

4-H CLUB SECRETARY'S BOOK RUBRIC

		Possible Points	Score
1.	Constitution – Completed (First 4 pages)	10	
2.	Membership information and attendance at meetings – correct and complete (Pg. 1-4)	20	
3.	Officer and leader information; club committees (if applicable) (Pg. 5-7)	15	
4.	Minutes of Meetings – Complete, proper order, proper form: (Pg. 8-19) <ul style="list-style-type: none"> a. Call to Order b. Pledges c. Roll Call d. Minutes read and approved e. Treasurer Report and approved f. Committee Reports g. Unfinished Business h. New Business i. Meeting Adjourned j. Program k. Recreation/Refreshment 	35	
5.	Other Club Activities – completed (Pg. 22-23)	5	
6.	Written in ink or typed	5	
7.	Legible	10	
Total Score		100	

Secretary's Name: _____ Age: _____

Club: _____



**Frontier
Extension
District #11**