

Secretary Officer Book Score Sheet

Club Name: _____

Secretary's Name: _____

Junior Intermediate Senior



Due: Officer books are due annually by the date set by the Extension Office in the 4-H Newsletter. Record books should include records for the full 4-H year, October 1-September 30.

	Points Possible	Points Received	Total
Required Elements			
Is the cover complete?	10		
Is the attendance record complete for all months the club has met? (Showing present, excused, and absent?)	12		
Are minutes from all organizational meetings for the year included?	12		
Are agendas from all organizational meetings for the year included?	12		
Do all months minutes show date approved and President and secretary signatures?	12		
Is there a record of all officers, standing committees and special committees. (See duties of secretary.)	10		
Is the Club Activity Calendar (or club program) complete?	10		
Are the constitution and by-laws included?	5		

Format			
Is information listed in chronological order starting with first meeting of the 4-H year?	12		
Is the overall appearance of the book professional and neat?	5		

A. Total Points Received	
B. Total Points Possible	100
A/B x 100 = % earned	%

Blue
greater
Red 80 to
89%
White 70
to 79%
Incomplete
less
than 70%

Comments: