



## LORAIN COUNTY 4-H ADVISORY COMMITTEE



## GUIDELINES FOR 4-H SECRETARY BOOK CONTEST

Special premiums are awarded to the Best 4-H Secretaries in this contest:

| <u>Junior Div. 9-13 yr. old</u> | <u>Senior Div. 14-18 yr. old</u> |
|---------------------------------|----------------------------------|
| 1 <sup>st</sup> Place: \$15.00  | 1 <sup>st</sup> Place: \$15.00   |
| 2 <sup>nd</sup> Place: \$10.00  | 2 <sup>nd</sup> Place: \$10.00   |
| 3 <sup>rd</sup> Place: \$5.00   | 3 <sup>rd</sup> Place: \$5.00    |

To enter the contest, your secretary's record book must be submitted to the Extension Office by the September deadline indicated on the Lorain County 4-H Calendar.

Here are some guidelines so that you know what the awards committee looks for when they select the best record books:

- Minutes are complete and accurate. See page 3 in your Secretary Book for a list of things that should be included in minutes ("The Purpose of Minutes"). Filled in agendas are not minutes they are the notes to write in minute form.
- Book is neat. Can be written in pen, pencil or typed on the computer.
- Secretary's record includes a copy of the club constitution and by-laws. **The current constitution and by-laws must be signed by the current members each year.** (Photo copy is acceptable) Some clubs do not have by-laws.
- Secretary's record includes a copy of the club's annual activities. This is a list/calendar listing dates of meetings and activities of the club.
- The minutes of each meeting **must** be signed and dated by the secretary **and** president/person running the meeting after they have been approved. **(No initials!)**
- The secretary's record includes a record of attendance for club meetings and activities.
- It is acceptable to add pages to the secretary's record book and put the entire record in a 3 ring notebook or report folder. Large clubs with many members, or clubs that hold many meetings and meet year around, in particular, will probably need to do this.
- If your club appoints members to standing committees, that section of the record book should be filled out on the "Committees" worksheet in the secretary's book.
- Advisors names and phone numbers, and members names and phone numbers **must** be included in the secretary's book.
- If you received or write correspondence for the club, your secretary's record should include copies of those letters.
- Should be neat and organized. **Current year, club name, and the name & age division of the 4-H'er completing the book shall be included on cover of book or on first page.**

