4-H Club Name			Secretary's Name		
REQUIREMENTS: The Secretary's Book is r	not complete	e if the follow	ing items ar	e not met.	
-Monthly minutes for all 1	2 months of t	:he current 4-H	l 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 i	nto a binder	with a cover p	age	Yes No	
	Excellent 10-7 pts	Acceptable 6-4 pts	Poor 3-0 pts	Comments	
Presentation			4		
Organization/Neatness					
Spelling, Punctuation & Grammar					
Monthly Minutes					
List of Officers, Leaders, Committees & Goals					
Club Bylaws & Constitution					
Materials are in Chronological Order					
				Total Points=	

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Comments: