

## Secretary Judging Sheet

The 4-H Secretary's book is a written record of the club activities for the year beginning in September and ending the following September. The secretary's job should include taking attendance, recording the motions and business activities and summarizing the club's activities.

The secretary's minutes and book should be a written record of the club's activity and should not include photos. The only photo that may be included is an ALL member and leader photo for record keeping purposes. General photos and mementoes should be part of the Reporter's Book.

	Yes	No
1. Table of Contents, pages numbered		
2. Club Plan/By Laws		
3. Club Calendar of Activities		
4. Attendance Record		
5. Committee Attendance/Chairperson		
6. Financial Record		
7. Minutes		
Name of Club, Meeting Date/Time, Presiding Officer		
Approval of Secretary's Minutes		
Approval of Treasurer's Report		
Business Transactions/motions, motion seconded & result of the vote fully recorded		
Summary Of Reports		
Neatly Recorded		
Copies of the Minutes Submitted to the Extension Office Monthly		
Name of the Person Submitting the minutes is recorded		
8. Leader Summary		
9. Officer Summaries/reflections		
10. 4-H Club Evaluation		
11. Book is Organized, Neat & Orderly		
Judge's Comments:		

First place = 18 to 19 "Yes"      Second place = 15 to 17 "Yes"      Third place = 13 to 14 "Yes"