

| Categories | Items/Subcategories | Descriptors | Page # | Maximum Points | Points Earned |
|------------|--|---|--------|----------------|---------------|
| Format | | | | | |
| | Cover includes official name of club, state, and country | | | 4 | |
| | Appearance (pleasing, neat, but not necessarily costly) | | | 2 | |
| | Table of Contents or Index | | | 2 | |
| | Logical arrangement of materials (club, district, int'l) | | | 2 | |
| Content | | | | | |
| | Local Club Information | | | | |
| | | Date of club organization and charter | | 2 | |
| | | Geographic territory of club | | 1 | |
| | | Club website | | 1 | |
| | | Local theme and goals | | 2 | |
| | | List of club officers and Board of Directors | | 3 | |
| | | List of charter members | | 3 | |
| | | List of past presidents and dates they served | | 2 | |
| | | List of committees with chairs and members included | | 5 | |
| | | List of current club projects | | 4 | |
| | | Meeting dates, times and places | | 3 | |
| | | Membership Roster including: | | | |
| | | Home and business addresses | | 2 | |
| | | Area codes and telephone numbers | | 2 | |
| | | Classification | | 3 | |
| | | Year that each became an Altrusan | | 2 | |
| | | Birthday | | 2 | |
| | | E-mail address | | 1 | |
| | | Photograph | | 1 | |
| | | Space for new member information | | 3 | |
| | | List of classifications represented in the club | | 3 | |
| | District Information | | | | |
| | | List of officers & addresses | | 2 | |
| | | List of committee chairs and addresses | | 2 | |
| | | Date and place of next District Conference | | 2 | |
| | | District strength (number of clubs and members) | | 2 | |
| | | Territorial boundaries of District (include states) | | 2 | |
| | | District website information | | 1 | |
| | International Information | | | | |

| | | | | | |
|--------------|--|---|--|------|--|
| | | Altrusa strength (number of members, clubs & countries) | | 3 | |
| | | Biennial theme | | 2 | |
| | | Date & location of next International Convention | | 2 | |
| | | List of International Officers and addresses | | 2 | |
| | | Address and telephone number of International Office | | 2 | |
| | | Altrusa website information | | 1 | |
| | | Altrusa International Foundation information | | 2 | |
| Optional | | | | | |
| | | Organization date of first club | | 2 | |
| | | Date Altrusa became international | | 2 | |
| | | Altrusa Colors | | 2 | |
| | | Altrusa Grace | | 1 | |
| | | Altrusa Collect | | 2 | |
| | | Altrusa Motto | | 2 | |
| | | Altrusa Benediction | | 2 | |
| | | Obligations of membership | | 2 | |
| | | Principles of Altrusa | | 2 | |
| | | Altrusa Key | | 1 | |
| | | Early history/milestones of Altrusa Int'l | | 2 | |
| | | Club budget | | 2 | |
| | | Local club history | | 2 | |
| | | List of Int'l Committee Chairs and Addresses | | 2 | |
| | | E-mail address list | | 1 | |
| Usability | | | | | |
| | | Easily updated and recycled | | 4 | |
| | | Accurate, up to date, and carefully proofread | | 10 | |
| | | Readable, clear type, headings that stand out | | 6 | |
| Extra Credit | | Innovative, creative elements (list below) | | 0-10 | |

(Possible 135)

TOTAL

Revised November 2007