

**STATE FFA SECRETARY  
FFA CHAPTER PUBLIC RECORDS PORTFOLIO SCORE SHEET**

Secretary FFA chapter public records portfolio is judged according to a secretary's ability to create a neat, unique, and informative portfolio of the FFA documents they have generated, received or recorded during the current school year.

Secretary's Name: \_\_\_\_\_

The judges will rate the FFA chapter public records portfolio in the following categories. A rating of 5 is excellent; 4 is very good; 3 is good; 2 is fair; 1 is poor; 0 is not evident.

<b>Scoring Area</b>	<b>Rating</b>
<b>Meeting Agendas</b>	
• Includes meeting dates, times, locations; Listing of agenda items	
• Appropriate officer / chair / member for each item	
• Follows appropriate meeting protocol and sequence	
<b>Meeting Minutes</b>	
• Records official attendance at meetings	
• Properly documents reports given	
• Records actions including individuals making motions and outcomes	
• Includes record of approval of minutes	
<b>Meeting Officer / Committee Reports:</b>	
• Contains all written officer / committee reports	
• Reports state committee name and goals / outcomes	
• Includes dates, times, chair and committee members present	
• Lists recommendations from the committee	
<b>Correspondence:</b>	
• Contains copies of all correspondence sent and received	
<b>Program of Activities:</b>	
• Contains a copy of the current year's POA	
• Contains a record of participation for each activity	
<b>Listing of Membership:</b>	
• Contains a membership list of all chapter members for current year	
<b>Chapter Constitution and Bylaws:</b>	
• Contains a copy of the chapter's Constitution and bylaws	
<b>Neatness</b>	
• The portfolio is legible, neat, and organized in a logical format	
• The portfolio is appropriately titled with name of chapter, name of secretary, names of chapter officers, name of school, and date(s) the portfolio covers.	
<b>TOTAL POINTS</b>	

Judges Comments:

Judges Name: \_\_\_\_\_