

Club: _____

Program Year: _____

Colusa County 4-H SECRETARY'S BOOK REVIEW – COUNTY LEVEL

ITEM EVALUATED	COMPLETED (✓)		COMMENTS
	YES	NO	
Book has Title Page	<input type="checkbox"/>	<input type="checkbox"/>	
Title Page includes:			
Club Name	<input type="checkbox"/>	<input type="checkbox"/>	
President	<input type="checkbox"/>	<input type="checkbox"/>	
Secretary	<input type="checkbox"/>	<input type="checkbox"/>	
Community Club Leader	<input type="checkbox"/>	<input type="checkbox"/>	
Year	<input type="checkbox"/>	<input type="checkbox"/>	
Constitution and By-Laws are included	<input type="checkbox"/>	<input type="checkbox"/>	
All Club Officers and Leaders are listed	<input type="checkbox"/>	<input type="checkbox"/>	
COMMITTEES			
Committees are listed	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Chairs are listed	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Members are listed	<input type="checkbox"/>	<input type="checkbox"/>	
CLUB PLANNING			
Calendar of meetings and events included	<input type="checkbox"/>	<input type="checkbox"/>	
Calendar of meetings and events is complete	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting Plan for the Year is included	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting Plan for the Year is complete	<input type="checkbox"/>	<input type="checkbox"/>	
ATTENDANCE			
Club Roster included	<input type="checkbox"/>	<input type="checkbox"/>	
Original monthly meeting sign-in sheets or master roll call list is included	<input type="checkbox"/>	<input type="checkbox"/>	

(over) →

ITEM EVALUATED	COMPLETED (✓)		COMMENTS
	YES	NO	
MEETING MINUTES			
Each month's minutes are included			
Minutes are complete and concise (they clearly and accurately describe what happened at each meeting)			
Minutes are legible (typed or neatly printed)			
Minutes are consistently good throughout the book			
Reports Listed: Who gave report and what was said is included			
Minutes are signed by the Secretary			
TREASURER'S REPORT			
Treasurer's Report included for each month			
Treasurer's Report includes:			
Previous balance			
Bills paid			
Bills to be paid			
Ending balance			
OVERALL CONDITION OF BOOK			
An effort has been made to prepare the book for review			
Book is kept in a binder or bound folder			
Tabs, dividers are used			
Information included is neatly written or typed			

Additional Comments:

Seal Achieved:

- _____ Gold: 29-32 items have been completed
- _____ Silver: 25-28 items have been completed
- _____ Green: 24 or fewer items have been completed

Reviewed By: _____