4-H Reporter Worksheet

Notes for Meeting Reports for Newspaper

Date: ________________  Meeting Time & Location: __________________________________________

Meeting called to order by: ____________________________________________________________

Pledge of Allegiance led by: __________________________________________________________

4-H Pledge led by: __________________________________________________________________

Other ______________________________________________________________________________

Roll Call was answered by: ____________________________________________________________

Members: _____  Leaders: ______  Parents: ______  Guests: ______

Officer Reports:

Secretary: Minutes of last meeting were approved as:  □ Read  □ Corrected

Correspondence (List source of correspondence and a brief summary. Example: “Read a thank you note from the food pantry for monetary donation.”)

_________________________________________________________________________________

_________________________________________________________________________________

Treasurer: (DO NOT include dollar amounts or bank balances when writing news articles. Example: “The Treasurer’s Report was given. A donation was made to the Food Bank.”)

_________________________________________________________________________________

_________________________________________________________________________________

Reporter

_________________________________________________________________________________

Historian

_________________________________________________________________________________

Council Representative

_________________________________________________________________________________

Leaders

_________________________________________________________________________________
Committee Reports

Committee: ____________________________________________________________

Committee: ____________________________________________________________

Unfinished Business:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

New Business:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Announcements:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Next Meeting: Time ________________ Date ________________ Place ________________
Any important details: ______________________________________________________

Adjournment: Motion made by ______________________ Pass or Fail

Program
_____________________________________________________________________
_____________________________________________________________________

Refreshments
_____________________________________________________________________
_____________________________________________________________________