

Appointed Position: City Treasurer

City: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Requisition and secure necessary property and supplier, issuing supplies only by the permission of the mayor					
Record loaned city articals, and the return of such articals in a timely manner					
Keep and record all city funds and expenditures and submit rports to the county treasurer					
Oversee/or establish the operation of any city store and collect the proceeds					
Report Type:					
It is important to follow the types of marks to measure and record the results for each day	✓	Satisfactory; everything is up to standards and done in an exceptional manner			
	+	Unsatisfactory; does not meet standards requires attention, please explain			
	-	Unnaccpetable; grossly does not meet standards, immediate staff attention, please explain			

Name: _____

Appointed Position: Fire Chief

City: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Inspected city area for fire hazards					
Checked fire-fighting equipment and inspection tags in city areas					
Set-up volunter fire department for the city					
Have established fire drill procedures					
Report response in event of fire and update counselors and city daily					
Report Type:					
It is important to follow the types of marks to measure and record the results for each day	✓	Satisfactory; everything is up to standards and done in an exceptional manner			
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	-	Unnaccpetable; grossly does not meet standards, immediate staff attention, please explain			

Name: _____

Appointed Position: Chief of Police

City: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
City Ordinances were observed and order maintained for the day					
Enure that city residents attend all activities at Boys State and report absences or laggards					
Served as Bailiff for the municipal court					
Appointed additional city residents to assist with police duties (with city council approval)					
Assembled citizens for assemblies and meals					
Report Type:					
It is important to follow the types of marks to measure and record the results for each day	✓	Satisfactory; everything is up to standards and done in an excepcional manner			
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Name: _____

Appointed Position: Health Officer

City: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Reported to city counselors, sickness, or injuries of residents					
Conducted sanitary inspections of city area and restrooms conditions					
Conducted morning clean-up of city areas					
Filed unsanitary complaint against city residents before municipal judge					
Filed unsanitary complaint against city residents before municipal judge					
Filed daily health report at Boys State HQ					
Report Type:					
It is important to follow the types of marks to measure and record the results for each day	✓	Satisfactory; everything is up to standards and done in an excepcional manner			
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