

Meeting Roll

Alphabetical order__ Attendance correctly documented__ Correct personal information __ Correct project information __ Neat & legible__
10 8 6 4 2

Constitution & By-Laws

Attach club constitution__ Format similar to book__ Neat & Orderly__ Correct grammar/spelling__ Signed by club members__
10 8 6 4 2

Program

Program attached__ Contains dates, locations, plans__ Uniform page size__ correct grammar, spelling__ Clear & orderly__
10 8 6 4 2

Minutes

Includes date__ Time__ Place__ Reason__ All components completed__ Accurate notes for meeting__ Correct grammar__
Correct punctuation__ Correct spelling__ Appropriate spelling__
10 9 8 7 6 5 4 3 2 1

Committees

Members listed__ Committee titled__ Chairperson listed__ Details given__ Responsibilities listed__
10 8 6 4 2

Correspondence

Photographs__ News articles__ Other correspondence__ Neatly arranged__ Member photos__
10 8 6 4 2

Deadline

Required signature__ Met entry deadline__ Enclosed in Large Manila Envelope__ Turned in at Ext. Office__ All materials included__
10 8 6 4 2

Rating

3 Star 90-100 points
2 Star 70-89 points
1 star 1-69 points

Total (please initial after rating the book) _____
Verification of total score (please initial) _____
4-H Office verification (Ext. Agent's initial) _____

Total page 1 _____

Total page 2 _____

Total _____

Your secretary's book is due to the Extension office Oct. 31 of the current year, with a note containing your Advisor's signature that all information is accurate.