

ELK COUNTY

SECRETARY BOOK – SCORE SHEET

Name _____ 4-H Age _____

Club _____

	Requirements	Possible	Points
A.	<i>Introductory Information</i>		
	1. The Club Program Should Include:		
	a) Title Page including the club's name, the officer's name, and the club year.	15	_____
B.	<i>Minutes</i>		
	1. Quality of:	15	_____
	a) Cover of book		
	b) Content		
	c) Complete Sentence		
	d) Binder/Folder		
	e) Spelling & Grammar		
	2. Neatness	15	_____
	a) use of ink pen-legible/or typed-appropriate font		
	b) Handwritten or typed		
	c) binder/folder		
	3. Completeness	15	_____
	a) include – all signatures where required		
	b) pages dated		
	c) include copies of correspondence you wrote on behalf of Club		
C.	<i>Club Activities Recorded</i>		
	1. Club Roll – neat & accurate	15	_____
	a) Complete attendance records		
	2. Original Notes Taken	10	_____
	3. Minutes of Meeting	10	_____
	a) including meeting dates, times and special meeting topics (Safety, Health, Achievement, etc.)		
	b) meeting locations		
	c) Demonstration dates, who is involved, who's providing refreshments, etc.		
	4. List of the following:	10	_____
	a) Committees		
	b) Leaders and Officers		
	5. Public Relations/Correspondence	10	_____
TOTAL POINTS		115	_____

Comments:

Secretary Book is to be submitted to the Extension Office by the Due Date.