

**Brown County 4-H
Secretary Record Book Evaluation Form
Year: _____**

Name of Club _____ Secretary's Name _____

Division: ___ Junior ___ Senior

Category	Possible Points	Points Awarded	Comments
<p>Organization of Records</p> <p>Are the following included:</p> <p>Membership Roster _____</p> <p>Attendance Record _____</p> <p>Club Officers _____</p> <p>Youth/Junior Leaders _____</p> <p>Adult Leaders _____</p> <p>Project/Activity Leaders _____</p> <p>Club Committees _____</p> <p>Calendar of Club Events _____</p>	10		
<p>Minutes</p> <p>Minutes for each meeting _____</p> <p>Do minutes include adequate information to determine what happened at the meeting _____</p>	10		
<p>Neatness</p> <p>Neatly typed or written _____</p> <p>Minutes are easily read including sentence structure and grammar and parliamentary procedure _____</p>	5		
<p>Total Points</p>	25		