

**4-H OFFICER NOTEBOOKS
SECRETARY**

Name:

Club:

BASIS OF AWARDS:

	Excellent	Good	Fair	Needs to Improve
Begins with October 4-H meeting. All minutes are include and are complete.				
Book contains club constitution and bylaws.				
Cover is attractive with name of club on the front.				
Business is listed under sub-titles (ex. new business, old business, leaders reports, officer reports, etc.).				
Corrections are made by drawing one line through and writing correction.				
Note at end of minutes states that minutes were corrected.				
Club roll contains members listed alphabetically with new members being added at the end of the list.				
Book is neat with same color of ink used throughout (black or blue ink preferred).				
Minutes are signed by person who actually took the minutes.				
Book contains a list of club committees.				
Book contains a list of leaders (community, project, parents committee).				
The presiding officer (President, Vice President, etc.) of each meeting has signed the minutes after they were read and approved.				

Comments:

Rating: Purple Blue Red White

Following the 4-H year, the Secretary's book should be placed along with the historian, reporter, and treasurer's books in a safe place to insure that a permanent record is retained for historical reference.