

4-H SECRETARY'S RECORD BOOK SCORE SHEET

CLUB NAME _____

SECRETARY'S NAME _____

SCORE CARD

	Excellent	Acceptable	Needs Improvement
Attendance record completely filled in for club membership.			
Minutes complete and signed by the club secretary.			
Neatness and appearance.			
FINAL RATING			

SECRETARY SUGGESTIONS

This sheet should be the first sheet in the Secretary's Book when turning it in for judging.

List the name of each member of your club in the front of the book.

Take roll call at each meeting, placing an appropriate mark next to each member to note present or not.

Complete the Secretary Minutes format page.

Keep this record in a binder, report cover or some other binding for the current year.

When this year has been completed and the records judged, it should be turned over to the club historian who will keep it and bind it with the club's permanent record.

JUDGING COMMENTS _____

JUDGES INITIALS: _____