



Secretary's Book Rubric

		Possible Points	Score																								
1	Cover—(Filled in Completely)	5																									
2	Constitution — completed	5																									
3	Membership information and attendance at meetings — correct and complete	10																									
4	Officer and Leader Information; Club Committees	10																									
5	Minutes of Meetings — Complete, proper order, proper form: <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;"><u>Pts</u></td> </tr> <tr> <td>a. Call to order.....</td> <td style="text-align: right;">5</td> </tr> <tr> <td>b. Pledges</td> <td style="text-align: right;">4</td> </tr> <tr> <td>c. Roll Call.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>d. Minutes read and approved</td> <td style="text-align: right;">4</td> </tr> <tr> <td>e. Treasurer Report and approved</td> <td style="text-align: right;">4</td> </tr> <tr> <td>f. Committee Reports</td> <td style="text-align: right;">5</td> </tr> <tr> <td>g. Unfinished Business</td> <td style="text-align: right;">5</td> </tr> <tr> <td>h. New Business.....</td> <td style="text-align: right;">5</td> </tr> <tr> <td>i. Meeting Adjourned (time & Place of next meeting)....</td> <td style="text-align: right;">5</td> </tr> <tr> <td>j. Program (List titles & names of talks/demo's).....</td> <td style="text-align: right;">5</td> </tr> <tr> <td>k. Recreation / Refreshment</td> <td style="text-align: right;">4</td> </tr> </table>		<u>Pts</u>	a. Call to order.....	5	b. Pledges	4	c. Roll Call.....	4	d. Minutes read and approved	4	e. Treasurer Report and approved	4	f. Committee Reports	5	g. Unfinished Business	5	h. New Business.....	5	i. Meeting Adjourned (time & Place of next meeting)....	5	j. Program (List titles & names of talks/demo's).....	5	k. Recreation / Refreshment	4	50	
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j. Program (List titles & names of talks/demo's).....	5																										
k. Recreation / Refreshment	4																										
6	Other Club Activities—completed	10																									
7	Written in ink or typed and Legible	5																									
8	Approval — signed and dated	5																									
Total Score		100																									
Comments:																											

Secretary's Name: _____ Age: _____

Club: _____ Year: _____



Treasurer's Book Rubric

		Possible Points	Score
1	Front cover completed neatly	5	
2	Accurate Inventory of all club possessions — completed	5	
3	Record of Club Finances — correct and complete <u>Pts</u> a. Beginning balance match to this year..... 5 b. All check #'s recorded (if applicable) 5 c. Dates Entered 5 d. Item (to who & for what was it spent)..... 5 d. Amount paid out (filled in)..... 5 e. Amount received (filled in)..... 5 f. Cleared the bank completed..... 5 g. Balance (must be listed after each entry) 5 h. End of year balance clearly noted 5	45	
4	Financial Statement and Audit — Completed: <u>Pts</u> a. Club Name and Dates 6 b. Federal Employee Identification Number (FEIN)..... 6 c. Checking Account — correct and complete d. Savings Account — correct and complete..... 10 e. Treasurer's Signature and Dated 6 f. Leader's Signature and Dated 6 g. Annual Audit Signatures and Dated..... 6 Three persons must audit the statement of accounting — Auditors cannot be signatories on the account or related to those with signatory authority.	40	
5	Written in ink or typed and be legible	5	
Total Score		100	
Comments:			

Treasurer's Name: _____

Age: _____

Club: _____

Year: _____