

Dear Secretary,

I would like to congratulate you on being elected secretary for your 4-H club. This is a very important position. I would like to offer some suggestions while you are completing your secretary's book.

On pages 1-2 inside your secretary's book, it explains what is expected of you. On pages 4-5, it gives an example of how to fill out your book properly. Please take time to read your book before starting to fill it out. Be sure you and your President sign the minutes after each meeting. Please fill out your book completely and as neatly as possible, you never know when you may have to refer back to the minutes of a meeting for important dates or information.

Also include in your book a picture of your club members, a copy of your club's Constitution and By-Laws (there is information about this on page 6 of your book), news clippings and photos of your club meetings, community projects, judging and events.

There will be a total of 100 possible points for the Secretary's Award score. I have broken down the scoring below to show you what is expected of your secretary's book if you choose to compete. **Secretary Books are due to the Extension Office by the Monday before the fair.** Awards will be presented at the awards ceremony during the fair.

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| • Cover (include picture) | 5 points |
| • Copy of club program | 10 points |
| • Club Roll (neatness & accuracy) | 15 points |
| • Minutes (content, form & neatness) | 50 points |
| • Copy of club Constitution & By-Laws
(including member's signature) | 10 points |
| • Club's news clippings & photos | 10 points |

This year there will be three (3) placings. I hope you will consider competing for this award.

Again, congratulations on your appointment and if I can be of any help or answer any questions, please feel free to contact me by calling the Extension Office at 740-286-5044.

Sincerely,

Maddie Allman

Maddie Allman
Extension Educator, 4-H Youth Development
OSU Extension, Jackson County



ON THE WEB

Visit this website for many helpful resources:
ohio4h.org/families/members/officer-resources



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