

2024 4-H CLUB SECRETARY'S RECORD - SCORE SHEET

**Clubs do not need to print this page to include with their books

*Items are described in the Secretary Resource Guide (RG). Working pages are located in the Secretary Record Book.

Club Name:

Secretary's Name:

Requirements:	Possible Points	Points Received
Club Roll (See page 3RG/5*) Complete information, neat, accurate	15	_____
Committees, Officers & Advisors Listed (See page 4RG/7*)	10	_____
Minutes (See pages 4-5RG/9*) Content Complete sentences, proper grammar Neat, Legible Appropriate Signatures Organization	50	_____
Club Program Included (See pages 6RG*) Includes meeting dates, times, locations Assignments Special activities (such as: tours, community service, etc.)	5	_____
Club Constitution Included (See page 6RG*) Content - includes what it should Reviewed annually Member signatures	5	_____
Correspondence, news articles, etc. included (See pages 3 & 7RG*)	5	_____
Overall Neatness and Presentation	10	_____
Total	100 points	_____

Comments:

