



Waushara County

4-H Club Record Book

Club \_\_\_\_\_

Year \_\_\_\_\_

**Table of Contents\***

1. Table of Contents (this sheet)
2. Monthly Calendar of Club Activities
3. Attendance Record
4. 4-H Club Adult Leadership Summary
5. Youth Leader and Officer Summary
6. Secretaries Minutes - A copy of each month's club minutes is to be mailed to:  
Waushara County UW-Extension, P.O. Box 487, Wautoma, WI 54982 before the next club meeting.
7. Financial Record – The club treasurer should complete this. Please include information from September 1 of previous year to August 31 of this year.
8. Report of Club Community Development and Service Projects - Please complete one sheet per activity your club does.
9. Newspaper Clippings and Photos (optional)

\* Please refer to **Completing the 4-H Club Record Book** as you work on this book.

## Completing the 4-H Club and Association Record Book

The 4-H Club and Association Record Book is a tool for club planning, implementing and evaluating your 4-H Club's Association activities and projects throughout the year. It also serves as a permanent record of the group's proceedings and leadership during a given 4-H year. The book is responsibility of numerous adult and youth leaders in your club. Any of the forms included in this book can be replaced by forms created by club youth or adult leaders provided that the created forms contain the same information requested in a similar format. Books are due to the UW-Extension the Monday after Labor Day each year.

### Steps in Completing the **4-H Club and Association Record Book**:

1. The secretary receives a new book in the fall and retains the majority of book throughout the year in the group's binder.
2. During the fall the group's planning committee should meet and develop the **Calendar of Club Activities**. Typically this committee is made up of the officers, organizational leader(s) and other interested youth and adult leaders.
3. After the enrollments are in, record the names of the group's members on the attendance record and take roll at from this sheet at each meeting.
4. After the election of officers and enrollments are in, complete the **4-H Club and Association Adult Leadership Summary** and **Junior Leader and Officer Summary** sheets. Your club Organizational Leader or mentors can assist you in completing these forms.
5. Two copies of the minutes are to be made. An original copy is to be placed in the Club/Association Record Book. A duplicate copy is to be mailed to the Waushara County UW-Extension Office, PO Box 487, Wautoma, WI 54982 prior to your next meeting. If you are using the forms in this book, please send the yellow copy to the UW-Extension office.
6. Provide the group's treasurer with the **Club Financial Record** form. This form can be updated monthly or completed at the end of the year. Records should be included from September 1 to August 31. The group is responsible for having their records audited by two individuals before the Club Record Book is turned in the Monday following Labor Day. The auditors are not to be individuals who have authority to sign checks.
7. **4-H Clubs: Club Community Development and Service Project** forms should be completed as each project is completed. To share the workload, you may wish to have the committee chair complete the report form. Please refer to the form to determine which projects are to be included. These forms are considered for the Club Community Development and Service Awards presented at the Member and Leader Recognition Day. **Associations:** It is optional for your group to complete these forms.
8. Your group may include newspaper clippings and photos in your record book to assist in preserving your club's history.