



Secretary Book Evaluation Guide



Please use this guide when you are completing your book, so that all of the necessary material is included. If you need help completing some of the information, ask your club general leader.

Secretary Name _____

Club Name _____

Grade _____

	Maximum Points	Points Earned
4-H Club Adult Leadership Summary ·Complete ·Neat	5	
Youth Leader and Officer Summary ·Complete ·Neat	5	
Club Membership Summary ·Complete ·Neat	5	
Calendar of Club Activities ·Complete ·Neat	10	

<p>Minutes of Club Meetings</p> <ul style="list-style-type: none"> ·Each month included ·Accurate record of proceedings <ul style="list-style-type: none"> - motions - decisions - business brought forth - etc. ·neat and organized 	70	
<p>Copy of Minutes sent to UW-Extension office</p> <ul style="list-style-type: none"> ·Complete and accurate ·Neat and organized ·turned in before the next month's meeting 	5	
<p>TOTAL SCORE</p>	100	

Optional Materials that could be included:

- Financial Record
- Club Evaluation Form
- Correspondence from or to the club

Please remember:

This guide is to help those evaluating the book. Evaluators do take the grade of the member into consideration when evaluating. The guide is confidential and is used by 4-H staff to tabulate scores for awards.

