



Kern County 4-H Club Secretary Book Judging Guidelines

All club Secretary Books must be submitted to the Cooperative Extension Office for review, whether or not they are being considered for competition. If you would like to have your Secretary's Book judged, include a copy of the *Club Secretary Book Judging Form* along with the book when you turn it in. Be sure to have it as the first page of the book. The Secretary's book must contain a completed *4-H Club Program Planning Guide* and a *4-H Outreach Documentation Form*. You may use a standard three ring binder. Use dividers between sections. The Secretary's Book is to be organized as follows:

1. *4-H Club Program Planning Guide*
(<http://4h.ucanr.edu/files/19662.doc>)
2. *4-H Unit Bylaws and 4-H Unit Constitution*
Templates are available under Chapter 5 at this link:
<http://4h.ucanr.edu/Resources/Policies/Forms/>
3. List of Club Officers
4. *Annual Club Planner* (<http://4h.ucanr.edu/files/167444.pdf>)
5. *4-H Club Meeting Planner* (<http://4h.ucanr.edu/files/167458.pdf>)
6. Roll of 4-H Members and New Members
7. *Annual Inventory Report* (<http://4h.ucanr.edu/files/19875.pdf>)
8. *4-H Club Meeting Minutes* (<https://ucanr.edu/sites/UC4-H/files/167455.pdf>)
9. *Annual Financial Report* (<http://4h.ucanr.edu/files/23114.pdf>)
10. *4-H Outreach Documentation* (<https://4h.ucanr.edu/files/167457.pdf>)
11. Committee Reports
12. (Optional) Executive Board Minutes/Correspondence

**KERN COUNTY 4-H
CLUB SECRETARY BOOK
JUDGING FORM**

Club _____ Secretary _____ Year _____

Judge # _____	Points Allowed	Judge's Score
1. <i>4-H Club Program Planning Guide</i> a. All 14 items on 1 st pages showing Club in Good Standing b. All required signatures on form	5 points	
2. <i>4-H Unit Bylaws & Constitution</i> a. Included and complete with most current version meeting State 4-H Office standards	5 points	
3. List of Club Officers a. Completeness and accuracy	5 points	
4. <i>Annual Club Planner</i> a. Completeness and accuracy	5 points	
5. <i>4-H Club Meeting Planner</i> a. Completeness and accuracy	5 points	
6. Roll of 4-H Members and New Members a. Completeness and accuracy	5 points	
7. <i>Annual Inventory Report</i> of club property a. Completeness	5 points	
8. 4-H Club Meeting Minutes a. Spelling, grammar, completeness b. If minutes are long, add 8 ½" x 11" sheets of paper	40 points	
9. <i>Annual Financial Report</i> of Treasurer a. Completeness and accuracy b. Summary matches club Treasurer Book	5 points	
10. <i>4-H Outreach Documentation Form</i> a. Completeness b. Meets required standards c. Includes samples of flyers, news releases, etc.	10 points	
11. Committee Report Forms a. Completeness – Note if no committees meetings held	5 points	
12. Overall Appearance a. Written or typed b. All pages completed, book in proper order with dividers or tabs	5 points	
TOTAL POINTS 100 POINTS	100	
BONUS POINTS (Optional) Executive Board Minutes and other correspondence	5 points	
County Award is earned if Grand Total points are 85 or above.	GRAND TOTAL	

Comments: _____