

# SECRETARY BOOK – SCORE SHEET

Name \_\_\_\_\_ 4-H Age \_\_\_\_\_

Club \_\_\_\_\_

	Possible Points	Points Received
<b>A. Introductory Information</b>		
<b>1. The Club Program Should Include:</b>		
a) Title Page including the club's name, the officer's name, and the club year.	10	_____
b) Table of Contents		
c) Personal Biography of the officer.		
<b>B. Minutes</b>		
<b>1. Quality of:</b>		
a) Cover of book	15	_____
b) Content		
c) Complete Sentence		
d) Binder/Folder		
e) Spelling & Grammar		
<b>2. Neatness</b>		
a) use of ink pen-legible/or typed-appropriate font	15	_____
b) Handwritten or typed		
c) binder/folder		
<b>3. Completeness</b>		
a) include – all signatures where required	15	_____
b) pages dated		
c) include copies of correspondence you wrote on behalf of Club		
<b>C. Club Activities Recorded</b>		
<b>1. Club Roll – neat &amp; accurate</b>		
a) Complete attendance records	10	_____
<b>2. Copy of Club Constitution/By-Laws</b>		
a) bylaws (club operational rules)	5	_____
<b>3. Copy of Club Program</b>		
a) including meeting dates, times and special meeting topics (Safety, Health, Achievement, etc.)	10	_____
b) meeting agendas		
c) Demonstration dates, who is involved, who's providing refreshments, etc.		
<b>4. List of the following:</b>		
a) Committees	10	_____
b) Leaders and Officers		
<b>5. Public Relations/Correspondence</b>		
	10	_____
<b>TOTAL POINTS</b>	<b>100</b>	_____

Comments: