

# Santa Barbara County Secretary's Book Judging Criteria

Books will be judged on the Danish System. Use of County forms is optional as long as required information is provided in a readable format.

- **Binder or Report Cover** 5 points  
(title "Secretary's Book Club Name & Year")
- **Title Page –** 5 points  
Must include the following: Secretary's Book Santa Barbara County, Program Year, Name of President, Secretary, Community Leader.
  - **Table of Contents** 5 points
  - **Club Constitution, By-Laws & Working Rules** 5 points
- **\*Club Leaders & Officers** 20 points  
Must include name, address, phone, office or project lead
- **\*Enrolled Members-** 20 points  
Must include name, address, phone and project enrolled
- **\*Club Meeting Attendance** 20 points
- **Annual Club Planner-** (turned in at the beginning of the year) 5 points  
Complete with 9 club specific goals, meeting & event plan and signatures
- **Annual Club Planner Completed** (end of the year record of goals met) 5 points  
Complete with signatures. No other proof of meeting goals is required.
- **\*Meeting Minutes – Club** 10 points each month  
Must include the following: Date, place & time of meeting, Name of person presiding, Action on previous minutes, Treasurers Report, Communications Read, Officers Reports, Committee Reports, Motions, Description of program, Description of Recreation, Announcements, Date, place and time of the next meeting,
- **Executive Board Minutes** 10 points each month  
Same requirements as club minutes listed above
- **Meeting handouts & written reports** 10 points each month  
File with or attach to minutes
- **Club Newsletters** 5 points each month
- **Club Correspondence** 5 points
- **Committees** 20 points  
Record of name of committees, Chairperson, Adult chair and members
- **Use of decorative art,** colored paper, borders, graphics, stickers, photos 5 points

*Items Indicated with Asterisk Constitute a Minimum Secretary's Book.*

A minimum book is one of the requirements for a club to be in "Good Standing". Which allows members to participate in County, State Events and local County Fairs as well as use of the 4-H name and emblem.

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- **Dividers or Tabs**

5 points

Secretaries Book Award: County Winner +300 Gold 299-250 Blue 249-220 Green 219-150

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