

**Greenwood County Extension**  
**SECRETARY BOOK – SCORE SHEET**

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

Club \_\_\_\_\_

Requirements	Possible Points	Points Received
<b>A. <i>Introductory Information</i></b>		
<b>1. <i>The Club Program Should Include:</i></b>		
a) Title Page including the club's name, the officer's name, and the club year.	15	_____
b) Table of Contents		
c) Personal statement by officer. Should describe what the Secretary did during the year, and be signed by the Club Community Leader.		
<b>B. <i>Minutes</i></b>		
<b>1. <i>Quality of:</i></b>	15	_____
a) Cover of book		
b) Content		
c) Complete Sentence		
d) Binder/Folder		
e) Spelling & Grammar		
<b>2. <i>Neatness</i></b>	15	_____
a) use of ink pen-legible/or typed-appropriate font		
b) Handwritten or typed		
c) binder/folder		
<b>3. <i>Completeness</i></b>	15	_____
a) include – all signatures where required		
b) pages dated		
c) include copies of correspondence you wrote on behalf of Club		
<b>C. <i>Club Activities Recorded</i></b>		
<b>1. <i>Club Roll</i> – neat &amp; accurate</b>	15	_____
a) Complete attendance records		
<b>2. <i>Copy of Club Constitution</i></b>	10	_____
a) with members's signatures		
b) bylaws (club operational rules)		
<b>3. <i>Copy of Club Program</i></b>	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.		
<b>4. <i>List of the following:</i></b>	10	_____
a) Committees		
b) Roster of Members, Advisors, Officers, Leaders, Jr. Leaders		
<b>5. <i>Public Relations/Correspondence</i></b>	10	_____
<b>TOTAL POINTS</b>	115	_____

Comments: