



Sample Secretary Rubric

Secretary Record Book Evaluation Form

Member Name: Susie 4-H

Rubric Directions: There are essentially six components to evaluating Secretary Books (1) Junior Leader & Officer Summary, (2) Calendar of Club Activities and the Attendance Record, (3) The Financial Record, (4) Minutes of Club Meetings, (5) Dunn County Local 4-H Club Report, (6) Narrative/Story. Each has specific sections to be evaluated. Please review each section and circle any requirement in that section if it is *not included* in the record book. Apply points accordingly.

Excellent (5 Points) – If section is complete, 4-H record book receives 5 points.

Good (3-4 Points) – If one or two items listed on the form are missing, please circle item, 4-H record book receives 3-4 Points.

Fair (1-2 Points) – If more than two items are missing, please circle items, 4-H record book receives 1-2 Points.

"I cannot find this" or comments – If you cannot find an **ENTIRE SECTION** listed, please mark the last box with an "X"; You may also use this space to make a comment on each section.

Finally add all points together. Maximum amount of points is 50.

Judging goal of record books is to celebrate and recognize club's achievement.

	EXCELLENT 5 Points	GOOD 3-4 Points	FAIR 1-2 Points	"I cannot find this section" and/or Comments Mark with "x" to indicate.
Junior Leader and Officer Summary				
1.) Junior Leader and Officer Summary: the first page included in the Secretary's Record Book. List all Junior Leaders, their positions, and titles if any. Then list your 4-H club's adult officers with titles. Please include contact information - phone, email, and address - for each person	5			
Calendar of Club Activities and Attendance Record				
2.) Club Plan: Should be included in the book, or <u>written with as much detail as possible.</u>		4		could go in more detail
3.) Attendance Record: Should be included for every meeting held as a way to track participation.	5			
Financial Record				
4.) Financial Record: Must include (1) <u>summary of the finances</u> (2) <u>the incoming money</u> (3) and the expenses into your club's Secretary's Record Book.			2	missing two key pages
5.) Financial Record: 4-H club's overall records for the year are present.			1	Missing financials
Minutes of Club Meetings				
6.) Minutes: Must have two copies of the meeting minutes. One copy will remain in your Secretary's Club Record.	5			
7.) Minutes: Must have <u>correct spelling and grammar</u> be complete and neat.		4		watch spelling
First Page Total Points	15 + 8 + 3 = 26			

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Record Book Evaluation Form

Once you are finished adding all the points. Please make final comments on Record Book here:

Good job! Watch Spelling
and grammar!
😊

	EXCELLENT 5 Points	GOOD 3-4 Points	FAIR 1-2 Points	"I cannot find this section" and/or Comments Mark with "x" to indicate.
Dunn County Local 4-H Club Report				
8.) Club Report: Must show accurate numbers of members in the club.	5			
9.) Neatness: Information must be neat and presented on the given form.	5			
Narrative/Story				
10.) Story: Between the secretary, reporter, and junior leaders, provide at least two paragraphs to summarize what occurred in your 4-H club this year. Appropriate <u>spelling and grammar</u> should be used.		4		Spelling again 😊
TOTAL POINTS:				
	26 + 10 + 4 + 0 = 40 / 50			