

## GAE4-HA Outstanding Secretary

*Do not exceed one page application*

Name of Nominee \_\_\_\_\_

Name of Person Submitting Award \_\_\_\_\_

Email \_\_\_\_\_

County \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Number of Years as Extension Secretary \_\_\_\_\_

Please list day to day 4-H responsibilities (finances, enrollment, etc.).

**(Day to Day Responsibilities: 40%)**

Please explain how the secretary is worthy of this award by going above and beyond the normal 4-H responsibilities. **(Work above and beyond normal job duties: 60%)**