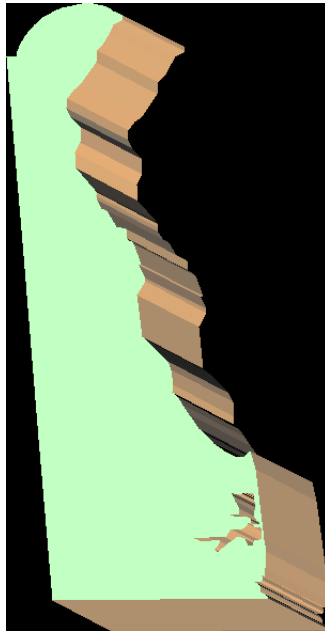


DELAWARE 4-H CLUB SECRETARY'S GUIDEBOOK



4-H CLUB NAME

SECRETARY'S NAME

COUNTY

YEAR

10-31-03/jlk

SECRETARY

The Secretary keeps the permanent record of what the club does and handles its correspondence.

Duties : Tasks that a 4-H Secretary should complete for the group to be successful.

- Attend all club meetings and record accurate minutes.
- Put the club's plans for the year in the 4-H Secretary's Book.
- Organize the 4-H club roll of members.
- Call roll, record attendance and read minutes at meeting.
- Be responsible for all club correspondence.
(Writes the club letters such as thank you and requests for information.)
- Read letters and all appropriate communications to the club.
- Fill out the secretary book and submit to club leader/county office.
- If you plan to be absent, make minutes accessible to the press, club leaders, or assistant club secretary..
- Remind members of special meetings. Make sure each member knows when and where the next meeting will be.

MINUTES OF A MEETING

The minutes of a meeting are record of what is done, not of what is said. They should contain:

- Name of club
- Place, date and officers present
- Number of members and visitors present
- Pledges and who led them
- Approval of previous minutes
- All reports and what was done about them
- Motions carried or lost, with the name of the person who made the motion
- Program and who did what
- The time the meeting adjourned

SAMPLE MINUTES

The Blue Hen Workers 4-H Club held their monthly meeting October 22, 2003 at the Ellendale Fire Hall. President Larry Jones called the meeting to order at 7:00 p.m. Susie Smith led the American Pledge and Ty Ralph led the 4-H Pledge. Song leaders, Heather and Tomeka, taught the group a new camp song. Roll was taken with twenty-three members, two visitors, Ramon and Alyse Sanchez and three club leaders present. The September Minutes were read and approved. Ten dollars in dues were collected and treasurer Cindy Brown gave the treasurer's report. The club has a balance of \$125.

The club received a thank you note from Meals on Wheels for the thirty Halloween tray favors. These favors will be delivered to homebound senior citizens on October 31. The group signed a get well card for Barry Miller who was absent this evening due to illness.

Ten members and families attended the Achievement Banquet, October 18, at the Sussex Central High School. Larry, Pete, Ty, Cindy, Tina, Sarah, Scott, Jane and Heather won county medals for project books and Tomeka was presented with the Link scholarship to Younger Member Weekend. Scot gave the club a report about the fun evening.

Brad gave the Thanksgiving committee report. The club voted to accept the committee plan. Each member will bring a canned food item to be placed in a Thanksgiving Food box at the November meeting. Cindy will purchase a turkey to be added to the box. The committee and Mrs. Smith will deliver the box to the designated family.

Pete made a motion that the club adopt a family for the holidays. Susie seconded the motion and the group voted to adopt a local family for the holidays. Mrs. Cooper will contact local churches for names of families. The Christmas project committee, Pete, Susie, Brad, Mindy, Larry, Tina, Jane and Cindy will meet with Mrs. Cooper November 3, 7:00 p.m. at Mrs. Cooper's home and report back at the next meeting.

Jane and Tina did a demonstration, "International Dinner Ideas." The club was reminded by Mrs. Cooper to send in their registration for the Four Little Clovers Dinner Theater by November 1.

The group then decorated pumpkins for the County Pumpkin Contest which will be held at Redden Lodge, October 25, 2003. Mindy made a motion, seconded by Scott to donate the decorated pumpkins to the Genesis Care Center. The motion carried. Mr. and Mrs. Green agreed to make arrangements with the Center. The pumpkins will be delivered October 27. Larry, Tomeka, Heather, Wendy and Greg volunteered to help deliver the pumpkins.

Heather moved and Gregg seconded that the October meeting be adjourned. The meeting was adjourned at 8:00 p.m. Wendy and Ty provided refreshments and Mindy and Scott taught a game. The next meeting will be November 22 at the Ellendale Fire Hall. Club members are to bring a canned food item for the Thanksgiving Dinner box

Respectfully submitted,
Tina Green
Secretary

Clover 4-H Club

SAMPLE LETTER

**ASKING FOR
SUPPORT**

November 26, 2002

Wal-Mart of Dover
266 DuPont Highway
Dover, DE 19901

Dear Gentlemen:

Our 4-H club is planning to have a food booth at the upcoming 4-H livestock show on January 10, 2003 to help raise funds to support our club's community service projects. We are currently soliciting various local businesses for supplies and donations to assist us with this event. We would appreciate any donations or support your business can provide. I will contact you in the near future to follow up with this request.

Thank you for your consideration of this request. If you should have any questions please feel free to contact me at 422-5656 or my 4-H leader, Sue Davis, at 422-7788.

Sincerely,

Jane Smith
4-H Club Secretary

Clover 4-H Club

SAMPLE LETTER

“THANK YOU”

November 26, 2002

Mr. Jim Blessing
202 Old Mine Road
Milford, DE 19963

Dear Mr. Blessing

On behalf of the Clover 4-H Club, I would like to take this opportunity to thank you for providing our club a tour of your greenhouse on October 20th. Our club members learned a lot about soil mixtures and how to identify many flowers. We also really enjoyed being able to start cuttings from geraniums and planting the flowerpots of petunias.

It was very kind of you to take your time to share this fun and learning experience with us. Thank you for your support of our 4-H program.

Sincerely,

Jane Smith
4-H Club Secretary

MINUTES

Date _____

Comment [M1]: Repeat this page 12 times or 6 pages double sided

Secretary