

**4-H Secretary Officer Book Score Sheet**

Member's Name: \_\_\_\_\_

4-H Age: \_\_\_\_\_ 4-H Club: \_\_\_\_\_

<b>REQUIREMENTS</b>	<b>Possible Points</b>	<b>Total Points Received</b>
<b>Attended County Officer Training</b>	10	
<b>Records Organized in a 3-ring Binder</b>	5	
<b>Neatness and Organization</b> 1. Easy to read – either typed or handwritten in blue or black ink 2. Materials organized and easy to understand	10	
<b>One Page Written Summary of Club Secretary Experience</b>	15	
<b>Minutes</b> <input type="checkbox"/> Minutes included for each meeting held (6 meeting minimum) <input type="checkbox"/> Written in complete sentences <input type="checkbox"/> Minutes dated <input type="checkbox"/> Included record of treasurer's report if given and any business decided <input type="checkbox"/> Signatures of Secretary and President on minutes	30	
<b>Committee Club Activities Recorded</b>		
<b>1. Club Roll</b> <input type="checkbox"/> Neat and accurate <input type="checkbox"/> Complete attendance records for each meeting <b>2. Copy of Club Constitution</b> <input type="checkbox"/> With members' signatures <input type="checkbox"/> Bylaws (club rules) with signatures – if club has bylaws <b>3. Copy of Club programs and or calendar</b> <input type="checkbox"/> Include meeting dates, times, and locations <input type="checkbox"/> Meeting details, demonstrations, who is involved, refreshments, programs, etc. <b>4. List of the Committees, Advisors, and Officers</b> <b>5. Public Relations</b> <i>Examples: club newsletters or copies of club correspondence</i>	10	30 Max
	5	
	5	
	5	
	5	
<b>4-H OFFICER BOOK SCORE</b>		<b>/100</b>

