



4-H SECRETARY BOOK SCORE SHEET

Secretary Name \_\_\_\_\_ Age \_\_\_\_\_

Club \_\_\_\_\_ County \_\_\_\_\_

I. Overall neatness (either handwritten or electronic version) 25 \_\_\_\_\_

II. Sections Completed: 10 \_\_\_\_\_

- Vibrant Youth Group Assessment
- 4-H Club Officers & Committees
- Club Activities & Goals
- Club Year End Report
- Project Meetings Report

III. Minutes 40 \_\_\_\_\_

- Over-all quality from each meeting should include:*
- Information about meeting complete
- Minutes written in complete sentences recording
  - all transacted business, motions, committees appointed,
  - committee* reports, time and place for next meeting
- Program information and any demonstrations
- Recreation information
- Signatures

III. Membership and Attendance Record 25 \_\_\_\_\_

- Members alphabetically (unless late members)
- Attendance Record Complete
- Project information for each member Complete

Possible 100 \_\_\_\_\_ Score