



**COOPERATIVE EXTENSION
UNIVERSITY OF CALIFORNIA**

Sonoma County 4-H



OFFICER TRAINING MANUAL

**CORRESPONDING
SECRETARY**

**DUTIES
AND
SUGGESTIONS**

133 Aviation Boulevard, Suite 109 • Santa Rosa CA 95403
(707) 565-2621 • FAX: (707) 565-2623

CORRESPONDING SECRETARY

The Corresponding Secretary

- . . . shall act as correspondent in matters pertaining to the business of the club.
- . . . is the window to the outside community.

During this training it is our goal to give information to the Corresponding Secretary from each club about the following areas:

General Guidelines	Incoming letters
The Answers to Questions	Parts of letters – friendly & business
The Envelope	Supplies needed for job
The letter itself	

Supplies Needed for the Job:

- Get your supplies right away so that you will be prepared to start your job.
- The cost of supplies can be paid for by club – this is something that you should discuss with your club. It should be included in the budget if club is to pay for them.
- If the club is to pay for supplies, be sure to get a receipt to turn in to your Treasurer. The Post Office will give you a paper stamped with the amount written on it.
- Any supplies that are left, if paid for by the club, should be passed on to the next Corresponding Secretary at the end of the year.

Stationary:

- Ordering it from National 4-H Supply Service catalog. Your Community Club Leader will have a copy of the catalog and place the order.
- Use a clover stamp and ink pad as the design on the stationery. (Also available through National 4-H Supply Service catalog.)
- Be creative, design something small, but appropriate and of interest to you.
- Plain paper may be used but please avoid using binder paper.
- The 4-H Club name may be typed across the top of the paper.

Stamps: *(Remember the receipt from the Post Office so you can turn it in to the Treasurer)*

- Postage on letters and postage on post cards are different amounts. Check with the Post Office if you are uncertain about the current rates.
- The number of stamps you need will depend on how many pieces of correspondence you are asked to prepare for your club. Ten (10) stamps is a nice amount to start out with.

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Envelopes:

- All purpose envelopes.
- Business envelopes – a little larger than the all-purposes.
- Security envelopes - These are textured inside and should be used when mailing a check to someone. TIP: If you do not have any security envelopes, fold a piece of paper around the contents to be placed in your envelope. The extra paper acts as a shield.

Post Cards can be purchased from the Post Office:

Some come with the postage all ready on them and some need postage put on them.

GENERAL GUIDELINES:

1. Print, write, or type letter – be sure to sign name in handwriting if letter is typed, it is more courteous.
 2. IMPORTANT! Write your letters immediately so they won't be forgotten or put off too long.
 3. PLEASE TRY TO BE AS NEAT AS POSSIBLE, and be sure to ask for help if you don't know quite what to write. TIP: It is all right to make a rough draft first in pencil and then copy your correspondence in pen on your good stationery to be mailed.
 4. Your letter represents you and your club to the person who receives it. If it is sloppy and incorrectly written, it will not represent you or your club favorably.
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LETTERS THEMSELVES:

1. The two main types of letters that you will probably be asked to write are thank you letters and request letters.
 2. The club leader or club president may instruct you about letters that need to be written. If someone else in your club asks you to send a letter, check with your club leader before preparing it to make sure it is ok.
 3. If there is a letter you feel should be written, bring this to the attention of the club. (This can be done at your club's officers' meeting.)
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PARTS OF A LETTER

Friendly – Thank-You Note, letter of Invitation, Note of Regret, Note of Acceptance.

1. Heading

*231 Ash Avenue
Lima, Ohio 45805
April 3, 19__*

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2. Salutation or Greeting
3. Body
4. Closing and Signature

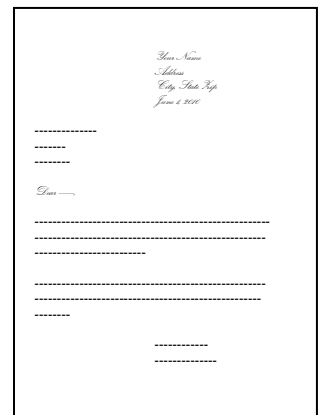
Zip Code – identifies "a delivery unit and associates that unit with a major post office through which mail is routed for delivery." (Check Postal Zip Code handouts in your area.) What is the Zip Code above? Is there a punctuation mark between the state and the Zip Code? Is there an extra spacing between them?

Abbreviations – It is generally considered better not to use abbreviations within the body of a letter. In the heading, the words *street* and *avenue* and the names of cities should generally not be abbreviated. Abbreviations for titles before names, such as Mr., Mrs., Ms., and Dr. should be used.

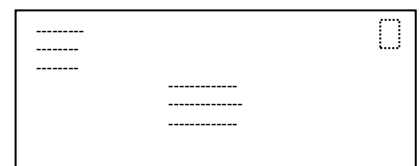
Types of Letters:

- Modified Block form is the most commonly used type in both typewritten and handwritten letters.

Notice the letter is approximately centered on the sheet. The heading, the closing, and the signature start at the middle of the page. The greeting begins at the left margin.



- On the envelope, the return address is in the upper left corner, and the mailing address is approximately centered on the envelope, each line starting directly under the one above. The stamp is placed in the upper right-hand corner.



CAPITAL LETTERS AND PUNCTUATION

Let's review the rules for capitalizing and punctuating the parts of a letter.

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Heading:

1. Capitalize all proper names.
2. Place a comma between the name of the city and state.
3. Put the Zip Code after the state. Leave a space but do not put a punctuation mark between them.
4. Place a comma between the day and year.
5. Never put a comma at the end of a line in the heading.

Salutation:

1. Capitalize all proper names.
2. Capitalize the first word of the salutation.
3. Put a comma at the end of the salutation of a friendly letter.
4. For a man – Dear Mr. -----:
5. For a woman – Dear Mrs. or Ms. -----:
6. A group – Gentlemen:
7. If the name is unknown – Dear Sir or Dear Ms. -----:

Closing:

1. Capitalize only the first word of the closing. The other words should begin with small letters.
2. Place a comma at the end of the closing

Sincerely yours

Very sincerely yours

Signature:

1. Never put a punctuation mark after your name.
2. Never use a title before your own name in the signature.

GUIDES FOR WRITING INVITATIONS AND REPLIES

1. Always specify the date, place, time, type of activity, and where the reply should be sent.
2. If a written invitation is received, send a written reply, unless a telephone number is given on the invitation.
3. Reply promptly. Never wait until the last minute for this makes it difficult for the host or hostess to make plans.
4. Never issue or reply to invitations when other people are present if it could cause embarrassment to those who may not be invited.

BUSINESS LETTERS:

A business letter has six parts:

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Letter of Request – Here is a typical business letter, a letter of request.

1. Heading

136 Elfreth's Alley
Rochester, New York 14603
April 17, 20____

2. Inside Address

Director, Children's Program
American Friends Service Committee
160 North 15th Street
Philadelphia, Pennsylvania 19104

3. Salutation

Dear Director:

4. Body

In the November issue of Scouting there was an article stating that you published a pamphlet describing project kits for groups of American boys and girls who wish to help people in Europe and Asia. My class is interested in undertaking a project. We would appreciate a copy of the pamphlet.

5. Closing

Very truly yours,

6. Signature

Lila Romero
Lila Romero

- Margin –
(Approximately 2 inches)

BUSINESS FORM LAYOUT

(Heading)

Month Day, Year

(Inside Address)

(Salutation or Greeting)

:

(Body)

(Closing)

(Signature)

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Another common type of business letter is the order letter. In the following example, notice how carefully Ronald has given all the information the company needs to fill the order.

P.O. Box 128
Sacaton, Arizona 85247
May 13, 20____

Holiday Hobby and Supply Co.
37 Crenshaw Boulevard
Chicago, Illinois 60607

Dear Holiday Hobby and Supply Company:

Please ship to me the following items advertised in your spring catalogue:

No. 4321	Gang-way bicycle horn (blue)	\$3,50
No. 437	2 Lookee Handlebar streamers (2 for \$0.59)	.59
No 303	1 spoke wrench	.75
No. 214	1 kick stand	<u>2.10</u>
		\$6.94

I have enclosed a money order for \$6.94. I would appreciate prompt delivery.

Very truly yours,
Ronald Benay
Ronald Benay

Notice the exact information that is given in the order letter above: (1) catalogue number of each item; (2) number and description of articles desired; (3) advertised prices; (4) total cost; (5) method of payment; (6) amount of money enclosed. An order this exact will be easy to fill without mistakes.

TIP: If you are worried about not being able to write in a straight line, place-a piece of binder paper (ruled) under your plain white paper and you can see the lines and use them as a guide.

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GUIDES FOR WRITING BUSINESS LETTERS:

1. Write your letter neatly, politely, and clearly.
 2. Include your address, city and state, zip code, and the date in the heading.
 3. Include the inside address. Make sure that it is identical with the address on the envelope.
 4. Use block form.
 5. Use a colon after the salutation.
 6. Give all the needed information, for example: prices, sizes, dates, and quantities - in an order letter.
 7. Avoid giving any unnecessary information.
 8. Close in the standard way:
Yours truly, Very truly yours, Sincerely yours,
-

PREPARATION FOR MAILING

Make it a practice to reread and check your letter before you mail it. Poor writing, a blot or two, misspelled words, incorrect use of capital letters and punctuation marks – all these score against you. Check your spelling of words like *dear, truly, sincerely, received, Avenue, and appreciate*, which recur in letters.

ADDRESSING THE ENVELOPE

The envelope of the letter should be plainly and fully addressed, not only with the mailing address of the person to whom the letter is sent, but also with your return address. The mailing address should be approximately centered on the envelope. Generally, you should not abbreviate information on an envelope. If you do, the U.S. Postal Service prefers certain abbreviated forms. If you are unsure of the Postal Service preference, it is better to spell out the words.

It is more convenient for the post office to have the return address written on the front of the envelope in the upper left-hand corner than on the back of the envelope.

TIP: You may want to start an address book with the addresses you find you use most often like:

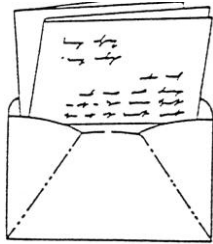
4-H Office
133 Aviation Blvd., Suite 109
Santa Rosa, California 95403

The School where you hold your club meetings:

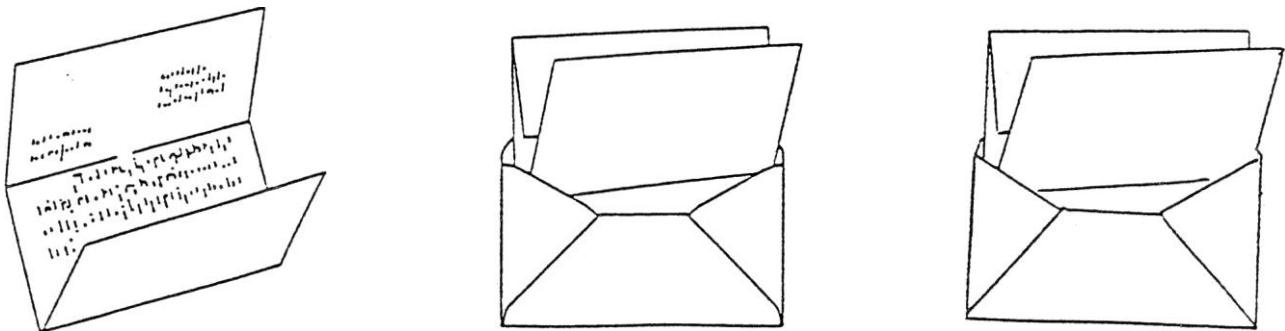
_____, President
Sonoma County 4-H Club Council
133 Aviation Blvd., Suite 109
Santa Rosa, California 95403

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Personal letters are most commonly written on a small sheet of paper, sometimes a double sheet folded at the left. The paper should be folded just once and placed into the envelope with the crease at the bottom. Thus, when the receiver takes it from the envelope, it will be right side up and ready to be read. The sketch below shows the correct method:



If you write your letter on regular typewriter paper, fold it as shown below.



INCOMING LETTER

- STAND when reading correspondence before your 4-H Club and SPEAK LOUD ENOUGH for everyone to hear you.
- Inform Club President or Community Leader if you receive correspondence before the meeting.
- Find out if they have received any correspondence to be read before the meeting so you will be prepared.
- After reading correspondence, give to the Historian to be included in 4-H club year's book unless further action needs to be taken regarding the letter then give to person who needs it.

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There are 2 kinds of correspondence (or letters) you will need to be prepared to manage.

1. Letters coming in
 - a. What do you need?
 - Folder to hold them
 - b. What do you do with them?
 - Communicate with the Club Leader and President about if you have any to read or not
 - Stand and read them
 - Pass them along to the Historian to save for the club scrapbook
2. Letters going out
 - a. When do you need one? If the Club leader or President ask you to write one.
 - Usually it will be a thank you note, but not always.
 - b. What supplies do you need?
 - Stationery that you buy or make. Possibly with a clover stamp? Or on the computer with clip art.
 - c. To write a letter you can be proud of, look at the info in the manual, it's well done and very helpful.
 - d. Hand written or typed? Hand written is best, on the computer is fine too but it should have a signature at the bottom.
 - e. When do you write the letter? Right away!