4-H Secretary’s Record Book Score Sheet

4-H Club: ____________________________________________

Secretary’s Name: ____________________________________

<table>
<thead>
<tr>
<th>Possible Club Points</th>
<th>Club Points</th>
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**Cover**
Secretary book in good condition with all information completed. Secretary book may be placed in a folder or binder to keep materials together.

5

**Lists of Officers, Leaders, and Committees**
Your 4-H club officers, leaders (page 1), and committee members (page 9).

5

**4-H Club or Unit Goals**
Your 4-H club goals (page 6) identified for the year by leaders and members.

5

**Program Plan**
Your 4-H club program calendar (page 7) prepared by members and leaders.

5

**Annual 4-H Club Activity Record**
Your 4-H club activity report (page 8) showing your club’s participation in activities/events during the year.

5

**Minutes**
Your 4-H club minutes entered chronologically (i.e. October, November) telling what happened at 4-H club meetings; motions made and passed, programs and demonstrations presented. Your minutes may be entered in the secretary’s book or kept in a separate notebook.

30

**Membership Directory**
Your 4-H club is of members and leaders with address, phone number, and e-mail (page 22-23).

5

--Over--
**Member Attendance Record**

Your 4-H club attendance list (page 24) of members attending 4-H club meetings. The attendance record should be completed at each club meeting.  

___10____

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**Overall Appearance**

Legibility and neatness of monthly minutes, book requirements, and other materials recorded in your Secretary’s Record Book.  

___15____

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**Bylaws**

4-H club Bylaws with club leader and club president signatures included in your Secretary’s Record Book.  

___15____

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**TOTAL**  

100

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Comments:

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