



Callaway County 4-H Council
University of Missouri Extension

4-H Secretary Score Card

Club Secretaries must use the 4-H Club Secretary Record Book Y671.
It may be completed in the members' handwriting or computer forms.

Club Name _____ Year _____

Secretary's Name _____ Blue Red White Secretary of the Year

Section of Secretary's Record Book	Points Possible		Points Awarded
1: Club activities and goals If there are no activities, okay to state none	Completeness	10	
2: Club year-end report At least sections 1, 2 and 4 should be completed	Completeness	10	
3: Project meeting report Should be completed for all enrolled projects. Add additional pages as necessary	Completeness	20	
4: Minutes of club meetings These may be handwritten or typed	Completeness	25	
5: Club membership and attendance	Completeness	10	
6: Individual information Front cover of secretary book – includes club name, secretary's name, county and 4-H year	Completeness	5	
Overall neatness of book	Neatness	20	
Total points possible		100	
Judge's Signature			Date