**Secretary's Book Score Sheet**

**4-H Club Name**

**Secretary's Name**

**Requirements:**
The Secretary's Book is not complete if the following items are not met.

- Monthly minutes for all 12 months of the current 4-H year
  - Yes □ No □

- Correspondences such as letters, thank you notes, etc.
  - Yes □ No □

- Membership attendance records
  - Yes □ No □

- List of all officers, leaders, committees and club goals
  - Yes □ No □

- A copy of your club's bylaws & constitution
  - Yes □ No □

- All records are compiled into a binder with a cover page
  - Yes □ No □

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<thead>
<tr>
<th></th>
<th>Excellent 10-7 pts</th>
<th>Acceptable 6-4 pts</th>
<th>Poor 3-0 pts</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td></td>
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<tr>
<td>Organization/Neatness</td>
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<tr>
<td>Spelling, Punctuation &amp; Grammar</td>
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<td>Monthly Minutes</td>
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<tr>
<td>List of Officers, Leaders, Committees &amp; Goals</td>
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<tr>
<td>Club Bylaws &amp; Constitution</td>
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<tr>
<td>Materials are in Chronological Order</td>
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Total Points =

Comments: