

4-H Secretary's Record Book Score Sheet

4-H Club: _____

Secretary's Name: _____

	Possible Points	Club Points
<p>Cover Secretary book in good condition with all information completed. Secretary book may be placed in a folder or binder to keep materials together.</p>	5	_____
<p>Lists of Officers, Leaders, and Committees Your 4-H club officers, leaders (page 1), and committee members (page 9).</p>	5	_____
<p>4-H Club or Unit Goals Your 4-H club goals (page 6) identified for the year by leaders and members.</p>	5	_____
<p>Program Plan Your 4-H club program calendar (page 7) prepared by members and leaders.</p>	5	_____
<p>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.</p>	5	_____
<p>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.</p>	30	_____
<p>Membership Directory Your 4-H club is of members and leaders with address, phone number, and e-mail (page 22-23).</p>	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 _____

Overall Appearance

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

15 _____

Bylaws

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

15 _____

TOTAL

100 _____

Comments:
