

Fresno County 4-H Club Officer Book Criteria

SECRETARY'S BOOK SCORING GUIDE

| | Possible Points | Points Earned |
|--|------------------------|----------------------|
| Completeness of all sections of Secretary's Book (Including signature section for items due Nov. 1) | 30 | _____ |
| "Summary of Treasurer's Reports" must show brief monthly summary from the Treasurer's Book of: 1) monies received, 2) monies paid out, 3) balance on hand and end of year balance. | 5 | _____ |
| Precise minutes (Describe actions in enough detail to be understood without recording all comments. Include any committee reports, if submitted to Secretary) | 30 | _____ |
| Attendance Records | 20 | _____ |
| Neatness (News clipping and pictures not necessary) & Grammar | <u>15</u> | _____ |
| | Total: 100 | Total: _____ |

TREASURER'S BOOK SCORING GUIDE

| | Possible Points | Points Earned |
|--|------------------------|----------------------|
| Budget | 10 | _____ |
| Completeness (forms filled out*, expenditures explained) (*Financial Summary Sheet mandatory) | 30 | _____ |
| Accurate (report balanced) | 40 | _____ |
| Neatness | 10 | _____ |
| Audit | <u>10</u> | _____ |
| | Total: 100 | Total: _____ |

HISTORIAN'S BOOK SCORING GUIDE

| | Possible Points | Points Earned |
|--|------------------------|----------------------|
| (This is the current year's scrapbook or current year's portion of the scrapbook.) Title Page (Year, Name, Age, Club) | 5 | _____ |
| Table of Contents | 5 | _____ |
| Format | 15 | _____ |
| Completeness | 25 | _____ |
| Neatness | 25 | _____ |
| Originality | <u>25</u> | _____ |
| | Total: 100 | Total: _____ |

REPORTER'S BOOK SCORING GUIDE

| | Possible Points | Points Earned |
|--|------------------------|----------------------|
| Title Page (Year, Name, Age, Club) | 5 | _____ |
| Table of Contents | 5 | _____ |
| Submission of club newsletters for the club year. Scored on neatness, applicability & usefulness. | 35 | _____ |
| Frequency of stories/news articles (How often and regularly sent in, may include articles submitted, but not printed.) | 35 | _____ |
| Presentation (format—arranged chronologically, neatness, etc.) | <u>20</u> | _____ |
| | Total: 100 | Total: _____ |