

District Secretary: Ngobitak Ndiwane

How to Grade a Secretary Report

There are 4 General Categories to a secretary report:

1. Timeliness
2. General & Board Meetings
3. Service Projects
4. Signatures

Here is how each section is graded:

1. Timeliness: 5 points max

- a. Early or on time- 5 points
- b. 1-2 days late- 4 points
- c. 3-4 days late- 3 points
- d. 5-6 days late- 2 points
- e. 7-8 days late- 1 point
- f. 9 and on days late- 0 points

2. General & Board Meetings: 40 points max.

- Each meeting held (Max. 6) - 5 points

100-90%-10 points	49-40%- 5 points
89-80%-9 points	39-30%- 4 points
79-70%-8 points	29-20%- 3 points
69-60%-7 points	19-10%- 2 points
59-50%- 6 points	9-1%- 1 point

3. Service Projects: 50 points Max.

- a. Each School Service (Max 5)- 5 points
- b. Each Community Service (Max 5)- 5 points

4. Signatures: 10 points

- a. Secretary- 4 points
- b. Advisor- 4 points
- c. President- 2 points

Total Points: 105

Bonus: If an advisor (faculty or Kiwanis) is present at 50% of meetings, 5 points are added. Therefore, a perfect score is 110/105 points.