

Instructions for Completing the Secretary Book

-Keep all pages in a 3 ring binder or other booklet that will keep your records organized

-Neatness is important. Handwritten and/or typed recordkeeping is acceptable. Some items are available from the UWEX Office as printouts from 4-H enrollment software such as the membership roster.

-The order of your records is up to you! A complete secretary book should have the following documents:

- title page (can be on the outside flap of the binder/booklet or be the first page of your book)

- membership roster (can request the printout from UWEX)

- attendance record

- club officers

- adult leaders (can request the printout from UWEX)

- calendar [Sample Program Year Calendar – Wisconsin 4-H](#)

- club activities

- financial ledger (can be a copy of the ledger used by the treasurer)

- agendas

- minutes

-Reminder that club calendars and meeting minutes should be submitted to the UWEX Office as soon as each is generated

-Photos and any other documents may be included, but should not take the place of a club scrapbook

Rusk County 4-H Secretary Book



UW-MADISON EXTENSION

Club: _____

4-H Year: _____

Secretary: _____

Club Officers

Name	Position
	President
	Vice-President
	Secretary
	Treasurer
	Reporter
	Other:
	Other:

Adult Leaders

Name	Type
	General
	Co-General Leader
	Project/Activity:
	Project/Activity:

Club Calendar

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

July:

August:

