

## San Benancio 4-H 2023-24 Secretary Book Table of Contents:

- Club Calendar
- Club Constitution
- Club By-Laws
- Club Rules
- Program Planning Guide
- Annual Club Planner
- Monthly Meeting Planner
- Mid-Year Review
- Club Meeting Agendas
- Club Meeting Minutes
  - September Minutes include vote/approval of 2023-24 By-Laws, Rules, Animal Contract, constitution
  - October minutes include vote on 23-24 budget
  - April Minutes include: Vote for 2023-24 club officers **Club Election Ballots**
  - May Minutes: Vote to approve/remove Bank Signature Card signers.
- Roll of Members
- Club Roster
- Officer Contact List
- Correspondence
- Club Outreach Planner
- Outreach Documentation
- Facility Use Agreement
- Club Committees
- Project list, Project rules and teen leaders listed
- Animal Policy/Livestock Contract
- Executive Board Meeting Agendas
- Service-Learning Project
- Community Service
- Club Flyers
- Club Newsletters
- Annual Project Reports completion spreadsheet
- Club Awards Form
- (No ADA Accommodation Request forms this year)
- (Election Ballot in the April minutes)