



# Secretary's Book Score Sheet



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

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

Activity and club goals for the year listed	_____	0-10
Names of club officers and offices listed	_____	0-10
Club meetings summarized (page 3, section 2)	_____	0-10
Club activity meetings summarized	_____	0-10
Membership and attendance record complete	_____	0-10
Report of project meeting complete	_____	0-10
Minutes of each meeting complete	_____	0-10
Treasurer's Report in minutes	_____	0-10
Overall neatness of book	_____	0-10
Minutes reflect approval to pay bills, reimbursements, etc.	_____	0-10

\_\_\_\_\_ /100 possible

Total Points

Gold 80-100
Silver 60-79
Bronze 59 and below