



2020-2021 4-H Club Secretary Book Guidelines

1. Community Club Constitution and Club Bylaws -Or- [Community Club Operating Procedures](#) (for clubs without Officers and Bank Accounts) – Do NOT have them re-signed each year; signatures are only needed when changes are made.
2. [Club Leadership List](#)
3. [4-H Club Program Planning Guide](#)
 - a. At the beginning of the year, mark (in the left-hand column) the items the club plans to do throughout the year; Do NOT get signatures yet!
 - 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](#)
 - a. At the beginning of the year, during the Club planning process, complete the document with your planned meetings, events, and activities for the year.
 - b. Update as necessary throughout the year.
5. [4-H Club Meeting Planner](#)
 - a. At the beginning of the year, during the Club planning process, complete the document with your planned business, program, and recreation agenda for each Club meeting.
 - b. Update as necessary throughout the year.
6. Club Membership List, including Club Meeting Attendance
 - a. Prior to each Club meeting, consult [4hOnline](#) for an accurate list of ACTIVE members, be sure to inform PENDING and INCOMPLETE members of what is needed in order for them to become ACTIVE; Be sure that ALL members in attendance are properly enrolled and ACTIVE in 4hOnline, if they are not in 4hOnline marked ACTIVE, they are not a current member!

7. Officer Meeting Agendas and Minutes – Officer team should be meeting prior to each Club meeting to prepare for the Club meeting.
8. [Club Meeting Agendas](#) – minimum of 6 meetings required
9. [Club Meeting Minutes](#) – A written record (using complete sentences) of everything that took place during the meeting.
10. Correspondence
11. Committee Reports – use any format you wish to document committee meetings and what is reported back to the club during a club meeting.
12. [Annual Inventory Report](#) *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](#) *Note: you will need to request a copy from the Treasurer at the end of the year for your book.
14. [4-H Outreach Methods Documentation](#) – Club Leader(s) should update the list throughout the year and include copies of outreach items with this report in the Secretary Book.
15. [Shooting Sports Risk Management Plan](#) – Required if your club offers any Shooting Sports projects.