



# Secretary's Book Score Sheet



Club Name \_\_\_\_\_

Secretary's Name \_\_\_\_\_

Activity and club goals for the year listed	_____	10
Names of club officers and offices listed	_____	10
Club meetings summarized (page 3, section 2)	_____	10
Club activity meetings summarized	_____	10
Membership and attendance record complete	_____	10
Report of project meeting complete	_____	10
Minutes of each meeting complete	_____	10
Overall neatness of book	_____	10

Total Points \_\_\_\_\_ /80 possible

Gold 60-80 Silver 40-59 Bronze 39 and below
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