

# 4-H Secretary's Book Evaluation

Club: \_\_\_\_\_

Historian \_\_\_\_\_

1. Club Officers and Leaders Listed

Yes	No	Comments

2. Attendance & Participation Records Complete

Yes	No	Comments

3. Minutes of Meetings (Complete minutes including the names of persons making motions, the name of person seconding a motion is not needed. Minutes should include an outline of educational program or presentations given.)

Yes	No	Comments

4. Neatness

Yes	No	Comments

Additional Comments:

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