



Club Record Book Rubric – Secretary’s Book

Name: _____ Age: _____

Club: _____

Points Earned	Points Possible	Description	Comments
Section 1: Components & Planning			
	20 (5 each)	<ul style="list-style-type: none"> • Club Information • Roster • Goals • Meeting Planning 	
Section 2: Roll & Minutes			
	10	<ul style="list-style-type: none"> • Membership Roll 	
	45	<ul style="list-style-type: none"> • Meeting Minutes for each meeting <ul style="list-style-type: none"> ○ 5 pts / meeting up to possible points 	
Section 3: Reports			
	25	<ul style="list-style-type: none"> • Annual Report (10 points) • Club Achievements (5 points) • Bylaws/Constitution (10 points) 	
	Total Score		