



## SECRETARY BOOK SCORE SHEET

SECRETARY NAME(S): \_\_\_\_\_

CLUB: \_\_\_\_\_

### SCORING CRITERIA:

- Officer and Club names identified on book cover (5 pts) \_\_\_\_\_
- 4-H Club Constitution & By-Laws completed (10 pts) \_\_\_\_\_
- Member attendance completed (15 pts) \_\_\_\_\_
  - Names clearly printed and attendance marked
- Officers, Committees and Leaders listed (10 pts) \_\_\_\_\_
  - Scrapbook can replace Historian and Ambassadors replace Federation
- Meeting Minutes for each month completed and signed by Secretary (30 pts) \_\_\_\_\_
  - Organized, correct grammar, motions/seconds and other details  
Neatly written or typed
- Other 4-H Club activities recorded (10 pts) \_\_\_\_\_
- Neatness (20 pts) \_\_\_\_\_
- Bonus points for using the online fillable Secretary Book located at: <http://web.extension.illinois.edu/jsw/stephenson4h/3720.html>. (20 pts) \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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Judges Signature: \_\_\_\_\_

Date: \_\_\_\_\_