Fond du Lac County 4-H

Secretary Award

Each 4-H club secretary is eligible to compete

General Outline for Secretary Book

1. Secretary Book cover
2. Leader, Officer, Committee listing
3. Member listing and attendance record
4. Calendar of Club Activities
5. Supplementary evidence of club achievement, etc. Add a sheet with a summary outline of your club's accomplishments such as group projects and participation in countywide activities.
6. Minutes of Club Meetings
7. Newspaper clippings and pictures are **optional**. The reporter/historian book should contain the majority of these. However, specific and important articles can be included. Don't make the secretaries book into a scrapbook, though.

Books are evaluated on:

- Neatness
- Completeness
- Accuracy/Correctness (spellings, names, dates)
- Sending in minutes regularly to the Extension Office (promptly each month). This information is used for Club News in the monthly 4-H Family Times newsletter. Be sure the date and place of the next meeting is clearly stated on the minutes each time; also put the name of the club on the top of the page. They may be mailed in to:

  UW Extension
  160 South Macy St, 2nd floor
  Fond du Lac, WI 54935
  or sent by e-mail to: tracy.keifenheim@wisc.edu
  Or by Google Form: go.wisc.edu/2665ok

Secretary Books are due to the Extension Office the first Tuesday after Labor Day in September.
Awards will be made in two age divisions if there are adequate entries -- the senior division for secretaries 14 years of age and older and the junior division for those under 14 years.
Indicate your date of birth on the cover of the secretary book.
Awards will be announced at the County 4-H Achievement Night.

Online forms: https://fonddulac.extension.wisc.edu/4h/club-leadership/#club-officer-info