

**Kings County 4H Club Secretary End of Year Evaluation**

Secretary Name(s): \_\_\_\_\_ Award Earned \_\_\_\_\_

Club Name: \_\_\_\_\_

**Criteria**

**Points Earned/Comments**

**1 Minutes: (50 ) points**

\_\_\_\_\_ points

One for each meeting  
Includes treasurer's report  
Motions/votes and other decisions  
recorded

---

---

---

---

---

---

---

---

**2) Complete Information (35 Points)**  
Secretary Book Checklist one thro  
eight

---

---

\_\_\_\_\_ points

---

---

---

---

---

---

**3) Book Organization (15 Points)**

\_\_\_\_\_ points

Originality

- (Examples-by month, by event, etc)

Neatness

- Writing
- Correct spelling

---

---

---

---

---

---

---

---

TOTAL POINTS \_\_\_\_\_