

UTAH FFA ASSOCIATION CHAPTER RECORDS CHECK SHEET

INSTRUCTIONS: This check sheet will be used by the State Chapter Records Committee to determine all sets of Chapter Records that meet the minimum required standards. The assigned member(s) of the State Chapter Records Committee must complete this form for all sets of Chapter Records submitted and sign the form in the space provided.

	<u>Yes</u>	<u>No</u>
<u>SECRETARY'S BOOK</u>		
1. Minutes of chapter meetings included	_____	_____
2. Minutes of committee meetings included	_____	_____
3. All entries typed or written in ink	_____	_____
<u>TREASURER'S BOOK</u>		
4. Includes dates of fiscal year	_____	_____
5. Includes name of Chapter Treasurer & Advisor	_____	_____
6. Includes Chapter Budget for current year	_____	_____
7. Includes Inventory/Net Worth Statement	_____	_____
8. Includes Individual Membership Record	_____	_____
9. Includes record of Receipts & Disbursements (Check Register) (Register Balance should be recorded through March 1 of current year)	_____	_____
10. Includes Bank Statements or School Financial Printout	_____	_____
11. All entries typed or written in ink.	_____	_____

TURN OVER

CHAPTER SCRAPBOOK

Yes No

12. Includes ten news clippings telling of different chapter activities
(Clippings must be from the 12 months of the previous year. Any type of publication distributed beyond the classroom is acceptable. Example: chapter or school news letter or news paper) _____ _____

13. Includes pages representing all three of the Program of Activities Divisions
(See "Chapter Planning and Recognition, a Student Handbook 2001-2005" pages 2-4 for a description of the POA Divisions)

13a. Student Development _____ _____

13b. Chapter Development _____ _____

13c. Community Development _____ _____

14. Includes pages representing at least two Quality Standards from each Division. _____ _____

CIRCLE BELOW THE TWO OR MORE QUALITY STANDARDS REPRESENTED IN THE SCRAPBOOK FROM EACH DIVISION.

(See "Chapter Planning and Recognition, a Student Handbook 2001-2005" pages 2-4 for a description of the POA Division Quality Standards)

Student Development Quality Standards

Leadership - Healthy lifestyles - SAE - Scholarship - Agricultural career skills

Chapter Development Quality Standards

Chapter Recruitment - Financial - Public Relations - Leadership - Support Group

Community Development Quality Standards

Economic - Environmental - Human resources - Citizenship - Agricultural Awareness

_____ Yes No

15. **These Chapter Records meet the minimum standards of the Utah FFA Association and the Chapter Scrapbook should be displayed for judging.** _____ _____

Signature of
Chapter Records Committee Chair or Representative