



Club Monthly Report Form Help



1. **Open the file** named CKI-BlankMRF.doc and save it to your computer as the correct month (such as FSU-OctoberMRF.doc).
2. Fill in the **Club Information** section at the top of page 1 of the form.
3. Fill in the **Meeting Information** section. Each week of the month is numbered 1 to 5. The easiest way to keep track of this is to have every person at your club's general meetings sign an attendance sheet.
 - a. Meeting Date: Record the month and day that the meeting took place (ex: 10/23)
 - b. Members in Club: This is the total number of people who have paid dues.
 - c. Members Present: This is the number of members (those who have paid dues) actually present at the meeting.
 - d. Kiwanis Advisor Present: Place an "X" in the box if he/she was in attendance.
 - e. Faculty Advisor Present: Place an "X" in the box if he/she was in attendance.
 - f. Other Guests: Record those guests (that have not paid dues) who signed in on the attendance sheet at the meeting.
 - g. Board Meeting Held: Record the month and day of the club's board meeting. (ex: 9/30)
 - h. Number of Board Members: This is the total number of voting board members (not committee chairs).
 - i. Number of Board Members Present: Those board members present at the meeting should be counted here.
4. Transfer the hours from page 2 (see #12) to the **Total Hour Summary**. Total Hours = SE + FR + SO + (AD+GA). The Total Hours box should also equal the total of the sixth column on page 2.
5. Keep a running total of your club's service hours under **Service Total Hour Summary**.
 - a. Previous Service Hour Total: Transfer the service hour total from the previous month's report form. Place a 0 in this box for the March MRF.
 - b. Service Hours This Month: Record the total number of service hours the club performed in that month. The number should be the same as the SE total from #4.
 - c. Total Hours: Previous Service Hour Total + Service Hours This Month
6. Make note of your club's beginning and ending **Treasury Balances**. Ask the Club Treasurer for this information.
7. Record newsletter and other meeting information in the **Week of Club Activities** section.
 - a. Newsletter: Record the date that your club's newsletter was released. Contact the Club Editor for this information.
 - b. Sponsoring Kiwanis Meeting Attended: Place an "X" in the box if at least one member attended a weekly meeting of your sponsoring Kiwanis club.
 - c. CKI Divisional Meeting Attended: Place an "X" in the box if at least one member attended a Divisional Council Meeting (DCM). This meeting is presided by your Lt. Governor.
8. Make note of **District and Divisional Information**.
 - a. District Mailing: Place an "X" in the box if you received a District Mailing from the District Secretary during that month.
 - b. Name of Lt. Governor: Fill in the name of your current Lt. Governor.
 - c. Lt. Governor Contact: If the answer to the question is "Yes", make note about their method of contact in the boxes below. If "No", comment about improvements.

9. Record the details of your club membership in the **Membership Breakdown** section. If you do not have a current breakdown of the status of members, skip this section and worry about getting the MRF in on time.
10. Write down the total number of members in your club who have paid District and International dues in the **Total Dues Paid Members** section. The numbers in the District and International boxes are usually the same. Contact the Club Treasurer to find out more. Record anyone that paid dues in that month in the New This Month box.
11. Include anything that you would like the District Secretary or District Board to know about in **Comments/Questions/Officer Changes**.
12. List all club activities in the **Club Activities** section using the codes provided.
 - a. Date: List the date(s) of the activity here.
 - b. Type/Code: Categorize the activity as service (SE), fundraising (FR), social (SO), administrative (AD), or general administrative (GA).
 - c. Description: Give a brief description of the activity.
 - d. Governor's Project: Place an "X" in this box if the activity was part of this statewide initiative. The 2005-2006 Governor's Project involves literacy.
 - e. Number of Members: This is the total number of dues-paid members who attended the activity.
 - f. Total Hours: This is the total number of hours the club spent on the activity. If 5 members spent 3 hours doing a service project, the total hours would be $5 \times 3 = 15$. You may include preparation and travel time for service activities.
 - g. Money Raised or Spent: Jot down the any money raised or spent for the activity.
13. List all **Interclubs** here, even if they can be counted as another type of activity. An interclub is when 2 or more members of your club visit an event of another K-family organization.
 - a. Date: Record the date of the interclub.
 - b. Club(s) Visited/Description of Event: Write the name(s) of the K-family organization(s) that you participated with, along with a brief description of the activity.
 - c. Number of Members: Record the number of dues-paid members who attended the interclub. This number must be over 2.
 - d. 50+: Place an "X" in this column if travel was over 50 miles.
14. Include **Contact Information** at the bottom of page 2. Record the name, phone number, and email address of yourself and Club President. Also type in the date the report was sent. This section verifies that you and your Club President have reviewed the MRF and agree that the information that you provided is truthful and correct.
15. Save the file and **Send** it to the following people:
 - a. District Secretary
 - b. District Governor
 - c. Lt. Governor
 - d. Club President
 - e. Kiwanis and Faculty Advisors
 - f. Anyone else who you feel would benefit from this information
 - g. Don't forget to keep a copy for yourself as well!