

2026 Club Secretary

Notebook

Refill Packet

Please replace these pages in
Section 1



2026 4-H CALENDAR

JANUARY 2026

- 1 Extension Office Closed – Holiday
- 6 4-H Horse Committee Mtg., Ext. Office, 6:30 PM
- 13 Bulls Eye Planning Meeting, Ext Office, 6 PM
- 14 CARTEENS Presentation, Ext. Office, 7 PM
- 15 4-H Club Charter & forms due 4:00 PM
- 15 Ohio State Fair Market Steer DNA Samples Due
- 15 Hervida Camp Board Mtg., Ext. Office, 7 PM
- 17 Ohio Junior Fair Conference
- 19 Extension Office Closed – Holiday
- 20 Endowment Committee Meeting, 6:30PM
- 22 4-H Club Audit Night
- 30 State 4-H Achievement Award applications due by 4:00 PM

FEBRUARY 2026

- 3 4-H Advisory Committee Mtg, Ext. Office 6:30pm
- 9 Endowment Committee Meeting, 6:30PM
- 10 Smittys Night for 4-H 4-9 pm, All 5 locations
- 11 CARTEENS Presentation, Ext. Office, 7 PM
- 12 4-H Club Volunteer Training #1, Ext. Office 6-8pm
- 12 Open House Helper Forms Due
- 15 Ohio 4-H College Scholarship Applications due ONLINE
- 16 4-H Club Volunteer Training #2, Ext. Office 9-11am
- 16 4-H Club Volunteer Training #3, Ext. Office 6-8pm
- 17 4-H Program Volunteer Training, Ext. Office 6-8pm
- 20 Ohio 4-H Conference Registrations due – noon
- 22-24 Winter Shooting Sports Training Workshop, Camp Ohio
- 24 County Fair Livestock Committee, Ext. Office, 7 PM
- 26 4-H Open House, 6:00-7:30, Jr Fair Building
- 27 Camp Counselor Applications & References Forms Due

MARCH 2026

- 3 QA Training #1, Wash Co Jr Fair Bldg.
A-L arrive 7PM M-Z arrive 7:30PM
- 5 Wash. Co. Jr. Fair Board Mtg., Extension Office, 7:00 PM
- 5 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 6 4-H Week Window & Tabletop Display Entry Form Due
- 6 4-H College Scholarship Applications Due
- 6 Personal Development Scholarship Applications Due
- 11 CARTEENS Presentation, Ext. Office, 7 PM
- 12 Endowment Committee Meeting, 6:30PM
- 15 4-H Horse Open House Event, TBD

- 15 Camp Counselor Assessment 1st & 2nd Year, 3:30-5 pm
- 15-21 **Ohio 4-H Week**; Promotional Display Contests
- 17 Texas Roadhouse Fundraiser 5-9 PM – for Wash Co 4-H
- 18-22 Buckeye Leadership Workshop
- 19 Hervida Camp Board Mtg., Ext. Office, 7 PM
- 19-22 Ohio Beef Expo, Columbus
- 21 Ohio 4-H Conference, Columbus Ohio
- 22 Bull's Eye Shooting Sports – Spring session begins
- 22 Camp Counselor Training, Extension Office, 4 – 6 PM
- 23 Club Candy Bar Orders Due 4:00 pm
- 24 Endowment Committee Meeting, 6:30PM
- 24-29 Citizenship-Washington Focus
- 28-3 Spring Dairy Expo, Ohio Expo Center

APRIL 2026

- 1 **4-H ENROLLMENTS DUE ONLINE** - *You must be enrolled in each Market Project you are planning to show*
- 1 **Mkt Chicken, Turkey & Duck ordered & paid for by 4:00PM**
- 1 Horse Camp Application due 4PM
- 1 Ohio State Fair College Scholarship Applications Due
- 2 Wash. Co. Jr. Fair Board Mtg., Extension Office, 7:00 PM
- 4 QA Training #2, 9-11AM, Wash Co Jr Fair Bldg
- 7 4-H Advisory Committee Mtg, Ext. Office 6:30pm
- 8 CARTEENS Presentation, Ext. Office, 7 PM
- 9 Endowment Workday – 9 AM- 3PM
- 10 Set up for Endowment Dinner & Auction, Jr Fair Building
- 11 Endowment Dinner & Auction, Wash. Co. Jr. Fair Bldg.
Doors open at 5:00, Dinner 6:00 pm, Live Auction 7:30
- 12 Camp Counselor Training, Extension Office, 4 – 6 PM
- 13 Equine/Mandatory Parent Meeting , 6-8pm, Ext. Office
- 14 New Family Orientation, 6-8pm, Ext. Office
- 15 Candy Bar Sales Begin
- 17-19 Forestry Wildlife Conservation Camp, Canters Cave
- 18 Camp Clean Up, Hervida 4-H Camp, 9 AM
- TBD Tractor Supply Paper Clover Campaign, Marietta store
- 20 QA Training, 1st-2nd year members, Jr Fair Building 7-9PM
- 23 Endowment Committee Meeting Wrap Up 6:30 PM
- 24-26 Ohio 4-H Shooting Sports Leader Training, Canters Cave
- 25 Hervida Hike, 8 – 10 AM at Camp Hervida
- 25 Hervida Experience for Counselors, 8 – 10 AM
- 28 County Fair Livestock Committee, Ext. Office, 7 PM

MAY 2026

- 2 Hervida Chicken BBQ, Hervida 4-H Camp, 5:00-7 PM
- 5 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 5 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM
- 11 QA Training #3, 7-9 PM, Wash Co Jr Fair Bldg.

- 12 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 13 Candy Bar Money Due from Clubs
- 13 CARTEENS Presentation, Ext. Office, 7 PM
- 14 Wash. Co. Jr. Fair Board Mtg. 7:00PM, Fairgrounds
- 15 Ohio 4-H Education Youth Assistant Apps Due
- 15 Camp Scholarship Applications Due to Extension Office
- 16 Equine Trail Ride- Kinderhook TBD
- 17 Camp Counselor Training, Extension Office, 4 – 6 PM
- 19 Turkey Pick Up, Tentative Heritage Country Store
- 21 Hervida Camp Board Mtg., Extension Office, 7:00 PM
- 25 Extension Office Closed – Holiday
- 26 County Fair Livestock Committee, Ext. Office, 7 PM

JUNE 2026

- 1 Hog tag pictures must be submitted to Waterford Fair
- 1 Horse Project animal Registrations and stall reservations due to Ext. Office, by 4:00 PM
- 1-5 State Leadership Camp at Camp Ohio
- 2 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM
- 2 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 4 Wash. Co. Jr. Fair Board Mtg., Extension Office, 7:00 PM
- 5-7 Adaptive Adventures (Special Needs) Camp, Canter's Cave
- 6 Lamb, Goat, Dairy Feeders Tag-In, 7-9 AM Co. Fairgrounds
- 7-8 Counselor's Camp, Hervida
- 9 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 9-11 4-H Space Camp (Marietta College - multi-county camp)
- 10 CARTEENS Presentation, Ext. Office, 7 PM
- 12 Food Project Clinic, Ext Office, 10 AM
- 12-14 Ohio 4-H Junior Shooting Education Camp—Ages 9-12
- 14 Camp Counselor Training, Extension Office, 4 – 6 PM
- 15 4-H Promotion Poster Contest Entries Due from clubs
- 17 Camp Counselor Makeup Training, Extension Office, TBD
- 18 Ohio 4-H Cloverbud Eng. Showcase 6:30PM, Jr Fair Building
- 19 Extension Office Closed – Holiday
- 19-21 Ohio State Fair Dog Show, Voinovich Center
- 21 OSF Rabbit/Poultry/Dog/Livestock Entries Due to State Fair
- 22-26 **Junior 4-H Camp (grade 3-5)**, Hervida 4-H Camp
- 27 River Town Lamb & Goat Jackpot Show, Marietta
- 29 **Cloverbud Day Camp (Ages 5-8)**, Hervida 4-H Camp
- 30-7/1 **Beginner 4-H Camp (2nd grade – Age 10)**, At Hervida

OSU Extension, Washington County

1115 Gilman Ave, Marietta, OH 45750

Phone: 740-376-7431 www.washington.osu.edu



THE OHIO STATE UNIVERSITY
EXTENSION



2026 4-H CALENDAR

(Continued)

JULY 2026

- 3 OFFICE CLOSED Independence Day
- 6-10 **Senior 4-H Camp (Grades 6-9)**, Hervida 4-H Camp
- 7 Hervida Camp Board Mtg. at Hervida 4-H Camp, 6:30PM
- 8 Market Chicken Pick Up 3-4:30PM, Heritage Country Store
- 9 4-H Public Speaking Contest Registration Due
- 11 Equine Fun Show- Washington County Fair grounds 10AM
- 12-17 Ohio 4-H Senior Shooting Education Camp—Ages 12-18
- 14 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 15 County 4-H Public Speaking Contest, 9am at Ext. Office
- 16 Junior Fair Royalty Applications due by 4:00 PM
- 16 County 4-H Dog Show & Judging, Jr Fair Building
- 16 Market Duck Pick Up Tentative, Heritage Country Store
- 18 Feeder Calf Tag-In, Barlow Fair Grounds, 8-10 AM
- 18 Market Dairy Goat Tag In- Barlow Fairgrounds 8-10 AM
- 20 **4-H Project Judging** (Non-Livestock) at Washington County Junior Fair Building 6:00- 8:00 PM
- 20 **Cloverbud Show & Tell-** 6:00-8:00PM Jr Fair Building
- 20-24 State 4-H Jr. Horse Show- Ohio State Fair
- 20-24 Ohio 4-H Sea Camp, Kelley's Island
- 23 Wash. Co. Jr. Fair Board., Fairgrounds, 7:00PM
- 25 Night to Shine Mentor Applications Due
- 25 **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)
- 28 County Fair Livestock Committee, Ext. Office, 7 PM
- 29- August 9, Ohio State Fair
- 31 OSF Dog Agility Trial – Taft Coliseum
- 31 Fair Booth Reservation Form Due – for all fairs

AUGUST 2026

- TBD Equine Clinic- Washington County Fair Arena
- 1 Online Voting ends for 4-H Promotional Poster Contest
- 3 County Fair Breeding Animal stall reservations and classes due using online Fairentry system
- 3 Makeup Livestock Skillathon - RSVP required with \$20 registration fee. Junior Fair Building 6 PM
- 3 Makeup 4-H Project Judging – RSVP required. 6PM
- 4 Rabbit Tattooing, Wash. Co. Fair Grounds, 6-8PM
- 4 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 5 CARTEENS Presentation, Ext. Office, 7 PM

- 9 Washington County Fair Pen Set up A-L – 3:00 pm
- 10 Junior Fair Royalty Interviews & Crowning, Location TBA
- 11 Barlow Jr. Fair Board Mtg., Barlow Fairgrounds, 7:00 PM
- 12 Set up Club Booths at Waterford Fair, 1-8 PM
- 12 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
- 13-16 Waterford Community Fair
- 14 Ohio Teen Leadership Council (TLC) Apps Due
- 15 Waterford Hog Sale, 10:00 am
- 16 Take down Club Booths at Waterford Fair, 6-8 PM
- 25 County Fair Livestock Committee, Ext. Office, 7 PM
- 28 Night to Shine in the Show Ring Applications Due
- 29 Wash. Co. Jr. Fair Board Mtg., Jr. Fair Building, 8:30am

SEPTEMBER 2026

- 2 Set up Club Booths at County Fair, 2-9 PM
- 3 Set up Club Booths at County Fair, 2-9 PM
- 3 Washington County Fair Weigh In
- 5-8 Washington County Fair
- 7 4-H Pancake Breakfast, Washington County Fair 8-10am
- 7 4-H Make & Take 1-3pm, Washington County Fair
- 7 Extension Office Closed – Holiday
- 8 Washington Co Fair Livestock Sale, 1:00 PM
- 8 Take down Club Booths at Co. Fair 11:00 PM
- 9 Take down Club Booths at Co. Fair, 9 AM-Noon
- 9 CARTEENS Presentation, Ext. Office, 7 PM
- 11-13 Hervida Lemon Shake Stand at Sternwheel Festival
- 13 Washington County Fair Pen Tear down –M-Z 3:00
- 15 Barlow Jr. Fair Board Mtg. Barlow Fairgrounds, 7:00 PM
- 15 Barlow Fair Pen Reservations due for breeding Poultry, Sheep, Goats, Dairy & Beef
- 17 Hervida Camp Board, Ext. Office, 7 PM
- 22-24 Farm Science Review
- 26 Barlow Jr. Fair Board Workday Barlow Fairgrounds, (Saturday, 9:00 AM)
- 28 Set up Club Booths at Barlow Fair, 4PM-8 PM
- 29 Market Dairy Goat Weigh in, Barlow Fair grounds 5-6:00pm Feeder Calf Weigh-In, Barlow Fair Grounds, 6:00-8:30 PM Duck weigh in, Barlow Fair Grounds, 4-8pm
- 30-10/4 Barlow Independent Fair

OCTOBER 2026

- TBD Equine Trail Ride
- 2-4 Ohio 4-H Shooting Sports Leader Training, Canters Cave
- 3 Market Livestock Sale, Barlow Show Arena, 4:00 pm
- 4 Take down Club Booths at Barlow Fair, 4 – 6 PM
- 4-10 National 4-H Week

- 6 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM
- 6 4-H Horse Comm. Mtg., Ext. Office, 6:30 PM
- 8 Wash. Co Jr Fair Board Wrap-up Meeting, 7:00 PM
- 14 CARTEENS Presentation, Extension Office, 7 PM
- 15 County 4-H Awards Applications Due to Extension Office by 4:00 PM
- 15 Club Scrapbooks, Honor Club Applications Due to Extension Office by 4:00 PM
- 15 Charlotte Wagner 4-H Community Serv Award App Due
- 15 Hervida Camp Board Mtg., Extension Office, 7:00 PM
- 27 County Fair Livestock Committee, Ext. Office, 7 PM

NOVEMBER 2026

- 2 4-H Awards Selection Committee
- 2 Interviews for Trip Awards & Margaret Meredith, evening
- 5 4-H Advisory Comm. Mtg., Ext. Office, 6:30 PM
- 9 Endowment Meeting, Ext. Office 6:30pm
- 11 Extension Office Closed – Holiday
- 14 Hervida Building Fund Drawing & Silent Auction, Churchtown K of C Hall, 5:30 PM
- 18 CARTEENS Presentation. Ext. Office 7 PM
- 19 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
- 24 County Fair Livestock Committee, Ext. Office, 7 PM
- 26-27 OFFICE CLOSED- Thanksgiving Holiday
- 27-1 National 4-H Congress
- 27-Dec13 Tractor Supply Paper Clover Campaign, Marietta store

DECEMBER 2026

- 1 Jr. Fair Boards Applications Due by 4:00 PM at Extension Office
- 5 Market Steer Tag-In NFO Bldg. SR 339,8-9:30am
- 7 Jr. Fair Board Interviews, 6:00 PM, Ext Office
- 9 CARTEENS Presentation, Extension Office, 7 PM
- 24-25 Extension Office Closed – Holiday
- 26-31 Extension Office Closed – University Winter Recess

As of 1/8/2026



Please replace these pages in
Section 3

Club Roll

Nov 1, 2025 – Oct 31, 2026

Member Name	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											



Club Roll

Nov 1, 2025 – Oct 31, 2026

Member Name	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
1.											
2.											
3.											
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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: _____

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 _____

Please replace these pages in
Section 6

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

Club Name: _____

Check the year(s) being audited

2024 – 2025

2025 – 2026

2026 – 2027

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

