

4-H Club Meeting Report Form

About Your 4-H Club:

4-H Club Name: _____

4-H Club News Reporter: _____

4-H Club Volunteer: _____ Volunteer's Telephone#: _____

Planned 4-H Club Fundraisers: _____

Planned 4-H Club Community Service Projects: _____

Your 4-H Club's Last Meeting:

Meeting Date: _____

Meeting Held at: _____

Who was in Charge of the Meeting: _____

What did Members Do During the Meeting: _____

OVER



Your 4-H Club's Next Meeting:

Meeting Date and Time: _____

Meeting to be Held at: _____

What will Members Do During the Meeting: _____

Tips for Writing Good 4-H Club Meeting Reports:

- Make sure to include the **first and last names of people** you mention in your report.
- **Items to include in your report:** Who led the meeting and where it was held; the topics of demonstrations and reports and who gave them; any planned club fundraisers; any planned community service projects; the names of any special guests and what they discussed; any games played or any recreation activities.
- **Decisions made** by club members, for example, ordering club T-shirts.
- Information about your **next club meeting**, including date, time, location and what is planned for the next meeting.
- When your club elects officers for the year, make sure you include first and last names and the office to which they are elected in your report.
- Photographs of club performing **community service projects** or at **special events** can be submitted to the newspaper. Make sure to identify everyone in the photograph, from left to right, and include information about the event. Be sure you **have parental permission to take photos** before taking photos of anyone. **All photos must be emailed in .jpg format.**
- We can all make mistakes! **Have an adult check your work** to make sure words are spelled correctly.

How to Send Your Meeting Report Form:

(Submit your Meeting Report as soon as possible after your Club Meeting.)

1. **EMAIL** your form to: newsroom@daily-jeff.com

*Contact the OSU Extension Office with any questions (740)489-5300.