Secrecy’s Monthly Report
As club secretary, you conduct correspondence on behalf of your club. A special type of correspondence is the Secretary’s Monthly Report. This is sent to the Bertie County 4-H office to help the 4-H agent know what is happening in your 4-H club. This information may be used in preparing reports and articles for the county 4-H newsletter or local newspapers. Your club may be contacted for more information.

Immediately after each monthly meeting, fill out the report and mail it to the Bertie County 4-H office. If you have any questions call or stop by the 4-H office.

Below is a sample Monthly 4-H Meeting or Activity Report:

**Bertie County 4-H Program**
**Sample Monthly Meeting or Activity Report**

**Dear County Extension Agent(s),**

**Below is a report of our recent 4-H meeting or activity:**

**Name of 4-H Club:** Livin’ la Vida Clover 4-H Club  
**Type of meeting or activity (see Note below):** Community service activity  
**Date of meeting or activity:** October 4, 2010  
**Place:** Downtown Cloverville  
**Total present:** Members: 18  
**Leaders:** 2  
**Others:** 7  
**What we did:** Instead of our regular monthly meeting, we participated in the county-wide Big Sweep clean up activity with other community members. Our team cleaned up Main Street between Chamber Street and Maple Street. Afterwards, we had refreshments with all of the other teams. We also provided cold water for all of the 118 participants during the event.

**Date/Time of next meeting:** Tuesday, November 5 at 6pm  
**Place:** Ricky Davis’ home

**Becky Mathews**  
**Club Secretary**

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**Name of person making report**  
**Title**

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**Note:** For Type of meeting or activity, indicate if it is a regular meeting, community service activity, county-wide 4-H event, field trip, etc.
Bertie County 4-H Program
Monthly Meeting / Activity Report

Dear County Extension Agent(s),

Below is a report of our recent 4-H meeting or activity:

Name of 4-H Club: ____________________________________________________________

Type of meeting or activity:_____________________________________________________

Date of meeting or activity:__________________   Place:____________________________

Total present: Members:________   Leaders:________   Others: __________

What we did:_________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Date/Time of next meeting:_______________________   Place:__________________________

Name of person making report

Title