

**Brown County 4-H
Secretary Record Book
Criteria Evaluation Form
DUE TO THE 4-H OFFICE: September 1**

Judging for the Secretary Record Book is separated into two categories. The Junior Division is for Secretaries in Grades 3-8 and the Senior Division is for Secretaries in Grades 9–13.

Secretary Books can be completed by using the cover purchased from the 4-H Office or if you are using a binder for your secretary materials, you can design an appropriate cover.

By using the Secretary's Record Book handout that you obtained by attending the Officer Training Workshop, your secretary book should be complete. Your book will be judged on the completeness of the following items:

- Membership Roster
- Attendance Record
- Club Officers
- Youth/Junior Leaders
- Adult Leaders
- Project/Activity Leaders
- Club Committees
- Calendar of Club Events
- Minutes of all Club Minutes

This book will also be judged on the neatness and readability of the club minutes.

Secretary Books are due from each club on or before September 1. Points will be deducted for turning in late books.