

4-H Club Secretary Book Score Card

Member Name _____ Club _____

Circle the number of points earned for each of the following categories. Total the points at the end to determine which book has the highest score.

3 points = Excels – Detailed, easy to understand, complete

2 points = Meets Basic Requirements - Complete with basic information

1 point = Room for Improvement - Content is vague, unclear, or incomplete

0 points = Category was not included at all

	Excels	Meets Basic Requirements	Room for Improvement	Not Included
Secretary book cover <i>Comments:</i>	3	2	1	0
Leader, officer, committee listing <i>Comments:</i>	3	2	1	0
Member listing and attendance record <i>Comments:</i>	3	2	1	0
Calendar of club activities <i>Comments:</i>	3	2	1	0
Evidence of club achievement/accomplishments <i>Comments:</i>	3	2	1	0
Minutes of club meetings <i>Comments:</i>	3	2	1	0
Neatness (<i>Contents are orderly & flow; typed or nice print</i>) <i>Comments:</i>	3	2	1	0
Accuracy/Correctness (<i>spellings, names, dates</i>) <i>Comments:</i>	3	2	1	0
Sending in minutes regularly to Extension Office <i>Comments:</i>	3	2	1	0

Points = ____/27

Optional newspaper clippings or pictures: 1-2 points are possible only if specific and important articles are included. If none are included 0 points awarded. If too many articles or not appropriate articles are included subtract 1-2 points (Refer to secretary award description, item #7)

Comments:

Indicate +/- Points = ____

Total Points = ____