



Dear 4-H Club Secretary,

Keeping accurate records is essential, as all 4-H members know. Recording your club's activities is especially important because this is club history.

1. Write the minutes the same week your club meets -- the same night, if possible.
2. Use the template below. Tips include:
 - a. Modify your copy of the template once by entering your club name, club contact information and your name. Then you won't have to type these basic times every time.
 - b. Make a copy of the template and name it by the date: Example: Burnside Pluckies October 2019
 - c. Make use of the alternative template items listed at the bottom and denoted by *, **, ***, etc.
 - d. Delete any sections that don't pertain to a particular meeting.
 - e. Get rid of asterix and red type before completing your final report.
 - f. Have someone read your report to see if it makes sense and is accurate.
3. Send the report to your president and adult leader.

XXXXXXX 4-H Club met on (month, date, year) at the (location). President * (name) called the meeting to order at (time p.m.) Club ** member (name) led members in reciting the Pledge of Allegiance and the 4-H Pledge.

There were (xx) members and (xx) adults present. The club welcomed new members (names here). We sang to club members (names) who had birthdays this month.

Secretary (name) read the minutes. (Name) moved that the minutes be adopted as presented, and (Name) made the second. The motion carried. ***

The secretary also shared correspondence from (name) about xxxx.

Treasurer (name) gave an update on finances. The club has \$xxxx in the account with (A -- no outstanding bills or B -- with outstanding bills totalling \$xx.xx. (Name) moved approval of the treasurer's report and (Name of 4-H'er) made the second. The motion carried. ****

Payment of the following bills were approved:

\$xx.xx to (name) for (xxx and purpose).

\$xx.xx to (name) for (xxx and purpose).

\$xx.xx to (name) for (xxx and purpose).

In old business, the club discussed xxxxx and voted to xxxx.

In new business, the club discussed and voted to xxxxx.

In new business, the club also discussed xxx. No action was taken.

The club had a guest speaker, (name), who talked about xxxx. Members especially liked hearing about xxxx.

(Name) gave a demonstration on (topic). Club members asked several questions, including why/how/what xxx.
OR Club members had a chance to make a (whatever it was).

The president adjourned the business meeting when (name) made the motion and (Name) made the second.

The meeting concluded with (refreshments, a potluck supper, etc.).

The next meeting will be at (time, date, place). To learn more about our club, email xxxxx or go online to xxxxxx.

Respectfully submitted,

(Your name)

Club Secretary

Change to:

* Vice President -- if the president was gone.

** Cloverbud

*** if the minutes needed correction or adjustment, then use:

(Name) moved that the minutes be adopted, and (name) made the second. A motion was made by (name) and seconded by (name) to amend the minutes to read xxxxx. The amendment and then the motion to adopt both carried.

**** (Name) moved that the minutes be adopted, and (name) made the second. A motion was made by (name) and seconded by (name) to amend the minutes to read xxxxx. The amendment and then the motion to adopt both carried.

