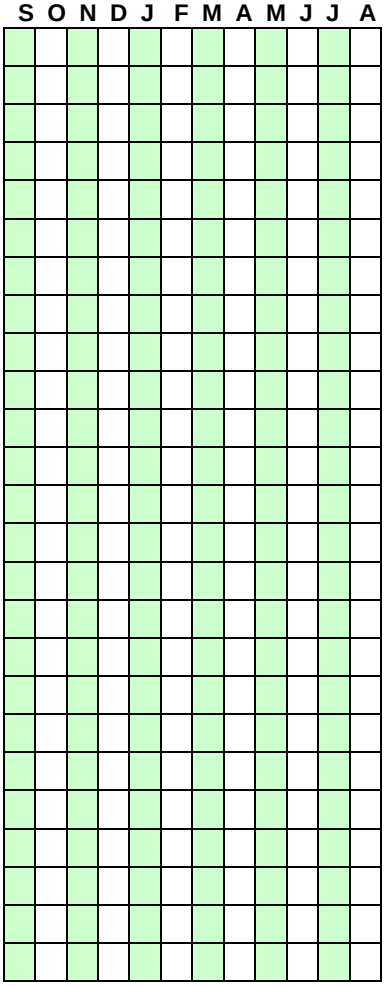
CLUB _____ **RATING** _____

SECRETARY'S BOOK EVALUATION

Check If Completed

1. Cover (with club's name)-sturdy cover, strong paper…..
2. Membership – List of club members Attendance/Presentation/ Years in 4-H / Age as Sept 15
3. Officers and Leaders –List
4. Minutes for each meeting should include:



Club Name
Where the meeting was held
Date the meeting was held
Time it was called to order by whom
The Pledge of Allegiance led by _____
Roll Call answered by ___ number of membership
Number of Visitors attending the meeting
Minutes of previous meeting were/were not read by whom
Treasurers report was or was not given by whom
Amount of money on hand was reported
Motion to accept was made by____ seconded by ____
Outstanding Bills
Motion to pay bills was made by____ seconded by ____
Correspondence (if any) was read and submitted for file
Committee Reports given – by whom
Old business addressed – include motions and seconds
New business addressed – include motions and seconds
Next meeting set for _____ date & time
Meeting Adjourned – motion made by___ seconded by ___
Time of adjournment
4-H Pledge led by _____
Program _____
Presentations – Title – given by _____
Other activities if any
Lunch served by _____

		VERY WELL DONE	PRETTY GOOD	NEEDS HELP
NEATNESS				
ORGANIZATION				
COMPLETENESS				

COMMENTS: