

## 4-H Secretary Book Award Evaluation Form

Secretary's Name: \_\_\_\_\_

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

Year: \_\_\_\_\_

Award Received: **Gold** (41-45 points)

(circle one) **Silver** (36-40 points)

**Bronze** (1-35 points)

Area of Evaluation	Points	Comments	
	No Evidence Needs Improvement Meets Expectations Exceeds Expectations		
<b>Secretary's Book includes:</b>		<b>Strengths:</b>	<b>Suggestions:</b>
Title page complete with listing of year, club officers and leaders.	0 1 2 3 4 5		
Complete attendance record.	0 1 2 3 4 5		
Minutes of each monthly meeting.	0 1 2 3 4 5		
All minutes neatly typed or written in ink.	0 1 2 3 4 5		
<b>Minutes include:</b>			
The name of the club, time and place of meeting.	0 1 2 3 4 5		
The name of the presiding officer, roll call, approval of the minutes and the treasurer's balance.	0 1 2 3 4 5		
A summary of reports given at the meeting, in paragraph form with complete sentences (no dot-jots).	0 1 2 3 4 5		
The business transacted (including motions and results of vote).	0 1 2 3 4 5		
The signature and title of the person recording the minutes.	0 1 2 3 4 5		
<b>Total Score:</b>			