



SECRETARY'S BOOK SCORE SHEET



Secretary's Book must be submitted by 4:30 p.m. on January 15, 2018 to eligible for competition.

Name _____

Club _____

Requirements	Points Possible	Points Received
A. Club Records		
1. Club Roll a.) neat and accurate b.) complete attendance records	15	_____
2. Complete list of the following: a.) officers b.) advisors c.) committees and their members	15	_____
3. Club Program a.) meeting dates, times, & location b.) special meetings and activities planned c.) demonstration/ refreshment assignments	15	_____
4. Club Constitution and Bylaws a.) copy of constitution and bylaws b.) signatures of all members	10	_____
B. Minutes		
1. Quality of: a.) cover of book in good condition b.) content c.) complete sentences/correct grammar d.) organization of content	20	_____
2. Neatness: a.) use of ink pen – legible/or typed b.) contents in a binder/folder	15	_____

3. Completeness: 10 _____
- a.) include – all signatures where required
 - b.) pages dated and in chronological order

TOTAL POINTS	100	_____
---------------------	------------	-------

COMMENTS: