

4-H President Officer Book Score Sheet

Member's Name: _____

4-H Age: _____ 4-H Club: _____

| REQUIREMENTS | Possible Points | Total Points Received |
|---|------------------------|------------------------------|
| Attended County Officer Training | 10 | |
| Records Organized in a 3-ring Binder | 5 | |
| Neatness and Organization 1. Easy to read – either typed or handwritten in blue or black ink 2. Materials organized and easy to understand | 10 | |
| One Page Written Summary of Club President Experience | 15 | |
| Club Meeting Agendas and Minutes <i>Officers can use the examples from the Officer Resources Guide. Include a summary of each with details and photos in the binder.</i> <input type="checkbox"/> Agendas for each meeting (6 meeting minimum) <input type="checkbox"/> Agendas dated with up-to-date information <input type="checkbox"/> Include the proper Officer and Committee Reports <input type="checkbox"/> Agenda reviewed and signed by an advisor <input type="checkbox"/> A copy of finalized minutes signed by Secretary and President | 45 | |
| Parliamentary Procedure Usage <i>Officers can use the examples from their Officer Resources Guide Include a summary of each with details and photos in the binder.</i> <input type="checkbox"/> Evidence from minutes of correct parliamentary procedure use in meetings <input type="checkbox"/> Photos, activity, or written evidence that parliamentary procedure was taught at a meeting. Topics: _____ Date for Activity: _____ 1. _____ | 15 | |
| 4-H OFFICER BOOK SCORE | | /100 |

