

Clinton County 4-H Secretary Book Award Evaluation Form

Secretary's Name: _____
 Club: _____
 4-H Year: _____

Award Received: **Gold** (46-60 points)
 (circle one) **Silver** (31-45 points)
 Bronze (1-30 points)

Area of Evaluation	Points	Comments	
Secretary's Book includes:	0 = no evidence 5 = excellent	Strengths:	Suggestions:
Secretary's Book turned in by Oct 15 to the Extension Office.	0 or 5		
Title page complete with program year, list of 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 written in ink or typed.	0 1 2 3 4 5		
Minutes should include:			
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.	0 1 2 3 4 5		
The business transacted (including motions and results of vote).	0 1 2 3 4 5		
Who gave presentations and the topics of the presentations.	0 1 2 3 4 5		
Who led recreation, the activity, and who served refreshments.	0 1 2 3 4 5		
The signature and title of the person recording the minutes.	0 1 2 3 4 5		
Total Score:			