

Secretary Score Sheet

Name:

Club:

Requirements:

The Secretary Record Book is not complete if the following requirements are not met.

Club Roll Call List	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contains minutes from all 12 months of the current 4-H Year, October-September (or makes a note if the club did not meet a particular month)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All minutes are signed by the presiding officer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All minutes are signed by the Secretary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A majority of the minutes are completed by the elected Secretary	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Options

List of Committees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of Leaders	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Scoring:

Please give additional feedback. The following are not required to be considered a complete Secretary's Book.

	Excellent	Acceptable	Needs Improvement	Comments
Presentation				
Neatness				
Spelling, punctuation and grammar				
Organization				

Additional Comments:
