

- Complete the end of year treasurer's report when the 4-H year is done, and turn it in to the Extension Office

Reporter:

- Take notes during the meetings
- Jot down any activities your club does
- Write a report of your club's activities—usually on a monthly basis—and submit the report to the newspaper to be published
- And don't be afraid to take some pictures!

Members:

- Be respectful of everyone in the meeting room
- Wait to be recognized before speaking
- Don't be afraid to share your opinion
- Actively participate in the meeting