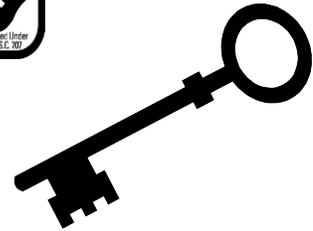


Strength
Energetic
Conscientious
Ready
Exciting
Timely
Accurate
Responsible
Yes



You're one of the keys to an effective 4-H Club!

Here's what to do:

1. Read through the information **So You are Secretary of Your Group** that you received in November at your club's installation of officers
2. Send us the minutes of your last meeting on the enclosed form.
3. Send the secretary's report and this whole packet to the **Mills County Extension office at PO Box 430 Malvern Ia 51551** or email to me at sbowden@iastate.edu
4. Write any questions on the back of the secretary's report.
5. Each club begins a new secretary's book each year. Let us know if your club doesn't have this year's copy.

NAME _____

CLUB _____



****Again this year is that the quizzes are on the internet for easy access.**

Find at: <http://www.extension.iastate.edu/mills>

Fill in the missing words – write the correct letter (marked with an*) in the puzzle blanks below corresponding to the number of the question.

We have completed number 7 for you as an example of how to solve the puzzle. If you filled in the missing words correctly you will be able to solve the puzzle.

PUZZLE

_____ A _____
 1 2 3 4 5 6 7 8 9

1. The secretary should always * _____ his or her name at the bottom of the minutes.
2. The secretary should read the _____ * _____ of the previous meeting.
3. All members should * _____ their leaders if they will be absent from a meeting.
4. The secretary’s book is a good * _____ of what happens at your 4-H meeting.
5. It takes an extra * _____ to be a good club officer.
6. One of the secretary’s duties is to take _____ * _____ at all club meetings.
7. The minutes should always include the D A T E of the meeting.
8. A successful 4-H Club is the * _____ of all club members.
9. The secretary should write _____ * _____ notes to people who have helped your club.

<u>WORD BANK</u>	
RESPONSIBILITY	DATE
CONTACT	EFFORT
ATTENDANCE	SIGN
RECORD	MINUTES
THANK YOU	

NAME _____

CLUB _____

MINUTES OF MEETING

_____ Name

_____ Club

The regular (or special) meeting of the _____ 4-H Club

Was held at _____ on _____ 20__.

The meeting was called to order by _____ at ____ o'clock.

Roll call was answered by _____ members. _____ visitors were present. Minutes

Of the previous meeting were (were not) read and approved. The treasurer's report

Was (was not) given. Balance on hand is \$_____.

(Signed) _____
Secretary

Address

Write any questions you have on the back of this sheet