**Rubric Directions**: There are essentially six components to evaluating Secretary Books (1) Junior Leader & Officer Summary, (2) Calendar of Club Activities and the Attendance Record, (3) The Financial Record, (4) Minutes of Club Meetings, (5) Dunn County Local 4-H Club Report, (6) Narrative/Story. Each has specific sections to be evaluated. Please review each section and circle any requirement in that section *if it is not included* in the record book. Apply points accordingly.

Continue Evaluation on Back

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| --- | --- | --- | --- | --- | --- |
| **Excellent (5 Points)** – If section is complete, 4-H record book receives 5 points.  **Good (3-4 Points)** – If one or two items listed on the form are missing, please circle item, 4-H record book receives 3-4 Points.  **Fair (1-2 Points)** – If more than two items are missing, please circle items, 4-H record book receives 1-2 Points.  **“I cannot find this” or comments** – If you cannot find an **ENTIRE SECTION** listed, please mark the last box with an “X”; You may also use this space to make a comment on each section.  Finally add all points together. Maximum amount of points is 50.  Judging goal of record books is to celebrate and recognize club’s achievement. | | EXCELLENT | 5 Points | GOOD |3- 4 Points | FAIR |1 -2 Points | “I cannot find this section” and/or Comments  Mark with “x” to indicate. |
| Junior Leader and Officer Summary | |  |  |  |  |
| 1.) Junior Leader and Officer Summary: the first page included in the Secretary's Record Book. List all Junior Leaders, their positions, and titles if any. Then list your 4-H club’s adult officers with titles. Please include contact information - phone, email, and address - for each person | |  |  |  |  |
| Calendar of Club Activities and Attendance Record | |  |  |  |  |
| 2.) Club Plan: Should be included in the book, or written with as much detail as possible. | |  |  |  |  |
| 3.) Attendance Record: Should be included for every meeting held as a way to track participation. | |  |  |  |  |
| Financial Record | |  |  |  |  |
| 4.) Financial Record: Must include (1) a summary of the finances, (2) the incoming money, (3) and the expenses into your club’s Secretary's Record Book. | |  |  |  |  |
| 5.) Financial Record: 4-H club’s overall records for the year are present. | |  |  |  |  |
| Minutes of Club Meetings | |  |  |  |  |
| 6). Minutes: Must have two copies of the meeting minutes. One copy will remain in your Secretary's Club Record. | |  |  |  |  |
| 7). Minutes:Must have correct spelling and grammar, be complete and neat. | |  |  |  |  |
| First Page Total Points | |  |  |  | **+ + =** |
|  | |  |  |  |  |
| Once you are finished adding all the points. Please make final comments on Record Book here: | | **EXCELLENT | 5 Points** | **GOOD | 3-4 Points** | **FAIR | 1-2 Points** | **“I cannot find this section” and/or Comments**  **Mark with “x” to indicate.** |
| Dunn County Local 4-H Club Report | |  |  |  |  |
| 8.) Club Report: Must show accurate numbers of members in the club. | |  |  |  |  |
| 9.) Neatness: Information must be neat and presented on the given form. | |  |  |  |  |
| Narrative/Story | |  |  |  |  |
| 10.) Story: Between the secretary, reporter, and junior leaders, provide at least two paragraphs to summarize what occurred in your 4-H club this year. Appropriate spelling and grammar should be used. | |  |  |  |  |
| TOTAL POINTS: | |  |  |  |  |
|  |  | **+ + + =** |  |  | /50 |