

## 4-H RECORD KEEPING CONTEST - SECRETARY

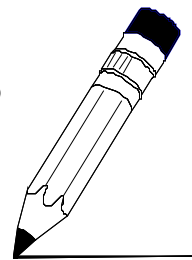
Williams County 4-H Advisory Council sponsors the 4-H Record Keeping Contest. Secretary, Treasurer and News Reporter books should be submitted to the OSU Extension Office at the beginning of October. Check the 4-H calendar for the official due date.

### OBJECTIVES OF THE CONTEST:

1. To promote 4-H Club record keeping through a Secretary, Treasurer, and News Reporter book contest.
2. To work toward the broad objectives of leadership talents, character and effective citizenship.

### RULES AND INCENTIVE AWARDS:

1. Work should be completed by the elected **youth** officer with limited help from an adult.
2. Books will be returned upon completion of the contest.
3. All participants submitting completed book will receive "Record Keeping Participant" ribbons.
4. Officer pins will be awarded to the top four participants of 4-H Clubs enrolled as of June 1 of the current year.
5. Winning Club Officers will be recognized at the Annual Achievement Program.
6. The following score sheet is used to determine the winner.



## SECRETARY RECORD CONTEST SCORE SHEET

|   | Possible Points | Score |
|---|-----------------|-------|
| Notebook/Folder: includes officer book and all materials;<br><b>name of club, office, member's name and age on cover.</b> | 5               |       |
| Complete Advisor/Officer & Committee page.  | 10              |       |
| Meeting Roll pages completed.   | 15              |       |
| Copy of Club Program.   | 10              |       |
| Copy of Club Constitution and By-Laws.  | 5               |       |
| Minutes complete and neatly written.  | 50              |       |
| Miscellaneous Correspondence: letters photographs,<br>mail etc. (Pages may be added)                                      | 5               |       |
| Secretary book turned into the Extension Office by<br>designated date.  | 5               |       |
| TOTAL   | 100             |       |