



**ND FFA – State
Chapter Secretary’s Award Score Sheet (2018)
Minimum Standards Remarks**

<p>1. The secretary book is organized in a logical, precise manner and in a suitable binder.</p>	<p>() Meets () Does not meet</p>			
<p>2. Do the records indicate that they were the work of the chapter’s secretary, assistant secretary, and/or mini chapter secretary?</p>	<p>() Meets () Does not meet</p>			
<p>3. Do the records cover the entire time for which the secretary was elected?</p>	<p>() Meets () Does not meet</p>			
<p>1. General information to include activity calendar, names of national officers, state officers, chapter and mini chapter officers, and a suitable binder cover.</p>	<p>20-25 Binder included the majority if not all of the requirements and had a suitable cover, cover should include name, chapter, and dates of office.</p>	<p>11- 19 Binder had some requirements but still lacked the full requirements in order to receive complete credit.</p>	<p>0-10 Binder had very few of the requirements and showed a lack of a suitable cover.</p>	<p>Points awarded:</p>
<p>2. References and records (Chapter Constitution, manuals, etc.)</p>	<p>30 All of the references and records were included with the binder.</p>	<p>15 Missing either Chapter Constitution or Official FFA Manual</p>	<p>0 Neither are present</p>	<p>Points Awarded:</p>
<p>3. FFA membership attendance and participation record (include a copy of roster) is included.</p>	<p>100 Includes roster, monthly meeting attendance, and an activity / CDE participation</p>	<p>75-50 Only 2-3 requirements were included.</p>	<p>25- 0 One (1) or less of the requirements were included in the binder.</p>	<p>Points Awarded:</p>
<p>4. High Quality minutes - Typed, complete, and properly formatted (Refer to Dunbar’s Manual) minutes for 9 chapter meetings and mini-chapter meetings (if applicable) are included. (Cannot exceed 450 points. Each monthly meeting is worth 50 points.)</p>	<p>450 All quality requirements were met and each monthly meeting was accounted for (50 points each for complete high-quality minutes / 25 points max for minutes that did not meet high quality minutes).</p>	<p>400-300 Some of the quality requirements were met, but not all. (Less than 9 sets of minutes are included)</p>	<p>250-0 Very few, if any, of the quality requirements were met. (Less than 5 sets of minutes are included)</p>	<p>Points Awarded:</p>

5. Reporter and treasurer reports were included.	20-25 Five (5) or more reports from the reporter and treasurer are included from each officer.	11-19 Three (3) or four (4) reports from the reporter and treasurer are included.	0- 10 Two (2) or less reports from the reporter and treasurer are included.	Points Awarded:
6. Committee Reports are included. (Each report is worth 10 points)	30 3 or more committee reports are included.	10-20 1-2 committee reports are included.	0 No Committee reports are included.	Points Awarded:
7. Correspondence sent and received is attached in the binder. (Each correspondence is worth 5 points.) Examples include: chapter thank you' s, sponsor letters, holiday cards, emails, etc.	50 25 or more examples are included.	30-48 15-24 examples are included.	29-0 0-14 examples are included.	Points Awarded:
8. Meeting Agendas are included. (Each agenda is worth 5 points)	45-35 7-9 agendas are included.	5-30 1-6 agendas are included.	0 No agendas are included.	Points Awarded:
9. Neatness, legibility, and permanence of records. Needs to be typed to receive maximum points.	50 Records are typed, clean, and organized by category.	25-49 Records are typed and clean.	0-24 Records are handwritten and/or noticeably disheveled.	Points Awarded:

Total Points Awarded-

Award Granted-
Gold- 825-675
Silver- 674-350
Bronze- 349-1

Remarks-