

Secretary**Guidebook page: 66** Binder #:**Name:****Note:** To receive award nominee must accumulate a total of at least 1000 points out of the 1250 possible points.

	Max points	Score
1. Personal statement	50	
2. Board correspondence	125	
3. Club correspondence	50	
4. Club secretary's workshop	50	
5. Board minutes	125	
6. Required attendance	100	
7. Reporting	50	
8. End of year reports	100	
9. Club officer directory	200	
10. Club officer directory addendums	100	
11. Key Club International Trustee	25	
12. Service to home, school and community	150	
13. Recommendations	25	
14. Miscellaneous	100	
Total (maximum)	1250	

Judge: