

## 4-H Club SECRETARY Evaluation Form

Name: \_\_\_\_\_ Award: \_\_\_\_\_

Be sure officer's name is included in the book.	Possible Score	Score Received
<u>Completeness</u> ✿ All minutes from all meetings ✿ Roll call from each meeting ✿ A Copy of the Club Roster	40	
<u>Precise minutes</u> ✿ Actions described with enough detail to be understood but without recording all comments ✿ Minutes identify the people bringing all motions and the people who "second" all motions ✿ Written committee reports, if any, are attached as part of the record	20	
<u>Grammar</u>	10	
<u>Neatness &amp; Organization</u> ✿ All reports and minutes are legible (typed preferred) ✿ Book is organized in chronological order ✿ Book has table of contents	30	
<u>TOTAL</u>	100	

85-100: Gold 70-84: Blue 69 and below: Red

Comments: