

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 <ul style="list-style-type: none"> • 3 ring binders available at the Ext. Office • Items to be included in this order 	Maximum Points	Points Earned
Club Evaluation <ul style="list-style-type: none"> • 2 points for each numbered section for completeness 	8	
Meeting Minutes <ul style="list-style-type: none"> • .5-1 point per month for quality and completeness • If more than 10 meetings score accordingly 	10	
Club Activities <ul style="list-style-type: none"> • Club calendar/Club responsibility <ul style="list-style-type: none"> • .5 point per month on variety of events and activities each month • Committee/Activity reports <ul style="list-style-type: none"> • Two points per record on completeness • one point deduction if no photos -Areas to include: Community Service Conservation/Natural Resources Recycling Music & Drama Adopt-a friend (s) Adopt-a-highway Recreation Health & Safety Promotions Speaking and Demonstration	6 10	
Attendance Report <ul style="list-style-type: none"> • .5 point per meeting on completeness of records • If more than 10 meetings score accordingly 	5	
Club Directory <ul style="list-style-type: none"> • Six points if present 	6	
Overall Neatness	5	
TOTAL	50	

Secretary's Books are due to the UW-Extension Office by the 2nd Monday in September. 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.