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DOCUMENT
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OREGON 4-H CLUB

Secretary's Record Book

(Year)

DISCARD

Name of club..... Club No.....

School or community..... County.....

Project..... Date organized.....

Leader..... Address..... Phone.....

Junior or Co-leader..... Address..... Phone.....

Secretary..... Address.....

Cooperative Extension work in Agriculture and Home Economics, F. E. Price, Director. Oregon State College, the United States Department of Agriculture, and the State Department of Education cooperating. Printed and distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914.

Club Series A-60 October, 1958

REQUIREMENTS FOR A STANDARD 4-H CLUB

1. Have five or more members enrolled.
2. One or more adult leaders.
3. Group organized with club officers.
4. Submit a written program of work for the year to the County Extension Office.

GOALS FOR YOUR CLUB

The club members should decide at an early meeting what goals the club hopes to reach during the year. A suggested list of goals may be found on page 27. Select goals at beginning of the year and check them off as they are accomplished. A Seal of Achievement will be awarded your charter for reaching the required number of goals.

Calendar of Other Events and Meetings

Date	Name or kind of meeting or event. (Fair, officers' training, leader and member training, talent night, etc.)	Place	Time	Notes

SECRETARY'S BOOK

This is the record of your 4-H Club. Write the minutes on minutes pages in back part of book as soon as a meeting is over. Make it a record you and your club members can be proud of. Send this book to your County Extension Agent before the end of the club year.

OFFICERS

President ..... Song leader .....

Vice president ..... Game leader .....

Secretary-treasurer ....

News reporter ....

COMMITTEES

Program .....

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Health .....

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Community Service .....

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IFYE .....

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Safety .....

.....

Other .....

.....

OUR CLUB'S ORGANIZATION

Constitution

Article I. *Name.* The name of our club shall be the ..... 4-H Club.

Article II. *Purpose.* The purpose of this 4-H Club is to aid in the development of its members through project work, club meetings, demonstrations, judging, community service, club and county events, and other activities.

Article III. *Membership.* Members are any boy or girl who is 9 before January 1 and not over 21 by January 1 of current year and who agrees to follow the requirements of 4-H Club membership. A member will be dropped after three unexcused absences or two consecutive unexcused absences and may be reinstated only be request of the parent or guardian to leader of club.

Article IV. *Officers.* The officers of this club shall be a president, vice president, and secretary-treasurer, news reporter, song leader, and game leader.

Article V. *Number of Meetings.* The club will have as many meetings as necessary to complete project work and carry on a successful 4-H Club program. A minimum of ten meetings is desirable.

Bylaws

Article I. *Election of Officers.* The officers shall be elected by a majority vote at the annual election in ..... of each year.
(month)

Article II. *Time of Meetings.* The regular meetings of the club shall take place on ..... of each month. Special meetings may be called by the president with the consent of the leader.

Article III. *Order of Business.*

- Business Meeting

1. Call to order by president
2. Pledge to United States and 4-H flags
3. Song
4. Roll call (use topics listed in program)
5. Introduction of guests
6. Reading of minutes of the previous meeting (and their approval)
7. Reports of committees
8. Unfinished business
9. New business
10. Announcements
11. Adjourn business meeting

- Project Instruction
  Leaders in charge
- Social and Recreation
  Songs, games, and refreshments. Time to have fun.

Article IV. *Duties of Officers and Members.*

- President

1. Presides at meetings.
2. Directs activities of the club.
3. Sees that all club members have a part in each meeting.
4. Helps plan program for the year.
5. Votes only when there is a tie.
6. Calls another person to the chair if he wishes to take part in the discussion.
7. Appoints committees with help of club leader.

- Vice President

1. Performs all the duties of the president in case he is absent.
2. Helps plan program for year.
3. Other suggestions: Helps leader with special meetings, sees that members are ready to give their part at meetings; also helps with local Achievement Day and exhibits.

- Secretary-Treasurer

1. Keeps the record of all 4-H meetings.
2. Writes letters and reports. (Includes letters of appreciation for club)
3. Tells members of coming meetings as he sees them, by phone or post card.
4. Sends meeting report card to the County Extension Office after each meeting.
5. Reads minutes of previous meeting.
6. Acts as chairman if both the president and vice president are absent.
7. Sees that all records of club members are handed in by the end of the club year.
8. Sends completed secretary's book to County Extension Agent at the end of club year.
9. Keeps a record of club money, pays club bills, and takes care of other money with help of leader.

- News Reporter

1. Studies the 4-H Reporter's Handbook well before writing stories.
2. Writes and sends news stories of club meetings and activities to County Agent or radio and newspapers. (Ask your agent where and when to send stories.)

- Song Leader

1. Keeps song books for the club; passes them out and collects them at all meetings.
2. Leads the club in singing or asks others to lead at 4-H events.
3. Selects and teaches songs to the group.
4. May appoint someone to lead yells for the group.

- Game or Recreation Leader

1. Plans some fun for each meeting.
2. May ask others to take turns in conducting the fun part of the meeting.
3. Works with a committee appointed by the chairman in planning such events as parties and picnics for the group.

- Club Leader

1. Attends all meetings or sends substitute.
2. Attends training meetings or sends substitute.
3. Acts as adviser for all club business and activities.

- Club Members

1. Get acquainted with all rules and requirements.
2. Do their best to complete their projects.
3. Do their best at all times in their school work.
4. Serve as officers or on committees to the best of their ability.
5. Attend meetings regularly. Call leader or secretary when they cannot be present.
6. Be good examples for other boys and girls. (Ask yourself, "If every club member were just like me, what kind of club would this club be?")

Article V. *Program of Work.* A program of work for the year shall be written and adopted by the club at the second meeting of the year. A copy goes to the leader and a copy is sent to the County Extension Agent.

Article VI. *Quorum.* A quorum is a majority of the members of the club.

Article VII. *Rules of Order.* Robert's Rules of Order shall govern the meetings of this club.

Article VIII. *Amendments:* These bylaws may be amended by a vote of 2/3 of the members present at any meeting.

The Constitution and Bylaws were adopted ..... 195.....

(Carry forward date each year as Constitution and Bylaws will be adopted but once.)

CLUE

Name	Address	Phone number	Date of birth	Grade in school	Years in 4-H	enrollmen card sent in

ROLL

Date record turned in	Project and Division	Date of meeting											

P—Present; E—Excused; A—Absent without excuse

GOALS FOR 4-H CLUBS

The program planning committee will set goals for the year. After club approval the secretary will record the goals set. At the end of the year the secretary, president, and local leader will indicate the goals the club has met and submit the secretary's book to County Extension Office by date set in the county.

A seal will be awarded each year it is earned. For any seal award a club must have met the requirements for a charter, held eight or more regular meetings, and have the secretary's book completely filled out. A gold seal will be awarded when 18 of the goals, listed below, including the first two, are met during the year; a blue seal for any 15; a green seal for any 12.

Set at beginning of year	Accomplished	
☐	☐	1. The program was planned for at least 10 meetings and sent to the County Extension Agent after the second meeting of the club.
☐	☐	2. At least 80% of the members had completed records in the County Extension Office by due date.
☐	☐	3. The club had at least 80% of its eligible members from previous years re-enrolled.
☐	☐	4. The membership of the club was maintained or increased over previous year.
☐	☐	5. The club was organized by November 1, except in case of new clubs.
☐	☐	6. The club held 10 or more regular meetings.
☐	☐	7. The average attendance of members at regular meetings was at least 80% of membership.
☐	☐	8. The club reporter reported each meeting and club event to the local newspaper. The clippings were placed in the secretary's book.
☐	☐	9. The club had a definitely organized club activity—health, conservation, recreation, marketing, safety, etc.
☐	☐	10. The club had a planned community service program.
☐	☐	11. Every club member appeared on the program at least twice during the club year.
☐	☐	12. Each club had at least three demonstrations given at other than 4-H Club meetings.
☐	☐	13. Each club member's parents attended at least two meetings or events during the year.
☐	☐	14. The club had an entry in the county demonstration contest.
☐	☐	15. The club had at least 50% of its members taking part in county judging events.
☐	☐	16. The club prepared a window display for National 4-H Club Week.
☐	☐	17. At least 80% of the members exhibited or participated in contests in the 4-H Fair or Exhibit Day or the District or County Fair.
☐	☐	18. At least 80% of the members participated in events (other than fairs) —Achievement Day, camp, picnic, 4-H Sunday, Parents' Night.
☐	☐	19. Our leader attended ..... leader training meetings.

GOALS FOR 4-H CLUBS—Continued

Set at beginning of year	Accomplished	
☐	☐	20. Our junior leader attended ..... leader training meetings.
☐	☐	21. The club was host to another 4-H Club during the year.
☐	☐	22. The club gave a public model meeting.
☐	☐	23. The club used singing as a regular part of all club meetings and gatherings.
☐	☐	24. The club used recreation as a regular part of all club meetings.
☐	☐	25. .....
		.....

Set at beginning of year	Accomplished	
☐	☐	26. .....
		.....
☐	☐	27. .....
		.....
☐	☐	28. .....
		.....
☐	☐	29. .....
		.....
☐	☐	30. .....
		.....

.....Total goals accomplished

Does club have a charter? ..... Year received: 19.....

I have checked this report of the .....

4-H Club and believe it to be correct.

Date ..... 195..... Signed .....
Secretary

Date ..... 195..... Signed .....
President

Date ..... 195..... Signed .....
Local leader

ACCOUNT OF CLUB FUNDS

Date	Money received (List items in detail)	$	
	Total receipts		

	Expenses (List items in detail)		
	Total expenditures		
	Balance		

.....

Signature of Treasurer

Photographs of Club, newspaper clippings, etc., may be placed on this page

SAMPLE CLUB PROGRAM

Date and hour of meeting 19.....	Place	**Business Meeting** Business to be discussed. Roll call topic.	**Project work** Demonstrations, judging, records, talks (give names of persons responsible).	**Club activities** Health, safety, recreation, community service, and members in charge.	What to do before next meeting. What to bring to next meeting.
Sept. 27 3:00 p.m.	Mary Smith home	Appoint special committee. Discuss Halloween party plans. Roll call: What I did on my vacation.	Distribute enrollment cards and discuss projects. Bertha Kane, leader. Proper record keeping by junior leaders, Mary Beach and Don Red.	Name safety committee, recreation chairman.	
Oct. 25 3:00 p.m.	Jane Brown	Present plan of work developed by committee. Roll call: My favorite sandwich.	Demonstration of fruit-milk drink, Barbara Jones and Jill James, club members.	Plans for a club safety project, safety chairman.	A piece of fresh fruit. Picture showing a safety precaution.

Suggestions for 4-H Meetings

1. Demonstrations
2. Judging
3. Tours
4. Project discussions
5. Check record books
6. Parent meetings
7. Make plans for fair
8. Make plans for camp
9. Plans for National 4-H Week
10. Local Achievement Day
    a. Recognize each member for job well done and present certificates of completion
    b. Recognize leader for his time and effort
    c. Thank parents for their cooperation
11. Discussions of project material
12. Invite County Extension Agent to meetings
13. Picnic, parties, or socials
14. Special programs
15. Discuss plans for some community project

Name of Club ..... Leader's Name .....

CLUB PROGRAM FOR THE YEAR

Does your program give each member a job at every meeting?

Date and hour of meeting 19.....	Place	**Business meeting** Business to be discussed. Roll call topic.	**Project work** Demonstrations, judging, records, talks (give names of persons responsible).	**Club activities** Health, safety, recreation, community service, and members in charge.	What to do before next meeting. What to bring to next meeting.

Secretary's copy—do not detach

CLUB PROGRAM FOR THE YEAR—Continued

Does your program give each member a job at every meeting?

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Name of Club ..... Leader's Name .....

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Send this copy to your County Extension Office

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(Cut along dotted line)

(Cut along dotted line)

Name of Club ..... Leader's Name .....

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Give this copy to your 4-H Club leader

(Cut along dotted line)

MINUTES OF 4-H CLUB MEETINGS

The ..... meeting of the ..... 4-H Club
(Month or first, second) (Name)

was called to order by ....., President, at ..... o'clock on

..... 195..... at .....
(Place)

..... members and ..... visitors present. Visitors were: .....

.....

The following is a further report of the meeting: Business of club, project work done, activities and recreation.

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The next meeting will be held at ..... on .....

....., 195..... at ..... o'clock.

Signed .....
Secretary

Approved .....
President

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CLUB MOTTO

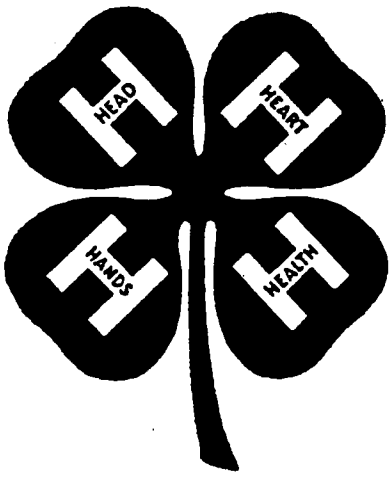
To Make the Best Better

NATIONAL CLUB COLORS

White and Green

CLUB EMBLEM

The Club Emblem is the four-leaf clover with an H on each leaf. These "H's" stand for Head, Heart, Hands, and Health.



4-H CLUB PLEDGE

I pledge—

My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,

For—

My club,
My community, and
My country.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

4-H CLUB CREED

- I believe in Boys' and Girls' 4-H Club work for the opportunity it gives me to become a useful citizen.
- I believe in the training of my HEAD for the power it will give me to THINK, PLAN, and REASON.
- I believe in the training of my HEART for the nobility it will give me to be KIND, SYMPATHETIC, and TRUE.
- I believe in the training of my HANDS for the ability it will give me to be HELPFUL, SKILLFUL, and USEFUL.
- I believe in the training of my HEALTH for the strength it will give me to ENJOY LIFE, RESIST DISEASE, and MAKE FOR EFFICIENCY.
- I believe in the United States of America, in the State of Oregon, and in my responsibility for their development.
- I am therefore willing to devote my efforts for the fulfillment of these things which I believe.