

APPENDIX C: CHAPTER SECRETARY BOOK

- A. Work must be that of the chapter secretary.
- B. Records must cover the period for which the secretary served through date of submission.
- C. The chapter secretary will develop an electronic portfolio based on the rubric provided. Documentation of physical items can be done via photograph for inclusion in the portfolio.
- D. The secretary's book portfolio must be uploaded to the state FFA as either a PDF or Word document by the posted due date.
- E. Books will be judged by a committee appointed by state staff.
- F. Secretary books shall be ranked in numerical order, on basis of final score by each judge. The winner shall be the book whose total ranking is the lowest.
- G. If the lowest rank value is a tie, the tie-breaker will go to the submission with the greatest number of lowest ranks.
- H. The chapter secretary with the top book will be recognized at the Nevada FFA Convention.

Nevada FFA Association - Secretary's Book Rubric

Chapter: _____ **Judge's Initials:** _____

Criteria	3	2	1	0	Weight	Total
Cover Page, Table of Contents, Organization and Neatness	Book meets all of the following: -Title page (minimum of chapter name, secretary name, year) -Table of Contents organized in a logical manner with reference to appropriate page numbers -Attention to detail, formatting and design is evident -No grammar or spelling errors	Book meets most of the following: -Title page (minimum of chapter name, secretary name, year) -Table of Contents organized in a logical manner with reference to appropriate page numbers -Attention to detail, formatting and design is evident -Limited grammar or spelling errors	Book meets few of the following: -Title page (minimum of chapter name, secretary name, year) -Table of Contents organized in a logical manner with reference to appropriate page numbers -Attention to detail, formatting and design is evident -Limited grammar or spelling errors	Not Present	X 6	/18
Names of national, state, and chapter officers	Typed names of national, state, and chapter officers neatly organized and accurate.	Typed names of two of the following: national, state, and Chapter officers neatly organized and accurate.	Typed or written names of one of the following: national, state, and chapter officers, inaccurate, or not neatly organized.	Not Present	X 4	/12
FFA membership roll and records	Members' names typed in distinguishable order and includes ALL of the following: -grade level, -course enrolled in, -highest degree achieved	Members' names typed and includes 2-3 of the following areas: -grade level, -course enrolled in, -highest degree achieved	Members' names typed and includes 1 of the following areas: -grade level, -course enrolled in, -highest degree achieved	Not Present	X 6	/18
Agenda of chapter meetings	Typed agenda for a minimum of seven meetings. Each meeting lists ALL of the following: -date, time, and location, -reports of the officers presenting (Treasurer's report required), -old business, -committee/officer reports, -new business.	Typed agenda for a minimum of five meetings. Each meeting lists 3-4 of the following: -date, time, and location, -reports of the officers presenting (Treasurer's report required), -old business, -committee/officer reports, -new business.	Typed agenda for a minimum of three meetings. Each meeting lists 1-2 of the following: -date, time, and location, -reports of the officers presenting (Treasurer's report required), -old business, -committee/officer reports, -new business.	Not Present	X 6	/18

Criteria	3	2	1	0	Weight	Total
Minutes of chapter meetings	<p>Typed minutes for a minimum of seven chapter meetings with all of the following present:</p> <ul style="list-style-type: none"> -date, time, and location, -who called the meeting to order, -committee reports, -all motions in their own paragraph with correct parliamentary law being observed -signed by the secretary and president. 	<p>Typed minutes for a minimum of five chapter meetings with 3-4 of the following present:</p> <ul style="list-style-type: none"> -date, time, and location, -who called the meeting to order, -committee reports, -all motions in their own paragraph with correct parliamentary law being observed -signed by the secretary and president. 	<p>Typed minutes for a minimum of three chapter meetings with 1-2 of the following present:</p> <ul style="list-style-type: none"> -date, time, and location, -who called the meeting to order, -committee reports, -all motions in their own paragraph with correct parliamentary law being observed -signed by the secretary and president. 	Not Present	X 20	/60
Minutes of chapter officer meetings	<p>Typed minutes for a minimum of fourteen chapter officer meetings with all of the following present:</p> <ul style="list-style-type: none"> -date, time, and location, -who called the meeting to order, -officer reports, -committee reports, -all motions in their own paragraph with correct parliamentary law being observed -signed by the secretary and president. 	<p>Typed minutes for a minimum of ten chapter officer meetings with 3-5 of the following present:</p> <ul style="list-style-type: none"> -date, time, and location, -who called the meeting to order, -officer reports, -committee reports, -all motions in their own paragraph with correct parliamentary law being observed -signed by the secretary and president. 	<p>Typed minutes for a minimum of six chapter officer meetings with 1-2 of the following present:</p> <ul style="list-style-type: none"> --date, time, and location, -who called the meeting to order, -officer reports, -committee reports, -all motions in their own paragraph with correct parliamentary law being observed -signed by the secretary and president. 	Not Present	X 20	/60
Committee Reports	<p>Typed committee reports attached with the minutes of that meeting in order of presentation. Report includes all of the following:</p> <ul style="list-style-type: none"> -name of committee, -date, -attendance (names of members present and absent), -who called the meeting to order -recommendation to be taken before the chapter. <p>Minimum of seven Meetings.</p>	<p>Typed committee reports attached with the minutes of that meeting in order of presentation. Report includes 3-4 of the following:</p> <ul style="list-style-type: none"> -name of committee, -date, -attendance (names of members present and absent), -who called the meeting to order -recommendation to be taken before the chapter. <p>Minimum of five Meetings.</p>	<p>Typed committee reports attached with the minutes of that meeting in order of presentation. Report includes 1-2 of the following:</p> <ul style="list-style-type: none"> -name of committee, -date, -attendance (names of members present and absent), -who called the meeting to order -recommendation to be taken before the chapter. <p>Minimum of three Meetings.</p>	Not Present	X 10	/30

Criteria	3	2	1	0	Weight	Total
Correspondence (Copies of invitations, thank you letters, etc.)	Minimum of four FFA chapter related correspondence received and sent by chapter included In chronological order.	Minimum of three FFA chapter related correspondence received and sent by chapter included in chronological order.	Minimum of two FFA chapter related Correspondence received and sent by chapter included in chronological order or correspondence included in no distinguishable order.	Not Present	X 4	/12
Yearly Report Summary	Listing of FFA Chapter activities during the year. Report includes all of the following: -Activity name -Activity date	Listing of FFA Chapter activities during the year. Report includes all of the following: -Activity name -Activity date		Not Present	X4	/12
<p>Judge's Comments/Feedback: _____</p> <p style="text-align: right;">Judge's Rank: _____</p>						/240