

## SECRETARY BOOK DIVISION

### Superintendent:

Ken Bisbee  
(360) 687-5645

### 4-H Secretary Book Division 020

Points: Blue 30, Red 15, White 9.

### Assistant Superintendent:

Donovan Bisbee  
(360) 687-5645

CLASS: (Grade level of Secretary)

- A. Junior: 8-10 years of age as of October 1 of current 4-H year
- B. Intermediate: 11-13 years of age as of October 1 of current 4-H year
- C. Senior: 14 years of age- less than 19 years of age as of October 1 of current 4-H year

*Secretary Books are to be turned in at the WSU/Clark County Extension Office, 1919 NE 78 Street, Vancouver, WA on Tuesday – July 26, 2017 between 10 am and 6 pm. If you are unable to be at the WSU/Clark County Extension Office on this date you can drop off the books at the office prior to July 26 or in the Drop Box (accessible 24 hrs.) on the porch at the east end of the main building. **The Drop Box will not be checked after 10 a.m. Entry Day. No late books will be accepted.***

*Special Award Certificates will be given to highest Blue in Junior, Intermediate and Senior divisions. Each club secretary is encouraged to exhibit the Secretary Book. Book should be current at the time of the Clark County Fair. Please place Secretary Book in a secure binder, preferably a non-plastic binder.*

Secretary Books will be evaluated as follows:

1. **GENERAL APPEARANCE:**  
Cover neat; in proper order. Member's own work. **5 points**
2. **CONSTITUTION, BYLAWS, SEAL APPLICATION, OFFICES, COMMITTEES AND LEADERS:**  
Completed sections, items voted on, signatures and dates.  
Includes complete names of committee members. **5 points**
3. **MEETING DATES AND ATTENDANCE:**  
Include dates when members enrolled. **10 points**
4. **MINUTES:**  
Date, place, time as well as number of members and visitors present. **30 points**
5. **CLUB STORY:**  
Introduce yourself, years as secretary; club activities, goals and achievements; include community service, problems and solutions. **15 points**
6. **PICTURES:**  
Current year (October 1 to present), include dates and captions under pictures; news clippings, include date and name of newspaper. **10 points**

**TOTAL 75 POINTS**