



Club Record Book Rubric – Treasurer’s Book

Name: _____ Age: _____

Club: _____

Points Earned	Points Possible	Description	Comments
Section 1: Components & Planning			
	10	<ul style="list-style-type: none"> • Budget Outline • Neat & Complete 	
Section 2: Monthly			
	90 (up to 9 months @ 10 pts each)	<ul style="list-style-type: none"> • Sorted monthly: <ul style="list-style-type: none"> ○ Competed Funds Requests, Deposits, & Check Requests (for the <u>club</u>) ○ Fundraising Forms ○ Monthly Ledgers Completed ○ Foundation Ledgers attached 	
		Total Score	