

CLUB SECRETARY BOOK

Format and Score Sheet

Officer's Name: _____ Club: _____
 # of years in 4-H: _____ Age (as of Dec 31, 2019): _____

This book should report the year's work of the Club Secretary. The book is to be a record, not your working Club Secretary notebook.

	Excellent (4)	Very Good (3)	Satisfactory (2)	Needs Improvement (0)	Score
Introductory Info					
Cover with Club Name and 4-H Logo	Included			Not Included	4
Title Page	Included			Not Included	4
Table of Contents	Included			Not Included	4
List of Club Officers	Included			Not Included	4
Club Calendar	Included			Not Included	4
Club Project List	Included			Not Included	4
				Section total	24
Book Information					
Written statement from Secretary	Included			Not Included	4
Club Constitution and Bylaws	Included			Not Included	4
Club Attendance	Includes attendance record for all months from Oct-Feb	Missing 1-2 months of records	Missing 3-4 months of records	None Included	4
Club Meeting Minutes	Includes club meeting minutes for all months from Oct-Feb	Missing 1-2 months of records	Missing 3-4 months of records	None Include	4
Book put together in the order specified	Yes			No	4
Book Neat and Legible	Very Neat and legible	In need of some minor corrections	Either not neat or not legible	Not neat or legible	4
				Section Total	24
				Total Points:	48

Evaluator Comments:

Evaluator Name: _____