



Club Secretary's Book Order of Assembly

Supplies needed: a binder, labeled section tabs (visible), and CA 4-H Officer Manual.

Arrange the book with the most current month on top. (June, May, April...)

Beginning Sections of the Book

- Cover Page (Must include Club Name & Program Year)
- Club Bylaws
- Club Officers & Club Leader Contact Sheet (equivalent to CA 4-H Officer Manual page 16)
- Enrolled Members (Report "Club Enrolled Members" on 4hOnline from VEC or Club Leader; Must include Name, Address, Phone, Email)
- Annual Club Planner & Program Planning Guide

Monthly Sections

- Club Meeting Sign in Sheet (Report "Sign In Sheet (Active Youth)" on 4hOnline from VEC or Club Leader)
- Club Meeting Agenda
- Club Meeting Minutes

Additional items and events can be done to earn the County Winner Award. See "Club Secretary's Book Evaluation Criteria Sheet" for more information.

All forms can be found at <http://cetehama.ucanr.edu/4-H Program/Resources Forms and Links/Policy Manuals and Forms/>.