

SECRETARY – SCORE SHEET

Name _____ 4-H Age _____

Club

Jr. Secretary (ages 8-14) Sr. Secretary (ages 15-18)

Requirements	Total Points Possible	Points Received
Records organized in a 3-ring binder with cover with the club name	5	
Neatness and Organization: <ul style="list-style-type: none"> a) Typed in appropriate font (preferred) or handwritten in ink b) Minutes in chronological order; other records labeled and organized 	10	
Minutes <ul style="list-style-type: none"> a) Minutes included for each meeting held (6 meeting minimum) b) Written in complete sentences c) Minutes dated d) Include record of treasurer's report if given and any business decided by club e) Signatures of Secretary and President on minutes 	25	
Club Activities Recorded <ol style="list-style-type: none"> 1. Club Roll: <ul style="list-style-type: none"> a) Neat & accurate b) Complete attendance records for each meeting 2. Copy of Club Constitution <ul style="list-style-type: none"> a) With members' signatures b) Bylaws (club operational rules) with signatures-if club has Bylaws 3. Copy of Club Program or Calendar <ul style="list-style-type: none"> a) Including meeting dates, times and locations b) Meeting details-demonstrations, who is involved, who's providing refreshments, special programs, etc 4. Lists of the following: <ul style="list-style-type: none"> a) Committees b) Advisors and Officers 5. Public Relations: examples: photos, club newsletters, social media screen shots, newspaper clippings, copies of club correspondence. 	<div>10</div> <div>10</div> <div>10</div> <div>10</div> <div>10</div>	<div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>
Attended County Officer Training	10	
TOTAL POINTS	100	

Comments:

Secretary's Book is to be submitted by September 15 to the Extension Office.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

ross.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

SECRETARY SCORE SHEET

THE AWARD-WINNING SECRETARY

Basic Requirements:

1. Record book must be handwritten in ink or preferably typed by the club secretary.
2. Minutes must be completed for each meeting. (See Secretary's Handbook pages 2-5)
3. Records must be neat and readable.
4. Minutes should be written according to guidelines in the Secretary's Handbook and should include the treasurer's report and any business conducted.
5. Minutes must be signed by President and Secretary.
6. Record book must include:
 - a. Club Roll-Neat and accurate records of membership attendance and assignments as necessary.
 - b. Club Constitution and Club Bylaws (if club has) with member signatures
 - c. Copy of Club Program or Calendar
 - d. List of Officers and Committees
 - e. Public Relations-club newsletters, social media screen shots, newspaper clippings, photos
7. Put all in a 3-ring binder with a cover with your club name and turn in to Extension Office by Sept 15. Top Junior and Senior Secretaries are awarded with Club Achievement Packets in October.

Suggestions for Excellence:

1. Put public relation information in an attractive organized form.
2. Use the Secretary's Handbook and score sheet as a guideline.
3. Write only in your book after you are sure your minutes are correct. Erasures, white out should be avoided.
4. Overall neatness and organization is a plus.