



CNH | KEY CLUB

cali-new-ha key club

SECRETARY MANUAL

Created by District Secretary Grace Yim

2020 to 2021

introduction

hello, cnh secretaries!

My name is Grace Yim, and I have the immense honor of serving as your District Secretary for the 2020-2021 term! I want to first congratulate you all on being elected to serve as your club's secretary for this term! Club Secretary is arguably the most important position of the club board; you truly are the backbone of your club! I hope each of you always takes pride in your position; your role will be CRUCIAL to the success of your club this term!



In this manual, you will learn more about your role as a club secretary, how to accurately fill out the Monthly Report Form, awards you can earn, and so much more! Although this manual may be lengthy, it covers everything you will need to know to fulfill your responsibility as secretary, so please be sure to read through this manual carefully. Because I understand that it may be hard to refer back to this lengthy manual frequently, I have split each section in a google drive folder so you can refer back to each topic more easily. You can access the google folder through this link: tinyurl.com/secmanual2021.

As always, please don't hesitate to contact me at cnhkc.sec@gmail.com if you ever have any questions, comments, or concerns. I am always more than happy to help you out!

Buzzing with Service,

A handwritten signature in black ink that reads "Grace Yim" with a small heart symbol above the "i".

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section 1

DUTIES OF A CLUB SECRETARY

WEEKLY

- ★ Attend and take minutes and club meetings
- ★ Attend Kiwanis club meetings
- ★ Frequently communicate with club board, LTG, and advisors
- ★ Attend division & club events
 - Provide sign-in sheets at every club event
- ★ Update and organize files and records
- ★ Check email for important updates from your Lt. Governor, District Executives, or advisors
- ★ Track members' service hours proactively

MONTHLY

- ★ Attend Division Council Meetings (DCM)
- ★ Attend Kiwanis DCMs
- ★ **Complete & submit the Monthly Report Form (MRF) by the 5th of every month @ 6 PM PST**
 - Submit to: LTG, Kiwanis Advisor, Faculty Advisor, & Region Advisor(s)
- ★ If your respective Division has a different submission deadline, be sure to meet this to ensure you maintain a 100% on-time submission rate!

ANNUALLY

- ★ Join the 2020-2021 CNH Secretaries reflector group
- ★ Complete at least 50 hours of service to be a member in good standing
- ★ Work with your club board to come up with an annual plan
- ★ Set a service hour, fundraising, and membership goal for your club. We are hoping every club will be able to increase their membership by at least 10%!
- ★ Attend Officer Training Conference (OTC), Region Training Conference (RTC), Fall Rally, Conclave, and DCON
- ★ Fill out and submit results of the Member Recognition Program (MRP) and Annual Achievement Report (AAR) to your LTG
- ★ Aim for District Tree Recognition (see details in Recognition pg.21)
- ★ Apply for Distinguished Secretary (see details in Recognition pg.19)
- ★ Submit election results of your next officers (2021-2022) to LTG
- ★ Train your successor before District Convention!

section 2

THE MONTHLY REPORT FORM (MRF)

monthly report form

The Monthly Report Form, also known as the MRF, is a spreadsheet that documents and tracks all your club activity throughout the term. MRFs document everything from service projects, service hours, dues payment, attendance, and so much more! The MRF must be accurately completed every month. Once your MRF is submitted to your Lieutenant Governor, they directly report your club data to the District, where we analyze it and document your data to ensure we are on the right track for success! **Always make sure to submit your MRFs on-time and don't procrastinate!**

You can access the Club MRF through [THIS](#) link

submission guidelines

SUBJECT LINE:

[Club Name] MRF
(I.E. Diamond Bar MRF)

SUBMIT TO:

Division Lt. Governor
(d###.cnhkc.ltg@gmail.com)

CARBON COPY (CC):

Faculty/Kiwanis/
Region Advisor(s)

SUBMIT BY:

THE 5TH OF EVERY
MONTH BY 6 PM

EMAIL BODY:

- The file you are submitting
- The tabs you have updated that month

FILE NAME:

Club Name_MRF_2021
(I.E. DiamondBar_MRF_2021)

task 1 tab

- ★ This is the first tab that should be completed in the MRF. The task 1 tab covers all the general information about your club that will automatically transfer to the other tabs on the MRF. It is very important that you fill out this tab **COMPLETELY**.
 - If you do not know what to input on a particular section, please just leave it blank instead of putting "n/a" or "none".
- ★ Use this link to find your club number, date dues processed, etc: www.tinyurl.com/club2021
 - ctrl+f to find your club name!

club roster - directory

- ★ The Club Roster should be completed with contact information for **dues paid members ONLY**.
 - I recommend your club send out a Google Form that asks members for all the information needed to fill out this tab, this way the secretary will be able to easily copy and paste all the information into the MRF!
- ★ Its recommended you input names in the format **Last Name, First Name**, then use the **SORT** function to alphabetize your list for ease of access

2020-2021	Bee Hive	99N	1	CNH					
Term	Club	Division	Region	District					
Name	Faculty or Kiwanis	E-mail	Preferred Phone						
Advisors									
Busy Bee	Kiwanis	bushybee@gmail.com	123-456-7890						
Bee Hive	Faculty	bushybee@gmail.com	098-765-4321						
Last Name, First	Position	E-mail	Preferred Phone	Committee	Grad Year	Member ID	Mailing Address*	City*	Paid**
Club Members									
1 Min, Daniel	Member	chris.and@gmail.com	010-123-4567		2021	5311439	123 Bee Street	Reno	X
2 Yim, Grace	Member	chris.and@gmail.com	010-123-4567		2021	5311438	123 Bee Hive Drive	Reno	X
3 Suh, Yena	Member	chris.and@gmail.com	010-123-4567		2021	5311438	123 CNH Bees Blvd	Reno	X
4									

Example of a completed club roster. Row 11 will be filled out automatically if it was completed in the Task 1 Tab!

service record tab

The Service Record Tab tracks **all the hours of service** performed by all members in your club. This tab should **be updated monthly** and match the Project List section in your Monthly Tabs. The names of your members and their dues paid status **automatically transfers** here, so it is **crucial** that the information in your club roster tab is accurate!

Membership Service Record					
Membership		Dues	Event -->		Park Clean Up
Copy/Paste from Roster			Date --> 20-Jun		
Ex	Buzz Beehive		Total Service	6	0
1	Min, Daniel	X	2	2	
2	Yim, Grace	X	2	2	
3	Suh, Yena	X	2	2	
4			0		

Example of how each Service Project should be recorded in this tab.

member recognition program tab

The Member Recognition Program (MRP) recognizes members district-wide who go **above and beyond** expectations for service in Key Club. Therefore, as a club secretary it is important for you to **update this tab monthly** to ensure your members get the recognition they deserve!

The 4 levels of recognition include:

BRONZE

Awarded to any dues-paid member who **serves a minimum of 50 service hours** and **meets 5 categories**.

SILVER

Awarded to any dues-paid member who **serves a minimum of 100 service hours** and **meets 6 categories**.

GOLD

Awarded to any dues-paid member who **serves a minimum of 150 service hours** and **meets 9 categories**.

PLATINUM

Awarded to any dues-paid member who **serves a minimum of 200 service hours** and **meets 10 categories**.

★ THE MRP TAB HAS BEEN UPDATED THIS YEAR! ★

Membership Service Record																																				
Membership Copy/Paste from Roster	Dues Paid	Service Hours	Training Events 1	Training Events 2	Training Events 3	Training Events 4	Kiwanis Family Events 1	Kiwanis Family Events 2	Kiwanis Family Events 3	Kiwanis Family Events 4	Kiwanis Family Events 5	Interclubs 1	Interclubs 2	Interclubs 3	Interclubs 4	Interclubs 5	Interclubs 6	Division Events 1	Division Events 2	Division Events 3	Division Events 4	Division Events 5	Division Events 6	District Events 1	District Events 2	International Events	Articles/Visuals Submitted 1	Articles/Visuals Submitted 2	Event or Project Chair 1	Event or Project Chair 2	Division/Region/District Workshop Facilitator	Club Committee Member	Division/District Committee Member	Club/Leadership Position	Lives Saved from MINT	Level of Recognition
PLATINUM LEVEL	Y	200	4				5					6						6					2		1	2		2		1	Y	Y	Y	100	10 out of 13	
GOLD LEVEL	Y	150	4				4					5						5					2		1	2		2		1	Y	Y	Y	50	9 out of 13	
SILVER LEVEL	Y	100	2				3					4						4					1		0	1		1		0	Y	0	0	20	6 out of 13	
BRONZE LEVEL	Y	50	2				2					3						4					1		0	1		1		0	Y	0	0	3	5 out of 13	
Min, Daniel	X	2																																		
Yim, Grace	X	2																																		
Suh, Yena	X	2																																		

The Member Recognition Program Tab has been updated this term to make it easier for club secretaries to track the status of each member. **Simply input an "X" under each column category that a member has accomplished.**

Use the link below for the MRP rubric from the 2019-2020 term. The rubric goes in depth explaining each category of the MRP!

www.cnhkeyclub.org/images/Recognition/MRP/1920/MRP_Rubric_1920.pdf

club elections tab

CNH | KEY CLUB

CLUB OFFICER ELECTIONS

As per Key Club International Constitution & Bylaws, each Key Club may elect one President, one or more Vice President(s), one Secretary, and one Treasurer. Since there are various focus areas for vice presidents, the online report will also allow you to identify a focus area. Five slots have been provided for the vice president officers. If you club has more than five, please provide your Lt. Governor with the additional information. The club may elect or appoint the position of Editor. In addition, the specific role of the editor is no longer clearly defined due to changing technology and club needs. In order to accommodate the possibilities for the club Editor, the online report provides an opportunity to identify up to three editors with different focus areas.

DIRECTIONS FOR SUBMITTING ELECTION RESULTS

After the annual club elections have been completed, please submit your results online for the following advisor and officer positions: Faculty Advisor, Kiwanis Advisor, President, Vice President(s), Secretary, Treasurer, and Editor(s). In order to make this process easier for you to complete, all of the prompts for the online club officer report is listed below. Gather the information (name, graduation year, e-mail, and preferred phone number with area code) before beginning the online report. This sheet is set-up for you to report the information here or to print it out and use. The Lt. Governor may appreciate getting this information from here.

CLUB INFORMATION

Key Club Term	_____	President	_____	Vice President	_____	Editor	_____
Division	_____	Name	_____	Focus Area	_____	Focus Area	_____
Region	_____	Grad Year	_____	Name	_____	Name	_____
Club Name	_____	E-mail	_____	Grad Year	_____	Grad Year	_____
		Preferred Phone	_____	E-mail	_____	E-mail	_____

Be sure to have contact information filled out for the **NEXT** officer board (2021-2022 Officers) by March 2021.

Completing this tab will be **immensely helpful** for the upcoming board and for the next Lieutenant Governor to establish strong connections early in the term!

annual report tab (aar)

The Annual Report Tab calculates your **overall AAR score** to determine your clubs eligibility to earn Distinguished or Diamond Distinguished recognition on **the International level**. Most of the information of this tab will be **automatically calculated** from your monthly tabs so it is **vital** that you completely fill out your monthly tabs! Although most of the information will auto transfer, some information will **require you to input it manually**.

Reference to Section 6 of this manual for an in-depth explanation of AAR!

DISTINGUISHED

To earn Distinguished, your club must have an AAR score of at least **148** but **no more than 177**

DIAMOND DISTINGUISHED

To earn Diamond Distinguished, your club must have an AAR score of at least **178 or above**

project list tab

This tab essentially lists all the service events your club participates in throughout the term. **You DO NOT have to fill out anything in this tab!**

Information on service projects will auto-transfer from what is inputted in the Project Section in the monthly tabs. Please note that the total service hours shown in this tab will be used to calculate your club's service hour score for the AAR score. Use this tab to check the accuracy of your Service Record reporting—**do your total hours match on BOTH tabs?**

Year	2020-2021			Region 1	
Part Two: Club Service Record					
Instructions: It is very important that all club secretaries complete the monthly portion of the MRF which asks you to list all the projects your club participated in and the number of hours earned. This information will all be automatically posted on this page. You will not need to input any information on this page.					
Each month you should check the number of service hours your club has earned as your club goal at the end of the year should be a number which is equal to or larger than the numbr of members in your club times 50 hours. A Key Clubber in good standing needs to pay their dues on time and earn a minimum of 50 hours of service.					
To get maximum points you should get 60 hours per member (set this as your goal)					
Total Service Hours					6
#	Month	Year	Project	# Members	Service Hours
1	March	2020-2021	Park Clean Up	3	6
2	March	2020-2021	From MRF	0	0
3	March	2020-2021	From MRF	0	0

monthly tabs

The Monthly Tabs are the main tabs that you will be filling out every month. Please make sure your March tabs are also filled out, refer back to your immediate past club secretaries last MRF submission and copy the information from their March tab to yours. If you do not have access to your IP club secretary's MRF contact your Lieutenant Governor to receive it.

data section

The data section the monthly tabs often get overlooked, but it is essential that you pay attention to each part as it will significantly help your club attain a higher AAR score. Read through each part carefully and fill out as much as you can!

Important Note: The number of members present at a meeting should **only** be for **current dues paid members that paid the previous year**. After the dues-paying months in Key Club have opened in September/October, this section will be 0.

Data Section												
Membership Status												
Previous Year1	0	Current2	0	New Members Paid this month3		Date sent		Check#				
A District or International Officer or Committee Member?					No	A Candidate for District or International Office?				No		
Sponsorship												
Sponsors fulfill obligations of sponsorship?					Yes	Co-Sponsor: Builder's Club/K-Kids?		No	Provided a program for Builder's Club/K-Kids?	No		
Attendance: Club					Division/Region/District							
General Meeting (Date)					Week 1	Week 2	Week 3	Week 4	Week 5	(Y/N)	# Present	
Members Present #					0	0	0	0	0	None		
Faculty Present (Y/N)					No	No	No	No	No	No	0	
Kiwanis Present (Y/N)					No	No	No	No	No	No	0	
Guests Present (Y/N)					No	No	No	No	No	No	0	
Presentation by Club LTG (Y/N)					No	No	No	No	No	No	0	
Interclub (N/S/KF/KC)*					No	No	No	No	No	Officer	Member	
Board Meeting (Date)										DCON Workshops	No	
Social/Special Mtg (Date)										Division Training Events	No	
Kiwanis: Mtg/DCM (Date)										Region Training Conference	No	
Members Present (Y/N)					No	No	No	No	No	Key Leader	No	
Interclub Codes: *S-With Sponsor *KF-With Kiwanis Family (not sponsor) *KC-With another Key Club										Fall Rally	No	
Member Relations					Special Events							
Newsletter issues this month?					0	Candidate					# Present	Advisors
Member inductions?					No	Kiwanis Special Function					0	No
New Member training?					No	Banquet/Club or Division					0	No
Meeting held during school break?					No	Division Conclave					No	No
						CNH Convention					No	No
						KCI Convention					No	No

projects section

Projects 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 Employee Focus	Project w/ Kiwanis Sponsor	Joint Project hosted w/ Kiwanis	Project w/ Kiwanis Family member	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	Park Clean Up	6	3	x	x												0.00	0.00	0.00		
2		0	0														0.00	0.00	0.00		
3		0	0														0.00	0.00	0.00		

In this section, secretaries list out each service project the club members participated in that month. Please make sure to **input an "X"** under each category that particular event falls under! If you are confused about what category an event falls under, reach out to your club president or lieutenant governor and make sure to clarify with them.

narrative section

CLUB SNAPSHOT

This section allows you share what has been going on in your club throughout the duration of that month.

Some things to include:

- ★ Service Events from that month
- ★ Successes
- ★ Areas of opportunity/improvements made
- ★ New things your club has implemented within your club

Feel free to talk about anything, you are not limited to just those suggestions!

PROJECT SNAPSHOT

In this section you will only need to fill out the Project Chair and a brief description of the event. The rest of the data will transfer automatically!

Narrative Section							
Club Snapshot		Share your club's achievements from this month. Share your successes, Member of the Month, and other great tidbits.					
Project Snapshots							
1 <i>Park Clean Up</i>	Chair _____	Hours <u>6</u>	Funds Raised <u>\$0.00</u>				
<small>Project Description</small>							
2	Chair _____	Hours <u>0</u>	Funds Raised <u>\$0.00</u>				
<small>Project Description</small>							

section 3

MEETING MINUTES

meeting minutes

What Are Meeting Minutes?

Meeting Minutes are written records or “notes” taken by the club secretary to show proof of proper protocols and procedures during a meeting. Minutes are a good way for members/officers/advisors to recap if they were absent from that meeting.

What To Include:

- ★ Type of meeting (club, board, etc.)
- ★ Location & Date
- ★ Time meeting was Called to Order and Adjourned
- ★ Attendance of who is present and absent
- ★ Remarks
- ★ Old and New Business

Share Minutes With:

- ★ All members, Club Board, Lt. Governor, Faculty Advisor, Kiwanis Advisor, Region Advisors, etc
- ★ Create a Google Drive Folder for organization and easy access

tips & tricks



Always BEE attentive and state who is speaking

Create or find a template that can be used throughout the year or download the one from the cyberkey

Make sure to follow Graphic Standards but never limit your creativity

Always BEE concise and maintain consistent grammar

section 4

TRACKING SERVICE HOURS

tracking service hours

What Counts as a Service Hour?

According to the Key Club International Guidebook, a service hour is any hour of service performed by an individual Key Club member with the approval of his/ her club's board of directors.

does count

- ★ Service project planned by a Club or Division in which members are actively performing service
 - Example: Park Clean Up, Dog Toy Making, etc
- ★ Fundraisers for a charity--however, the fundraiser can **NOT** financially benefit Key Club in any way
 - Ex: 100% of bake sale profit gets donated to PTP
- ★ Service event planned by an outside organization that Key Clubbers are able to volunteer at running booths, tutoring, serving food, etc
 - Example: Volunteering at the March for Babies
 - Book Drives, Clothing Drives, Food Drives, etc
- ★ Service projects at DCMs, Training Conferences, DCON, ICON, etc
- ★ Time spent planning a service event for Division or Club

doesn't count

- ★ Attendance at:
 - DCMs
 - Fall Rally
 - District Convention (DCON)
 - Training Conferences (OTC, RTC, CTC, LTC, etc)
 - Key Leader
 - Key Club meetings--with the exception of meetings dedicated for planning service projects
- ★ Donations
 - Ex: Giving 1 hour of service in exchange of sock donations
- ★ Administrative Hours
 - Mandatory work required of a position
 - Example: Filling out the MRF or completing Articles & Visuals
- ★ Fundraisers that financially benefits a club
 - Ex: Bake sale profits going towards DCON transportation
- ★ Can't use hours as a false incentive

If you ever need clarification on what counts as Service, please don't hesitate to contact your Lieutenant Governor or myself!

how do i track service hours?

#1

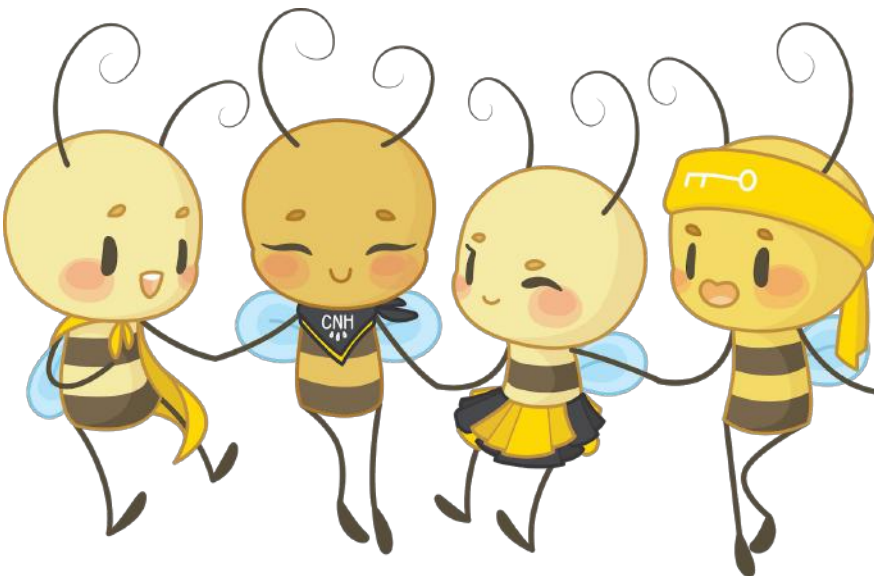
Bring a paper or electronic sign-in sheet and have members sign-in and sign-out of the event.

#2

After the service event, the club secretary transfers the data onto the Service Record tab in the MRF. All you need to do is fill in the event, date, and number of hours served by each member who attended.

#3

On the respective month's tab, complete the Projects Section and the Project Snapshot.



Follow this protocol to accurately track Service Hours!

tracking hours during covid-19

Below are four methods we recommend to accurately track the number of hours performed by your members in response to COVID-19. These methods **only substitute #1 from page 17, #2, and #3 should still be followed as stated!**

Method #1

Conduct your club service events over Zoom or Google Meets and perform the service event together as a club. Accurately keep track of what time the event started and which members attended the event.

Method #2

Ask members to submit progress pictures to the club officers periodically of them performing service with the time clearly shown.

Method #3

Ask members to submit pictures/screenshots of the clock or the timer they used to time themselves.

Method #4

Only if they are comfortable doing this, ask members to film a time-lapse video of them performing service.

Reporting inflated or inaccurate service hours can result in your club getting **disqualified** from receiving awards at the end of the term. Please be sure to always **stay moral** when reporting service hours!

section 5

RECOGNITION

secretary recognition

You will submit an E-portfolio to be considered for the Outstanding and Distinguished awards. If you pass the first threshold of points, you will receive the Outstanding Secretary award. If you pass the second threshold of points, you will receive the Distinguished Secretary award. Strive to earn the maximum number of points! You will be recognized on stage at District Convention if you receive the Distinguished award!

Outstanding Secretary Award

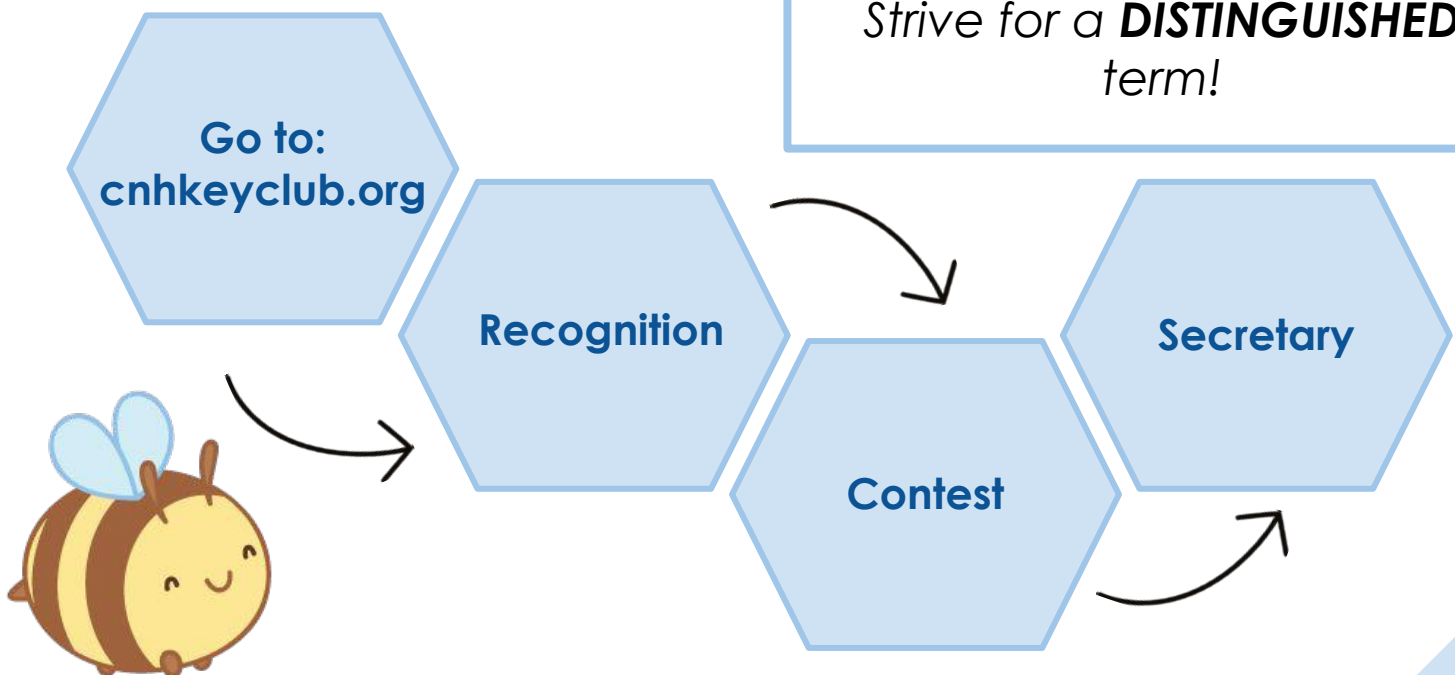
Complete the secretary checklist on the distinguished secretary application. Be sure to fill everything out to qualify for an Outstanding Secretary Award.

Distinguished Secretary Award

*This award is given to club secretaries who complete all aspects of the secretary checklist **AND** goes above and beyond his/her duties during the term. This is the highest and esteemed award bestowed upon club secretaries.*

*Strive for a **DISTINGUISHED** term!*

For Further Information...



the secretary checklist

Club Standards

- ☐ **Membership:** Paid membership dues by December 1st (the on-time deadline)
- ☐ **Service:** Served a minimum of 50 service hours
- ☐ **Club Status:** Home club is in good standing and has paid dues

Work Accomplishments

- ☐ **Club Directory/Roster:** Updated, completed, and distributed the club directory/roster
- ☐ **Club Monthly Reports:** Completed a minimum of eight (8) Monthly Report Forms and submitted forms on time by the 5th of the month to the Key Club Lieutenant Governor, sponsoring Kiwanis Club, and home club
- ☐ **Records:** Recorded and filed minutes of club general meetings
- ☐ **Records:** Recorded and filed minutes of club board meetings
- ☐ **Election Results:** Completed the Annual Club Elections Form and submitted the form to the Key Club Lieutenant Governor and sponsoring Kiwanis club
- ☐ **Club Officer Information:** Completed the online club information form for club officers, Advisors, and meeting information, made available on the CNH Cyberkey

Attendance

- ☐ **Club Meetings:** Attended seventy-five percent (75%) of all club general meetings
- ☐ **Board Meetings:** Attended seventy-five percent (75%) of all club executive board meetings Division Council
- ☐ **Meetings:** Attended a minimum of six (6) Division Council Meetings
- ☐ **Kiwanis Meetings:** Attended a minimum of one (1) Kiwanis Division Council Meetings or attended a minimum of three (3) general Kiwanis meetings
- ☐ **Training Conference:** Attended the Officer Training Conference or Region Training Conference
- ☐ **Secretary Workshop:** Attended the Secretary Workshop at District Convention, International Convention, Officer Training Conference, or Region Training Conference

Use this checklist as a reminder for what you should be accomplishing during your term!

automatic awards

What Is An Automatic Award?

Automatic awards are awarded to clubs based on information/data they directly report on their club MRF! **This means that you do NOT have to apply for any of these as they will be automatically awarded if your MRF is complete.**

District Tree

Awarded to clubs with 100% on-time MRF submissions by the last MRF submission of the administrative term.

Kiwanis Family

This is determined by the club MRF and the number of events hosted and attended with Kiwanis club members. In order to qualify for this award, **21 Kiwanis Family activities and events must be hosted/attended.**

Distinguished Club Patch

Clubs that have received an *Annual Achievement Report* (AAR) score ranging from **148-177** on their *Monthly Report Form* (MRF) will qualify for a Distinguished Club Patch.

Diamond Distinguished Club Plaque

Clubs that receive an *Annual Achievement Report* (AAR) score of **178+** on their MRF will qualify for the Key Club International Diamond Distinguished Club Plaque, given at International Convention (ICON)

section 6

ANNUAL ACHIEVEMENT REPORT (AAR)

annual achievement report (aar)

The AAR is an international recognition platform used for all Key Clubs, which recognizes clubs who go above and beyond the call of duty in service. There are two types of recognition that clubs can earn:

Distinguished and **Diamond Distinguished**. **Distinguished Key Clubs** accumulate AAR scores of at least 148 but no more than 177, and **Diamond Distinguished Clubs** earn scores of at least **178 and above**.

Strive to have an increase in your AAR score from last term!

aar sections in a glance

- ★ The 3 Main Components
- ★ Key Club Administration
- ★ Club Membership
- ★ Leadership Development
- ★ Kiwanis Family Involvement



the 3 main components

Three main sections of the AAR include: **Service Projects**, **Service Hours Per Member**, and **Fundraising Per Member**. By maximizing points for all three sections, clubs can earn **130 points alone!** This means that clubs would only need 18 points more to earn Distinguished, & 48 more points to earn Diamond Distinguished.

Service Projects | 50 Points

- ★ **1 service project counts for 1 point each.**
 - Clubs should host or participate in a minimum of 50 service projects to maximize this section
 - If you have an on-going project that occurs multiple times in one month, **cluster** the project into one slot on the MRF—do not treat each day as one project!

Service Hours Per Member | 60 Points

- ★ **[total service hours] divided by [total dues-paid members]**
 - Clubs should strive for **60 hours per member** to maximize this section
 - Example: a club with 100 members will earn 60 points if they serve 6000 service hours by February 2021.

Fundraising Per Member | 20 Points

- ★ **[total funds raised] divided by [total dues-paid members]**
 - Funds must be raised for service; any funds that financially benefits the Key Club do not count.
 - Example: funds raised towards the Pediatric Trauma Program or any other organization will count.

Service Projects (50 pts) & Service Hours (60 pts)

Projects Section															
Project Title		Membership		Service											
		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 Focus	Project w/ Kiwanis	Sponsor Joint: Project hosted w/ Kiwanis	Project w/ Kiwanis Family member	Foundation Project
Mark "X" for <u>ALL</u> categories that apply															
1	Bernice Pauahi Bishop Marathon	160	20	X			X			X					

Don't confuse total hours with total # of members—a project should not have more members than service hours.

BEE sure to mark all service projects with “X”s — only projects marked under this sections will count towards the AAR. Check each monthly tab carefully!

Service Fundraising (20 pts)

Again, BEE sure to mark all fundraisers with “X”s — only marked fundraisers will count towards the AAR.

Service Fundraising:
All profits are donated to an organization or cause

Club Fundraising:
Profits go to your club (does not count for service)

Funds			
Fundraiser	Funds Raised for Service - \$\$	Funds Raised for Club - \$\$	Funds Spent on Project
	Use accordingly		
X	1,000.00	0.00	
			0.00

Remember the difference between
service fundraising and club fundraising!

key club administration

Meetings (9 Points Maximum)

Attendance: Club	Week 1
General Meeting (Date)	9th
Members Present #	178
Faculty Present (Y/N)	Yes
Kiwanis Present (Y/N)	Yes
Guests Present (Y/N)	Yes
Presentation by Club LTG (Y/N)	Yes
Interclub (N/S/KF/KC)*	S, KF
Board Meeting (Date)	6th

1 point is earned for five every club meetings with faculty advisor attendance (5 Points Maximum).

Strive for a minimum of 25 club meetings!

1 or more meetings with your LTG's attendance is 1 point.

10 or more board meetings are 2 points, however, 5-9 meetings are only 1 point.

Member Relations

Newsletter issues this month?	0
Member inductions?	No
New Member training?	No
Meeting held during school break?	Yes

1 or more meetings held during the summer or other break is 1 point.

Meeting Attendance (4 Points Maximum)

Attendance: Club	Week 1
General Meeting (Date)	9th
Members Present #	178
Faculty Present (Y/N)	Yes
Kiwanis Present (Y/N)	Yes
Guests Present (Y/N)	Yes
Presentation by Club LTG (Y/N)	Yes
Interclub (N/S/KF/KC)*	S, KF
Board Meeting (Date)	6th

Average meeting attendance % (DUES PAID members)

80% or more is 4 points, 60-79% is 3 points, 50-59% is 2 points, 40 – 49% is 1 point.

IMPORTANT NOTES

- ★ Only meetings with faculty advisor attendance will count towards AAR
- ★ Meeting attendance is automatically calculated into the AAR.

Dues Payment (3 Points Maximum)

Membership Status

Previous Year ¹	23
----------------------------	----

Current² 43

New Members Paid <u>this</u> month ³	43
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- ★ 3 points if dues *received* by Nov 1 (Early Bird)
- ★ This is an all-or-nothing section; any dues payments received AFTER Nov 1 will earn clubs 0 points.
- ★ Fill out in November monthly tab

Division Involvement (4 Points Maximum)

Leadership Training/Development	Officer	Member
DCON Workshops	No	No
Division Training Events	No	No
Region Training Conference	No	No
KeyLeader	No	No
Fall Rally	No	No

Division/Region/District	(Y/N)	# Present
LTG communication this month	None	
Division Council Meeting	No	0
Kiwanis Division Meeting	No	0
Officers Training Conference	No	0
Advisor @ Training or E-Learning	No	0

X	Mark "X" for				
	Service Project	Project benefits	CLUB	Ongoing Project	Division Project

Attendance: RTC, DCMs,
division service projects (1
point each)

Club Communication (3 Points Maximum)

Located in the Task 1 Tab

Club Communications (Yes or No)		
Facebook	No	Club Newsletter/other publication
Twitter	No	Instagram
Other Social media Platform	No	
Club Website	No	
Messaging System	No	

- ★ Used 3 or more of:
- ★ Facebook, Twitter/IG, club website, messaging system, newsletter, other social media (1 point) each, 3 point max)
- ★ Aim for using at least 3 social media platforms!

club membership

Education & Development (4 Points Maximum)

Member Relations

Newsletter issues this month?	2
Member inductions?	Yes
New Member training?	Yes
Meeting held during school break?	Yes

- ★ Induction ceremony (2 points) -- This is a **GREAT** way to increase membership in your clubs. **Use incentives** (such as free pizza) to attract new members to Key Club!
- ★ Formal program (new member training) (2 points)

Convention (6 Points Maximum)

Special Events	Candidate	# Present	Advisors
Kiwanis Special Function		0	No
Banquet: Club or Division		0	No
Division Conclave	Yes	2	Yes
CNH Convention	Yes	2	Yes
KCI Convention	Yes	2	Yes

DCON: 1 point per delegate (max 2), 1 point for advisor

ICON: 1 point per delegate (max 2), 1 point for advisor

Member Activities (4 Points Maximum)

Attendance: Club	Week 1
General Meeting (Date)	9th
Members Present #	178
Faculty Present (Y/N)	Yes
Kiwanis Present (Y/N)	Yes
Guests Present (Y/N)	Yes
Presentation by Club LTG (Y/N)	Yes
Interclub (N/S/KF/KC)*	S, KF
Board Meeting (Date)	6th
Social/Special Mtg (Date)	4th

Club Socials: More than 3 socials is 2 points. 1-2 is 1 point.

Interclub (4 people from one club + another):
More than 5 interclub events is 2 points. 3-4 is 1 point.

Growth (2 Points Maximum)

Membership Status
Previous Year ¹ 23 Current ² 43

% membership increase -
10 members or 10% is 2 pts;
5 members or 5% is 1 pt.

leadership development

Key Club Officer Training (3 Points Maximum)

Leadership Training/Development	Officer	Member
DCON Workshops	No	No
Division Training Events	No	No
Region Training Conference	No	No
KeyLeader	No	No
Fall Rally	No	No

Division/Region/District	(Y/N)	# Present
LTG communication this month	None	
Division Council Meeting	No	0
Kiwanis Division Meeting	No	0
Officers Training Conference	No	0
Advisor @ Training or E-Learning	No	0

General Member and Advisor participation at training events (OTC, RTC, KCTC, LTC, DOCTC, CTC, etc)

Key Club Leadership Training & Development (6 Points Maximum)

Leadership Training/Development	Officer	Member
DCON Workshops	No	No
Division Training Events	No	No
Region Training Conference	No	No
KeyLeader	No	No
Fall Rally	No	No

Division/Region/District	(Y/N)	# Present
LTG communication this month	None	
Division Council Meeting	No	0
Kiwanis Division Meeting	No	0
Officers Training Conference	No	0
Advisor @ Training or E-Learning	No	0

Special Events	Candidate	# Present	Advisors
Kiwanis Special Function		0	No
Banquet:Club or Division		0	No
Division Conclave	Yes	2	Yes
CNH Convention	Yes	2	Yes
KCI Convention	Yes	2	Yes

Club Officer and General Member Participation (DCON, Fall Rally, Division Events, and Key Leader)

Candidates for District/International positions (Candidates do not have to win election to earn points for the AAR)

District or International committee members (Lt. Governors, CNH Committee Chairs, Executives, International Trustees)

General Questions

The answers to the following questions will automatically transfer to the reports and will be calculated in the achievement report.

Do you currently have a member serving as a district officer or committee member? This includes division Lt. Governors.

Do you currently have a member serving as an International officer or committee member?

Kiwanis family involvement

Interaction w/Sponsoring Kiwanis (2 Points Each, 10 Points Maximum)

Attendance: Club

General Meeting (Date)

Members Present #

Faculty Present (Y/N)

Kiwanis Present (Y/N)

Guests Present (Y/N)

Presentation by Club LTG (Y/N)

Interclub (N/S/KF/KC)*

Board Meeting (Date)

Social/Special Mtg (Date)

Kiwanis: Mtg/DCM (Date)

*Note: Make sure to reach out to your Sponsoring Kiwanis Club and ask if they are currently holding the meetings through online platforms!

Sponsoring Kiwanis club attendance at 75% of Key Club meetings

Key Club attendance at 7+ sponsoring Kiwanis club or board meetings.

Project w/ Kiwanis	Sponsor	Joint: Project hosted w/ Kiwanis	Project w/ Kiwanis	Family member
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1+ service/interclub project with non-sponsoring Kiwanis, CKI, Builders club, K-Kids, or other KFAM organization

2+ joint service/interclub projects with sponsoring Kiwanis club

Co-Sponsor: Builder's Club/K-Kids? Yes

Provided a program for Builder's Club/K-Kids? Yes

Jointly sponsor Builders Club or K-Kids with sponsoring Kiwanis club

Kiwanis Family Interaction (2 Points Maximum)

Co-Sponsor: Builder's Club/K-Kids? Yes

Provided a program for Builder's Club/K-Kids? Yes

Key Club has presented 2 or more programs at a Builders Club or K-Kids meeting

section 7

TIPS & ADVICE

tips & advice

These words of advice were provided by Distinguished & Outstanding Secretaries from the 2019-2020 term!

Stephanie Nguyen

IP John F. Kennedy Key Club Secretary

Serving your club as Secretary is definitely one of the most rewarding experiences that you can ever have in Key Club, and I definitely had a lot of ups and downs during my term as Club Secretary, at the start of my term I felt like I had a weight that I couldn't lift off my shoulders because of the heavy tasks that were given to me like the MRF and keeping track of hundreds of hours. But carrying that off your shoulders should be easy if you stick to one thing at a time, managing your time is KEY in a Secretary position and I would say that if you carefully focus on one thing after the other, then your term will definitely run smoothly! Overall, it's definitely an amazing experience because you yourself get to see your home club's growth and your growth as well !!!

Mason Ngo

IP Pleasant Grove Key Club Secretary

You're honestly might hate excel at the end of your term (I sure do) but the amount of effort you put into keeping yourself organized, both mentally, physically, and electronically will definitely eliminate some stress and late-night MRF updates. One of the best decisions I've made during my term was creating one folder to keep all of my Key Club files on my computer. In that folder were subfolders organized by month. In each of those subfolders were my MRF submission and meeting minutes from that month. When filling out the MRP, I highly suggest that you (or someone else that you've assigned) record the attendance at each service and Key Club event, and electronically file it in your monthly folders. When you go to update the MRP, you'll know exactly who attended what event. One last note, putting off the MRF until the submission date will make you absolutely miserable, especially if you have a large home club like mine. I recommend tackling your work on a weekly basis, whether that be updating your MRFs, finishing meeting minutes, or whatever you need to get done!

Isaiah Ou

IP Franklin Key Club Secretary

Make sure you don't wait until the last minute to complete your Monthly Report Forms (MRFs). It's very stressful, and it's a lot more work if you have to collect information that you lost or forgot.

Also, it might be helpful to attend more events. Not only does it make you a stronger Key Clubber—it also helps you to keep track of attendance. It's much easier to count people at events if you're doing it yourself instead of relying on others to give you a list.

If you are aiming to earn recognition, start early: learn what you need to include in your e-portfolios and collect pictures as soon as possible—trust me, it'll save you a lot of time and worrying when it comes to recognition season.

Pretty much, just stay on top of your tasks. As a secretary, you are very important not only to your members, but also to your Lt. Governors. In a way, you are the “backbone” of the club. Keeping accurate records is really important, and you should try your best to not fall behind. Your members and Lt. Governors will thank you for it. Being a secretary is a lot of work, but it's consistent work—if you know how to pace yourself and can do it effectively, you won't ever find yourself feeling stressed.

Nathan Mai

IP Magnolia Key Club Secretary

1. Reading the MRF formula (“Annual Report” tab) helps you get the highest possible AAR score, once you understand where all your points come from it makes it simpler to fill out monthly.

2. The MRP is super simple to fill out, but gets overlooked often. make sure to fill it out monthly!!! Things such as how many kiwanis events your members have gone to, hour ledgers, how many training events they have attended, etc. those are things that should be updated monthly.

3. Organization may get overlooked but is KEY!!! Make sure to have a spot to store everything, such as a google drive to store all your reports and anything key club related. the best way to stay organized is to keep track of the date of everything you do (ex: attendance reports, volunteer dates, agendas).

4. If you plan on applying for distinguished check the “Secretary Contest” on the CyberKey as soon as possible !! you'll be way ahead if you know what you should be doing to stay on track for distinguished. you don't have to start making your eportfolio now but it's good to keep in mind what you have to do to achieve distinguished

annual achievement report tips

These tips were provided by Member Recognition Chair Antonio Quesada!

For distinguished & diamond distinguished, plan out your term according to the AAR points to reach recognition.

Check for any formulas that are broken, it can cause your AAR score to change

Make sure to be extremely precise in your month tabs for the MRF, including all meetings, socials, interclubs, and more.

Contact your Member Recognition Chair if you need help with increasing or understanding AAR!
cnhkc.mr@gmail.com

member recognition program tips

Online attendance will count, so make sure to remind your membership!

Encourage your members to keep track of their own MRP requirements to ensure accuracy OR start your MRP track sheet for your club.

If you are confused about any categories, make sure to read the descriptions on the cyber key about MRP categories.

Promote the MRP to your membership through meetings and social media.

section 8

RESOURCES

contact information

DISTRICT EXECUTIVES

District Governor Daniel Min
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District Treasurer Yena Suh
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DISTRICT ADMINISTRATORS

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Assistant Administrator Marshall Roberson
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Assistant Administrator Alan Quon
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DISTRICT LEADERSHIP TEAM

District News Editor Nancy Duong
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District Technology Editor Luis Herrera
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District Video Media Editor Austin Nguyen
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Communications & Marketing Chair Britney Sun
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District Convention Chair Harin Lee
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Kiwanis Family & Foundation Chair April Nguyen
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Member Development & Education Chair Melanie Garcia
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Member Recognition Chair Antonio Quesada
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Policy, Int'l Business & Elections Chair Ilene Thaopraseuth
pie.chair@cnhkeyclub.org

Service Projects Chair Tobi Yao
sp.chair@cnhkeyclub.org

WEBSITES & LINKS

CNH Cyberkey
www.cnhkeyclub.org

Key Club International
www.keyclub.org

SECRETARY REFLECTOR
tinyurl.com/cnhsecretaries

REMIND 101

Text @cnhsec2021 to 81010

