

CLARK COUNTY 4-H SECRETARY BOOK SCORE SHEET

Score _____ Award _____

Name _____ Grade _____ 4-H Level _____

How many years have you done a Secretary Book? _____

	Points	Score
1. <u>General Appearance:</u> Cover is neat. Dividers or Tabs in proper order. Member has done own work.	(5)	_____
2. <u>Constitution, Bylaws, Office & Seal Application (pages 3 & 4) and Officers, Committees & Leaders (page 5).</u> Be sure all blanks are filled in, in each area, with necessary signatures and dates. Member's full names should be used.	(5)	_____
3. <u>Meeting Dates and Attendance:</u> (pages 6 & 7). Recorded dates of all meetings and gatherings of the club. Show a record of enrollment date and meetings each member has attended, using full names.	(10)	_____
4. <u>Minutes:</u> (pages 8-19). A record of dates, meeting place, number of those present, including visitors. This may be in outline or story form, but must be consistent throughout. Motions, seconds, and vote outcome should be recorded. Other meeting information such as any demonstrations, guest speakers, etc. Additional pages are permitted.	(30)	_____
5. <u>Club Story:</u> (pages 20 & 21). Introduction of the secretary, and years as secretary. A story about the club activities, goals, achievements and community service. Club problems and solutions may be included.	(15)	_____
6. <u>Pictures, News Clippings:</u> (pages 22 & 23). Current (last county fair pictures are permitted) pictures and newspaper clippings which tell or show club activities. All pictures must have captions (who, what, and when), and may be trimmed. News clippings must also have captions and include source.	(10)	_____
Total Possible Points	(75)	_____

Comments: _____
