

Iowa County 4-H “Best Of” Secretary Record Book

Listed below are requirements this record book must contain to be eligible for the “Best of” Award.

- Record Book **Cover Page**
- **Table of Contents** (create your own)
- Club Attendance Record (see suggested template)
- **Monthly Calendar** showing your club’s plans for each meeting. (create your own)
- **Club Minutes** for each month. Minutes should include:
 - #of club members in attendance
 - #of adults in attendance
 - List any new members or special guests in attendance
 - Date and time meeting was called to order and adjourned
 - Record of Secretary’s Report being accepted (include motions and vote)
 - Record of Treasurer’s Report being accepted (include motions and vote)
 - Record of all other motions made at the meeting (including second motions and vote counts)
 - Include any other info such as who did demos, activities completed, discussions, etc.
- **Letter** from your club leader commenting on your work as the treasurer for the club year.
- **Neatness and Organization is a must!**
- Club Secretary should also **send a copy of the club minutes to the Extension Office soon after each meeting**. This is considered in the awards selection.