

# 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:

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Committee:

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Unfinished Business:

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New Business:

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Announcements:

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Next Meeting: Time \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Any important details: \_\_\_\_\_

Adjournment: Motion made by \_\_\_\_\_ Pass or Fail

Program

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Refreshments

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