



4-H Secretary Score Sheet

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

Name _____

Club Name _____

Section of Secretary's Record Book	Points Possible		Points Granted
Club activities and goals If no activities, okay to state none	Completeness	10	
Club year-end report At least sections 1, 2 and 4 should be completed	Completeness	10	
Project meeting report Should be completed for all enrolled projects. Add additional pages as necessary	Completeness	20	
Minutes of club meetings These may be handwritten or typed	Completeness	25	
Club membership and attendance	Completeness	10	
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	100	

Judge's Signature _____