4-H Secretary’s Record Book

A running record for the 4-H club secretary to track meetings, attendance counts, motions, correspondence, and filed paperwork across the program year. Print as many copies as you need and fill in a new line after each entry.

Farm / unit: _____ Date: _____ By: _____

Date	Meeting type	Members present	Key actions	Mail sent or recei	Initials

TIP Update this log within a day of each meeting while details are fresh, and store it with the signed minutes.

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