

SECRETARY OF THE YEAR AWARD

1. Must submit the Missouri 4-H Club Secretary Record Book, Y671. It should be filled out completely, correctly and neatly.
2. Also, submit at least two paragraphs, but not more than one page, double spaced, word processed, typed or hand written by the secretary.
 - First paragraph to consist of name, club name, age and year in 4-H.
 - Remaining paragraph(s) will tell what he/she learned and enjoyed about being the club secretary.
3. The completed Secretary Award Application is due in August (usually the 4th Thursday), at the same time that the reporter, treasurer book, and project medal awards are due.
4. The Secretary of the Year Award will be presented at the Greene County 4-H Recognition Night, usually held in October.

Secretary's Record Book Score Sheet

Club Secretary's must use the 4-H Club Secretary Record Book Y671

It is preferred that the Secretary Record Book be completed in the 4-H Member's own handwriting (not typed).

Name _____ Age _____

Club _____

Section of Secretary's Record Book	Points Possible		Points Granted
1. Page 8, Club Activities and Goals If no activities, okay to state "none."	completeness	10 pts.	
	neatness	5 pts.	
2. Page 9, Club Year End Report At least sections 1, 2, and 4 should be completed.	completeness	10 pts.	
	neatness	5 pts.	
3. Page 10, Project Meeting Report Should be completed for all enrolled projects. Add additional pages as necessary.	completeness	10 pts.	
	neatness	5 pts.	
4. Pages 12-23, Minutes of Club Meetings These should be handwritten and must show the date and signature of approval.	completeness	20 pts.	
	correctness	10 pts.	
	neatness	5 pts.	
5. Pages 24-29, Club Membership and Attendance	completeness	10 pts.	
	neatness	5 pts.	
6. Individual Information a. Front cover of Secretary Book – includes Club Name, Secretary's Name, County and 4-H Year. b. Story – No more than one page telling what he/she learned and enjoyed about being the Club Secretary.	completeness	5 pts.	
	neatness	5 pts.	
	completeness	10 pts.	
	neatness	5 pts.	
7. Pages 3-5 Youth Group Assessment - Optional			
	Total	120 pts.	

Judge's signature _____