



# Green Lake County 4-H Outstanding Club Secretary



Member \_\_\_\_\_  
Club \_\_\_\_\_

As a Club Secretary, you are responsible for keeping complete and accurate minutes of all meetings, handles correspondence and keeps the 4-H Secretary's Book up-to-date. Awarded for the most outstanding Club Secretary. Club Secretaries will turn in a Club Secretary Book that provides detailed minutes, meeting attendance, and business records from the 4-H year.

The yellow Club Secretary Book received from the Extension Office can be completed and submitted as an entry or another format of Club Secretary Book may also be submitted. Please review the scoring guide below to ensure all pieces are complete and accurate.

No more than five newspaper clippings and pictures are optional. The Club Reporter Book should contain a majority of these; however, specific and important articles can be included. Don't make the Club Secretary Book into a scrapbook through.

One award will be given. This scoresheet is used for selecting recipients of this award only. The entry with the highest overall score will be selected to receive the award.

	Very Good (5)	Good (4)	Satisfactory (3)	Needs Improvement (2)	Missing or Incomplete (1)
Member listing and attendance record complete					
Youth leader summary complete					
Club officers listed					
Club calendar (including date, project work, other activities, etc.)					
Club minutes from each meeting are complete and detailed					
Meeting minutes are regularly submitted for the 4-H Newsletter					
The Club Secretary Book is organized and neatly prepared					
Spelling/punctuation/accuracy					