

How to Use This Multi-Purpose Record Cover

This 4-H Club Record Cover may be used in one of two ways:

1. As a complete Club Record to be kept by the Secretary to include all forms as required by the Secretary, the Treasurer and the Club.
2. Copies of this Cover may be made available to one or more of the following individuals in the Club in addition to the Club Secretary:

General Leader
Club Treasurer
Club Reporter

The information which follows will be especially helpful if option #2 is selected. If option #1 is followed, the information may be adapted to fit the situation by the Club Secretary.

Club Secretary

The Club Secretary should keep the following records and include one copy in the Club Record Cover:

Attendance record of regular club meetings
Minutes of regular club meetings

Send one copy of meeting minutes (yellow copy) to your County UW-Extension Office.

One copy of the minutes of special meetings of officers or member committees might also be inserted into the secretary's record during the year as meetings take place. These minutes may be obtained from the Club President or committee chair following the special meetings.

Club Treasurer

The Club Treasurer should keep a continuous financial record of all income and expenses during the year and should complete the annual financial summary at the end of the year.

Club Reporter

The Club Reporter may use the 4-H Record Cover to keep copies of news releases submitted to newspapers, copies of news clippings, club pictures and club story.

General Leader

The Club General Leader may use this Record Cover as a place to keep the following:

Calendar of Club Activities (CCA)
4-H Club Leadership Summary (LS)
4-H Club Membership Summary (MS)
Junior Leader and Club Officer List (JLS)
Minutes of Club Leader Meetings (MCM-W)

At the close of the 4-H year, the General Leader may wish to add one copy of each of the following to the Club Record to make it complete:

Club Activity Reports (Safety, Healthy, etc.)
4-H Club Evaluation Form (CE)

Copies of each of the above should be submitted to the County UW-Extension Office as requested by the County Office.

To add materials from the Club Secretary's, Club Treasurer's or Club Reporter's books is optional. You may wish to have all under one cover or to keep each separately.