

OCONTO COUNTY SECRETARY'S CHECK SHEET

Neat, complete, and in order (consider age)

Must use county yellow secretary's book

Monthly reports must be on the white secretary's forms

Front cover filled in

Attendance sheet in alphabetical order. (Add new members at bottom of list with date joined.)

CLUB MINUTES

- ✓ Neat, complete and accurate
- ✓ Language and sentence structure correct (consider age)
- ✓ All meetings recorded