4-H Club Officer Handbook
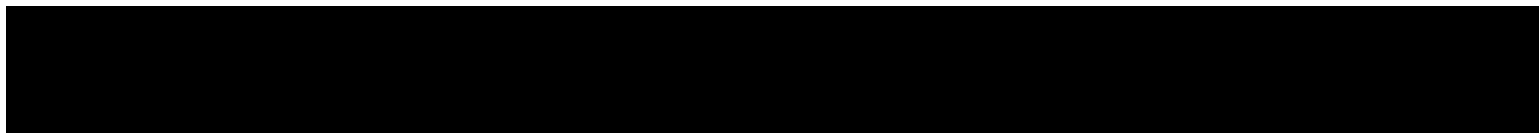
Forms

Texas Cooperative
EXTENSION
The Texas A&M University System

4-H Club Leadership Team Form

The 4-H Club Leadership Team includes officers, adult leaders, junior and teen leaders, and club members who serve as chairmen and committee members. As an officer, you need to complete this form and keep it with your club records so you will know who serves on each committee and how to contact them.

Club Name		4-H Year	
Officers	**Name**	**Telephone Number**	**Email Address**
President:			
First Vice President:			
Second Vice President:			
Third Vice President:			
Secretary:			
Treasurer:			
Reporter/ Public Relations Officer:			

Club Name		4-H Year	
Officers	**Name**	**Telephone Number**	**Email Address**
Parliamentarian:			
Council Delegate:			
Health and Safety Officer:			
Other:			

Club Name		4-H Year	
Leaders	**Name**	**Telephone Number**	**Email Address**
Club Manager:			
Assistant Club Manager:			
Project Leaders:			

Club Name		4-H Year	
Leaders	**Name**	**Telephone Number**	**Email Address**
Teen Leaders:			
Ages 10 - 19; assist adult volunteers with leadership responsibilities in 4-H club and project groups.			
Junior Leaders:			
Ages 13-19; accept full responsibility for a 4-H club or a 4-H club's project group.			

COMMITTEES	NAME	TELEPHONE NUMBER	EMAIL ADDRESS
CLUB NAME		**4-H YEAR**	
COMMITTEE NAME:			
CHAIR:			
MEMBERS:			
MEMBERS:			
ADVISORS:			
COMMITTEE NAME:			
CHAIR:			
MEMBERS:			
MEMBERS:			
ADVISORS:			
COMMITTEE NAME:			
CHAIR:			
MEMBERS:			
MEMBERS:			
ADVISORS:			

4-H Club Meeting Agenda Worksheet

Agenda item	Person responsible
Calling the meeting to order	
Pledges	
Inspiration	
Roll Call	
Introduction of guests and/or new members	
Reading and approving the minutes	
Treasurer's Report	
Committee Reports	
Unfinished Business	
New Business	
Announcements	
Program	
Recreation	

4-H Club Meeting Notes Form

(The club Secretary can use this form to take notes during the meeting and then write the minutes of the meeting.)

Place _____

Date _____

Time _____

Club Officer Presiding _____

Secretary _____

Number of Members Present _____

Number of Leaders Present _____

New members and/or Guests _____

_____

_____

_____

Inspiration _____

_____

_____

_____

U.S. Pledge _____

4-H Motto and Pledge _____

Minutes _____

_____

_____

_____

Correspondence _____

_____

_____

_____

Treasurer's Report _____

_____

_____

_____

Other Reports _____

_____

_____

_____

Business _____

_____

_____

_____

Program _____

_____

_____

_____

Announcements _____

_____

_____

_____

Recreation and Refreshments _____

_____

The regular meeting of the Highpoint 4-H Club was held at the Community Center on January 23, 2006, at 7:00 p.m.

President Tom Ellis called the meeting to order. Jana Smith, Secretary, called roll. Eighteen members answered the roll call with their New Year's Resolution. Emily Jones was welcomed as a new member.

Rebecca Johnson led the members in the 4-H Motto and Pledge, and Jeff Carter gave the inspiration.

The secretary read the minutes of the December 17 meeting. The minutes were approved as read.

Treasurer Shelly Doddridge reported a balance of $263.86 in the bank.

After discussion, Brandy Nolan suggested forming a committee to plan a visit to the local nursing home on Valentine's Day. Veronica Ainsworth, Dorothy Staff, and Jennifer Williams were appointed to be on the committee.

Rhonda Parker gave a report on the 4-H clothing and textiles project meeting. Kelly Barnett reported on County 4-H Council, and Becky Adams gave a report on the upcoming judging contests.

Nathan Garza moved that the club meet at 7:30 p.m. instead of 7:00 p.m. next month. The motion was seconded and passed.

Charles Neel introduced the program, which was a presentation on How To Find a Summer Job.

The president announced that the next meeting will be February 20th. The meeting was adjourned for recreation led by Brandy Nolan and Veronica Ainsworth, and refreshments provided by the Parker family.

_____
Secretary

_____
President

4-H Club Membership and Attendance Roster

Name	Age (9/1)	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug

4-H Club Membership and Attendance Roster

Name	Age (9/1)	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug

4-H Council Delegate's Report to Club

Date of 4-H council meeting: _____

Where council met: _____

Name of delegate making report: _____

4-H club: _____

Number of clubs represented at council: _____

Outstanding activities of other clubs: _____

_____

_____

_____

Council committee reports: _____

_____

_____

_____

Business (include recommendations for clubs to consider): _____

_____

A. Old business: _____

_____

_____

_____

B. New business: _____

_____

_____

_____

Announcements: _____

_____

_____

_____

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4-H Club   No. 1134

_____ , _____

PAY _____ $ [_____]

_____ Dollars

Home town
Trust& Savings Bank
_____

Memo_____

4-H Club   No. 1135

_____ , _____

PAY _____ $ [_____]

_____ Dollars

Home town
Trust& Savings Bank
_____

Memo_____

4-H Club   No. 1136

_____ , _____

PAY _____ $ [_____]

_____ Dollars

Home town
Trust& Savings Bank
_____

Memo_____

4-H Club   No. 1137

_____ , _____

PAY _____ $ [_____]

_____ Dollars

Home town
Trust& Savings Bank
_____

Memo_____

Deposit Slip

4-H Club

Date:_____

_____

Home town
Trust& Savings Bank

		Dollars	Cents
Cash	Currency		
	Coin		
List Checks Singly			
Total from other side			
Sub total			
Less Cash Received			
Total			

Use other side for additional listings

Deposit Slip

4-H Club

Date:_____

_____

Home town
Trust& Savings Bank

		Dollars	Cents
Cash	Currency		
	Coin		
List Checks Singly			
Total from other side			
Sub total			
Less Cash Received			
Total			

Use other side for additional listings

Deposit Slip

4-H Club

Date:_____

_____

Home town
Trust& Savings Bank

		Dollars	Cents
Cash	Currency		
	Coin		
List Checks Singly			
Total from other side			
Sub total			
Less Cash Received			
Total			

Use other side for additional listings