

Secretary Book Guidelines

1. This information should be in a three-ring binder labeled "Secretary Record Book." Other information that should be on the cover of this includes: 4-Her name, 4-H club, 4-H age
2. 4-H club Meeting Roles has space for 60 members. Clubs having more than 60 members should insert additional pages.
3. The President and Secretary of the club must sign the minutes of each meeting. For an example, see the "Sample Minutes" in the Ohio 4-H Secretary's Handbook.
4. The 4-H Club Constitution, By-Laws, and program activities should be included.
5. The 4-H Club picture should be in the front of the book.
6. News reports should be kept only if they pertain to your club's minutes and / or 4-H member in your club activities only. Please put these in the Secretary Record Book.
7. Pictures pertaining to your club's community service projects, camp, fair, judging, etc. should neatly be in the Secretary Record Book.
8. The Secretary Record Book must be handwritten in ink or typed.
9. A copy of the current year Honor Club application must be turned in with the book if the club is applying for Honor Club.
10. The Secretary Book Award is given to the top four (1st, 2nd, 3rd, Honorable Mention) 4-H secretaries in Greene County who have kept and completed an outstanding club Secretary Record Book.
11. *Please note: Youth cannot win an award 2 years in a row. This paper must be included and turned in with the book.*

I have met all of the requirements and request consideration as a Secretary Book applicant.

4-H Member's Name: _____

I hereby certify that the above applicant has met all requirements for the honor for which he

Signature of Parent / Guardian

Signature of Club Leader

Signature of 4-H Member



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