

## 4-H SECRETARY'S BOOK – JUDGING SCORE SHEET

### Details:

- 1) Applicant is to have used the C0240 4-H Secretary Book, available from the 4-H Office.
- 2) Book is judged on neatness, completeness, and clarity.
- 3) Club Secretary completes top portion of form and attaches it to the Secretary Book.

CLUB NAME: \_\_\_\_\_

SECRETARY'S NAME: \_\_\_\_\_

### NEATNESS – 18 points

Clean	6 points	_____
Written in ink, typed or word processed	6 points	_____
Errors corrected neatly	6 points	_____

### COMPLETENESS – 70 points

Bylaws completed and signed	1 point	_____
Application for seal completed and signed	1 point	_____
Officers, Committees and Leaders listed	3 points	_____
Attendance	10 points	_____
Minutes	25 points	_____
Story	25 points	_____
News	5 points	_____

### CLARITY – 12 points

Legible	6 points	_____
Spelling/Punctuation	6 points	_____

TOTAL SCORE \_\_\_\_\_

### COMMENTS: