

4-H SECRETARY'S BOOK EVALUATION FORM

(These points will be awarded at the COUNTY level. This sheet is for information only!)

SECRETARY'S NAME _____ CLUB _____
 Grade (as of Jan 1): _____

Secretary's Book includes:

Points

- | | | | |
|----|---|----------|-------|
| 1. | 4-H Club Officer Summary | 5 | _____ |
| 2. | Adult Leadership Summary/Youth Leadership Summary– <i>Computer Printout</i> | 5 | _____ |
| 3. | 4-H Club Membership – <i>Computer Printout</i> | 5 | _____ |
| 4. | Club Plan (<i>An actual copy of your Club Plan/Calendar/Program</i>) | 15 | _____ |
| 5. | Attendance Record | 10 | _____ |
| 6. | Minutes from each Club meeting (<i>begin with September meeting to August</i>) | 15 | _____ |
| 7. | Year Summary (LIMIT: 2 pages. <i>May include club picture</i>) | 10 | _____ |

The Minutes include:

- | | | | |
|----|---|----------|-------|
| 1. | The Club name, place, date & time of meeting and number people present | 10 | _____ |
| 2. | Name of presiding Officer and Roll Call | 10 | _____ |
| 3. | Approval of Secretary & Treasurer reports and balance | 10 | _____ |
| 4. | A summary of Reports given at meeting | 10 | _____ |
| 5. | Business transacted | | |
| | a. <i>Motions must be FULLY recorded including full name of persons making & seconding motions, and result of the vote.</i> | 20 | _____ |
| | b. <i>Unfinished Business and New Business</i> | 20 | _____ |
| | c. <i>Other things done at the meeting & adjournment</i> | 10 | _____ |
| 6. | Date, place, time, plans for next meeting and signature/title of person recording minutes | 15 | _____ |

Other:

- | | | | |
|----|---|----------|-------|
| 1. | Neatness in recording minutes; book in correct order, and tabs. | 15 | _____ |
| 2. | Copies of all Club minutes submitted to County 4-H Office | 20 | _____ |

TOTAL **205 possible** _____

Evaluator Comments: