



University of California Cooperative Extension
San Luis Obispo County 4-H Youth Development Program
**Criteria For Evaluating
Secretary's Book**

Please use the San Luis Obispo County 4-H Secretary's Book,
which is available at the 4-H Office.

The Secretary's Book should include the following:

1. Neat and complete cover.
2. Complete officer and leader information.
3. List of committees and the committee chairpersons and members.
4. Club roll complete and up-to-date.
5. Complete minutes.
6. Club by-laws.

A neat and complete cover is desirable. Communications may be included but will not be considered necessary. Extra pages may be added and bound in a three-ring notebook.

Scoring Criteria

Gold Seal and Gold Medal Requires **all** of the above items (6).

Blue Seal requires at least 5 of the 6 items (minutes must be included).

Red Seal requires at least 4 of the 6 items (minutes must be included).

You are permitted to use your computer or typed forms as long as they include the information asked for on each page of the 4-H Secretary's Book.