

Club Name: \_\_\_\_\_

Year: \_\_\_\_\_

## Club Secretary Book – Requirements for Club Seals

*Instructions: Each evaluator will initial items that are complete. Incomplete items should not be initialed.*

### Categories for Awarding of Seal:

- |    |       |       |       |  |
|----|-------|-------|-------|--|
| 1  | _____ | _____ | _____ | Official Officer’s Manual  |
| 2  | _____ | _____ | _____ | Completed Club Planning Program Guide  |
| 3  | _____ | _____ | _____ | Minutes of all Community Club Meetings<br>Meeting minutes are suggested to include <ul style="list-style-type: none"> <li>• Date, Place and Time of Meeting</li> <li>• Name of person presiding</li> <li>• Action on previous minutes</li> <li>• Treasurer’s Report</li> <li>• Communications Read</li> <li>• Other Officer’s Reports</li> <li>• Committee Announcement</li> <li>• Motions made: 1<sup>st</sup> and 2<sup>nd</sup>, action on motions (passed/tabled)</li> <li>• Description of Program</li> <li>• Description of Recreation</li> <li>• Announcements</li> <li>• Date, Place and Time of next meeting</li> </ul> |
| 4  | _____ | _____ | _____ | Yearly Club Calendar of Events   |
| 5  | _____ | _____ | _____ | Club Roster  |
| 6  | _____ | _____ | _____ | Attendance Lists from each Community Club Meeting  |
| 7  | _____ | _____ | _____ | Club Budget with Addendums<br>(signed by Treasurer, Club President, Club Leader, and County Director)  |
| 8  | _____ | _____ | _____ | Club By-Laws (approved annually) and Constitution, with all signatures   |
| 9  | _____ | _____ | _____ | Committee Report Form  |
| 10 | _____ | _____ | _____ | Correspondence (log, copies or originals are acceptable of things sent and received)<br>Suggestions to include: thank you letter, donation letter, newsletters, flyers and email to people outside of club.  |
|    | _____ | _____ | _____ | <b>TOTAL</b>   |

### The County Incentives and Recognition Committee (CIRC) makes the following recommendation:

- |       |   |
|-------|---|
| _____ | GOLD SEAL– Book completes 10 categories           |
| _____ | BLUE SEAL – Book completes 8-9 categories         |
| _____ | RED SEAL – Book completes 6-7 categories          |
| _____ | GREEN SEAL – Book completes 5 or fewer categories |

### County Winner Secretary Book

Books earning a gold seal are considered for County Winner evaluation. Books are reviewed for content, neatness and thoroughness. The evaluators will choose one Secretary Book as the County Winner.

### Evaluator Comments

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