Secretary Score Sheet

Name:

Club:

Requirements:

The Secretary Record Book is not complete if the following requirements are not met.

The se	The Secretary Record Book is not complete in the following requirements are not met.						
	Club Roll Call List	□ Yes	□ No				
	Contains minutes from all 12 months of the current 4-H Year, October- September (or makes a note if the club did not meet a particular month)	□ Yes	□ No				
	All minutes are signed by the presiding officer	□ Yes	□ No				
	All minutes are signed by the Secretary	□ Yes	□ No				
	A majority of the minutes are completed by the elected Secretary	□ Yes	□ No				
Additional Options							
	List of Committees	□ Yes	□ No				
	List of Leaders	□ Yes	□ No				

Additional Scoring:
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Please give additional feedback. The following are not required to be considered a complete Secretary's Book.

e give additional recuback. The following are not required to be considered a complete secretary's book.							
	Excellent	Acceptable	Needs Improvement	Comments			
Presentation							
Neatness							
Spelling, punctuation and grammar							
Organization							

Additional Comments: