

SECRETARY'S BOOK SCORE CARD FOR SECRETARY'S AWARD*

Club Name _____

Secretary's Name _____

	<u>Possible Points</u>	<u>Score</u>
Club Program	10	_____
Club Roll	20	_____
Complete Minutes of all meetings (the following included) (5 points each)	30	_____
A. Pledges led by		
B. Roll Noted		
C. Approval of last minutes		
D. Treasurers Report from last meeting		
E. Old Business/New Business		
F. Rec. & Refreshments		
Signatures of President & Secretary on each page of meeting minutes	5	_____
Neatness and Readability	20	_____
Record of Club Committees & Names of Officers	10	_____
Advisor Information	5	_____
Club Picture	5	_____
News Clippings – News Reporter, Media	5	_____
Club Constitution	5	_____
	TOTAL POINTS	_____
<u>TIE BREAKER</u> (if needed)		
Overall Neatness & Organization of Book	10	_____
	GRAND TOTAL	_____