

**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><b>Organization of Records</b></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>	<b>10</b>		
<p><b>Minutes</b></p> <p>Minutes for each meeting _____</p> <p>Do minutes include adequate information to determine what happened at the meeting _____</p>	<b>10</b>		
<p><b>Neatness</b></p> <p>Neatly typed or written _____</p> <p>Minutes are easily read including sentence structure and grammar and parliamentary procedure _____</p>	<b>5</b>		
<p><b>Total Points</b></p>	<b>25</b>		