

# SECRETARY'S BOOK SCORE SHEET

Name \_\_\_\_\_ 4-H Age \_\_\_\_\_

Club \_\_\_\_\_

Requirements	Possible Points	Points Received
<b>1. Introductory Information</b> - Title page including Club Name and the year - Table of Contents - Introduction of Officer	<b>5</b>	_____
<b>2. Minutes</b> <b>Quality of</b> – cover of book, content, complete sentences binder/folder, spelling & grammar <b>Neatness</b> – use of ink pen, legible or typed, legible font, binder/folder <b>Completeness</b> – includes all signatures where required, dated pages, correspondences written on behalf of the club	<b>15</b>   <b>15</b>  <b>15</b>	_____   _____  _____
<b>3. Record of Club Activity</b> <b>Club Roll</b> – neat & accurate, complete attendance record <b>Copy of Bylaws</b> <b>Copy of Club Program</b> – includes meeting dates, times, locations, and special meeting topics <b>List of</b> – Committees, Roster of Members, Officers, Leaders, and Jr. Leaders <b>Public Relations/Correspondence</b>	<b>10</b> <b>10</b> <b>10</b>  <b>10</b>  <b>10</b>	_____ _____ _____  _____  _____
<b>TOTAL POINTS</b>	<b>100</b>	_____

Comments:

**Placing:** Class Champion    Reserve Class Champion  
                  Purple            Blue            Red            White