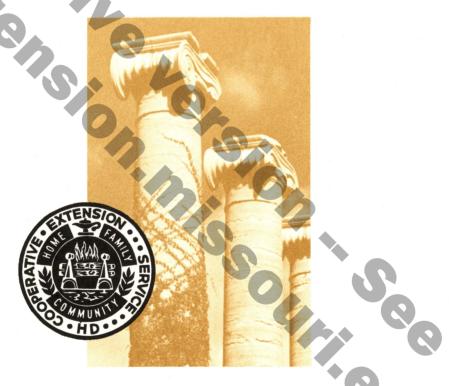
RECORD BOOK

for Extension Homemakers Association Clubs



Club	
Community	
Community	
County	Year

COOPERATIVE EXTENSION SERVICE
EXTENSION DIVISION
UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI
MP54/6,67/6M

CLUB ORGANIZATION

	Name	Address
OFFICERS		
President		
Vice-President		
Secretary		
Treasurer		
PROGRAM CHAIRMEN		
TROOKAW CHAIRWEN		
•		
		-
	••••	

SECRETARY'S RECORD

Records and reports are reflections of the past, mirrors of the present, and charts of the future.

This record book is to be kept by the secretary and will be used in making up the club's annual report.

- 1. Carefully keep all books, letters, and other papers belonging to the club and turn them over to the new secretary.
- 2. Fill in the names of officers and members, using husband's name or initials.
- 3. Call the roll of members and check attendance at each meeting.
- 4. Write the minutes of each meeting in this record book. Include:
 - (a) Motions that were made, the name of the person making the motion and whether the motion was carried or lost. If motion is voted by ballot, the number of votes for and against should be noted.
 - (b) Names of leaders or committee members appointed, and brief statements of their work and accomplishments.
 - (c) Names of new members and new officers elected.
 - (d) Program of meeting including roll call, subjects, demonstrations or discussions, with names of those on the program.

Minutes should be a statement of action, and should not criticise either favorable or unfavorably. Minutes may be amended.

5. Complete this record book at the end of each club year, filling in the Summary of Work for Year and bringing up to date the leaders' reports.

ATTENDANCE

Names and Addresses* (Active Members)	an.	eb.	Aar.	Apr.	Λαγ	lune	luly	Yug.	ept.	Oct.	Nov.	ec.
(ACTIVE Methods)		ш	_	_	_	,	,	,	<i>U</i> ,		_	
	_											
						-						
	_						_			_		_
										_	-	-
		-				_	_				-	
	-		-							-	├-	_
	-									-		_
	-							-		 -	\vdash	-
	\vdash											_
	<u> </u>											\vdash
			_									_

^{*}List names in alphabetical order. If married, please use husband's name or initial.

ATTENDANCE

Names and Addresses* (Active Members)	Jan.	Feb.	Mar.	Apr.	Мау	June	July	4ug.	ept.	Oct.	\o\.	Sec.
	Ĺ							_	-		_	
												-
												-
										_		
										-		_
	-											_

stList names in alphabetical order. If married, please use husband s name or initial.

Date	Number Present
Hostess	
11051655	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	
* 1311013	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

Date	Number Present
Hostess	
Visitors	

STORY OF THE MOST IMPORTANT ACCOMPLISHMENT OF OUR CLUB THIS YEAR

Include activities and results of Leader Training Meetings, Reports of Special Chairmen (Family Relations, Health, Reading, Community Improvement and Public Affairs) or Accomplishments in County-wide Activities.

RECORD OF EXPENDITURES

	DATE	AMOUNT
County Council Dues		
Pennies for Friendship		
Associated Country Women of the World Delegate Fund		
Subscriptions – "National Notes"		
"Country Woman"		
Others		
	L	



Issued in furtherance of cooperative extension work, acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. C. B. Ratchford, Vice-President for Extension, Cooperative Extension Service, University of Missouri, Columbia, Mo. 65201.