

Secretary Officer Book Score Sheet

Officer books should be neat, up to date, and complete.

Copies of the Ohio 4-H Secretary Book can be found online at <https://ohio4h.org/families/members/officer-resources>

Club Name: _____

Secretary Name: _____

Judging Requirements for Club Secretary Book

- 1) **Club Roll** 20 Points _____
 - a. *Use book form example or your own version (Pg 5)*
 - i. List all members names (alphabetically)
 - ii. Attendance Records
 - iii. Contact information

- 2) **Minutes** 40 Points _____
 - a. Record all meeting activities
 - i. Include meeting notes if applicable
 - b. List all motions
 - i. Include first & last name of members
 - ii. Include motion pass or fail
 - c. Reports should be signed by President and Secretary
 - d. Proper Grammar, Spelling, Consistent

- 3) **Officers, Advisors, and Committees** 5 Points _____
 - a. Include Officer and Advisor Page
 - b. Include committee page if applicable
 - i. If committee had official meetings, include notes or minutes from subcommittee meeting

- 4) **Constitution** 5 Points _____
 - a. Include copy of approved club constitution; should be updated and approved by members annually

- 5) **Neatness** 30 Points _____
 - a. Condition of book
 - b. Penmanship (should be neatly written or typed)
 - c. Correspondence
 - d. Book presentation (tabs, binder, dividers, etc.)

- 6) **Bonus Points**
 - a. Club & Secretary Name on Front Cover or 1st Page 5 Points _____
 - b. Club Calendar of Events/ Newsletters 5 Points _____

Total Score: _____

Comments: (additional pages can be added as needed)

