Club Corresponding Secretary

The Corresponding Secretary is responsible for:

- Receiving, sending and reporting all correspondence for the club.
- Write letters of invitation, requests, announcements of information and thank you notes as needed (see samples that follow for proper writing technique).
- Keep log of all correspondence received and sent (see samples).
- Keep an updated email/mailing list of club members to send reminder letters/notes and club updates. (Use member registration page).

Log of All Correspondence – Received

Date Received	Sender	Reason for Correspondence	Response/action taken
Sample: *October 12, 2006*	*Community Food Bank*	*Thank you for volunteering over the weekend to fill food orders*	*None, letter given to historian to place in club scrap book*
Sample: *October 8, 2006*	*County 4-H Agent*	*Looking for volunteers to assist at the 4-H open house*	*Email will be sent to County Agent to let them know who can help*

Log of All Correspondence – Sent

Date Sent	Recipient	Reason for Correspondence
Sample: *October 8, 2006*	*County 4-H Agent* *RCE of your county* *123 Your Street* *Your Town, NJ 12345*	*Email sent – Letting the county Agent know who will be volunteering to help at the Day at the Mall Event*