

Secretary Book Judging Guidelines



The secretary's book should be completed and turned into the Extension Office by September 14, 2026. All club secretaries should submit a secretary's book regardless of whether they wish to compete for awards and regardless of whether their club is submitting an honor club application. The 4-H Secretary's Handbook and other resources, such as club roll, list of advisors and officers, list of committees, meeting notes worksheet, and an official meeting minutes form, are available by going to ohio4h.org/officerresources

For information about the office and a training video are available, please visit ohio4h.org/officerresources

Two outstanding Secretary Books will be chosen, IF, at least two are truly outstanding (no books or only one book may receive awards depending on the quality of the books submitted).

Club secretaries do NOT need to submit the actual Secretary's Handbook, as it is merely a resource, but should submit a notebook with their attendance log, minutes, list of committees, officers, advisors, etc.

Books will be evaluated for awards and for honor club points based on the following:

- Books should be legible and complete - which includes an attendance log and minutes for each meeting.
- Books should include a copy of the current club constitution and by-laws with the signatures of all members.
- The President's and Secretary's signatures should be included on each meeting's minutes.
- A copy of the club's printed program or calendar for the year should be included.
- Minutes should be neat and well-written. The quality of the minutes will be considered when selecting outstanding books and when awarding honor club points.
- The book should be well organized and neat in appearance.
- Creativity will also be considered, and clubs may wish to include "extras" such as news clippings, a club photo, and club correspondence as part of their secretary's book.



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