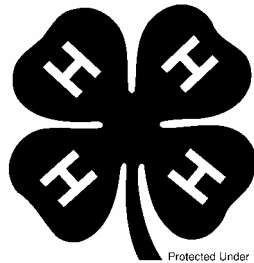




4-H SECRETARY'S BOOK

| |
|-----------------------------|
| 4-H CLUB/UNIT _____ |
| COUNTY _____ TULARE _____ |
| SECRETARY _____ |
| COMMUNITY CLUB LEADER _____ |
| YEAR 20_____ |



Protected Under
18 U.S.C. 707

OFFICERS

| OFFICERS | NAME | ADDRESS | PHONE |
|------------------------------|------|---------|-------|
| PRESIDENT | | | |
| VICE PRESIDENT | | | |
| SECRETARY | | | |
| TREASURER | | | |
| REPORTER | | | |
| SONG LEADER | | | |
| RECREATION LEADER | | | |
| OTHER | | | |

(Officers fill out each month)

YEAR: 20_____

| MONTH | BUSINESS AGENDA | PROGRAM AGENDA | RECREATION AGENDA |
|-----------|---|--|---|
| | Events, Activities, Items for Group Decision | Educational Program, Activity Speakers, Demonstrations | Singing, Games, Shared Fun, Team Building |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |

4-H PROPERTY
(ADD ADDITIONAL PAGES IF NEEDED)

INVENTORY AT BEGINNING OF YEAR

| ITEM & DESCRIPTION (INCLUDE SERIAL NUMBER) | STORAGE LOCATION | REMARKS |
|---|------------------|---------|
| | | |

If any item is disposed of during the year, indicate what was done with it in the "remarks" column.

PURCHASED DURING YEAR

| DATE | ITEM & DESCRIPTION (INCLUDE SERIAL NUMBER) | STORAGE LOCATION | REMARKS |
|------|---|------------------|---------|
| | | | |

4-H CLUB MEETING MINUTES (PAGE 1 OF 2)

The Meeting of the _____ 4-H Club Was Called to Order by: (name and title)

At (time): _____ On (date): _____ At (location): _____

Flag Salute and 4-H Pledge Led By: _____

Action on Previous Meeting's Minutes: _____

Treasurer's Report (include expenditures since last meeting, income since last meeting, and current balance):

Correspondence: _____

Other Officers' Reports: _____

4-H Council Report: _____

Committee Reports: _____

4-H CLUB MEETING MINUTES (PAGE 2 OF 2)

Old Business: _____

New Business: _____

Announcements: _____

Next Meeting: _____ Business Meeting Adjourned: _____

Program: _____

Recreation: _____

Date: _____ Signed: _____

Corrections and/or Additions: _____

Date: _____ Signed: _____

ANNUAL FINANCIAL REPORT

Club/Unit: _____ Fiscal Year: July 1, 20____ - June 30, 20____

| | | | Balance at end of previous year |
|---------------------------|--------------|------------------|------------------------------------|
| | | | \$ |
| MONTH | TOTAL INCOME | - TOTAL EXPENSES | = BALANCE |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| TOTAL FOR THE YEAR | \$ | \$ | |
| YEAR END BALANCE | | | \$ |

This is to certify that the foregoing is a correct statement of income and expenses:

Signed:

Community Club Leader

Treasurer

COMMITTEE REPORT FORM

Committee Name: _____ Date: _____

Chairperson Name: _____ Club: _____

Committee Members: _____

Purpose of Committee: _____

Committee Meeting Dates and Places: _____

Summary of Committee Action: _____

Recommendations: _____

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