

4-H CLUB SECRETARY'S RECORD - SCORE SHEET

****New 2020: clubs do not need to print this page to include with their books**

Club Name:

Secretary's Name:

Requirements:	Possible Points	Points Received
Club Roll (See page 2*) Complete information, neat, accurate	15	_____
Committees, Officers & Advisors Listed (See page 3*)	10	_____
Minutes (See pages 3-5*) Content Complete sentences, proper grammar Neat, Legible Appropriate Signatures Organization	50	_____
Club Program Included (See pages 5-6*) Includes meeting dates, times, locations Assignments Special activities (such as: tours, community service, etc.)	5	_____
Club Constitution Included (See page 6*) Content - includes what it should Reviewed annually Member signatures	5	_____
Correspondence, news articles, etc. included (See pages 1-2*)	5	_____
Overall Neatness and Presentation	10	_____
Total 100 points		_____

Comments:

