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—Computer Printout 5 ..............
3. 4-H Club Membership—Computer Printout 5 ..............
4. Club Plan (An actual copy of your Club Plan/Calendar/Program) 15 ..............
5. Attendance Record 10 ..............
6. Minutes from each Club meeting (begin with September meeting to August) 15 ..............
7. Year Summary (LIMIT: 2 pages. May include club picture) 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. Motions must be FULLY recorded including full name of persons making & seconding motions, and result of the vote. 20 ..............
   b. Unfinished Business and New Business 20 ..............
   c. Other things done at the meeting & adjournment 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 .................................................. 210 possible ______

Evaluator Comments: