

Criteria for Evaluating Secretary's Book

UC 4-H – San Luis Obispo County

6.2023



As Secretary you are to create and keep updated a secretary's binder for the program year. Your binder sections should include annual goals and annual program plans; annual club planner; the club roster and attendance; meeting agendas; meeting minutes; committee reports; correspondence; and outreach methods documentation.

This book should report the year's work of the Club Secretary. The book is to be a record, not your working Club Secretary Binder. Please review and follow the stated criteria.

The 4-H Club Secretary's Book should be made up of the following items and must include all underlined items:

1. **Cover Page**, to include the following information: "Secretary's Book", "San Luis Obispo County 4-H Youth Development Program", 4-H Club name, city, fiscal (program) year, Club Secretary's name, Club President's name, and Community Club Leader(s) name.
2. **Table of Contents** listing out the contents of the Officer's Book in order as they appear.
3. **Current Club Constitution and Bylaws** (as well as any other addition Rules or Policies for your club) Contact the County 4-H Office at (805) 781-5941 if you need assistance.
4. **Complete listing of Leaders** to include Club Officers, Community Club Leader(s) and Project Leaders with contact information (phone and/or email).
5. **Roll of 4-H Members showing club meeting attendance**
6. **Club Roster** including all member and adult volunteer names.
7. **List of Committees** with corresponding Chairpersons and participating Members.
8. **Meeting Minutes – including Treasurer's Report.** Complete 4-H Meeting Minutes signed by the 4-H Club Secretary for each 4-H club meeting held.
9. **Completed Outreach Methods Documentation Form**
10. **Submitted in an accessible format.** A 3-ring binder or pdf digital files delivered through email or on a thumb drive are examples of appropriate formats.

Optional: Additional documents, correspondence, or information may be added and assembled, in the 4-H Club's Secretary's Book.

Scoring Criteria:

- GOLD SEAL– Book completes 10 categories.
- BLUE SEAL – Book completes 8-9 categories.
- RED SEAL – Book completes 6-7 categories.
- DISQUALIFIED – missing any of the required items.

County Winner Secretary Book

Books earning a gold seal are considered for County Winner evaluation. Books are reviewed for content, neatness, and thoroughness. The evaluators will choose one Secretary Book as the County Winner.

