SECRETARY BOOK EVALUATION FORM

Book due to the Extension Office on January 31, 2022

CLUB NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DATE SUBMITTED: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Use current forms or points will be deducted\***

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| **Requirements** | **Points Obtained** | **Possible Points** |
| **Minutes** |  |  |
| 1. Quality of: 2. cover of book 3. content 4. complete sentences 5. binder/folder |  | 15 |
| 2. Neatness   1. use of ink pen (legible) *or* typed (appropriate font) 2. binder |  | 15 |
| 3. Completeness:   1. include – all signatures where required 2. pages dated 3. include copies of correspondence you wrote on behalf of Club |  | 15 |
| **Club Activities Recorded – neat & accurate** |  |  |
| 1. Club Roll 2. complete attendance records |  | 15 |
| 1. Copies of :    1. Club Constitution with members’ signatures    2. bylaws |  | 10 |
| 1. Copy of Club Program 2. including meeting dates, times and special meeting topics (Safety, Health, 3. Achievement, etc.) 4. meeting locations 5. demonstrations: dates, who is involved, who’s providing refreshments, etc. |  | 10 |
| 1. List of the following: 2. Committees 3. Advisors and Officers |  | 10 |
| 1. Public Relations 2. examples: news clippings 3. photos 4. club newsletters |  | 10 |
| Total Points |  | 100 max. |

*Comments:*

Blue Award 90 to 100 Red Award 80 to 89

*(continue on back if necessary)*

**SECETARY’S RECORD BOOK**

**Basic Requirements:**

1. Record book must be handwritten in ink or typed by the club secretary.
2. Records must be completed for each meeting.
3. Records must be neat and readable.
4. Minutes should be written according to guidelines in the Secretary’s Book.
5. Minutes must be signed by President and Secretary.

6. Record book must include:

a. Copy of Club Program

b. Club Constitution with member’s signatures

c. Club Bylaws

d. Club Roll – complete

7. Neat and accurate records of membership attendance and assignments as necessary.

8. Put all in a folder/binder to turn in.

**Suggestions for Excellence:**

1. Put public relation information in an attractive organized form.
2. Use the Secretary’s Book Sheet as a guideline.
3. Write only in your book after you are sure your minutes are correct. Erasures and White-out should be avoided.

4. Overall neatness and organization is a plus.