

Criteria and Scoring for Norfolk 4-H Top Secretary Award

Sponsor: Norfolk Federation of Agriculture

Judge: _____ Date: _____

Secretary books are to be the work of the club secretary only. Open to all 4-H members.

Due Date: **November 1st** of year applying to an Awards Committee Member.

****See Norfolk 4-H Association Award Application Form for additional application information. This criteria and scoring sheet must accompany the award application form.**

Neatness _____/10

Complete meeting write-ups of each meeting and activity
(Meeting date, time, place, content) _____/20

Correct use of English and correct spelling _____/20

Consistency in reports _____/5
(All typed or all hand-written using the same colour ink)

Written in an interesting manner _____/10

Meetings signed by the club Secretary and President _____/5

List of Attendance _____/5

List of executive, leaders and members _____/5
(Addresses and phone numbers optional)

Achievement program write-up _____/15

Is it simple, clear and complete? _____/5

Total Points: 100 _____

Judge's Comments:

Member's Signature

Date