGS

(Paste pictures and newspaper clippings about your club on these blank pages)

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THE NATIONAL 4-H CLUB EMBLEM



4-H Club Work

TRAINS HEAD TO	TRAINS HANDS TO BE
Think	Useful
Plan	Helpful
Reason	Skillful

TRAINS HEART TO BE	TRAINS HEALTH TO
Kind	Resist Disease
True	Enjoy Life
Sympathetic	Make for efficiency

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, and my country.

Club Motto: "To make the best better".