

4-H Club Secretary Book Award Evaluation Form

Secretary Name: _____

Gold (90-71 points)

Club: _____

Green (70-40 points)

4-H Year: _____

Certificate (39 pts & below)

Date: _____

Area of Evaluation	Points	Comments	
Secretary's Book Includes:	Score in Range No Evidence = 0 Exceeds Expectations = 5 or 10	Strengths:	Suggestions:
Title page complete with listing of year, club officers and leaders.	(0-5)		
Complete attendance record.	(0-10)		
Complete participation record (presentations, years in 4-H, age)	(0-10)		
Minutes of each monthly meeting included.	(0-10)		
All minutes neatly typed or written in ink.	(0-5)		
The name of the club, time and place of meeting included.	(0-5)		
The name of presiding officer, roll call, approval of minutes and treasurer's balance.	(0-5)		
A summary of reports and presentations including title and member name are included in paragraph for with complete sentences.	(0-10)		
The business transacted (including motions and results of the vote) are included.	(0-10)		
Signature of the person recording the minutes included.	(0-5)		
Turned in on time (4pm, first Friday of September)	0 or 15		
Total Score			