

4-H Club Name

TE

Secretary's Name

REQUIREMENTS:

Research and Extension Southwind District

The Secretary's Book is not complete if the following items are not met.

-Monthly minutes for all 12 months of the current 4-H year

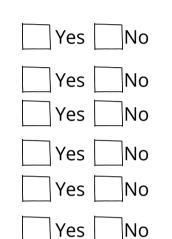
-Correspondences such as letters, thank you notes, etc.

-Membership attendance records

-List of all officers, leaders, committees and club goals

-A copy of your club's bylaws & constitution

-All records are compiled into a binder with a cover page



	Excellent 10-7 pts	Acceptable 6-4 pts	Poor 3-0 pts	Comments
Presentation				
Organization/Neatness				
Spelling, Punctuation & Grammar				
Monthly Minutes				
List of Officers, Leaders, Committees & Goals				
Club Bylaws & Constitution				
Materials are in Chronological Order				
				Total Points=

Comments:

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