

Geauga County 4-H Secretary Score Sheet

Name: _____ 4-H Age: _____

Club: _____

Minutes' Requirements	Total Points Possible	Points Received
1. Quality a) Cover Sheet (office position, officer name, club name, year) b) Organized neatly in folder or 3-ring binder	10	
2. Neatness and Organization a) Typed (appropriate font) or legibly handwritten in black or blue ink b) Minutes placed in chronological order c) Appropriate forms used (Ohio 4-H)	20	
3. Completeness a) Minutes included for each meeting held (minimum of 8) b) Signatures of Secretary on minutes c) Minutes Dated d) Motions included e) Old business, new business, adjournment, etc. f) Include any copies of correspondence wrote on behalf of the club	50	
4. Club Activities Recorded 1. Club Roll/Attendance Sheet 2. Annual Club Goals 3. Copy of Club Program or Calendar a) Including meeting dates and times, locations b) Meeting details- demonstrations, guest speakers, who provides refreshments, special programs, etc. 4. Lists of the following: a) Committees b) Advisors & Officers	20	
5. BONUS: Secretary attended officer training session	+10	
TOTAL POINTS	100	

Comments:

100-90: Excellent
89-80: Good
79-70: Average
69-below: Poor

