

Chariton County Outstanding Secretary's Book Award

DUE: August 31, 2012

SECRETARY'S NAME _____

CLUBS NAME _____

The Secretary's Book may be completed by using a Word Processor.

The Secretary's Book should include:

- ◆ Member's names and addresses
- ◆ Minutes of each meeting
- ◆ Club activities and club goals
- ◆ Club officers and leaders
- ◆ Project organization and meetings
- ◆ It may include the initials of project leaders / secretary or club leaders on page 5

Books will also be judged on:

- Neatness
- Accuracy
- Completeness

JUDGING STANDARDS

	Maximum Score	Actual Score
On Time.....	25%	_____
Completeness.....	25%	_____
Accuracy	25%	_____
Neatness.....	25%	_____
TOTALS	100%	_____

JUDGE'S COMMENTS: