Secretary Officer Book Score Sheet

Each 4-H Club must submit a secretary book for county competition annually. 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 10 Points \_\_\_\_\_\_\_\_\_\_
	1. List all members names (alphabetically)
	2. Attendance Records
2. Minutes 40 Points \_\_\_\_\_\_\_\_\_\_
	1. Record all activities on Official Meeting Form
	2. List all motions
	3. Reports should be signed by President and Secretary
	4. Proper Grammar, Spelling, Consistent
3. Officers, Advisors, and Committees 10 Points \_\_\_\_\_\_\_\_\_\_
	1. Include Officer and Advisor Page
	2. Include committee page if applicable
		1. If committee had official meetings, include notes

or minutes from subcommittee meeting

1. Constitution 5 Points \_\_\_\_\_\_\_\_\_\_
	1. Include copy of approved club constitution; should be

updated and approved by members annually

1. Calendar of Club Events 5 Points \_\_\_\_\_\_\_\_\_\_
	1. Club newsletter or advisor updates
2. Neatness 30 Points \_\_\_\_\_\_\_\_\_\_
	1. Condition of book
	2. Penmanship (should be neatly written or typed)
	3. Correspondence
3. Bonus Points
	1. Club & Secretary Name on Front Cover or 1st Page 5 Points \_\_\_\_\_\_\_\_\_\_
	2. Club Picture (Whole Group) 5 Points \_\_\_\_\_\_\_\_\_\_

Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: (additional pages can be added as needed)