



# Ward County 4-H Club Secretary Report Form

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After each 4-H meeting, please fill out this report and mail it to the Extension Office. If your club does not have a meeting during a certain month, please make a note of it at the end of a report you are sending in for another month. Send this secretary report form after monthly business meetings only. Additional project meetings may be mentioned under the project lesson.

*This report should reach our office within ten (10) working days after every club meeting.* If you have any questions, please contact your local leader or the Extension Office.

This report becomes part of your yearly club records. *It is important that a timely secretary report is received and activities reported when the 4-H Banner Clubs are selected.*

Ward County Extension Office  
 PO Box 5005  
 Minot ND 58702  
 FAX: 1-701-857-6454

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Name of Club \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Place of Meeting \_\_\_\_\_

Number of members in club \_\_\_\_\_ Number present at meeting \_\_\_\_\_

Number of families in club \_\_\_\_\_ Number present at meeting \_\_\_\_\_

4-H members having missed more than four meetings \_\_\_\_\_

(Each member is required to attend at least 6 meetings during the club year prior to exhibiting at Achievement Days)

Were general rules of Parliamentary Procedure followed while conducting the business meeting?  
 \_\_\_\_\_ Yes      \_\_\_\_\_ No

Write a brief report of meeting:

OLD BUSINESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NEW BUSINESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EDUCATIONAL OR PROJECT LESSON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was a demonstration given by a 4-H member? \_\_\_\_\_ Yes \_\_\_\_\_ No

By whom? \_\_\_\_\_ Title or description \_\_\_\_\_

RECREATION \_\_\_\_\_

\_\_\_\_\_

Request for materials, information or assistance from the county Extension staff:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Secretary \_\_\_\_\_