



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: _____

____ Special Meeting

Month/Day/Year

Place: _____

PRE-MEETING ACTIVITY _____

Led by: _____

BUSINESS:

Call 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: _____

Motion to Approve: _____

Motion Seconded by: _____

Check One:

Motion passed _____ or Failed _____

Committee and /or Officer Reports:

Subject: _____

Led by: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

Subject: _____

Led by: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

Unfinished Business Item #1: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

Unfinished Business Item #2: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

Unfinished Business Item #3: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

Other Unfinished Business Items Not Requiring Action: _____

New Business Item #1: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

New Business Item #2: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

New Business Item #3: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____

Other New Business Items Not Requiring Action: _____

Announcements: _____

Adjourn Motion by: _____ Seconded by: _____

Check One:

Motion Passed _____ or Failed _____ Adjourn Time: _____
