

Secretary/Treasurer

Guidebook page: 71 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/treasurer's workshop	50	
5. Board minutes	75	
6. Monthly reports	90	
7. Required attendance	100	
8. Reporting	50	
9. End of year report	35	
10. Club officer directory	120	
11. Club officer directory addendums	35	
12. Delinquent dues notification	170	
13. Key Club International Trustee	25	
14. Service to home, school and community	150	
15. Recommendations	25	
16. Miscellaneous	100	
Total (maximum)	1250	

Judge: