

I. Content - 75%	(75)	
A. Local Club Information (total of 58 points)		
1. Dates of club organization and charter, plus the charter members	3	_____
2. Past presidents and the dates they served	3	_____
3. Local goals	5	_____
4. Officers and Board of Directors	6	_____
5. Committee chairmen and committee members - by committee	6	_____
6. List of club service projects	6	_____
7. Meeting dates, time, and places - for entire year	10	_____
8. Roster of members, with space for new members, and dates - including home and business addresses and telephone numbers, fax number, email address, classification, year they became an Altrusan, birthday (day and month)	10	_____
9. Classifications represented in the club	1	_____
10. Club budget(s) and Ways and Means Projects	3	_____
11. Club policies	5	_____
B. District Information (total of 5 points)		
1. List of District officers, addresses, telephone numbers	1	_____
2. List of District committee chairmen and their addresses	1	_____
3. Dates and places of next District Conferences	1	_____
4. Number of clubs and number of members in District Nine	1	_____
5. Territorial boundaries of District (i.e. District Nine, State of Texas)	1	_____
C. International Information (total of 7 points)		
1. Scope of Altrusa International - number of members, clubs, countries	1	_____
2. International theme	1	_____
3. Date and place of next International convention	1	_____
4. International officers and their addresses *	1	_____
5. International committee chairmen and their addresses *	1	_____
6. International headquarters address, telephone and fax number	1	_____
7. International Foundation - information, chairman and address	1	_____
* In election years, titles for International officers/committee chairmen with space with space for names/addresses entered later		
D. Optional Information (total of 5 points)		
1. Organizational date of first club in Altrusa; when Altrusa became International and its early history	1	_____
2. Altrusa colors	1	_____
3. Altrusa Motto	1	_____
4. Altrusa Collect or Grace	1	_____
5. Altrusa Benediction	1	_____
II. Usability - 15%	(15)	
A. Convenient size to handle and carry	5	_____
B. Accurate, up-to-date and carefully proofread	5	_____
C. Readable - not too crowded, clear type, headings stand out	5	_____
III. Format - 10%	(10)	
A. Cover - Includes official name of club, city, state, and country	2	_____
B. Appearance - pleasing and neatly presented (not necessarily costly)	3	_____
C. Table of contents or index	2	_____
D. Logical arrangement of materials	3	_____
Total Points Scored		_____