



SECRETARY'S BOOK SCORE SHEET

4-H Club Name

Secretary's Name

REQUIREMENTS:

The Secretary's Book is not complete if the following items are not met.

- Monthly minutes for all 12 months of the current 4-H year Yes No
- Correspondences such as letters, thank you notes, etc. Yes No
- Membership attendance records Yes No
- List of all officers, leaders, committees and club goals Yes No
- A copy of your club's bylaws & constitution Yes No
- All records are compiled into a binder with a cover page Yes No

	Excellent 10-7 pts	Acceptable 6-4 pts	Poor 3-0 pts	Comments
Presentation				
Organization/Neatness				
Spelling, Punctuation & Grammar				
Monthly Minutes				
List of Officers, Leaders, Committees & Goals				
Club Bylaws & Constitution				
Materials are in Chronological Order				
				Total Points=

Comments: