

Corresponding Secretary Score Sheet

Name:

Club:

Requirements:

The Corresponding Secretary Book is not complete if the following requirements are not met.

Must include copies of at least six letters of correspondence (either received or sent)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Additional Scoring:

Please give additional feedback. The following are not required to be considered a complete Corresponding Secretary Book.

	Excellent	Acceptable	Needs Improvement	Comments
Presentation				
Neatness				
Spelling, punctuation and grammar				
Organization				

Additional Comments:
