



# MONTHLY CLUB REPORTING FORM

4-H Club Name: \_\_\_\_\_ Reporter's Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

## 1. Secretary's Report

# of Members Present: \_\_\_\_\_ Absent: \_\_\_\_\_

# of Adults Present: \_\_\_\_\_

Club Leaders Present:

## 2. Treasurer's Report

Ending balance LAST month: \$ \_\_\_\_\_

Total deposits this month: +\$ \_\_\_\_\_

Total checks this month: - \$ \_\_\_\_\_

Ending balance THIS month: \$ \_\_\_\_\_

## 5. Club Calendar

List the dates, times, and locations of any workshops, field trips, clinics, practices, etc., that are planned.

## 3. Summary of Business Meeting

List any main motions (and whether they were approved or not) and any major decisions for club activities, etc.

## 4. Educational Program

Briefly describe the educational program (and guest speaker, if applicable) presented this meeting.

**4-H Club Reporter:** Please complete this form and submit to [chelmlinger@pwcva.gov](mailto:chelmlinger@pwcva.gov) within 1 week of your 4-H Club meeting. Acceptable submissions include completing this fillable form on a computer (preferred - save as a new file name and email the file), or take a photo of the handwritten report and email the photo.

Use this page as needed for any additional notes.