

## 4-H SECRETARY'S BOOK

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Basis of Awards:

E = Exceeds Expectations

M = Meets Expectations

A = Approaching Expectations

	E	M	A	Feedback
Title/Cover Page <ul style="list-style-type: none"> <li>• Club Name</li> <li>• Year</li> <li>• Secretary's Name</li> </ul>				
List of Members & Roll Call				
List of Club Committees				
List of Leaders (Club, Project, etc.)				
Neatness/Organization				
Minutes Completed and Signed <ul style="list-style-type: none"> <li>• Notes Included</li> <li>• Finalized Copy of Minutes included signed by both Secretary and President</li> </ul>				