



**Meeting Roll**

Alphabetical order\_\_ Attendance correctly documented\_\_ Correct personal information \_\_ Correct project information \_\_Neat & legible\_\_  
10 8 6 4 2

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**Constitution & By-Laws**

Attach club constitution\_\_ Format similar to book\_\_ Neat & Orderly\_\_ Correct grammar/spelling\_\_ Signed by club members\_\_  
10 8 6 4 2

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**Program**

Program attached\_\_ Contains dates, locations, plans\_\_ Uniform page size\_\_ correct grammar, spelling\_\_ Clear & orderly\_\_  
10 8 6 4 2

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**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

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**Committees**

Members listed\_\_ Committee titled\_\_ Chairperson listed\_\_ Details given\_\_ Responsibilities listed\_\_  
10 8 6 4 2

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**Correspondence**

Photographs\_\_ News articles\_\_ Other correspondence\_\_ Neatly arranged\_\_ Member photos\_\_  
10 8 6 4 2

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**Deadline**

Required signature\_\_ Met entry deadline\_\_ Enclosed in Large Manila Envelope\_\_ Turned in at Ext. Office\_\_ All materials included\_\_  
10 8 6 4 2

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**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.