



2018-2019 4-H Club Secretary Book Guidelines

1. **Community Club Constitution** (04/2014 version) **and** **Community Club Bylaws** (11/2015 version) *Note: Do NOT have the documents re-signed each year by the new officers, documents only needs new signatures **and** club/county approval when revised.
2. Club Leadership List
3. 4-H Club Program Planning Guide (2013 version) <http://4h.ucanr.edu/files/167444.pdf>
 - a. At the beginning of the year, mark (in the left hand column) the items the club plans to do throughout the year.
 - b. At the end of the year, mark (in the right hand column) the items the club **actually** completed during the year.
 - c. At the **end of the year** (after completing the right hand column) obtain signatures from the Club Secretary, President, and Community Club Leader (CCL).
4. Annual 4-H Club Planner (Appendix VI of the 4-H Officer's Manual) – At the beginning of the year during the Club planning process complete the document and update as necessary throughout the year. <http://4h.ucanr.edu/files/167458.pdf> or <http://4h.ucanr.edu/files/167448.docx>.
5. 4-H Club Meeting Planner (Appendix V of the 4-H Officer's Manual) – To be completed by the Club Officers at the beginning of the year and updated throughout the year at the Officer meeting prior to each Club meeting. <http://4h.ucanr.edu/files/167456.pdf> or <http://4h.ucanr.edu/files/167449.docx>
6. Membership List with Club Meeting Attendance – Be sure that the master list is obtained from 4hOnline. May include meeting sign in sheets in addition to the master list.
7. Executive Board Agenda and Minutes – Officer team should be meeting prior to each Club meeting in order to prepare for the Club meeting.
8. Meeting Agendas; minimum of 6 meetings required, per Constitution (Appendix II of the 4-H Officer's Manual) <http://4h.ucanr.edu/files/167453.pdf>
9. Meeting Minutes (Appendix III of the 4-H Officer's Manual) <http://4h.ucanr.edu/files/167455.pdf> or <http://4h.ucanr.edu/files/167451.docx>

10. Correspondence

11. Committee Reports

12. Annual Inventory Report (Form 6.2 of the 4-H Treasurer's Manual, 2014)

<http://4h.ucanr.edu/files/19875.pdf> *Note: you will need to work with the Club Treasurer when preparing the Inventory Report.

- a. Begin with last year's Inventory Report.
- b. Update the list throughout the year.
 - i. Add items that the 4-H club receives or purchases that the club will keep.
 - ii. When items are sold, thrown away, donated, or recycled, add the date of disposal to the list.
- c. The list should include the following:
 - i. Date acquired
 - ii. Name and description of the item
 - iii. Dollar value (amount paid or fair market value)
 - iv. Where it is kept/stored (Name and address of location)
 - v. If applicable, date item was disposed of (sold, thrown away, donated, recycled)
- d. The **Annual Inventory Report contains ALL items owned by the club.** Update items as needed following the guidelines above. Keep the original in the Secretary Book and give a copy of the Annual Inventory Report (Form 6.2) to the Treasurer for their Treasurer's Book and the End of Year Financial Reporting process.

13. Annual Financial Report (Form 6.3 of the 4-H Treasurer's Manual, 2014) – Request a copy from the Treasurer at the end of the year for your book. <http://4h.ucanr.edu/files/23114.pdf>.

14. 4-H Outreach Methods Documentation (Appendix VII of the 4-H Officer's Manual)

<http://4h.ucanr.edu/files/167457.pdf> or <http://4h.ucanr.edu/files/167450.docx> – Club Leader(s) should update the list throughout the year and include copies of outreach items with this report in the Secretary Book.