

Secretary's Monthly Report to the CCE Office

This report should be filled out completely by the club secretary after the last club meeting of the month and mailed or emailed to the county CCE Office (see below). Report must reach the CCE Office by the 10th of the month for inclusion in the upcoming Livewire.

Month _____ Date Submitted _____

Name of Club _____ Town _____

Meetings Held

Date of Meeting	Activity or Purpose Of Meeting (This information will be included in the Livingston Livewire)	Number of Members Present	Number of Others Present

Signed _____ 4-H Club Secretary

Submit your report the CCE Office by the 10th of each month – even if you haven't done anything.

You can email to Courtney Weimar at: cav52@cornell.edu

Or mail to 3 Murray Hill Drive, Mt. Morris, NY 14510