San Benito County 4-H

SECRETARY BOOK **ELEMENTS**

Club Name _____

Items Required	Beginning of the Year Submission	End of the Year Submission (Club Book)
Constitution/By-Laws/Project Rules (*Must be approved, signed and reflected in minutes every year*) (http://4h.ucanr.edu/Administration/Policies/Forms/)	X	X
Club Program Planning Guide (http://4h.ucanr.edu/files/167444.pdf)	X	X
Annual Club Planner (http://4h.ucanr.edu/files/167443.pdf page 37)	X	X
Monthly Club Meeting Planner (http://4h.ucanr.edu/files/167443.pdf page 36)		X
Club Meeting Agendas (http://4h.ucanr.edu/files/167443.pdf page 32)		X
Club Minutes – including Treasurer's Report (http://4h.ucanr.edu/files/167443.pdf page 33)		X
Roll of 4-H Members (Attendance Sheet)		X
Club Roster (*Database roster available from 4-H Office*)		X
List of Club Officers and contact information		X
Correspondence (Copies of what you sent, actuals received)		X
Club Outreach Planner (http://cesanbenito.ucanr.edu/4-H_Program/Forms/)	X	X
Outreach Documentation (http://4h.ucanr.edu/files/167443.pdf page 38)		X
ADA Accommodation Request forms if used (http://cesanbenito.ucanr.edu/4-H_Program/Resources/)		X