Duties and Objectives of the Chapter Secretary

**Duties**

Chapter officers serve a vital function in FFA. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers’ goals to lead by example and encourage other members to participate in chapter activities.

There are specific duties and responsibilities that generally relate directly to the Secretary:

- Prepare and post the agenda for each chapter meeting
- Prepare and present the minutes for each chapter meeting
- Place all committee reports in the secretary’s file
- Be responsible for chapter correspondence
- Maintain member attendance and activity records and issue membership cards
- Have on hand for each meeting:
  - The secretary’s file
  - Copy of the Chapter’s POA, including standing and special committees
  - Copy of the chapter constitution and bylaws.

**Objectives**

All good leaders set goals and objectives for themselves. Your objectives as a chapter secretary should include:

- Leave a permanent, legible record of all meetings for anyone who may want to review the transactions.
- Improve the communication between the officers to the rest of the members by preparing and posting accurate minutes and agendas for each chapter meeting.
- Communicate with other local chapters of Chapter FFA Functions.
- Submit completed secretary’s book as outlined in the Ohio FFA Secretary’s Book Rubric for evaluation with other chapters.

**Regional Chapter Secretary’s Book Evaluation**

**Evaluation Year**

Local chapters have the option to run their secretary’s book either by current calendar or current fiscal year. For evaluation purpose, the book MUST cover a 10 to 12 months period to receive full points. This should be indicated in the table of contents or on the title page at the front of the book.

**Rules**

1. The Secretary’s Book must be bound either in a notebook or a permanent binder.
2. Records shall be the product of the chapter secretary and shall show evidence of being kept form meetings throughout the year.
3. The book shall include all the following:
   A. Names of national, state, and chapter officers and committee chairs.
   B. Copy of the Chapter Program of Activities
   C. FFA Membership Roll
   D. FFA Member Attendance and Activity Record
   E. Agenda of Chapter Meetings
   F. Minutes of Chapter Meetings and Committee Reports
   G. Correspondence
   H. Copy of Chapter’s Constitution and Bylaws

4. Judging is held during regional evaluations by current local advisors with the guidance of Ohio Department of Education staff. The Ohio FFA Secretary’s Book Rubric will be utilized for rating and scoring the books.

5. All FFA secretaries that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.

**Chapter Secretary’s Reference Material**

**General Information**

The Official Secretary’s Book must be bound in either a notebook or in a permanent binder. This could be a normal three-ring binder or purchased through National FFA. Both forms are acceptable.

The Official Secretary’s Book appears in the following order: names of national, state, and chapter officers and committee chairs, Copy of the Chapter Program of Activities, FFA Membership Roll, FFA Member Attendance and Activity Record, Agenda of Chapter Meetings, Minutes of Chapter Meetings and Committee Reports, Chapter Correspondence, and a copy of the Chapter’s Constitution and Bylaws. The book also needs to have the Chapter and Secretary’s name and membership ID clearly published with a date range of records on a title page. The book should also have labeled sections, easy to read documents so the evaluator can find all the information with ease. This book also needs to cover a 10 to 12-month range to receive full points. This can be reflected by the current calendar or fiscal year.

The resources you may want to consider using is the Agriculture Experience Tracker (AET) and/or resources your chapter already has established that works for the chapter. Just be sure that the resource will match the rubric for evaluation purposes.

**Names of National, State, and Chapter Officers and Committee Chairs**

A computer-generated list of names of all national, state, and chapter officers and committee chairs needs to be included to receive full points in this section. Only one set from each area needs to be included in the book for evaluation purposes for full points. Pictures do not need to be included, however, you can add pictures if you would like. This section is worth 6 points (5%) of the final score.

**Copy of Chapter Program of Activities**

A computer-generated copy of the Chapter’s Program of Activities (POA) needs to be included in this book to receive points in this section. To receive full points, the activities need to be in distinguishable order and all activities include an objective or description, a goal, and a plan of action for at least 15 activities. Though, it is not a requirement, it is recommended that there is at least one activity per quality standards per division outlined by National FFA. Please refer to the POA Divisions and Quality Standards link below to reference them. For a resource guide or instructions on how to set up a POA, click on the Resource Guide link for guidance from National FFA on establishing an Chapter POA. Examples of a Program of
Activities are included in the Resource Guide. As always, you can develop your own, chapter approved, template for a Program of Activities. The links and guidance in using AET are just suggestions. This section is worth 12 points (11%) of the final score.

**Program of Activities Resource Guide**

**National FFA POA Divisions and Quality Standards**

**Utilize the AET to establish a Chapter POA as well:**

- Once logged into your AET account, click on the *Tracker* tab and click on C4. Develop and Manage your Chapter Strategic Plan and Program of Activities.

- Once you click on C4, you would then need to select a Start and End date, if you have not already done so. **TIP:** Be sure that this data range matches the rest of the date ranges in the rest this book.

- Once you have selected your date range, click on the Activities tab on this page.
- Once you click on Activities, you should see all the activities you have listed in your program calendar (Tracker Calendar) in AET. All three of these activities are on the program calendar, however, you can add other activities by clicking on the red “New Activities” hyperlink.

- If you click on each activity, you can edit the name, location, activity type, date and time, specify which committee, add which student(s) are responsible and select if you want to publish to the webpage and allow students to submit photos of the activity. Click on Goals, Plans, and Outcomes to establish the goal and plan of action for each activity.

In this box answer these two questions:
- What is the purpose of this activity?
- Why is the activity taking place?

Write a SMART goal for the activity.

Outline the steps that need to occur to achieve the goal. Include the “Who”, “What”, or “Where” is needed to meet the goal for the event.

In this box, you can evaluate how the event or activity went and make notes changes or success’.

NOTE For evaluation, evaluators will be looking that your activities have at least 1 goal for each activity. It is highly recommended to have more than 1 goal per activity.
FFA Membership Roll
This section requires a membership list that is computer generated in distinguishable order (alphabetical, graduation class, Agriculture Education Course, etc...). All the following needs to be included as well, highest degree student has earned, committee designation, office student holds (if applicable), grade level of student, course currently enrolled in, and date dues were paid.

Again, you can use an FFA Chapter created document to show the above information, or the secretary could utilize reports in AET to track this information. Below is an example of a Chapter created document and how to utilize AET to track this information. This section can be in one document or several different documents. This section is worth 12 points (11%) of the final score.

<table>
<thead>
<tr>
<th>Name</th>
<th>Dues Paid</th>
<th>Highest Degree</th>
<th>Committee designation/ Office</th>
<th>Grade Level</th>
<th>Course Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Yes Sept 1, 20XX</td>
<td>N/A</td>
<td>Safety Committee</td>
<td>9</td>
<td>AFNR</td>
</tr>
<tr>
<td>Charlie Greenhand</td>
<td>Yes Sept 9, 20XX</td>
<td>Chapter Degree</td>
<td>Vice President</td>
<td>11</td>
<td>Business Management for Agricultural Environmental Systems</td>
</tr>
<tr>
<td>Sally Sue</td>
<td>Yes Sept 1, 20XX</td>
<td>Greenhand Degree</td>
<td>Personal Growth Committee</td>
<td>10</td>
<td>Animal and Plant Science</td>
</tr>
<tr>
<td>William Wong</td>
<td>Yes Sept 1, 20XX</td>
<td>State Degree</td>
<td>President</td>
<td>12</td>
<td>Mechanical Principles</td>
</tr>
</tbody>
</table>

Using AET to track FFA Dues
- Once logged into your AET account, you can click on the accounts tab, and then number 6 Local FFA Dues, Payment Manager.
- Once you click on 6. Local FFA Dues Payment Manager, follow these steps (sidenote, names self populate):

Select school year that you want to record the dues for.

Check both Members and Non-Members boxes for all students to populate.

Record Dues Payments for 2018-19

Check the box when the student pays their dues.

Note the date the student paid dues and form of payment (if applicable).

FFA Member Number will populate once you submit membership and use AET to submit membership.
Membership list

- Once logged into our AET Chapter account, click on the Reports tab. Under Program Reports, click on P3 Program/Teacher Reports.

- Once you click on P3 Program/Teacher Reports, the following pop-up box will appear. Click on Program Directory and then Excel. This will download an Excel document of all students you have entered in AET. Delete the columns you do not need or want to use for this section or add additional sections as well.
- Below is an example of what the Excel Document could look like once you delete some columns that are not needed:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FName</td>
<td>LName</td>
<td></td>
<td>Degree</td>
</tr>
<tr>
<td>Katherine</td>
<td>Bell</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Tania</td>
<td>Burgos</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Logan</td>
<td>Heiby</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Brittany</td>
<td>Heigley</td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Wyatt</td>
<td>Jones</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Elizabeth</td>
<td>Landis</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Cody</td>
<td>McClain</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Frances</td>
<td>Nicol</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Taylor</td>
<td>Orr</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Red</td>
<td>Robin</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>553480067</td>
<td></td>
<td>State</td>
</tr>
<tr>
<td>Ellyse</td>
<td>Shafer</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Laura</td>
<td>Swinehart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara</td>
<td>Thwait</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Kayla</td>
<td>Walls</td>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Please note, again, that all of this information is pulled from the student’s AET accounts, and you just delete the information that is not needed.

**Course List**

- You can use AET to generate a list of what students are enrolled in what course in AET, or you could add a column to the Excel Sheet above.
- Once you have logged into your account, click on the Profile tab and under Your School click on 5. Set up the courses that are taught at your school.
Once this is complete, you should see the following screen.

**Chapter Officer and Committee designation**

- You can use AET to generate a list of Chapter Officers and FFA Committee. *You can also use this report at the front of the book for the first section.*
- Once logged into the Chapter’s AET account, click on the Tracker tab and then C4. Develop and manage your Chapter Strategic Plan and Program of Activities.
- Once in the Program Strategy Manager, click on the Student Leadership tab. If you used AET to assist in filling out the POA, the date range will still be the same. If you did not, select the time range to align with how you are filling out your book. If the officers, committee chairs, committee co-chairs, and students serving on a committee have indicated in their account their leadership role, you should see them listed under the corresponding header. If they did not, the secretary can add them in this portal.

Click here to add an officer that is not on this list.

Click here to add a biography for each officer, if desired.

Click here to add committee members.

Click here to generate a PDF report of all this information. This is what you could print to include in the secretary's book. See below for an image of what it looks like.

**Note:** On the report, you would only see what was filled in under the Student Leadership tab.
FFA Member Attendance and Activity Records

For this section members’ names need to be computer-generated and all the following listed below to receive full points. The names need to be in a distinguishable order showing activity participation (i.e. FFA and committee meetings) and fundraising participation.

You can establish a method to track chapter and committee meeting attendance and participating in chapter activities, or you can select to use AET. There are examples of both types. This section is worth 15 points (14%) of the final score.

Sample 1: Below is an example of tracking participation on a chart in Microsoft Word for the whole year.

Sample 2: Below is an example of tracking participation on a chart in Microsoft Word per quarter.

The examples above are just samples of how your chapter can choose to layout and track this information. For fundraising participation, the secretary does not need to keep track of the dollar amount. For attendance at meetings (chapter and committee meetings), attendance on the minutes or the report will count for participation in those activities.
- You can also utilize AET to track FFA member attendance and activity participation.

- Once logged into the Chapter’s AET account, click on the Reports tab and then P3. Program/Teacher Reports.

- Once you click on P3, more icons will appear in a separate box of all the Program and Teacher Reports you can view. For this report, you will need to click on Activity Participation Report.
Once you have clicked on Activity Participation Reports, a new tab or window will open. See below for more information. All information that is on this report is pulled from the student’s journaling their participation in these various activities. You can change the Activity Type to show just FFA competitions, FFA Activities, or Community Service.

You could print the report above, however, it will not print the report on the same page. For best results, you should export this report to Excel. Click here to export this report into an Excel document.

Once into an Excel document, you can then delete the columns you do not need such as Student ID and Email address. Again, you do not HAVE to show CDE participation, and can delete those columns as well. You can change the activity type in the drop down as mentioned in the above diagram.

Agenda of Chapter Meetings
A computer-generated copy of the agenda for each meeting that includes officer reports to be given, unfinished business, committee reports to be given, and new business. Order of the agenda does not matter, if it is in the order that will be given during the meeting. There are two samples of an agenda, one using a document and using AET – Meeting Manager. This section is worth 12 points (11%) of the final score.
Sample Agenda 1
Ohio FFA Association – Sample Agenda

Date/Time: Tuesday, May 22, 2018 3:00 PM
Location: Ag. Room
Presiding Officer: Samantha Sae

Call to order / Opening Ceremony
Samantha Sae will call the meeting to order

Orders of the Day
Minutes of the Previous Meeting
Jimmy will present the minutes from the previous meeting

Officer Reports
Treasurer’s Report
Reporter’s Report

Program of Activities Reports
FFA Camp

Special Feature
FFA Camp Video Presentation – John Doe presenting

Standing and Special Committee Reports
POA Committee
Leadership Committee
Personal Growth

Unfinished Business
None

New Business
FFA Chapter Sweatshirt
Freshmen Scholarship for FFA Jackets

Degree and Installation Ceremonies
None

Adjourn/Closing Ceremony

Entertainment, Recreation, and Refreshments
Recreation - Dodgeball
Refreshments – Cider and Donuts
Using AET for Meeting Agenda's

- Once logged into the Chapter’s AET account, Click on the Tracker tab. Once in the Tracker tab, you will need to locate C5. Chapter Meeting Manager.

- Once you have clicked on the Chapter Meeting Manager, you should be able to see upcoming and past meetings. Follow the steps below to add meetings and establish your agenda.

Teachers can click here to give the meeting manager access to student accounts.

Click Agenda to access the agenda template.

Click here to add a new meeting. Once you have added a meeting with this link it will appear on your Chapter’s calendar automatically.
- Once you click on the Agenda link, it will take you to this screen.

Minutes of Chapter Meetings and Committee Reports

A computer-generated copy of the chapter meeting for each of the corresponding meeting agendas. The minutes of the meeting format or flow of order does not matter, if the content matches the order the meeting and reflects what occurred during the meeting. This section is worth 18 points (17%) of the final score. For full amount of points, the minutes must contain at least 8 to 10 of the listed below items:

- Date
- Time
- Location
- Presiding Officer
- Officer Reports
- Committee Reports
- All Motions in own paragraph
- Correct Parliamentary Law being observed during meeting
- Hand signature by the Secretary *
- Hand signature by the President *

*Electronic hand signatures will be accepted

This information is brought from where you sat the meeting up. Make sure information is accurate.
Ohio FFA Association – Sample Chapter Meeting Minutes

Date/Time: Tuesday, May 22, 2018 3:00 PM  Location: Ag. Room  Presiding Officer: Samantha Sae

Call to order / Opening Ceremony

The meeting is called to order at 3:00 PM by Samantha Sae in the Ag. Room

Roll

Members Present: 10 members

Minutes of the Previous Meeting

Jimmy presented the minutes from the previous meeting held on 4/4/2018. Charlie moved to accept the minutes as read and Sallie seconded. Minutes were approved as written.

Officer Reports

Treasurer’s Report:

Charlie Greenhand gave the following Treasurer’s Report:

Balance on hand at the beginning of June: $100

Receipts (money that came in): $51

Disbursements (money that went out): $51

Balance on hand at the end of June: $100

Jimmy moved to accept the Treasurer’s report and Sallie seconded. The report was accepted as presented to the chapter.

Reporter’s Report:

Sallie, the Chapter Reporter, updated everyone that she has submitted 3 articles to the school newspaper for the months of April and May. She has also updated the Chapter Website with photos from State FFA Convention. Sallie finally reminded everyone that if they have photos they want on the website, they need to be submitted by next Friday so she can have them approved by Mrs. Owl.

Jimmy, the Chapter Sentinel, reported that there will be apple cider and donuts for refreshments after the meeting.

Molly moved to accept the officer reports and Jason seconded. The officer reports were accepted as read.

Program of Activities Reports / Standing and Special Committee Reports

FFA Camp - John Doe gave a presentation on FFA camp and why members should plan on attending Ohio FFA Camp this summer. For the special feature, John Doe showed a video recapping FFA camp from last year.

POA Committee - Molly, from the POA committee, reported that the summer meeting will be held at the Kokosing River Campground. She also reported that we will be playing summer games and the officers will be making burgers for those in attendance. RSVP’s are due the last day of school. See POA Committee Report attached for more details.
Leadership Committee - Jimmy, from the Leadership Committee, reported that all newly elected officers attended the District Officer Training two weeks ago. All newly elected officers now understand their role as a Chapter Officer and are eager to start planning activities for next year. See Leadership Committee Report attached for more details.

Personal Growth Committee - Sallie, from the Alumni Scholarship sub-committee, reported that they meet last week to deliberate. They have selected two recipients for the scholarship that will be awarded during the Senior Recognition night. See Personal Growth Committee Report for more details.

Unfinished Business
None

New Business
1. Molly moved that the FFA Chapter sell FFA Chapter Sweatshirts year-round next year. Jason seconded the motion. There was discussion. Motion passed.

2. Jimmy moved that the FFA Chapter should offer a scholarship program for Freshmen needing an FFA jacket. Molly seconded the motion. There was discussion.

Sallie moved to refer this motion to a committee of 5 people (Jimmy, Jason, Molly, and Sallie) to research this more and present a proposal at the next official FFA meeting. Jimmy seconded the motion. There was no discussion and motion passed.

Adjourn/Closing Ceremony
The meeting was adjourned Wednesday, April 4, 2018 at 4:00 PM.

Entertainment, Recreation, and Refreshments
Recreation - Dodgeball
Refreshments – Cider and Donuts

_____________________________  ______________________________
Chapter President Signature    Chapter President Printed Name

_____________________________  ______________________________
Chapter Secretary Signature    Chapter Secretary Printed Name
Using AET for Meeting Minutes

- Once logged into the Chapter’s AET account, Click on the Tracker tab. Once in the Tracker tab, you will need to locate C5. Chapter Meeting Manager.

- Once you have clicked on the Chapter Meeting Manager, you should be able to see all the meetings that you added to create an agenda.

The Agricultural Experience Tracker

AET Meeting Manager

Upcoming Meetings

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME TYPE</th>
<th>PRESIDING</th>
<th>EDIT / VIEW / PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Past Meetings

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>MINUTES APPROVED</th>
<th>PRESIDING</th>
<th>EDIT / VIEW / PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/8/2018</td>
<td>ABC</td>
<td>Tracy Dondinger</td>
<td></td>
<td>Agenda</td>
</tr>
<tr>
<td>9/8/2018</td>
<td>ZZZ</td>
<td>Alyssa Bregel</td>
<td></td>
<td>Agenda</td>
</tr>
<tr>
<td>6/14/2018</td>
<td>FFA Meeting</td>
<td>Charlie Greenhand</td>
<td></td>
<td>Agenda</td>
</tr>
<tr>
<td>5/31/2018</td>
<td>Financial Committee</td>
<td>Charlie Greenhand</td>
<td></td>
<td>Agenda</td>
</tr>
<tr>
<td>5/22/2018</td>
<td>Sample</td>
<td>Samantha Sae</td>
<td></td>
<td>Agenda</td>
</tr>
<tr>
<td>4/4/2018</td>
<td>April Chapter Meeting</td>
<td>5/22/2018</td>
<td>Samantha Sae</td>
<td>Agenda</td>
</tr>
<tr>
<td>4/4/2018</td>
<td>Leadership Committee</td>
<td>Samantha Sae</td>
<td></td>
<td>Agenda</td>
</tr>
</tbody>
</table>

Teachers can click here to give the meeting manager access to student accounts.

Click here to add who is in attendance during the meeting. OR you can scan the students in if your chapter has a scanner.

Click here to access the meeting minute template.
- Clicking on Attendees will allow you to take attendance during the meeting or as students are coming in. Once you click on attendance, you will see this screen below.

![Attendance Screen]

- Clicking on the “Minutes” link or click on Step 4: Take Minutes tab to go to the minutes template in AET. Click on the pencils to make edits and type in the box. For several areas, there will be areas that you will just have to fill in the box.

![Minutes Template]
Correspondence
FFA chapter related correspondence received and sent by the chapter is displayed in this section. All correspondence needs to be displayed in chronological order and have 15 different documentations that covers the current school or fiscal year. All documentation needs to have an original date (dated copies will be acceptable). This could be sent out to stakeholders or be received from other institutes. Keep in mind that this should involve a group of members (a team or class) or the entire chapter. Meeting excuse letters will not be accepted. This section is worth 12 points (11%) of the final score.

Good examples: thank-you cards, invitations (Greenhand Night, Leadership Nights, other Chapter’s Banquet), Ohio FFA Foundation Newsletters (sent via USPS mail), requests for information, and annual report.

Bad examples: Ohio FFA Newsletter sent out by Brenda every Tuesday, Ohio FFA Foundation monthly emails, meeting excuse notes, and banquet invitations from previous years.

Constitution and Bylaws
A copy of the local FFA Chapter’s Constitution and Bylaws needs to be included in this book. A copy of National and/or State Constitution and Bylaws will not be acceptable. If you click here, there is an example of a Constitution and Bylaws or you can locate this PDF document on ffa.org. This section is worth 9 points (8%) of the final score.

Organization, Ease of use and Appearance
For full points, the Secretary’s book needs to be easy to read and the evaluator (user) can find all the information with ease and the book follows the order of the rubric. All parts of the book need to be labeled for easy identification purposes. The book also must cover the entire current school (fiscal) or calendar year. This section is worth 9 points (8%) of the final score.
Ohio FFA Secretary's Book Check Sheet

This is a tool that was created to have a “to-do” list of everything that needs to be in the officer book to receive full points or ensure everything is in the book that needs to be. You still need to use the rubric for more details, this is just a guide.

<table>
<thead>
<tr>
<th>Criteria Area</th>
<th>What needs to be included for full points</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of national, state, and chapter officers and committee chairs.</td>
<td>Is the list fully computer generated with no handwriting on the list?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is there a list of all National Officers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is there a list of all State Officers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is there a list of all Chapter Officers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is there a list of all Committee Chairs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Program of Activities</td>
<td>Is the Program of Activities fully computer generated with no handwriting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Are all (at least 15) activities in distinguishable order?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do all (at least 15) activities have an objective or description?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do all (at least 15) activities have at least 1 goal?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do all (at least 15) activities have a plan of action?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the Program of Activities have at least 15 different activities listed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FFA Membership Roll</td>
<td>Is the membership list fully computer generated with no handwriting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is the membership roll in a distinguishable order?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the membership roll include all members highest degree?</td>
<td></td>
<td></td>
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<td>Does the membership roll include members committee designation and office (where applicable)?</td>
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<td>Does the membership list show the members grade level?</td>
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<td>Does the membership list show the course the members are currently enrolled in?</td>
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<td>Does the membership list show the date dues were paid?</td>
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<tr>
<td>FFA Member Attendance and Activity Records</td>
<td>Is the member attendance and activity records fully computer generated with no handwriting?</td>
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<td></td>
<td>Are the records in a distinguishable order?</td>
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<td>Does the records show individual student activity participation in activities such as FFA and Committee meetings?</td>
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<td>Do the records show individual student fundraising participation?</td>
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<tr>
<td>Agenda of Chapter Meetings</td>
<td>Are all meeting agendas fully computer generated with no handwriting?</td>
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<td></td>
<td>Do all meeting agendas include officer reports to be given?</td>
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<td>Do all meeting agendas include unfinished business (or indicate that there is none)?</td>
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<td>Do all meeting agendas include committee reports to be given (or indicate that there is none)?</td>
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<td>Do all meeting agendas include new business?</td>
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<tr>
<td>Minutes of Chapter Meetings and Committee Reports</td>
<td>Are all meeting and committee reports computer generated with no handwriting?</td>
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</tbody>
</table>
| Minutes of Chapter Meeting and Committee Reports cont. | Do all meeting and committee reports include 8 to 10 of the following:  
  - Date  
  - Time  
  - Location  
  - Presiding Officer  
  - Officer Reports  
  - Committee Reports  
  - All motions in their own paragraph  
  - Correct Parliamentary Law being observed  
  - Hand signature of the Secretary  
  - Hand signature of the President  
  Are there at least 4 different meeting minutes? |
| Correspondence | Are all correspondences in the book FFA Chapter related?  
  Are ALL correspondences in chronological order?  
  Are there at least 15 different correspondence documentations that covers 10-12 months or at least one full year?  
  Do all documentations have a date? |
| Constitution and Bylaws | Is a copy of the FFA Chapter’s Constitution and Bylaws included in the book? |
| Organization, Ease of Use, and Appearance | Is the Secretary’s Book easy to read?  
  Can a user outside of the Local FFA Chapter find all the information with ease?  
  Does the Secretary’s Book follow the order of the rubric?  
  Are all parts of the Secretary’s book labeled?  
  Does the book cover a full year (fiscal, school, or calendar year)? |