

Secretary's Monthly Report to the County 4-H Office

This report should be filled out by the 4-H club secretary after each meeting and then after the last meeting mailed or emailed to the county 4-H office.

NAME OF CLUB _____

MONTH OF _____ YEAR _____

Meetings Held

| Date of Meeting | Activity or Purpose of Meeting | Number of Members in Club | Members Present | Others Present |
|-----------------|--------------------------------|---------------------------|-----------------|----------------|
| | | | | |
| | | | | |
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Story of 4-H club activities: such as parents' night, trips, special activities, committees, etc.

Special request to 4-H office:

| New Members That Joined this Month | | | |
|---|------------------------|-----------------------|------------|
| Name of Member/ Telephone Number | Mailing Address | Birth Date | Age |
| | | | |
| | | | |

| Members dropped this month: | |
|------------------------------------|----------------------------|
| Name of Member | Reason for Dropping |
| | |
| | |

Balance in the treasury the last day of the month: _____

| Next 4 Meetings: | | | |
|-------------------------|-------------|--------------|----------------|
| Date | Time | Place | Purpose |
| | | | |
| | | | |
| | | | |
| | | | |

Signed:.....
4-H Club Secretary Date

Signed:.....
4-H Club Leader Date

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| Oswego 4-H Office Date Received: |
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