

2025 Club Secretary

Notebook

Refill Packet

Please replace these pages in  
Section 1



# 2025 4-H CALENDAR

## JANUARY 2025

- 1 Office Closed- Holiday- New Years
- 4 Junior Fair Conference
- 14 4-H Horse Committee Mtg., Ext. Office, 6:30 PM
- 15 CARTEENS Presentation, Ext. Office, 7 PM
- 15 Ohio State Fair Market Steer DNA Samples Due
- 16 Hervida Camp Board Mtg., Ext. Office, 7 PM
- 20 OFFICE CLOSED Martin Luther King Day
- 21 Endowment Committee Meeting, 6:30PM
- 23 4-H Club Audit Night
- 24 4-H Club Charter & forms due 4:00 pm
- 28 Applebees Fundraiser – 4-H Advisory Committee
- 31 State 4-H Achievement Award applications due by 4:00pm

## FEBRUARY 2025

- 4 4-H Advisory Committee Mtg, Ext. Office 6:30pm
- 7 Ohio 4-H Conference Registrations due - noon
- 10 Endowment Committee Meeting, 6:30PM
- 12 CARTEENS Presentation, Ext. Office, 7 PM
- 13 4-H Club Volunteer Training #1, Ext. Office 6-8pm
- 13 Open House Helper Forms Due
- 15 State 4-H College Scholarship Applications due ONLINE
- 17 4-H Club Volunteer Training #2, Ext. Office 9-11am
- 17 4-H Club Volunteer Training #3, Ext. Office 6-8pm
- 18 4-H Cloverbud Volunteer Training, Ext. Office 6-8pm
- 25 County Fair Livestock Committee, Ext. Office, 7 PM
- 27 4-H Open House, 6:00-7:30, Jr Fair Building
- 27 4-H Week Window & Table Top Display Entry Form Due
- 28 Camp Counselor Applications & References Forms Due

## MARCH 2025

- 2-8 Ohio 4-H Week; Promotional Display & Poster Contests
- 3 4-H College Scholarship Applications Due
- 3 Personal Development Scholarship Applications Due
- 4 QA Training #1, Wash Co Jr Fair Bldg.  
A-L arrive 7PM M-Z arrive 7:30PM
- 6 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 6 Wash. Co. Jr. Fair Board Mtg., Extension Office, 7:00 PM
- 8 Ohio 4-H Conference, Columbus Ohio
- 12 CARTEENS Presentation, Ext. Office, 7 PM
- 13 Endowment Committee Meeting, 6:30PM

- 13-16 Ohio Beef Expo, Columbus
- 16 Camp Counselor Assessment 1<sup>st</sup> & 2<sup>nd</sup> Year, 3-5 pm
- 16 Bull's Eye Shooting Sports – Spring session begins
- 20 Hervida Camp Board Mtg., Ext. Office, 7 PM
- 23 Camp Counselor Training, Extension Office, 3:30-5:30PM
- 24 Club Candy Bar Orders Due 4:00 pm
- 26-30 Buckeye Leadership Workshop
- 25-29 Spring Dairy Expo, Ohio Expo Center

## APRIL 2025

### 1 4-H ENROLLMENTS DUE TO ONLINE

**NOTE: All Enrollment is online. Project enrollment also serves as your Market Livestock Entry Form**

- 1 Ohio State Fair College Scholarship Applications Due
- 1 4-H Advisory Committee Mtg, Ext. Office 6:30pm
- 1 Horse Scholarship Application due 4PM
- 2 Applebees Fundraiser – Bulls Eye Shooting Sports
- 3 Wash. Co. Jr. Fair Board Mtg., Extension Office, 7:00 PM
- 3 Endowment Committee Meeting, 6:30PM
- 4-6 Ohio 4-H Shooting Sports Leader Training, Canters Cave
- 5 QA Training #2, 9-11AM, Wash Co Jr Fair Bldg
- 9 CARTEENS Presentation, Ext. Office, 7 PM
- 10 Endowment Workday – All Day
- 11 Set up for Endowment Dinner & Auction, Jr Fair Building
- 12 Endowment Dinner & Auction, Wash. Co. Jr. Fair Bldg.  
Doors open at 5:00, Dinner 6:00 pm, Live Auction 7:30
- 13 Camp Counselor Training, Extension Office, 3:30-5:30 PM
- 14 Equine/Mandatory Parent Meeting , 6-8pm, Ext. Office
- 15 Mkt Chicken, Turkey & Duck ordered & paid for by this date
- 15 New Family Orientation, 6-8pm, Ext. Office
- 21 QA Training, 1<sup>st</sup>-2<sup>nd</sup> year members, Jr Fair Building 7-9PM
- 22 County Fair Livestock Committee, Ext. Office, 7 PM
- 21-May 4 Tractor Supply Paper Clover Campaign, Marietta store
- 23 Candy Bar Sales Begin
- 24 Endowment Committee Meeting Wrap Up 6:30
- 26 Camp Clean Up, Hervida 4-H Camp, 9 AM

## MAY 2025

- 2-4 Forestry Wildlife Conservation Camp, Canters Cave
- 3 Hervida Chicken BBQ, Hervida 4-H Camp, 5:00-7 PM
- 6 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 6 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM
- 6 Turkey Pick Up, Tentative Heritage Country Store
- 8 Wash. Co. Jr. Fair Board Mtg. 7:00PM, Fairgrounds
- 12 QA Training #3, 7-9 PM, Wash Co Jr Fair Bldg.
- 13 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 14 CARTEENS Presentation, Ext. Office, 7 PM

- 15 Ohio 4-H Education Youth Assistant Apps Due
- 15 Hervida Camp Board Mtg., Extension Office, 7:00 PM
- 16 Camp Scholarship Applications Due to Extension Office
- 17 Equine Trail Ride- Kinderhook TBD
- 18 Camp Counselor Training, Extension Office, 3:30-5:30 PM
- 26 OFFICE CLOSED Memorial Day
- 27 County Fair Livestock Committee, Ext. Office, 7 PM
- 30 Candy Bar Money Due from Clubs
- 30 Horse Project animal Registrations and stall reservations due to Ext. Office, by 4:00 PM

## JUNE 2025

- 1 Hog tag pictures due to wcfhogs@gmail.com
- 1-5 State Leadership Camp at Camp Ohio
- 3 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM
- 3 Hog tag-in list due to Extension Office from Advisors
- 3 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 4 CARTEENS Presentation, Ext. Office, 7 PM
- 5 Wash. Co. Jr. Fair Board Mtg., Extension Office, 7:00 PM
- 6-8 Adaptive Adventures (Special Needs) 4-H Camp, Canter's Cave
- 7 Lamb, Goat, Dairy Feeder Steer Tag-In, 7-9 AM Co. Fair Grounds
- 8 Equine Clinic, 10am Washington County Fairgrounds Arena
- 8-9 Counselor's Camp, Hervida
- 10 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 10-12 4-H Space Camp (Marietta College - multi-county camp)
- 13 4-H Food Project Clinic, 10 am, OSU Extension Office
- 13-15 Ohio 4-H Junior Shooting Education Camp—Ages 9-12
- 14-20 Citizenship-Washington Focus
- 15 Camp Counselor Training, Extension Office, 3:30-5:30 PM
- 16 4-H Promotion Poster Contest Entries Due from clubs
- 16-18 Ohio State Fair Dog Show, Voinovich Center
- 18 Camp Counselor Training, Extension Office, TBD
- 18 Ohio 4-H Cloverbud Eng. Showcase 6:30PM, Jr Fair Building
- 19 OFFICE CLOSED – Juneteenth
- 21 State Fair Rabbit/Poultry/Dog/Livestock Entries Due in State Fair Office
- 23-27 **Junior 4-H Camp (grade 3-5)**, Hervida 4-H Camp
- 30 **Cloverbud Day Camp (Ages 5-8)**, Hervida 4-H Camp

### OSU Extension, Washington County

1115 Gilman Ave, Marietta, OH 45750

Phone: 740-376-7431 [www.washington.osu.edu](http://www.washington.osu.edu)



**THE OHIO STATE UNIVERSITY**  
EXTENSION



# 2025 4-H CALENDAR

(Continued)

## JULY 2025

- 1-2 **Beginner 4-H Camp (2<sup>nd</sup> grade – Age 10)**, Hervida 4-H Camp
- 4 OFFICE CLOSED Independence Day
- 7-11 **Senior 4-H Camp (Grades 6-9)**, Hervida 4-H Camp
- 9 4-H Public Speaking Contest Registration Due
- 9 Hervida Camp Board Mtg. at Hervida 4-H Camp, 6:30PM
- 9 Market Chicken Pick Up 3-4:30PM, Heritage Country Store
- 10 Market Duck Pick Up Tentative, Heritage Country Store
- 12 Feeder Calf Tag-In, Barlow Fair Grounds, 8-10 AM
- 12 Market Dairy Goat Tag In- Barlow Fairgrounds 8-10 AM
- 12 Equine Fun Show- Washington County Fair grounds 10AM
- 13-18 Ohio 4-H Senior Shooting Education Camp—Ages 12-18
- 14 **4-H Project Judging** (Non-Livestock) at Washington County Junior Fair Building 6:00- 8:00 PM
- 14 **Cloverbud Show & Tell-** 6:00-8:00PM Jr Fair Building
- 14-18 State 4-H Jr. Horse Show- Ohio State Fair
- 14-18 Ohio 4-H Sea Camp, Kelley's Island
- 15 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 16 County 4-H Public Speaking Contest, 9am at Ext. Office
- 17 Junior Fair Royalty Applications due by 4:00 PM
- 17 Wash. Co. Jr. Fair Board., Fairgrounds, 7:00PM
- 19 Night to Shine Mentor Applications Due
- 19 **Skillathon** - all livestock projects (market, breeding, poultry, and horse) Junior Fair Building- County Fairgrounds; 8:30-11:30-All Species (except pet rabbit & horseless horse)
- 22 County Fair Livestock Committee, Ext. Office, 7 PM
- 23 OSF Dog Agility Trial – Taft Coliseum
- 23- August 3, Ohio State Fair

## AUGUST 2025

- 1 Fair Booth Reservation Form Due – for all fairs
- 1 Online Voting ends for 4-H Promotional Poster Contest
- 4 County Fair Breeding Animal stall reservations and classes due using online Fairentry system
- 4 Makeup Livestock Skillathon - RSVP required with \$20 registration fee. Junior Fair Building 6 PM
- 4 Makeup 4-H Project Judging – RSVP required. 6PM
- 5 Rabbit Tattooing, Wash. Co. Fair Grounds, 6-8PM
- 5 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 6 CARTEENS Presentation, Ext. Office, 7 PM
- 8 Ohio Teen Leadership Council (TLC) Apps Due
- 10 Washington County Fair Pen Set up A-L – 3:00 pm
- 11 Junior Fair Royalty Interviews & Crowning, Location TBA

- 12 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 13 Set up Club Booths at Waterford Fair, 1-8 PM
- 13 Waterford Fair Hog Weigh-In, 5-6 pm Last Name A-G, 6-7 pm Last Name H-L, 7-8 pm Last Name M-Z
- 14-17 Waterford Community Fair
- 16 Waterford Hog Sale, 10:00 am
- 17 Take down Club Booths at Waterford Fair, 6-8 PM
- 19 County Fair Livestock Committee, Ext. Office, 7 PM
- 22 Night to Shine in the Show Ring Applications Due
- 23 Wash. Co. Jr. Fair Board Mtg., Jr. Fair Building, 8:30am
- 27 Set up Club Booths at County Fair, 2-9 PM
- 28 Set up Club Booths at County Fair, 2-9 PM
- 28 Washington County Fair Weigh In
- 30-9/2 Washington County Fair

## SEPTEMBER 2025

- 1 Barlow Fair Pen Reservations due for breeding Poultry, Sheep, Goats, Dairy & Beef
- 1 4-H Pancake Breakfast, Washington County Fair 8-10am
- 1 Cloverbud Activities 1-3pm, Washington County Fair
- 1 OFFICE CLOSED Labor Day
- 2 Washington Co Fair Livestock Sale, 1:00 PM
- 2 Take down Club Booths at Co. Fair 6-8 PM
- 3 Take down Club Booths at Co. Fair, 9 AM-Noon
- 5-7 Hervida Lemon Shake Stand at Sternwheel Festival
- 7 Washington County Fair Pen Tear down –M-Z 3:00
- 9 Barlow Jr. Fair Board Mtg. Barlow Fairgrounds, 7:00 PM
- 10 CARTEENS Presentation, Ext. Office, 7 PM
- 16-18 Farm Science Review
- 18 Hervida Camp Board, Ext. Office, 7 PM
- 20 Barlow Jr. Fair Board Workday Barlow Fairgrounds, (Saturday, 9:00 AM)
- 22 Set up Club Booths at Barlow Fair, 4PM-8 PM
- 23 Barlow Jr. Fair Board - Department Check ins
- 23 Market Dairy Goat Weigh in, Barlow Fair grounds 5-5:30pm
- Feeder Calf Weigh-In, Barlow Fair Grounds, 5:30-8 PM
- Duck weigh in, Barlow Fair Grounds, 4-8pm
- 24-28 Barlow Independent Fair
- 26-28 Ohio 4-H Shooting Sports Leader Training, Canters Cave
- 27 Market Livestock Sale, Barlow Show Arena, 5:00pm
- 28 Take down Club Booths at Barlow Fair, 4 PM

## OCTOBER 2025

- TBD Equine Trail Ride and Awards Program
- 2 Wash. Co Jr Fair Board Wrap-up Meeting, 7:00 PM
- 6-12 National 4-H Week
- 7 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM

- 7 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 8 CARTEENS Presentation, Extension Office, 7 PM
- 9 County 4-H Awards Applications Due to Extension Office by 4:00 PM
- 9 Club Scrapbooks, Honor Club Applications Due to Extension Office by 4:00 PM
- 9 Charlotte Wagner 4-H Community Serv Award App Due
- 16 Hervida Camp Board Mtg., Extension Office, 7:00 PM
- 27 4-H Awards Selection Committee
- 27 Interviews for Trip Awards & Margaret Meredith, evening
- 28 County Fair Livestock Committee, Ext. Office, 7 PM

## NOVEMBER 2025

- 3 Endowment Meeting, Ext. Office 6:30pm
- 6 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM
- 8 Hervida Building Fund Drawing & Silent Auction, Churchtown K of C Hall, 5:30 PM
- 11 OFFICE CLOSED Veteran's Day Holiday
- 12 CARTEENS Presentation. Ext. Office 7 PM
- 20 4-H End of Year Celebration, Volunteer and Youth Achievement & Recognition Event Jr. Fair Building-County Fair, Ice cream at 6:30 & program at 7:00 PM
- 25 County Fair Livestock Committee, Ext. Office, 7 PM
- 27-28 OFFICE CLOSED- Thanksgiving Holiday
- 28-2 National 4-H Congress
- 28-Dec14 Tractor Supply Paper Clover Campaign, Marietta store

## DECEMBER 2025

- 1 Jr. Fair Boards Applications Due by 4:00 PM at Extension Office
- 6 Market Steer Tag-In NFO Bldg. SR 339,8-9:30am
- 8 Jr. Fair Board Interviews, 6:00 PM, Ext Office
- 10 CARTEENS Presentation, Extension Office, 7 PM
- 23 Holiday Make-it Take-it Day 9 m to 12noon, Ext. Office
- 24-25 OFFICE CLOSED Christmas Holiday

As of 12/20/2024



Please replace these pages in  
Section 3

# Club Roll

Nov 1, 2024 – Oct 31, 2025

Member Name	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
1.											
2.											
3.											
4.											
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19.											
20.											





Please replace these pages in  
Section 4



# List of Advisors & Officers

Year \_\_\_\_\_

## Advisors

Name of Advisor	Leadership Area	Phone #	Email

## Officers

Member Name	Office	Phone #	Email
	President		
	Vice President		
	Secretary		
	Treasurer		
	Health Officer		
	Safety Officer		
	Recreation Leader		
	News Reporter		
	Historian		
	Community Service		



Please replace these pages in  
Section 5

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

G. Adjournment: move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

H. Program: \_\_\_\_\_

I. Refreshments provided by: \_\_\_\_\_

J. Next meeting will be held on \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

G. Adjournment: move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

H. Program: \_\_\_\_\_

I. Refreshments provided by: \_\_\_\_\_

J. Next meeting will be held on \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_



# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

(Include Expenses & Reimbursements)

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report Balance: \$ \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

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Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

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motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
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(Include Expenses & Reimbursements)

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\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

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**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

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\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

Please replace these pages in  
Section 6







# 4-H Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Member \_\_\_\_\_ Advisors \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Balance in club treasury: \_\_\_\_\_

Write your minutes in the space below or type them on your computer and attach a copy.

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Please list club expenses or reimbursements approved at this meeting: (list details and amounts)

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Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

# 4-H Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Member \_\_\_\_\_ Advisors \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Balance in club treasury: \_\_\_\_\_

Write you minutes in the space below or type them on your computer and attach a copy.

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Please list club expenses or reimbursements approved at this meeting: (list details and amounts)

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Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

# 4-H Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Member \_\_\_\_\_ Advisors \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Balance in club treasury: \_\_\_\_\_

Write your minutes in the space below or type them on your computer and attach a copy.

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Please list club expenses or reimbursements approved at this meeting: (list details and amounts)

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Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_





# 4-H Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Member \_\_\_\_\_ Advisors \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Balance in club treasury: \_\_\_\_\_

Write your minutes in the space below or type them on your computer and attach a copy.

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Please list club expenses or reimbursements approved at this meeting: (list details and amounts)

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Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

# 4-H Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Member \_\_\_\_\_ Advisors \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Balance in club treasury: \_\_\_\_\_

Write you minutes in the space below or type them on your computer and attach a copy.

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Please list club expenses or reimbursements approved at this meeting: (list details and amounts)

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Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_









Please replace these pages in  
Section 8

# List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee.

Date \_\_\_\_\_

Committee	Chairperson	Members
Task / Job		

Date \_\_\_\_\_

Committee	Chairperson	Members
Task / Job		



# List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee.

Date \_\_\_\_\_

Committee	Chairperson	Members
Task / Job		

Date \_\_\_\_\_

Committee	Chairperson	Members
Task / Job		



Please replace these pages in  
Section 11

## Washington County 4-H Club Secretary Audit Checklist

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**Club Name:** \_\_\_\_\_

**Check the year(s) being audited**

- 2023 – 2024**
- 2024 – 2025**
- 2025 – 2026**

**Secretary Name(s):** \_\_\_\_\_

- This form may be used as a checklist for the items and documents needed in your Secretary Book.
- **Keep all club records in this notebook until your club is audited by OSU Extension.**
- **You will submit the entire notebook for the club audit but here is a checklist to make sure you have everything in order.**

	Club Calendar
	4-H Member List
	Attendance Roster for Roll Call
	List of Advisors & Officers
	Meeting Notes Worksheet
	Meeting Minutes, Agendas, & Treasurer Reports
	Club Communications
	Club Committees
	Constitution / Bylaws
	Secretary's Resource Guide
	Secretary Audit Form
	Miscellaneous

