# Club Record Book Rubric – Treasurer’s Book

Name: _____________________________________________________________________________  Age: _____________

Club: _________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Points Possible</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Points Possible</strong></td>
<td></td>
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</tbody>
</table>
| **Section 1: Components & Planning** | 10 | • Budget Outline  
• Neat & Complete |          |
|               | **Section 2: Monthly** | Sorted monthly:  
   • Competed Funds Requests, Deposits, & Check Requests (for the club)  
   • Fundraising Forms  
   • Monthly Ledgers Completed  
   • Foundation Ledgers attached |          |
|               | **Total Score** |              |          |

**Total Score**