

## District 1 Officer Book Scoring

All officer books should be ranked using the Ohio FFA Officer Book Scoring Rubric, but in the event that books receive a tied score, please use the guidelines listed below to help determine placings 1-4. When ranking chapter officer books, use the ranked list below to determine placings. For example, begin with appropriate information in the secretary's book. Begin to take out books that do not have appropriate information, and continue with remaining books to number 2. Continue on through remaining list until the top four books are ranked.

### Secretary

1. Correct use of parliamentary procedure in minutes
2. Completeness of items
3. Realistic
4. Neatness and appearance
5. Binding/cover
6. Outgoing chapter correspondence (obvious that secretary wrote correspondence regularly)
7. Supporting materials pertaining to chapter business and/or legal matters
8. Consistent formatting
9. Organization

### Treasurer

1. Regular financial records throughout year
2. Proper use of accounting
3. Appropriate terminology
4. Appropriate information
5. Completeness of items
6. Functional (Would this book stand up in an audit? Can we easily find information?)
7. Neatness and appearance
8. Binding/cover
9. Supporting materials pertaining to financial chapter business and/or legal matters
10. Consistent formatting
11. Organization

### Reporter

1. All articles/news are specific to the FFA chapter
2. Regular publicity (newsletters, articles, etc.) attempted throughout the year
3. Caption detail and grammar
4. Creativity
5. Completeness of items
6. Realistic
7. Neatness and appearance
8. Binding/cover
9. Supporting materials pertaining to the reporting of chapter business and/or legal matters
10. Consistent formatting
11. Organization