

Secretary Award

Club secretaries have a big responsibility in their clubs to keep accurate minutes of meetings and activities. To reward them for their efforts, two awards are given annually to a Junior (ages 8-13) and a Senior (ages 14 and older) member who serves as secretary.

Completed books must be turned in to the Extension Office by **4pm on September 26** and:

- ✓ Must have cover page information of record book complete – including 4-H advisor signature
- ✓ Must include the club constitution, by-laws (if applicable) and club program
- ✓ Must have attendance records completed
- ✓ Minutes should be signed by the club president and secretary
- ✓ News clippings and photos are not required, but are encouraged
- ✓ Notebooks will be accepted, but not required
- ✓ Presentation of records must be neat and orderly
- ✓ Accepted in handwritten or typed form
- ✓ Secretary book must be turned in by the due date for the club to receive Honor Club status/points
- ✓ Must submit a one-page handwritten essay/summary describing your experience as your club secretary
- ✓ Participate in an in-person interview **October 1**. OSU staff will contact members to schedule interview time.

Record Books and Resource Guides can be found at ohio4h.org/officerresources

