

Ohio FFA Secretary's Book Rubric

Student Name: _____

Chapter: _____

Criteria	3	2	1	0	Multiplier	Total Points
Names of national, state, and chapter officers and committee chairs <i>*Only one set from each area needs to be submitted.</i>	Computer-generated list of names of all the following: national, state, and chapter officers with committee chairs listed.	Computer-generated list of names of two of the following: national, state, and chapter officers with committee chairs listed.	Computer-generated or hand-written list of names of one of the following: national, state, and chapter officers, committee chairs listed.	Not Present	X2	/6
1.1.4. Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.						
Copy of Chapter Program of Activities	Computer-generated copy of the Chapter's Program of Activities (POA). All the following is included: activities are distinguishable and all activities include an objective/description, goals, and plan of action. Minimum of 15 activities included on the POA.	Computer-generated copy of the Chapter's Program of Activities (POA). At least 3 of the following is included: activities are distinguishable and all activities include an objective/description, goals, and plan of action. Minimum of 10 activities included on the POA.	Computer-generated or hand-written copy of the Chapter's Program of Activities (POA). At least 2 of the following is included: activities are distinguishable and all activities include an objective/description, goals, and plan of action. Minimum of 5 activities included on the POA.	Not Present	X4	/12
1.8.3 Analyze the performance of organizational activities and reallocate resources to achieve established goals.						
FFA Membership Roll	Membership list is computer-generated in distinguishable order, and includes all the following: <u>highest degree, committee designation and office (if applicable), grade level, course currently enrolled, and date dues were paid.</u>	Membership list is computer-generated and includes 4 of the following: <u>highest degree, committee designation and office (if applicable), grade level, course currently enrolled, and date dues were paid.</u>	Membership list is computer-generated or hand-written. Includes at least 3 of the following: <u>highest degree, committee designation and office (if applicable), grade level, course currently enrolled, and date dues were paid.</u>	Not Present	X4	/12
1.4.5. Use information technology tools to maintain, secure and monitor business records.						
FFA Member Attendance and Activity Records <i>*Attendance on reports will count as attendance</i>	Members' names are computer-generated in and includes all the following: distinguishable order (e.g. chronological, alphabetical, program specific, etc.), and individual student activity participating such as attendance of FFA and committee meetings, and fundraising participation.	Members' names are computer-generated and includes at least 1 of the following: distinguishable order (e.g. chronological, alphabetical, program specific, etc.), and individual student activity participating such as attendance of FFA and committee meetings, and fundraising participation.	Members' names are computer-generated or handwritten and includes at least 1 of the following: distinguishable order (e.g. chronological, alphabetical, program specific, etc.), and individual student activity participating such as attendance of FFA and committee meetings, and fundraising participation.	Not Present	X5	/15
1.4.2. Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).						

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Agenda of Chapter Meetings	Computer-generated agenda for each meeting that includes <u>ALL</u> the following: officer reports to be given, unfinished business, committee reports to be given, new business. All are included with a minimum of <u>4</u> meeting agendas.	Computer-generated agenda for each meeting that includes <u>at least 2</u> of the following: officer reports to be given, unfinished business, committee reports to be given, new business. All are included with a minimum of <u>3</u> meeting agendas.	Computer-generated agenda for each meeting that includes <u>at least 1</u> of the following: officer reports to be given, unfinished business, committee reports to be given, new business. All are included with a minimum of <u>2</u> meeting agendas.	Not Present	X4	/12
1.4.7. Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).						
Minutes of Chapter Meetings and Committee Reports *The 10 items are: 1. Date 2. Time 3. Location 4. Presiding Officer 5. Officer Reports 6. Committee Reports 7. All motions in their own paragraph 8. Correct Parliamentary Law being observed 9. Hand Signature of the Secretary 10. Hand Signature of the President	Computer-generated minutes of the chapter meeting that reflects the corresponding meeting agenda. Must contain 8-10 of the following present: <u>date, time, location, presiding officer, list of officer and committee reports</u> given, <u>all motions</u> in their own paragraph with <u>correct parliamentary law</u> being observed with a <u>hand signature</u> by the secretary and <u>president</u> on each copy of the minutes (electronic hand signature will be accepted). All are included with a minimum of <u>4</u> meeting minutes.	Computer-generated minutes of the chapter meeting that reflects the corresponding meeting agenda. Must contain 4-7 of the following present: <u>date, time, location, presiding officer, list of officer and committee reports</u> given, <u>all motions</u> in their own paragraph with <u>correct parliamentary law</u> being observed with a <u>hand signature</u> by the secretary and <u>president</u> on each copy of the minutes (electronic hand signature will be accepted). All are included with a minimum of <u>3</u> meeting minutes.	Computer-generated, or hand-written minutes of the chapter meeting that reflects the corresponding meeting agenda. Must contain 3-0 of the following present: <u>date, time, location, presiding officer, list of officer and committee reports</u> given, <u>all motions</u> in their own paragraph with <u>correct parliamentary law</u> being observed with a <u>hand signature</u> by the secretary and <u>president</u> on each copy of the minutes (electronic hand signature will be accepted).	Not Present	X6	/18
1.2.11 Write professional correspondence, documents, job applications and resumé's.						
Correspondence Examples: - Thank you cards - Greenhand Night Invitations - Banquet Invitations - Requests for information - Annual Report *Must be dated (envelopes with postage date will count as a date) *Copies are acceptable with dates	FFA chapter related correspondence received and sent by chapter included in chronological order. Minimum of <u>15 different dated</u> correspondence documentation covers up at least an entire school year.	FFA chapter related correspondence received and sent by chapter included in chronological order. Minimum of <u>9-14 different dated</u> correspondence documentation 7 to 9 months.	FFA chapter related correspondence received and sent by chapter included in chronological order. At least <u>8 different dated</u> correspondence documentation covers less than 7 a month span.	Not Present	X4	/12
1.2.13. Identify stakeholders and solicit their opinions.						

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Constitution and Bylaws	A computer-generated copy of the FFA Chapter's Constitution and Bylaws are included in the Secretary's Book.	X	A copy of the FFA Chapter's Constitution and By-laws is included in the Secretary's book, but it is not computer generated.	Not Present	X3	/9
1.6.5 Describe organizational structure, chain of command, the roles and responsibilities of the organizational departments and interdepartmental interactions.						
Organization, Ease of Use, and Appearance	Chapter and Secretary's name and Membership ID are clearly published on a title page with a date range on a title page. Secretary's book is easy to read and user can find all information with ease. Follows the order of the rubric for ease of use. All parts of the book are labeled with correct labels for easy identification of pieces and parts. Covers at least a full school year.	Chapter and Secretary's name and Membership ID are clearly published on a title page with a date range on a title page. Secretary's book is easy to read, but at times, is difficult to find some information. The book has labels for some parts of the book. The book covers a 7 to 9-month span.	Secretary's book is not easy to read and/or locate information is difficult to find. The book covers less than 7 months and/or has outdated information.	Not present	X3	/9
1.1.9. Give and receive constructive feedback to improve work habits.						
The Secretary's Book must be bound either in a notebook or in a permanent binder.						
Rating: Gold 105-90; Silver 89-74; Bronze 73-58; Honorable Mention 57-42						/105
All FFA Secretaries that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.						