

Ray County Outstanding 4-H Secretary Award



SECRETARY'S NAME _____

4-H CLUB NAME _____

- 1.) Secretaries who complete the book and submit it by the due date will be invited to the County Recognition Banquet
- 2.) The Secretary's Book may be completed by using a Word Processor.
 - The Secretary's Book should include:
 - ◆ 4-H Club Leadership Information – includes Club Officers & Committees (Y671C)
 - ◆ 4-H Club activities and club goals (Y671D)
 - ◆ 4-H Club Year End Report (Y671E)
 - ◆ 4-H Club Project Meetings Report (Y671F)
 - ◆ Minutes of 4-H Club Meeting (Y671G)
 - ◆ 4-H Club Membership Roster (Y671H)
 - ◆ 4-H Club Attendance Record (Y671I)
 - ◆ It may include the initials of project leaders/secretary or club leaders on page 29, 30, 31 & 32.
 - ◆ Extra points added for completing "What is your group like? – Vibrant Youth Group Assessment" – (Y671B)
- 4.) The book does not have to include:
 - ◆ Addresses on page 26, 27 and 28.

JUDGING STANDARDS

	Maximum Score	Actual Score
On Time	25%	_____
Completeness	25%	_____
Accuracy	25%	_____
Neatness.....	25%	_____
TOTALS.....	100%	_____

JUDGE'S COMMENTS:

Due by September 13th

Revised 7/17