

Alabama 4-H Information for Staff and Volunteers

**Friends Getting Together**  
**Your Club Meeting Record**

Club Name:

Time & Date of Meeting:

Location:

Here is as an opportunity to brag about the good things going on in your club. This form should be completed by the secretary before or after each club meeting. Send it to your county 4-H office. This will go into your club's folder, but always keep a copy for your club records.

Program:

Learning Activities:

Recreation:

Refreshments:

**If you conducted business (not required at all meetings), complete the section below:**

Who Chaired the Business Session:

Minutes of Last Meeting (if any):

Committee Reports (if any):

Unfinished Business (if any):

New Business (if any):