

## San Benito County 4-H

### SECRETARY BOOK SCORE SHEET

Club Name \_\_\_\_\_

Items Required	Points Possible	Points Scored
Constitution/By-Laws/Project Rules <i>(Must be approved, signed and reflected in minutes every year )</i> ( <a href="http://4h.ucanr.edu/Administration/Policies/Forms/">http://4h.ucanr.edu/Administration/Policies/Forms/</a> )	25	
Club Program Planning Guide ( <a href="http://4h.ucanr.edu/files/167444.pdf">http://4h.ucanr.edu/files/167444.pdf</a> )	25	
Annual Club Planner ( <a href="http://4h.ucanr.edu/files/167443.pdf">http://4h.ucanr.edu/files/167443.pdf</a> page 37)	20	
Monthly Club Meeting Planner ( <a href="http://4h.ucanr.edu/files/167443.pdf">http://4h.ucanr.edu/files/167443.pdf</a> page 36)	20	
Club Meeting Agendas ( <a href="http://4h.ucanr.edu/files/167443.pdf">http://4h.ucanr.edu/files/167443.pdf</a> page 32)	20	
Club Minutes – including Treasurer’s Report ( <a href="http://4h.ucanr.edu/files/167443.pdf">http://4h.ucanr.edu/files/167443.pdf</a> page 33)	20	
Roll of 4-H Members (Attendance Sheet)	5	
Club Roster ( <i>Database roster available from 4-H Office</i> )	5	
List of Club Officers and contact information	5	
Correspondence (Copies of what you sent, actuals received)	5	
Club Outreach Planner ( <a href="http://cesanbenito.ucanr.edu/4-H_Program/Forms/">http://cesanbenito.ucanr.edu/4-H_Program/Forms/</a> )	10	
Outreach Documentation ( <a href="http://4h.ucanr.edu/files/167443.pdf">http://4h.ucanr.edu/files/167443.pdf</a> page 38)	25	
ADA Accommodation Request forms if used ( <a href="http://cesanbenito.ucanr.edu/4-H_Program/Resources/">http://cesanbenito.ucanr.edu/4-H_Program/Resources/</a> )		
Neatness and Organization	5	
On-Time	10	
Points: 200 – 180: Gold 179 – 160: Blue 159 – 130: Red 129 – 100: Green	200	

**Comments:**