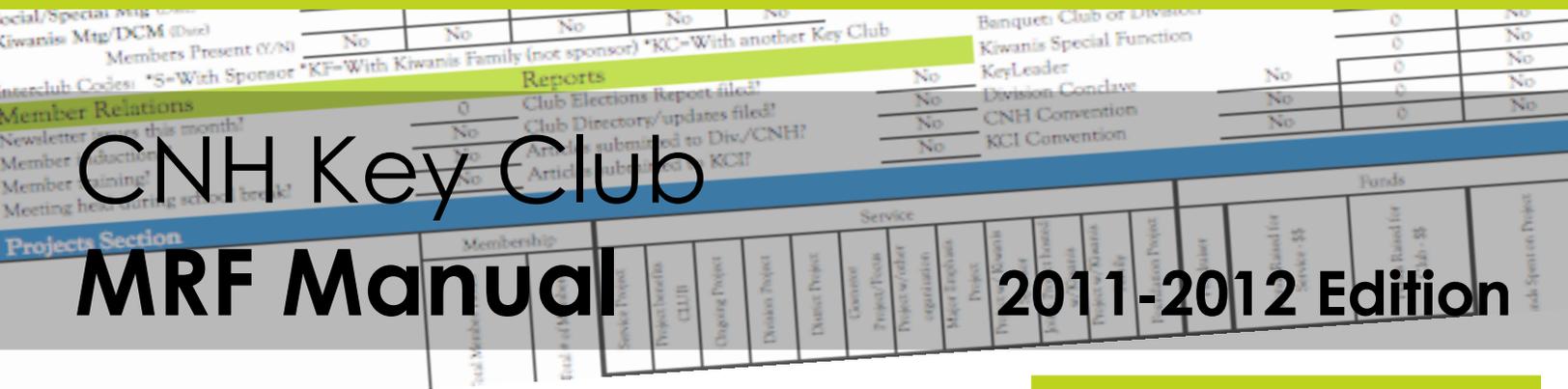


Please BEE green. Do not print this manual! Enjoy it from your screen.



CNH Key Club

MRF Manual

2011-2012 Edition

Hello CNH Secretaries!

Welcome to the 2011-2012 Monthly Report Form Manual! Hopefully you have already looked through the Secretary’s Manual to get a better idea of what your job as club secretary entails. In order to help you better understand how to fill out an MRF, please look over this manual for detailed instructions and explanations.

The acronym MRF stands for Monthly Report Form. The MRF is a record for your club and helps to organize information on club meetings, service records, attendance, and more! One of your duties as club secretary is to complete this file throughout your term and submit it each month to your Lieutenant Governor, Sponsoring Kiwanis Club, Kiwanis and Faculty Advisors, and Regional Advisors. This file not only contains helpful spreadsheets for your club roster and service records, but also important monthly reports.

Since you are well into your term, you should already have previous knowledge about the MRF and how to complete it. However, in order for you to complete it to the best of your ability, this manual provides explanations on every aspect of the file.

If you need any further help or assistance, feel free to contact me!

Buzzing with service,

Breigh Dang
2010-11 District Secretary
California-Nevada-Hawaii District

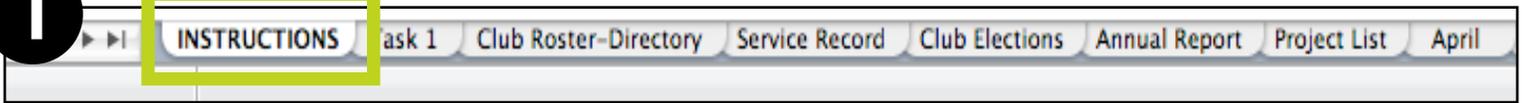


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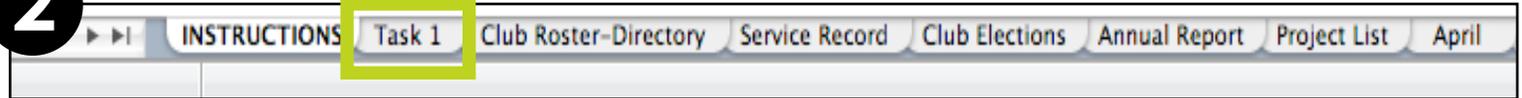
Starting off

1



Instructions: This is the first tab of the MRF. On this tab, there is a thorough breakdown and overview of the MRF by Immediate Past Secretary Breigh Dang. On this tab is an explanation of the following tabs in the file.

2



Task 1: This tab contains all of the basic information to start off your MRF. It will ask you to fill in basic club information, officer and advisor information, and answers to some general questions.

Step 1

"At A Glance" Information for					
2011-2012	Beehive	H12345	CNH	1	Input
Term	Club Name	Club Number	District	Region	Division
Club Information					
1234 Honeycomb Street	Beehive	CA	98265		(330)123-4567
School Address	City	State	Zip Code		Phone
cnhkeyclub.org	cnhkeyclub.org	Beehive Kiwanis			Monday, 12:15PM at Beehive HS, Rm. A6
Club Website	Club Reflector Group	Sponsoring Kiwanis Club			Meeting time & Location

At A Glance: Fill in all of this information in this section or else there will be missing information throughout the entire MRF file. Most of the information you fill on this tab will auto-fill into the other appropriate cells on other worksheets.

Monday, 12:15PM at Beehive HS, Rm. A6
Meeting time & Location

Be as accurate as possible when filling out the information for your club meetings so your Lt. Governor can plan ahead to visit your club. Don't forget to include the day of the week, the time, and the location of your meeting.

Step 2

Club Officers & Advisors	
The following advisors and officers are used on various reports.	
Faculty Advisor	Input Name
Kiwanis Advisor	Input Name
President	Input Name
Secretary	Input Name
Editor: Newsletters	Input Name
Editor: Webmaster	Input Name

Club Officers: Each Key Club contains a President, Vice-President (this is the only position that can have multiple officers), Secretary, Treasurer, Editor, and an optional appointed Webmaster.

Step 3

General Questions
The answers to the following questions will automatically transfer to the reports and will
Do you currently have a member serving as a district officer or committee member? This i
Do you currently have a member serving as an International officer or committee membe
Does your Kiwanis sponsor(s) fulfill the obligations of sponsorship? Are you connected wi
Is your club a co-sponsor of a Builder's Club or a K-Kids club?

General Questions: The answers to these questions will automatically transfer to other reports on the MRF file. All you have to do is go to the drop-down menu and choose "Yes" or "No" for each answer.

Club roster

INSTRUCTIONS	Task 1	Club Roster-Directory	Service Record	Club Elections	Annual Report	Project List	April
--------------	--------	------------------------------	----------------	----------------	---------------	--------------	-------

Keeping a roster is one of the most important duties of a Secretary. On this tab, fill in all of the information for members and advisors. This roster template is designed to help you, but you are not obligated to use it if you have a better template for your club. Also, feel free to adjust the template to best fit the needs of your club.

2010-2011	Term	Club	Division	Region	CNH	District				
Name		Faculty or Kiwanis	Email		Preferred Phone					
Advisors										
Last Name, First		Position	Email	Preferred Phone	Committee	Grad Year	Member ID*	Mailing Address*	City*	Paid**
Club Members										

2010-2011	Term	Club	Division	Region	CNH	District
Name		Faculty or Kiwanis	Email		Preferred Phone	
Advisors						
Mr. Teacher		Faculty	teacher@beehive.com		(333)234-5678	
Mr. Kiwanian		Kiwanis	kiwanis@gmail.com		333333-3333	

Advisor Information: Although we are student-led, adults are necessary in order to complete some of the administrative work of our organization. Thus, it is important that your club has dependable and supportive advisors to help your club grow and serve. Fill in all of the contact information for each Faculty and Kiwanis advisor, so they can be easily accessible throughout the year.

Last Name, First	Position	Email	Preferred Phone
Club Members			
1 Diana Nguyen	President	diana@gmail.com	(333)111-1111
2 Breigh Dang	Secretary	breigh@gmail.com	(333)222-2222
3 Hue Tran	Treasurer	hue@gmail.com	(333)444-4444
4 Andrew Shin	Editor	andrew@gmail.com	(333)555-5555
5 Jesse Truong		jesse@gmail.com	(333)666-6666

Club Members: The most essential part of the roster is the contact information for members. Make sure to gather all of your members' contact information, so you and your officers can easily communicate with them throughout the year. Identify the best method of contact for effective communication.

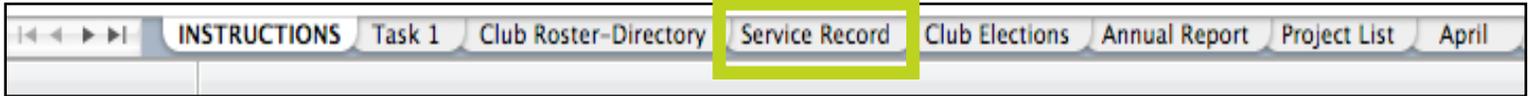
Committee	Grad Year	Member ID*	Mailing Address*	City*	Paid**
District Convention	2012	111111	1234 Honeycomb Dr.	Beehive	X
Kiwanis Family	2012	222222	12 Buzz St.	Beehive	X
Fundraising	2013	333333	456 Bee Rd.	Beehive	X
HW Help Club	2013	444444	678 Beehive St.	Beehive	X
District Project	2014	555555	890 Honey Ave.	Beehive	X

Additional Info: This section includes some important information for each member, such as their Grad Year, Member ID, Mailing Address, etc. The Grad Year helps in organizing members by their class. The Member ID is important for major Key Club activities, such as District Convention and officer elections.

For large clubs, organizing members into committees can be helpful in getting more members involved.

The "Paid" column is a helpful tool in staying organized when paying for membership dues throughout the year.

Service record



Membership Service Record											
1 Membership		2	Beach CleanUp	CHOC Walk in the Park	Rose Float Decorating	Tutoring	Walk For Life	Beach CleanUp	Kiwanis Pancake Breakfast	CHOC Craft Night	4 Total Hours
Copy/Paste from Roster		Event -->	14-Jul	17-Oct	29-Dec	4-Jan	17-Apr	3-Feb	15-Feb	5-Mar	
		Date -->									
Ex	Buzz Beehive		1	3	7	0.5	0.5	1	4	1	18
1	Dang, Breigh		1		7	0.5	0.5		4	1	14
2	Nguyen, Diana	3		3	7	0.5	0.5		4		15
3	Shin, Andrew		1		7		0.5	1			9.5
4	Tran, Hue		1	3	7	0.5	0.5		4		16
5	Truong, Jesse		1	3	7			1			12

Organizing members' service hours is one of the major duties of a club secretary. This tab is a resource for secretaries to organize the club's service records. One of the great aspects of the MRF is that many of the secretaries files (i.e. roster, month reports, service record, etc) are compiled into one master file. Although you aren't required to use this template, I highly recommend it because it is organized and easy to use!

- Membership:** All you have to do in this section is copy and paste your members' names from the Roster Tab. On the Roster Tab, highlight and copy all the cells in Column B that contain members' names. Then, paste it onto the Service Record Tab. It is a good idea to organize membership on your Roster by "Last, First" Name so you can easily locate members on both your roster and service record.
- Event/Date:** In the Event cells, type the name of the event, and it will automatically format to read vertically. For the Date cells, type in the date as "Month/Date" or "Month-Date" and the date will automatically format to what you see in the example box above.
- Recording Hours:** Simply type in the total number of hours for each member who attended an event. If a member did not attend the event, leave the cell blank.
- Totaling the Hours:** This is a new feature on the Service Record tab this year. Rather than manually adding up the hours for each member, the total will automatically calculate for each member depending on the number of hours you inputted under each event.

Excel tip

To organize members alphabetically by last name:

Highlight all the members' names

Diana Nguyen
Breigh Dang
Hue Tran
Andrew Shin
Jesse Truong

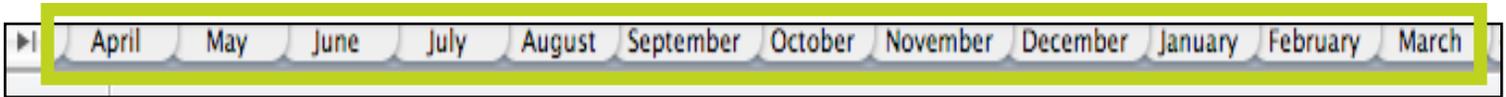
Go to "Sort" and click A->Z. The Sort function will look like this if you have Excel 2007 version. If you have 97-2003, go to Sort on one of the drop down menus.



All of your members' names should now be alphabetized by last name!

Dang, Breigh
Nguyen, Diana
Shin, Andrew
Tran, Hue
Truong, Jesse

Monthly reports



These worksheets, your Monthly Report Forms, are the core of this file. The first tab is for April and the last one is for March. For each tab, you are to fill in information about the meetings/activities for your club in that particular month. For example, the **June MRF** is reporting information and events for the month of **June**. The deadline for each MRF is the **5th of the following month**. For example, the June MRF is due by July 5th.

The top contains all of the basic information of your club. You **do not** have to type into this section because all of the information was already inputted on a previous tab and automatically transferred. You can leave this section alone.

Membership Status: For membership status, this information can be found from the Dues Report. If you do not have these numbers, ask your respective Lieutenant Governor for help. For New Members, you will be filling in this section when your Club Treasurer pays the dues on the Membership Update Center.

Sponsorship: This section will either say "Yes" or "No" depending on what you inputted as the answer to this question on the General Questions section of the "Task 1" Tab. If your Sponsoring Kiwanis club has fulfilled at least ONE of the following duties to your club, it should be "Yes".

These are the ten annual requirements of a Sponsoring Kiwanis Club:

- Appoint a Kiwanis Advisor to the Key Club and ensure he/she receives adequate orientation.
- Ensure Kiwanis members attend every Key Club meeting.
- Maintain an expense line item in the Kiwanis club's service account to support the activities of the Key Club.
- Meet with the school principal before the beginning of the school year.
- Ensure that all members pay annual dues.
- Ensure Key Club officers receive proper training following election.
- Hold a planning session involving the leadership of both clubs.
- Host or participate in two joint activities involving the membership of both clubs.
- Invite two Key Club members to attend every regular Kiwanis meeting.
- Ensure Key Club members attend conventions and conferences.

Monthly reports

▶	April	May	June	July	August	September	October	November	December	January	February	March
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1

Attendance: Club	Week 1	Week 2	Week 3	Week 4	Week 5
General Meeting (Date)					
Members Present #	0	0	0	0	0
Faculty Present (Y/N)	No	No	No	No	No
Kiwanis Present (Y/N)	No	No	No	No	No
Guests Present (Y/N)	No	No	No	No	No
Program/Speaker (Y/N)	No	No	No	No	No
Interclub (N/S/KF/KC)*	No	No	No	No	No
Board Meeting (Date)					
Social/Special Mtg (Date)					
Kiwanis Mtg/DCM (Date)					
Members Present (Y/N)	No	No	No	No	No

Interclub Codes: *S=With Sponsor *KF=With Kiwanis Family (not sponsor) *KC=With another Key Club

General Meeting: Click on the cell, scroll down, and select a date.

Members Present: Enter an exact number. A helpful tool to calculate this number is having a sign-in sheet for meetings.

Kiwanis/Guests/Program/Speaker: Either select Yes or No.

Board Meeting/Social/Special Mtg/Kiwanis Mtg/DCM: Click on the cell, scroll down, and select a date. Always fill out the date of the Kiwanis Mtg/DCM regardless if your members attend. If they do attend, select Yes.

Interclub Codes:

S = With Sponsor, KF = With Kiwanis Family (not sponsor), KC = With another Key Club

If throughout the month in a particular week you have an interclub event, please fill in the appropriate initials. For example, if in Week 3 my club participated in an event along with the Sponsoring Kiwanis Club, a Circle K club (Kiwanis Family), and another Key Club, in that cell I would scroll down and select "S, KF, KC".

* **Note:** The number of members present at a meeting should only be for current dues paid members. When your club has its first meeting, the only people included in this count are members that paid dues last year. Everyone else who has not paid dues yet is considered a **guest**.

2

Activity/Region	(Y/N)	# Present
LTG communication this month	None	
Division Council Meeting	No	0
Kiwanis Division Meeting	No	0
Region Meeting/Event	No	0
Officers Training Conference	No	0
Pres & Sec at Training Conference	No	0
Advisor at Training Conference	No	0
Leadership Conference/Retreat	No	0
Region Training Conference	No	0

LTG Communication: Has your Lt. Governor been in contact with your club? If yes, select one of the methods in which this was done.

Meetings and Conferences: Simply select Yes if the event was held this month. If members attended from your club, fill in the number present. OTCs occur sometime in Spring/Summer and RTCs occur in the Fall.

3

Events	Candidate	# Present	Advisor
Fall Rally		0	
Banquet: Club or Division		0	
Kiwanis Special Function		0	
Key Leader		0	
Division Conclave	No	0	
CNH Convention	No	0	
KCI Convention	No	0	

Fall Rally: Occurs in October (North) and November (South).

Kiwanis Special Function: Any event other than a meeting (such as a BBQ, banquet, etc.)

Division Conclave: This event is for the election of your Lt. Governor in January/February.

Key Leader: Varies by location

CNH Convention: In April

KCI Convention: In July

4

Activities	Reports	
Newsletter issues this month?	0	Club Elections Report filed? No
Member inductions?	No	Club Directory updates filed? No
Member training?	No	Articles submitted to Div, CNH? No
Meeting held during school break?	No	Articles submitted to KCI? No

Newsletters: This is the number of newsletters that your club publishes (not the ones created by your Lt. Governor or by the district).

Member Inductions: Did you welcome any new members to the club?

Member Training: Any sort of training where your club informs the members.

Club Elections Report filed: This is not done until February 2012.

Club Directory: Always update this (the roster) throughout the year.

Articles: Articles are submitted to cnharticle@gmail.com

Monthly reports

▶	April	May	June	July	August	September	October	November	December	January	February	March
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5 Reports Section

Project Title	Membership		Service										Funds					
	Total Member Hours	Total # of Members	Service Project	Project benefits CLUB	Ongoing Project	Division Project	District Project	Governor Project/Focus	Project w/other organization	Major Emphasis Project	Project w/ Kiwanis Sponsor	Joint Project hosted w/ Kiwanis	Project w/ Kiwanis Family	Foundation Project	Fundraiser	Funds Raised for Service - \$\$	Funds Raised for Club - \$\$	Funds Spent on Project
			Mark "X" for ALL categories that apply										Use accordingly					
1	0	0														0.00	0.00	0.00
2	0	0														0.00	0.00	0.00
3	0	0														0.00	0.00	0.00
4	0	0														0.00	0.00	0.00
5	0	0														0.00	0.00	0.00

A Total # of Paid Members: Only Dues Paid Members are counted
Total Member Hours: Total number of hours completed by all members that attended this event

B Fundraiser: Mark an X if the project was a fundraiser. Fill in the appropriate numbers for funds raised.
 • **Funds Raised for Service:** All profits are donated to a cause
 • **Funds Raised for Club:** Profits go to your club (does not count for service hours)

C Service Project: Any type of volunteer project
Project Benefits Club: Many projects can benefit your club. For example, a fundraiser for your club.
Division Project: A project hosted by your Lt. Governor
District Project: A project that corresponds with Project S.H.I.N.E. initiatives
Project w/ other Organization: March of Dimes, UNICEF, American Cancer Society, etc.
Major Emphasis Program: The Major Emphasis Program includes the Service Initiative (Live 2 Learn) and the Service Partners (March of

Dimes, UNICEF, and Children's Miracle Network)
Project w/ Kiwanis Sponsor: This is a project with your Sponsoring Kiwanis Club
Joint Kiwanis Project: A project including your club and one or more Kiwanis Clubs
Project w/ Kiwanis Family: A project consisting of your club and any branch of the Kiwanis Family (i.e. Kiwanis, Aktion Club, K-Kids, Builder's Club, KIWIN's, Circle K)
Foundation Project: Project that benefits the Cal-Nev-Ha Kiwanis Foundation (including programs such as PTP and PEM)

6 Project Snapshots

1	Chair _____	Hours _____	Funds Raised _____
Project Description		0	\$0.00
2	Chair _____	Hours _____	Funds Raised _____
Project Description		0	\$0.00
3	Chair _____	Hours _____	Funds Raised _____
Project Description		0	\$0.00

The Project Name, Hours, and Funds Raised are all automatically transferred from the information you filled in the Project Report. All you need to do is fill in who was the Chair for the event and the Project Description. Explain what the project was for and how Key Club members helped out at the event. Keep the description brief and informative.

Monthly reports

April May June July August September October November December January February March

7 **Division Section Snapshot**
 Share your club's achievements from this month. Share your successes, Member of the Month, and other great tidbits.

All you have to do is provide a recap of what has been going on in your club for the past month. Every month, your Lt. Governor chooses 1-2 club snapshots in the division for online recognition on the CyberKey. Be sure to write a great snapshot each month for your club to be recognized!

Need some help coming up with ideas on what to write about?

Year Round Topics:

- Strengths/weaknesses of the club for the past month
- Service Events: Is your club offering a good amount of service projects? Are members attending? Service should be the main focus of your club; keep it strong!
- Fundraising: Is your club able to raise funds for service as well as your club?
- Committee Chairs: If you have committee chairs, how active have they been? How have they been contributing to your club? (Highly suggested)
- Kiwanis Family: Has your club been attending and participating with your Kiwanis Club?

Fall Topics:

- Member Recruitment: How has your club been recruiting new members to join?
- Club Directory/Dues Process: Are there any issues with filling out the directory or paying for dues?
- Fall Rally: How is your club fundraising for the Lt. Governor Auction at Fall Rally? Are there multiple fundraisers going on?
- Regional Training Conference: How did your club and members benefit from this event?

February/March:

- How is your club doing preparing for club elections? Are people interested in running?
- How is your club preparing for District Convention? Is travel/money/paperwork worked out?

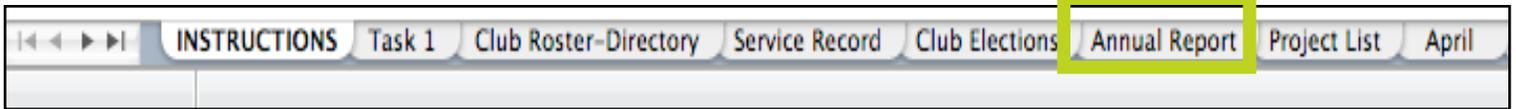
Club elections

INSTRUCTIONS Task 1 Club Roster-Directory Service Record **Club Elections** Annual Report Project List April

CLUB INFORMATION		President	Vice President	Editor
Key Club Terms	_____	Name	Focus Area	Focus Area
Division	_____	Grad Year	Name	Name
Region	_____	Email	Grad Year	Grad Year
Club Name	_____	Preferred Phone	Email	Email
Club Number (same with IT)	_____		Preferred Phone	Preferred Phone
Kiwanis Sponsor	_____			

After your election is held, fill in all of the club, officer, and advisor information on this tab. Once you have finished, send this information to your Lt. Governor elect so he/she will have an easy transition into the new term. This sheet will also help you submit the **OFFICIAL** election results online. Follow this link <https://spreadsheets.google.com/viewform?hl=en&formkey=dDlzV011VGI1REYxWFIBTGxSVTKxeFE6MQ#gid=0> or go to the CyberKey and click on "2011-2012 Club Officer Information Form".

Annual report



KEY CLUB
California-Nevada-Hawaii District

Annual Achievement Report for
Beehive

Year: **2011-2012** Club Number: **H12345** District: **Task 1** Region: **1**
Address: **1234 Honeycomb Street** City: **Beehive** State: **CA** Zip: **98765** Phone: **(333)123-4567**

Part One: Club Information

Part Two: Membership

Part Three: Club Administration

Part Four: Club Membership

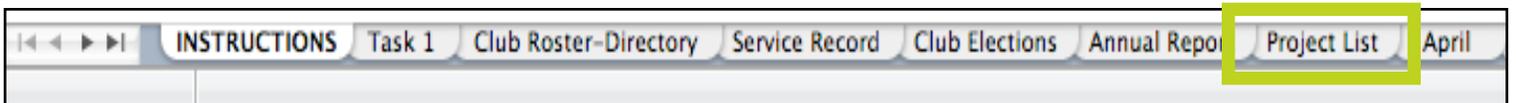
This tab may look overwhelming, but don't worry! Most of the information is auto-linked from the other worksheets throughout the file. This tab reflects all of the work that your club has done throughout the year.

There are still three items that you must do to complete your report:

- 1. Club Reports:** Answer the prompt that asks whether your monthly reports were completed and submitted on-time.
- 2. Percentage of members who have served in leadership positions:** Leadership positions within a club can be more than just the main officers. This can include appointed board officers, committee chairs, etc.
- 3. Projects List:** Go to the Projects List tab and sort the projects by highest service hours. Doing so will maximize your score! (Read below for directions)

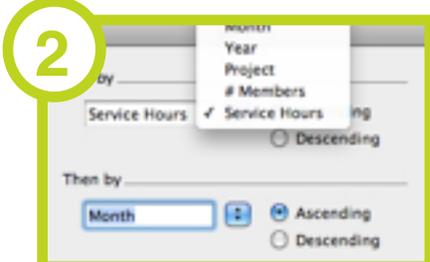
At the end of the year, make sure that the information on this form is accurate. The number at the bottom of the worksheet is your club's AAR score, and will be requested by your Lt. Governor for submission of Automatic Entry Awards.

Project list



Month	Year	Project	# Members	Service Hours
April	2011-2012	HW Help Club	25	50
April	2011-2012	CHOC Walk in the Park	25	100
April	2011-2012	Beach Clean-Up	30	30
April	2011-2012	From MRF	0	0
April	2011-2012	From MRF	0	0

Highlight all rows that contain projects.



On the menu bar, click on the Sort and Filter feature and select Custom Sort from the Drop down menu. Choose "Service Hours" for Sort by, and "Month" for Then by. Select "Ascending" (largest to smallest) for both.

	Month	Year	Project
	May	2011-2012	Relay for Life
1	April	2011-2012	CHOC Walk in the Park
2	April	2011-2012	HW Help Club
3	April	2011-2012	Beach Clean-Up
	May	2011-2012	HW Help Club

This is how the Project List should now look! The service hours and months should be sorted from highest to lowest.

Contact information

Executive Board

Governor

kcgovernor@cnhkiwanis.org

Secretary

kcsecretary@cnhkiwanis.org

Treasurer

kctreasurer@cnhkiwanis.org

Technology Editor

kceditor@cnhkiwanis.org

Adults

District Administrator

Mrs. Lisa Lotito-Byers
cnh.kcadmin@gmail.com

Assistant District Administrator

Mr. Marshall Roberson
cnhadan@gmail.com

Director of Service Leadership Programs

Mr. Bruce Hennings
bruce@cnhkiwanis.org

Resources

Websites

CNH CyberKey

www.cnhkeyclub.org

Key Club International

keyclub.org

CNH Secretary's Reflector

www.groups.google.com/group/cnh-kc-secretaries

Thanks for reading this manual!

Remember, feel free to contact myself or any of the other executives and advisors if you need help.