## **4-H Club Secretary Book Score Card**

Member Name	Club			
Circle the number of points earned for each of the which book has the highest score.	e following ca	ategories. Total the	e points at the end	to determine
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 Comments:	3	2	1	0

3

2

1

0

Member listing and attendance record Comments:	3	2	1	0
Calendar of club activities  Comments:	3	2	1	0
Evidence of club achievement/accomplishments Comments:	3	2	1	0
Minutes of club meetings  Comments:	3	2	1	0
Neatness (Contents are orderly & flow; typed or nice print) Comments:	3	2	1	0
Accuracy/Correctness (spellings, names, dates) Comments:	3	2	1	0
Sending in minutes regularly to Extension Office <i>Comments:</i>	3	2	1	0

Points =	/27
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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:

Leader, officer, committee listing

Comments:

dicate +/- Points =	
Total Points =	