



Club Secretary's Book Evaluation Criteria Sheet

A minimum book is one of the requirements for a club to be in "Good Standing" which allows members to participate County or State events, Fair and the use of the 4-H name and emblem.

*Required

	Points	
Binder*	5	
Cover Page (Must include Club Name & Program Year)*	5	
Month Tabs*	5	
Tabs for each section -Club Bylaws -Club Officers & Club Leader Contact Sheet -Enrolled Members -Annual Club Planner & Program Planning Guide -Correspondence -Committees	5	
Attendance at Fall Officer Training	10	

Beginning Sections of the Book

Club Bylaws*	5	
Club Officers & Club Leader Contact Sheet (equivalent to CA 4-H Officer Manual page 16)*	5	
Enrolled Members (Report "Club Enrolled Members" on 4hOnline from VEC or Club Leader; Must include Name, Address, Phone, Email) *	10	
Annual Club Planner & Club Program Planning Guide- turned in at beginning of the year*	10	
Completed Club Program Planning Guide*	10	
Club Correspondence	5	
Committees (Committee Name, Chairperson, Adult Chair & Members)	5	
Total Points Page 2	80	



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Monthly Sections

	Points	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Officer/Executive Board Meeting Agenda/Minutes	2												
Club Meeting Sign In Sheet (Report "Sign In Sheet (Active Youth)" on 4hOnline from VEC or Club Leader)*	5												
Club Meeting Agenda *	5												
Club Meeting Minutes *	5												
Meeting Handouts & Written Reports	2												
Club Newsletters	2												
Total Points Page 2												252	

Page 1 Points _____ + Page 2 Points _____ = _____ Total Points Earned

Total Possible Points: 377

Club in Good Standing: 235 – 367

Blue: 268 – 300

County Winner: 301 - 332

