

# Secretary's Book Event

**2013 Chairperson: Daryl Scofield, Albia & David Carlson, Waverly**

## **I. Overview**

This event is designed to stimulate the keeping of complete and accurate records of the chapter's activities. An opportunity is provided members and others to observe the record books maintained by chapter secretaries.

**This is a District and State event.**

**Please check with District Advisor for date of District Book Judging.**

## **II. Rules**

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Any form of the secretary's record book may be submitted with the only restriction being that a protective cover may be used on the outside, but not on individual pages.
2. The record book shall be sent prepaid to the District FFA Advisor at least two weeks before the date of the district event or at a time determined by the District FFA Advisor. Record books eligible for the state event shall be received by the state office 20 days before the State FFA Leadership Conference. The record books will be obtained from the District FFA Advisor.
3. Record books will be returned to the chapter at the district event, except for the top two books from each district that will advance to the state event. The two books qualifying for state will not be displayed at the District Convention.
4. Officer books may extend one additional day and not be penalized. (Example: Jan 1 to Jan 1). The record book shall cover one of the following time periods:
  - Current fiscal year (July 1-June 30).
  - Membership year (December 1-November 30).
  - Calendar year (January 1-December 31).
  - Event year (February 1-January 31).
  - Current school year (September 1-August 31).
  - Current officer year (may not be a full year).
5. Record books will be judged no later than the time of the district event. Comment sheets will be completed by judges to provide feedback for the chapter.
6. Judges shall score the secretary's record book on accuracy and completeness, not on the basis of volume.
7. The lists of members, officers, (chapter, state, and national), and committees may be either those when the record book was started, those when the record book was completed, or both.
8. The chapter name and secretary name(s) are on the cover.

9. The record book is completed in ink, typed, or computer generated.
10. A membership roll and record is included.
11. There are agendas and minutes included.
12. A copy of the chapter constitution and by-laws must be included.

### III. **Resource Information**

### IV. **Awards**

<b><i>Sub-District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
Third Place Chapter:	Plaque	(Awarded on Stage at SLC)	
	Cash Award	(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

### V. **Event Hosting Guidelines/Checklists**

#### **Needed Materials Checklist:**

- \_\_\_\_\_ Submitted Secretary's Books
- \_\_\_\_\_ Secretary's Book Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_\_\_ Secretary's Book Summary Form on yellow (1 copy)
- \_\_\_\_\_ Enough tables to display all books for Judges
- \_\_\_\_\_ 3 Chairs for Judges
- \_\_\_\_\_ Pens/Pencils for Judges

### VI. **Scoring Rubrics/Judging Sheets**

## Judge's Score Form FFA Secretary's Book Event

Judge \_\_\_\_\_

\_\_\_\_\_ Sub-District of the \_\_\_\_\_ District (list)  
 \_\_\_\_\_ District (list)  
 \_\_\_\_\_ Date of Judging

	Officer Names (National, State, District, Chapter)	Membership Roll and Records	Minutes/Agendas of Chapter Meetings	Officer Reports	Committee Reports	Standing Committees and Committee Members	Secretary's Correspondence	Other Chapter Correspondence	Chapter Constitution & By-Laws	Neatness, Permanence, and Legibility		TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level
	<b>5</b>	<b>10</b>	<b>30</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>10</b>		<b>100</b>					
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	

# Secretary's Book Rules Checklist

**Chapter PO (Town)**

**Secretary's Name(s)**

**Date**

**Check if  
complete**

	The chapter name and Secretary's name(s) are on the cover.
	The record book is completed in ink, typed, or computer generated.
	A membership roll and record is included.
	The records cover one of the following time periods: <ul style="list-style-type: none"> <li>a. Fiscal Year (July 1-June 30)</li> <li>b. Membership Year (December 1-November 30)</li> <li>c. Calendar Year (January 1-December 31)</li> <li>d. Event Year (February 1-January 31)</li> <li>e. School Year (September 1-August 31)</li> <li>f. Officer Year (may not be a full year)</li> </ul>
	There are agendas and minutes included.
	A copy of the chapter constitution and by-laws are included.
	Protective cover may be used on the outside, but not on individual pages.
	Have a list of members, officer, and committees.

# Judge's Secretary's Book FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Secretary's Book CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											