

4-H SECRETARY'S BOOK ENTRY AND SCORE SHEET  
DUE JUNE 15<sup>TH</sup> TO THE OSU EXTENSION OFFICE

Club: \_\_\_\_\_

Club Secretary: \_\_\_\_\_

Note: Please submit your secretary's book and supporting materials separately from the reporter's book. Please identify as the Secretary's book.

- You may or may NOT submit the Ohio 4-H Club Officer's Secretary Guide. However, the Secretary's book should include: the club constitution & By-Laws, a club annual program, a membership roster indicating member attendance, an officer and advisor roster, and accurate minutes of at least six meetings. Additional material such as club awards received or community service participation can also be included.
- Information must be for the current 4-H year. Outdated material will not be eligible for grading.



**For judge's use only – do not write below this line:**

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Is there a membership roster?	Yes	No
Does the membership roster indicate member attendance?	Yes	No
Is a club annual program present?	Yes	No
Is a club Constitution and By-Laws present?	Yes	No
Is there at least six sets of minutes written?	Yes	No
Has the club president and secretary signed the minutes?	Yes	No
Are the committee names entered?	Yes	No

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Content & readability (50 points) Score \_\_\_\_\_

Originality (25 points) Score \_\_\_\_\_

Neatness (25 points) Score \_\_\_\_\_

Judge's comments: \_\_\_\_\_

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Grade: (circle one)      A      B      C

