

SECRETARY OUTLINE

The meeting of the _____ 4-H Club was called to order by _____ at _____ on _____, 20____.

Roll call was taken with _____ members, _____ leaders and _____ guest present.

The flag pledge was led by _____ and the 4-H pledge was led by _____.

A motion was made by _____ and seconded by _____ to approve the agenda. **OR** A motion was made by _____ and seconded by _____ to approve the agenda with _____ items added or corrected.

The secretary's report was approved as read. **OR** The secretary's report was approved as corrected.

The treasurer's report was read with an ending balance of \$_____.

Summary of the income/expenses (list all of the income/deposits and expenses separately)

\$_____ deposited from _____ for (purpose) _____

\$_____ check wrote out to _____ for (purpose) _____

Correspondence was read from _____

SAMPLE OF OLD BUSINESS

Christmas Caroling – Motion was made by _____ and seconded by _____ to go Christmas Caroling on December 16th at 1pm. Everyone will meet at the Smith House. Motion carried/defeated

Community Christmas Project – Motion was made by _____ and seconded by _____ to donate \$_____ to the Community Christmas Project. Motion carried/defeated

SAMPLE OF NEW BUSINESS

Gift Exchange – Motion was made by _____ and seconded by _____ to do a club gift exchange and each member is to spend no more than \$5 on a gift. The girls will buy gifts for girls and the boys will buy gifts for the boys. Motion carried/defeated

Christmas Parade – Motion was made by _____ and seconded by _____ to not do a Christmas Parade this year. Motion carried/defeated

The next meeting will be on _____, 20____ at _____ at _____. Snacks will be provided by _____ and a demonstration will be done by _____. The food pantry item will be _____.

Motion to adjourn the meeting by _____ seconded by _____
The meeting was adjourned at _____

Respectfully Submitted,

Sign Name

Print Name