

Secretary Book Evaluation Guide

Secretary's Books are a complete record for the club's meeting minutes, attendance record, pictures, and reports of club activities. The Secretary's Books can serve as a historical record of what went on in the 4-H club from year to year.

The club secretary is responsible for compiling and organizing the information to be included in the Secretary's Book.

Secretary Name _____

Club Name _____

Included in Secretary Book (yellow book cover) -3 ring binders available at the Ext Office -Items to be included in this order	Maximum Points	Points Earned
Club Evaluation	Optional	
Attendance Report -Completeness of records	5	
Leader List (from Extension Office) Junior Leader and officer summary	5	
Meeting Minutes -Quality: complete, neat	10	
Financial Record	(from treasurer) 1	

Club calendar/Club responsibility -Variety of events and activities	10	
Committee/Activity reports, pictures, news clippings - Quality: complete, neat Speaking Demonstrations Music Drama Recreation Safety Health Community Development Cultural Experience Adopt-a-Highway Adopt-a-friend Other	10	
Overall Neatness	5 4	
Minutes turned into Extension Office from monthly meetings	5	

TOTAL 50 _____

Secretary's Books are due to UW-Extension office by October 2. The books are judged at the county level to determine which club is most active, sets and achieves its goals, and best carries out the 4-H educational and community service missions. A "Top Club" Award is given to the club that does the best job at recording their club's activities during the year. This award is presented at the achievement program in October.