4-H Club Secretary’s Report of Meeting

The ___________ meeting of the ____________________________ was called to order by _________________________________ at _________________________________. ______members, ______ leaders, and _____visitors were present.

Visitors included:___________________________________________________

The following is a further report of the meeting:

BUSINESS:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

EDUCATIONAL PROGRAM:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

RECREATION:

_______________________________________________________________

The next meeting will be held ______________________on _________________________________.

at ______________________________________________________________.

Signed:_______________________________

(Secretary)

Published and distributed in furtherance of Cooperative Extension work, Acts of Congress of May 8 and June 30, 1914, by the University of Maine and the U.S. Department of Agriculture cooperating. Cooperative Extension and other agencies of the USDA provide equal opportunities in programs and employment. Formatted 08/09

Revised 9/3/2010