

4-H CLUB SECRETARY'S RECORD - SCORE SHEET

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 3-6*) Content Complete sentences, proper grammar Neat, Legible Appropriate Signatures Organization	50	_____
Club Program Included (See page 6*) Includes meeting dates, times, locations Assignments Special activities (such as: tours, community service, etc.)	5	_____
Club Constitution Included (See pages 6-7*) 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:



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

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