

# Secretary's Book

Name \_\_\_\_\_

School \_\_\_\_\_

Criteria	3	2	1	0	Weight	Total
Names of national, state, and chapter officers	Typed or computer generated names of national, state, and chapter officers. Only one set from each area needs to be submitted.	Typed, computer generated of two of the following: national, state, and chapter officers. Only one set from each area needs to be submitted.	Typed, computer generated, or written names of one of the following: national, state, and chapter officers. Only one set from each area needs to be submitted.	Not present	X 1.33	
FFA membership roll and participation record	Members' names typed or computer generated in alphabetical order, or by other distinguishable order, and includes highest degree, and meeting attendance.	Typed, computer generated names of members in alphabetical order by chapter or by other distinguishable order and includes either highest degree or meeting attendance.	Typed, computer generated, or written names of members in no distinguishable order.	Not present	X 4	
Agenda	Typed or computer generated agenda for each meeting that includes officer reports, old business, committee reports, new business. Minimum of four meetings.	Typed or computer generated agenda for each meeting that includes three of the following officer reports, old business, committee reports, new business. Minimum of four meetings.	Typed, computer generated, or written agenda for each meeting. Minimum of four meetings.	Not present	X 4	
Minutes of chapter meetings	Typed or computer generated minutes signed by the secretary and president. With all eight of the following present: date, time, location, who called the meeting to order, officer and committee reports, all motions in their own paragraph with correct parliamentary law being observed. Minimum of four meetings.	Typed, computer generated minutes signed by the secretary and president. With six of the following present: date, time, location, who called the meeting to order, officer and committee reports, all motions in their own paragraph with correct parliamentary law being observed. Minimum of four meetings.	Typed, computer generated or written minutes signed by the secretary or president. With four of the following present: date, time, location, who called the meeting to order, officer and committee reports, all motions in their own paragraph with correct parliamentary law being observed. Minimum of four meetings.	Not present	X 13	
Officer Reports	Typed or computer generated officer reports attached with the minutes of that meeting in order of presentation.	Typed, computer generated officer reports attached with the minutes of that meeting in order of presentation.	Typed, computer generated or written officer reports attached with the minutes of that meeting in no distinct order.	Not present	X 4	

Committee Reports	Typed or computer generated committee reports attached with the minutes of that meeting in order of presentation. Reports include all of the following: date, time, location, attendance, who called the meeting to order and recommendation to be taken before the chapter.	Typed or computer generated committee reports attached with the minutes of that meeting in order of presentation. Reports include four of the following: date, time, location, attendance, who called the meeting to order and recommendation to be taken before the chapter.	Typed, computer generated or written committee reports attached with the minutes of that meeting in order of presentation. Reports include three of the following: date, time, location, attendance, who called the meeting to order and recommendation to be taken before the chapter.	Not present	X 4	
Correspondence	FFA chapter related correspondence received and sent included in chronological order.	FFA chapter related correspondence received or sent included in chronological order.	FFA chapter related correspondence received and sent included in no distinguishable order.	No correspondence included	X 1	
List of Standing Committees	Typed or computer generated names of all standing committees and members in alphabetical or distinguishable order.	Typed or computer generated names of standing committees and members in no distinguishable order.	Written names of standing committees and members in no distinguishable order.	Not present	X 2	
<p><b><i>The Secretary's Book must be bound either in a notebook or in a permanent binder.</i></b></p> <p>Rating: Gold 100-90; Silver 89-80; Bronze 79-70; Honorable Mention 69-40</p> <p>All FFA secretaries that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention. FFA secretaries that receive Silver or Bronze rating may receive an appropriate medal that may be issued during the district officer's training program.</p>						

# Treasurer's Book

Name \_\_\_\_\_

School \_\_\_\_\_

Criteria	3	2	1	0	Weight	Total
Auditing Committee Report	Typed or computer generated, complete, accurate, and signed by the Auditing Committee Chair.	Typed or computer generated, complete, and accurate but not signed Auditing Committee Chair.	Typed, computer generated or written, but incomplete and/or inaccurate, or not signed by the Auditing Committee Chair.	Not present	x 2.33	
Chapter budget	Budget is typed or computer generated and reflects both income and expenses.	Budget is typed or computer generated and reflects both income and expenses but is incomplete and/or inaccurate.	Typed, computer generated or written, budget included but incomplete and/or inaccurate.	Not present	x 4	
Net Worth Statement	Net worth statement is typed or computer generated listing assets, accounts payable and accounts receivable.	Net worth statement is typed or computer generated listing two of the following: assets, accounts payable and accounts receivable.	Net worth statement is typed, computer generated, or written listing one of the following: assets, accounts payable and accounts receivable.	Not present	x 4	
Individual financial records	Members' names typed or computer generated in alphabetical order and includes date dues paid, and record of individual activity.	Members' names typed or computer generated in alphabetical order	Members' names typed, computer generated or written but in no distinguishable order or no record of date dues paid.	Not present	x 8	
Record of receipts and disbursements	Record of all receipts and disbursements in chronological order and typed or computer generated.	Record of all receipts and disbursements typed or computer generated.	Record of all receipts and disbursements typed, computer generated or written or incomplete.	Not present	x 15	
<p><b><i>The Treasurer's Book must be bound either in a notebook or in a permanent binder. Receipt books do not need to accompany the Treasurer's Book.</i></b></p> <p>Rating: Gold 100-90; Silver 89-80; Bronze 79-70; Honorable Mention 69-40</p> <p>All FFA treasurers that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention. FFA treasurers that receive Silver or Bronze rating may receive an appropriate medal that may be issued during the district's officer training program.</p>						

# Reporter's Book

Name \_\_\_\_\_

School \_\_\_\_\_

Criteria	3	2	1	0	Weight	Total
School and/or local newspaper or magazines	20 articles with or without photographs that must focus on the subject of Ag Ed / FFA programs and/or activities.	15 to 19 articles with or without photographs that must focus on the subject of Ag Ed / FFA programs and/or activities.	14 or less articles with or without photographs that must focus on the subject of Ag Ed / FFA programs and/or activities.	Not meeting any of the aforementioned criteria.	X 13.33	
	Duplicate articles in different publications are acceptable as long as paper identification banners are included					
Chapter Snapshots	80 photographs 3x5 or larger in size with caption or title included on all photographs	40 to 79 photographs 3x5 or larger in size with caption or title included on all photographs or 80 or more photos of various size with or without captions.	25 to 39 photographs 3x5 or larger in size with caption or title included on all photographs or 40-79 or more photos of various size with or without captions.	Not meeting any of the aforementioned criteria.	X 10	
FFA chapter newsletters and/or webpage.	48 or more newsletter pages or 20 printed web pages published in one-year (must be dated).	36 to 47 newsletter pages or 15 printed web pages published in one-year (must be dated).	1 to 35 newsletter pages or 1 to 10 printed web pages published in one-year (must be dated).	Not meeting any of the aforementioned criteria.	X 5	
	Newsletter must focus on the subject of Ag Ed / FFA programs and/or activities. (Not an announcement flyer)					
Neatness, organization, and Artistic Expression	Articles and pictures centered on matte. Scrapbook organized by month, Program of Activities, or season. Title page complete. Bibliography of cut out newspaper or magazine banners. Titles or captions are typed or neatly written Artwork or design included	Articles and pictures centered on matte Scrapbook organized by month, Program of Activities, or season Title page complete	Scrapbook organized by month, Program of Activities, or season Title page complete	Not meeting any of the aforementioned criteria.	X 5	
<p>Rating: Gold 100-90; Silver 89-80; Bronze 79-70; Honorable Mention 69-40</p> <p>All FFA reporters that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention. FFA reporters that receive Silver or Bronze rating may receive an appropriate medal that may be issued during the district's officer training program.</p>						