



SECRETARY'S BOOK EVALUATION
DEPARTMENT OF CAREER AND TECHNICAL EDUCATION
SFN 4878 (8-03)

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| District | Chapter |
| Name | Date |
| Each factor is worth 1 point. * A score of 8 points is suggested to rate satisfactory. | |
| 1. | The State, Chapter, and Mini-Chapter officers are listed |
| 2. | A chapter activity calendar is included |
| 3. | A suitable binder/cover is used |
| 4. | Chapter constitution included in book |
| 5. | Membership roster complete and up-to-date |
| 6. | Meeting attendance record complete (Oct. 1) |
| 7. | Minutes of meetings completed (2 minimum) |
| 8. | Mini-Chapter meeting minutes |
| 9. | Treasurer's reports (2 minimum) |
| 10. | Reporter's reports (2 minimum) |
| 11. | Committee reports |
| 12. | Correspondence |
| 13. | Standing committees listed (may be in P.O.A.) |
| 14. | Chapter Program of Activities included |
| TOTAL POINTS | Check one: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory |