



california key club

SECRETARY MANUAL 21-22

By District Secretary Carter
Kawaguchi

INTRODUCTION

hello, secretaries!

First off, **congratulations** on your election as a **Club Secretary**! The position of secretary is one of, if not the **most important** to your club's board. It is your responsibility to ensure the accurate recording of all of your club's **service, fundraising, and activity**. Without club secretaries, the amazing accomplishments completed by your members would go unnoticed!



My name is Carter Kawaguchi and it is my honor to serve you all as District Secretary for the 2021-2022 term! In this manual, I will be providing you with the information you need to make sure your term as Club Secretary is the **best it can be**! Though it may be a little overwhelming at first with the multiple submissions, member recognition, and new MRFs but with the help of this manual, attendance at your local OTC, KCTC, and RTC, and a combined effort with your fellow officers your term will go by just fine!

This manual will be a great resource for you throughout the term so be sure to **star this email** for easy future reference. If you have any questions, comments, or concerns about anything in or not in this manual please reach out to me at **dsec@cnhkeyclub.org**! I'm so excited for you as you begin your journey as club secretary! Stay serving and stay safe!

Serving alongside you,

A stylized, handwritten signature in black ink that reads "Carter Kawaguchi".

Carter Kawaguchi
District Secretary 21-22

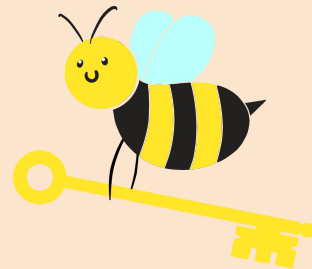


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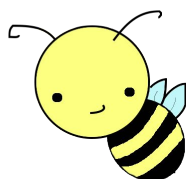
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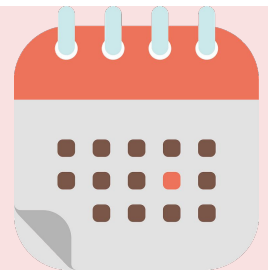


section 1

DUTIES AND EXPECTATIONS

Throughout your term, you will have a variety of **duties and responsibilities** that you must complete on a **weekly, monthly** and **annual** basis. Keep in mind that in addition to the tasks listed here your club may have **additional responsibilities** allotted to the Club Secretary that you must meet as well! It is suggested that you add some of the important due dates for your duties in some sort of digital calendar to keep you up to date!

WEEKLY



- Attend, record attendance, and take minutes at Club and Board Meetings
 - ◆ If not event themselves, responsible for ensuring chair record attendance
- Attend Kiwanis Club Meetings
- Frequently communicate with club board, LTG, and advisors
- Attend Club and Division events
 - ◆ Record attendance at club and division events
- Update and organize files and records
- Check email for important updates from LTG, District Executives, or advisors
- Keep track of members' service hours and fundraising proactively

MONTHLY

- Attend Division Council Meetings (DCM)
- Attend Kiwanis DCMs
- **Complete and submit the Monthly Report Form (MRF) by the 5th of every month @6:00 PM Local Time**
 - ◆ Some divisions have an early deadline which is a few days before the hard deadline of the 5th which you should try to make!
 - ◆ Submit to the LTG using your division's preferred submission method (Google Form, Email, etc.)

ANNUALLY

- 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 membership, service, and fundraising goals for your club with your board
 - ◆ Aim for a membership increase of at least 10%!
- Attend Officer Training Conference (OTC), Region Training Conference (RTC), Fall Rally, Conclave, and District Convention (DCON)
- Fill out and submit the results of the Member Recognition Program (MRP) and Annual Achievement Report (AAR) to your Lieutenant Governor
- Aim for District Tree Recognition (See Recognition on pg. 23)
- Apply for Distinguished Secretary (see Recognition on pg. 21)
- Submit elections results of the 22-23 board to LTG
- Train your Secretary Elect before District Convention 2022!

section 2

**MONTHLY
REPORT FORM (MRF)**

OVERVIEW AND SUBMISSION

OVERVIEW

The **Monthly Report Form**, also known as the **MRF**, is a spreadsheet that **documents and tracks all club activity** throughout the term. The MRF records almost everything your club does including but not limited to service projects, service hours, dues payments, attendance, member recognition, and much more. The MRF is the **most important document** within CNH Key Club and should be treated as such and be **completed accurately and carefully**. The MRF is submitted **once every month** to your LTG who will analyze, document, and report the data to the District where your club's activity will be officially recorded.

ALWAYS MAKE SURE TO SUBMIT YOUR MRFS ON TIME AND DON'T PROCRASTINATE

SUBMISSION

With the new transition of the MRF documents to Google Sheets, an **email based submission process is no longer required**. Previously, secretaries would have to save a copy of their MRF and email it to their LTG and advisors in a very strict format. As all MRF documents are now cloud based, the submission process has now been **updated**.

For the 2021-2022 term, the Club MRF submission process has been left up to the Lieutenant Governors of each division to determine. The most common format is a **Google Form** or **email** notification (without the actual file attached). Submission processes vary from division to division so make sure to **check in with your respective Lieutenant Governor** to see the most up to date submission process! Also, keep in mind any additional submission processes that your advisors, LTGs, or presidents ask for (i.e. early bird deadlines, email a copy to the advisors, etc.) Regardless of your submission process, the following is always true:

THE CLUB MRF IS DUE THE 5TH OF EVERY MONTH BY 6:00 PM LOCAL TIME

Your LTG will directly **share** your Club's copy of the MRF. Make sure you use this specific document and **maintain the same naming**. This document is stored in the **CNH District MRF Archive** and is the only one that should be used to represent your club.

CLUB INFO

TAB #1 CLUB INFO					
2021-2022	Input	Input	Input	Input	CNH
	Club Name	Club Number	Region	Division	District
Club Information					
Input	Input	Input	Input	Input	
School Address	City	State	Zip Code	Phone	
Input Link	Input Link	Input	Input	Input	
Club Website	Club Reflector Group	Sponsoring Kiwanis Club	Meeting Time & Location		

- This tab is the first that should be completed in the MRF. The Task 1 Tab will compile general information about your club that will automatically transfer over to the other tabs in the MRF. As such, it is extremely important that you fill out this tab **ACCURATELY AND COMPLETELY**
 - If you do not know what to input on a particular section, please leave it blank instead of putting a response such as "n/a" or "none"
- Many of the pieces of information that are asked for can be found in the previous year's MRF, the MUC (a.k.a. Membership Update Center), or the Dues Report
- Note that the Club Name should be the name of the club without "high school"
 - Ex. "Newbury Park" instead of "Newbury Park High School"

CLUB ROSTER - DIRECTORY

Can be repeated for recording information. Columns can be hidden or column format can be changed as needed.

2021-2022	Input	Input	Input	CNH					
Term	Club	Division	Region	District					
Advisors									
Name		Faculty or Kiwanis		E-mail			Phone Number		
Club Members									
Name	Position	E-mail	Phone Number	Committee	Grad Year	Member ID*	Mailing Address*	City*	Dues Paid
1									NO

- The Club Roster - Directory section is where all advisors and active members are inputted along with their respective contact information
 - Include both dues paid and non-dues paid members
 - MAKE SURE TO DESIGNATE DUES PAID STATUS
- The Club Roster section allows for you to easily carry over names of the Member Recognition Program and Service Record tabs
- We recommend you follow a **Last Name, First Name** format and use the **SORT** feature to alphabetize your list

SERVICE RECORD

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 Ylm, Grace	X	2	2	
3 Suh, Yena	X	2	2	
4		0		

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

- The Service Record is where **all of the individual hours** for each member are logged for each project from the Monthly Reports
- The member names, dues status, and project names are to be transferred from the Club Roster
- The information in this tab is used for MRP (i.e. service hour requirements)

MEMBER RECOGNITION PROGRAM

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**

		Membership (Auto Transfers From Roster)																												Level of Recognition								
		Dues Paid	Service Hours	Training Events 1	Training Events 2	Training Events 3	Training Events 4	Kwanis Family Events 1	Kwanis Family Events 2	Kwanis Family Events 3	Kwanis Family Events 4	Kwanis 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
0	EXAMPLE ROW: Daniel Min	YES	160	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N	N	N	24	8 out of 13	SILVER
1		NO	0																																			

- First four rows show **minimum criteria** for each level of recognition: Bronze, Silver, Gold, Platinum
- Input an **"X"** under each column category that a member has accomplished
- It is the club board's responsibility to keep track of and update the criteria **throughout the year**.
- The MR committee will provide final submission deadline.
- Members will receive appropriate recognition at District Convention
- Contact Member Recognition Chair Rachael Zheng at mr.chair@cnhkeyclub.org for more information

CLUB ELECTIONS

TAB #5 | CLUB ELECTIONS

Should be completed: January–March
CNH Board Policy 141 indicates that club elections should take place so the new officers can attend convention.

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 your 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.

ELECTION RESULTS REPORT

CLUB INFORMATION

Key Club Term
Division
Region
Club Name
Club Number (starts with "H")
Kiwanis Sponsor

President

Name
Grad Year
E-mail
Preferred Phone

Vice President

Focus Area
Name
Grad Year
E-mail
Preferred Phone

Editor

Focus Area
Name
Grad Year
E-mail
Preferred Phone

MEETING INFORMATION

Day of the week
Frequency
Time of day
Location

Vice President

Focus Area
Name
Grad Year
E-mail
Preferred Phone

Vice President

Focus Area
Name
Grad Year
E-mail
Preferred Phone

Editor

Focus Area
Name
Grad Year
E-mail
Preferred Phone

- The Club Elections tab is to be completed with all of the contact information filled out for the **NEXT** officer board (2022-2023 Officers) by **March 2022**
- This tab is extremely important as it will be helpful in establishing strong connections between the upcoming board, Lieutenant Governor, and advisors early in the upcoming term

MONTHLY TABS

The Monthly Tabs are the main and most important tabs that you will be filling out **EVERY MONTH**. These tabs include all of the information about club activity and is where the major numbers for **fundraising, service, and events** will be tracked. There will be a tab for each month of the term (April 2021 through March 2022) and you will complete the Monthly Tab that is named after the month you will be recording activity for.

DATA SECTION

The Data section is where **basic information** such as club meetings, communication, attendance, and dues are tracked. This section is one of the most important as many of the important AAR score requirements are tracked in this section.

-- Data Section --						
Membership Status Dues-Paid Membership from Previous Term: _____ Current: 0 New Members Paid THIS Month: _____ Date Dues \$ Sent: _____ Check#: _____ A District or International Officer or Committee Member? <input type="checkbox"/> No <input type="checkbox"/> Yes A Candidate for District or International Office? <input type="checkbox"/> No <input type="checkbox"/> Yes						
Sponsorship Sponsors fulfill obligations of sponsorship? _____ Co-Sponsor: Builder's Club/K-Kids? _____ Provided a program for Builder's Club/K-Kids? _____						
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	
Presentation by Club LTG (Y/N):	No	No	No	No	No	
Interclub (N/S/KF/KC)*:						
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						
Division/Region/District						
LTG communication this month						No
Division Council Meeting						No
Kiwanis Division Meeting						No
Officers Training Conference						No
Advisor @ Training or E-Learning						No
Leadership Training/Development						Members Officers
D/CON Workshops						No
Division Training Events						No
Region Training Conference						No
KeyLeader						No
Fall Rally						No
						How many?
						No
						No
Member Relations						
Newsletter issues this month? #						
Member inductions?						No
New Member training?						No
Meeting held during school break?						No
Reports:						
Club Elections Report filed?						No
Club Directory/updates filed?						No
Articles submitted to Division/CNH?						No
Special Events:						
Kiwanis Special Function:						Candidate
Banquet: Club or Division:						# Present
Division Conclave:						Advisors
CNH Convention:						No
KCI Convention:						No

Definitions to know:

- **Service Project:** Work, whether direct service or indirect service, performed that contributes to the welfare of your home, school, and community.
- **Project Benefits Club:** An event performed that contributes to your club such as a fundraiser or social or creates scrapbook/year in review book
- **Ongoing Project:** Work done daily, weekly, or monthly.
- **Division Project:** An event that is hosted by your division.
- **District Project:** An event that is hosted by the District.

PROJECT SECTION

Project 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 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	
Project Title				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	

The Project Section is where **service projects** and **fundraising** are recorded. You will list out each service event that club members participated in and **input an "X"** under each category that each event falls under. This section should be completed in conjunction with the **Project Snapshots Section** in the Monthly Tab as well as the **Service Record Tab**.

Service Projects and Fundraisers can be categorized as:

- **Governor's Project/Focus:** The 2021-2022 Governor's Project is **"Maintaining a Healthy Lifestyle"**
- **Project w/ Other Organization:** An event that is hosted by a school, hospital, or non-profit organization.
- **Major Emphasis Focus:** An event that is consistent with Key Club International's Major Emphasis: "Children - Their future, our focus."
- **Project w/ Kiwanis Sponsor:** An event that is performed with your club's sponsoring Kiwanis Club
- **Joint Project Hosted w/ Kiwanis:** An event that is performed with any Kiwanis Club.
- **Project w/ Kiwanis Family Member:** An event that is performed with any other branch of the Kiwanis Family.
- **Foundation Project:** An event that is consistent with the goals and aims of the CNH Foundation, including PTP.

Narrative Section

The Narrative Section is where you will write **Club** and **Project Snapshots** and provide a **Project Chair** for events. In the Club Report make sure to reflect on your successes, areas for growth, and anything new within your club!

Narrative Section				
Club Snapshot: Share your club's achievements from this month. Share your successes, Member of the Month, and other great tidbits.				
[insert text here]				
Project Snapshots				
1	[insert project description]	Project Chair: [insert chair's name]	Hours: 0	Funds Raised: \$0.00
2		Project Chair:	Hours: 0	Funds Raised: \$0.00
3		Project Chair:	Hours: 0	Funds Raised: \$0.00

ANNUAL REPORT

The Annual Report Tab calculates your overall **AAR (Annual Achievement Report) Score** to determine your clubs eligibility to earn **Distinguished** or **Diamond Distinguished** recognition on the **International level**. Most of the information on this tab is automatically calculated from the monthly tabs so make sure you accurately and correctly complete those tabs each and every month!

Check out Section 6 of this manual for a more in-depth look at AAR!

DISTINGUISHED

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

DIAMOND DISTINGUISHED

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

TIPS AND TRICKS

- **DO NOT DELETE CELLS OR FORMULAS!** Hide rows/columns if necessary
- If you must leave something blank, do NOT write "N/A"
- Make sure that membership numbers on the club MRF match the dues report

DOUBLE CHECK EVERYTHING!

SUPPORT FORM

If you have any questions, issues, comments, or concerns, report them using the **MRF Support Form!**

[CLICK HERE](#)

section 3

MEETING MINUTES

MEETING MINUTES

WHAT ARE THEY?

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 and Date
- Time of Call to Order and Adjournment
- Attendance of who was present and absent
- Remarks
- Old and New Business
- Open Forum



A **template** for Meeting Minutes from the District can be found [HERE](#)

WHAT TO DO WITH THEM?

- Share the minutes with all members, Club Board, Lt. Governor, Faculty Advisor, Kiwanis Advisor, etc.
- We recommend you keep all minutes stored in a Google Drive Folder or other Cloud based format for organization and easy access

Always BEE
attentive
and **state**
who is
speaking

Follow
graphic
standards

Maintain
concise
and
consistent
writing

Have your
minutes
double
checked
before
distribution

Take note
of
everything
and cut
down later

section 4

TRACKING SERVICE HOURS

WHAT COUNTS AS SERVICE?

One of the most pertinent issues within the CNH District is the **recording of invalid service**. 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/their 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.
- Hours spent running a fundraiser for any charity - however, the fundraiser CANNOT financially benefit Key Club in any way
 - Example: 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 AIDS Walk, Book Drives, Clothing Drives, etc.
- Service projects at DCMs, Training Conferences, DCON, ICON, etc.
 - Keep in mind that it is only the time of the event that is spent on the service project
- Time spent planning a service event for a Division or Club

DOESN'T COUNT

- Attendance at:
 - DCMs
 - Fally Rally
 - DCON
 - Training Conferences (OTC, RTC, CTC, LTC, KCTC, etc.)
 - Key Leader
 - Key Club meetings
- Donations
 - Example: 1 hour of service per 5 pounds of food donated
- Administrative Hours
 - Mandatory work required of a position
 - Example: Filling out the MRF or completing Articles and Visuals
- Fundraisers that financially benefit a club
 - Example: A Bake Sale that's funds go towards DCON transportation fees
- Incentives
 - Hours being used as a reward for non-service

Service hours only count for the amount of **TIME** spent actually serving in a valid project! Any kind of incentive system or invalid hours is considered invalid. The recording of such hours can result in your club getting **disqualified** from receiving awards at the end of the term so make sure you're following proper procedure! .

TRACKING SERVICE HOURS

1

Bring a paper or electronic **sign-in sheet** to have members sign in and out of events. If the event is virtual have a sign-in Google Form or record the participants list.

2

After the event, transfer the data to the **Service Record tab** in the MRF. On this tab, you provide the name of the event, date(s), and number of hours served by each member who attended.

3

On the **Monthly Tab**, complete the Projects Section and Project Snapshot Section. The total number of hours can be found at the top of the Service Record tab for each project. Make sure to categorize your project and provide a Project Chair!



Make sure you follow this protocol to **accurately** track Service Hours!

GETTING SERVICE APPROVED

Service Projects that members participate in that were **not planned or promoted** by your Key Club or Division can still count towards their service hours! As long as they are proper service projects as described on Page 17, those hours if they are **approved by the Club's Board of Directors**. This would mean that your club executive officers (President, Vice President, Secretary, and Treasurer) need to vote to approve or disapprove of the project. If approved, the project is all clear to be logged as a normal project!

TIPS AND TRICKS

- Use a **Google Form** to record all of the individual hours that members may have completed!
 - Be sure to include:
 - Member Name
 - Project Name
 - Date
 - Number of Hours Completed
 - A Description of the Project (For Project Snapshot)
 - Contact of Project Organizer
 - Proof of Attendance (Picture, in detail description, etc.)
- Update your Service Record **frequently** to ensure no hours get missed or you get behind
- Work with your fellow officers to provide as many **service opportunities** as you can
- Keep an open eye for any member submitted service that may be **inflated or inaccurate** as that puts your entire club at risk
- When in doubt of whether something counts as service or not, **ask your LTG or Faculty/Kiwanis Advisors!**

section 5

RECOGNITION

SECRETARY RECOGNITION

As a secretary, you have the opportunity to apply for the **Distinguished Secretary Award**. To be eligible for this award, you submit an **E-Portfolio** to be considered for the Outstanding and Distinguished Awards. If you pass the first threshold of points, you are eligible to receive the Outstanding Secretary Award. If you pass the second threshold of points, you will receive the Distinguished Award. The award is not limited in the amount of recipients so any secretary that reaches the respective point thresholds will receive that award! You will be recognized on stage at District Convention 2022 if you receive the Distinguished award!

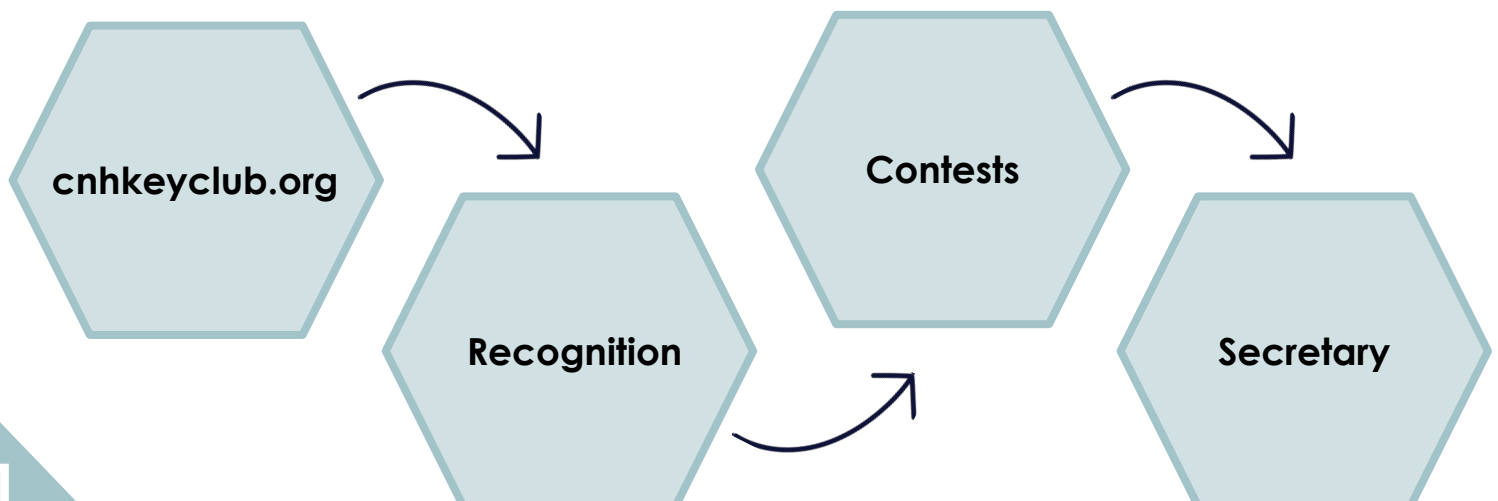
OUTSTANDING

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

DISTINGUISHED

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

To find the Application and further information navigate to...



SECRETARY CHECKLIST

Club Standards

- ☐ **Membership:** Paid membership dues by the on-time deadline (December 1st)
- ☐ **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 of the Key Club Lieutenant Governor, sponsoring Kiwanis Club (Kiwanis Advisor), and home club (Faculty advisor and officers)
- ☐ **Records:** Recorded and filed minutes of club general and 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 at least seventy five percent (75%) of all club general meetings
- ☐ **Board Meetings:** Attended at least seventy five percent (75%) of all club executive board meetings
- ☐ **Division Council Meetings (DCM):** Attended a minimum of six (6) Division Council Meetings
- ☐ **Kiwanis Meetings:** Attended a minimum of one (1) Kiwanis Division Council Meeting or attended a minimum of three (3) general Kiwanis Club Meetings
- ☐ **Training Conferences:** Attended the Officer Training Conference (OTC) or Region Training Conference (RTC)
- ☐ **Secretary Workshop:** Attended the Secretary Workshop at District Convention (DCON), International Convention/Summer Leadership Conference (ICON/SLC), Officer Training Conference (OTC), or Region Training Conference (RTC)

AUTOMATIC AWARDS

WHAT IS AN AUTOMATIC AWARD?

Automatic awards are awarded to clubs based on the information/data directly reported on the club MRF.

You DO NOT need to apply for any of these awards as they will be automatically awarded as you complete your MRF.

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 have received an Annual Achievement Report (AAR) Score ranging from **178+** on their Monthly Report Form (MRF) will qualify for a Diamond Distinguished Club Plaque, presented at International Convention (ICON) in July.

section 6

**ANNUAL ACHIEVEMENT
REPORT (AAR)**

ANNUAL ACHIEVEMENT REPORT (AAR)

The **Annual Achievement Report (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 AAR scores of at least 178 and above.

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

AAR SECTIONS AT A GLANCE

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



3 MAIN COMPONENTS

The 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 more points to earn Distinguished and 48 more points to earn Diamond Distinguished. By maximizing your efforts in these sections, you can set your club up to be eligible for these awards!

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!
 - Example: tutoring through your school's tutoring center would only count as one project throughout the month

SERVICE HOURS PER MEMBER | 60 POINTS

- **Total Service Hours divided by the Total Number of 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 6,000 hours by February 2022

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: A restaurant night to raise club funds **would NOT count** for Total Funds Raised
 - Example: A fundraiser for PTP or any other charitable organization **would count** towards Total Funds Raised

SERVICE FUNDRAISING | 20 POINTS

Funds			
Fundraiser	Funds Raised for Service - \$	Funds Raised for Club - \$	Funds Spent on Project
	USE ACCORDINGLY		
X	\$50.00	\$0.00	\$0.00

Be sure to mark all fundraisers with "X"s as only marked fundraisers will count towards the AAR

Keep in mind the difference between service fundraising and club fundraising:

Service Fundraising:

All profits are donated to an organization or cause

Club Fundraising:

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

KEY CLUB ADMINISTRATION

MEETINGS | 9 POINTS

	Week 1
General Meeting (Date):	13th
Members Present #:	50
Faculty Present (Y/N):	Yes
Kiwanis Present (Y/N):	Yes
Guests Present (Y/N):	No
Presentation by Club LTG (Y/N):	No
Interclub (N/S/KF/KC)*:	KF
Board Meeting (Date):	8th
Social/Special Mtg (Date):	
Kiwanis: Mtg/DCM (Date):	15th
Members Present (Y/N):	Yes

Member Relations	
Newsletter issues this month? #	1
Member inductions?	Yes
New Member training?	Yes
Meeting held during school break?	Yes

1 Point is earned for every **5 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 worth **1 point**

5-9 board meetings can earn you **1 point** and **10 or more board meetings** can earn you **2 points**

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

MEETING ATTENDANCE | 4 POINTS

	Week 1
General Meeting (Date):	13th ▾
Members Present #:	50
Faculty Present (Y/N):	Yes ▾
Kiwanis Present (Y/N):	Yes ▾
Guests Present (Y/N):	No ▾
Presentation by Club LTG (Y/N):	No ▾
Interclub (N/S/KF/KC)*:	KF ▾
Board Meeting (Date):	8th ▾
Social/Special Mtg (Date):	▾
Kiwanis: Mtg/DCM (Date):	15th ▾
Members Present (Y/N):	Yes ▾

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

Membership Status			
Dues-Paid Membership from Previous Term:	50	Current:	100
		New Members Paid THIS Month:	15

- **3 points** if dues received by the **Early Bird November 1st Deadline**
- This is an all or nothing section; any dues payment received AFTER November 1st will earn 0 points for this section
- Fill out in the November monthly tab

DIVISION INVOLVEMENT | 4 POINTS

Division/Region/District		
LTG communication this month	No	▾
Division Council Meeting	No	▾
Kiwanis Division Meeting	No	▾
Officers Training Conference	No	▾
Advisor @ Training or E-Learning	No	▾
Leadership Training/Development	Members	Officers
DCON Workshops	No ▾	No ▾
Division Training Events	No ▾	No ▾
Region Training Conference	No ▾	No ▾
KeyLeader	No ▾	No ▾
Fall Rally	How many? ▾	No ▾

Attendance at RTC, DCMs,
and Division Service Projects
earn **1 Point Each**

CLUB COMMUNICATION | 3 POINTS

Club Communications (Yes or No)

Facebook	▼	Club Newsletter/other publication	▼
Twitter	▼	Instagram	▼
Other Platform	▼	Messaging System	No ▼
Club Website	▼		

- Used 3 or more of:
 - Facebook, Twitter/IG, Club Website, Messaging System, Newsletter, Other Social Media (1 Point each, 3 max)
- Aim for the use of at least 3 social media platforms!

CLUB MEMBERSHIP

EDUCATION & DEVELOPMENT | 4 POINTS

Member Relations	
Newsletter issues this month? #	_____
Member inductions?	_____ ▼
New Member training?	_____ ▼
Meeting held during school break?	_____ ▼

Hosting an Induction Ceremony can earn **2 points** and serves as a great way to increase membership in your clubs.

A formal training program for new members can earn 2 points

CONVENTION | 6 POINTS

Special Events:	Candidate	# Present	Advisors
Kiwanis Special Function:		0	▼
Banquet: Club or Division:		0	▼
Division Conclave:	▼	0	▼
CNH Convention:	▼	0	▼
KCI Convention:	▼	0	▼

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

MEMBER ACTIVITIES | 4 POINTS

	Week 1
General Meeting (Date):	13th
Members Present #:	50
Faculty Present (Y/N):	Yes
Kiwanis Present (Y/N):	Yes
Guests Present (Y/N):	No
Presentation by Club LTG (Y/N):	No
Interclub (N/S/KF/KC)*:	KF
Board Meeting (Date):	8th
Social/Special Mtg (Date):	
Kiwanis: Mtg/DCM (Date):	15th
Members Present (Y/N):	Yes

3 or more Club Socials earns **2 points** and
1-2 Club Socials earns **1 point**

5 or more Interclubs (4 people from one club + another) earns **2 points** and **3-4 Interclubs** earns **1 point**

GROWTH | 2 POINTS

Membership Status			
Dues-Paid Membership from Previous Term:	50	Current:	100
New Members Paid THIS Month:			15

A membership increase of 10 members or 10% is 2 points.
An increase of 5 members or 5% is 1 point.

LEADERSHIP DEVELOPMENT

KEY CLUB OFFICER TRAINING | 3 POINTS

Division/Region/District			
LTG communication this month		No	
Division Council Meeting		No	
Kiwanis Division Meeting		No	
Officers Training Conference		No	
Advisor @ Training or E-Learning		No	
Leadership Training/Development		Members	Officers
DCON Workshops		No	No
Division Training Events		No	No
Region Training Conference		No	No
KeyLeader		No	No
Fall Rally	How many?	No	No

General Member and Advisor participation at Training Events (OTC, RTC, KCTC, CTC, DOCTC, etc.)

KEY CLUB LEADERSHIP TRAINING & DEVELOPMENT | 6 POINTS

Division/Region/District			
LTG communication this month		No	▼
Division Council Meeting		No	▼
Kiwanis Division Meeting		No	▼
Officers Training Conference		No	▼
Advisor @ Training or E-Learning		No	▼
Leadership Training/Development		Members	Officers
DCON Workshops		No	▼
Division Training Events		No	▼
Region Training Conference		No	▼
KeyLeader		No	▼
Fall Rally	How many?	No	▼

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)

Special Events:	Candidate	# Present	Advisors
Kiwanis Special Function:		0	▼
Banquet: Club or Division:		0	▼
Division Conclave:	▼	0	▼
CNH Convention:	▼	0	▼
KCI Convention:	▼	0	▼

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

General Questions

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

1. Do you currently have a member serving as a District Board Officer? This includes Division Lt. Governors.
2. Do you currently have a member serving as an International officer or committee member?

Answer these questions with

KIWANIS FAMILY INVOLVEMENT

KIWANIS FAMILY INTERACTIONS | 2 POINTS

Sponsorship

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

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

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

INTERACTION WITH SPONSORING KIWANIS

| 10 POINTS

	Week 1
General Meeting (Date)	13th
Members Present #:	50
Faculty Present (Y/N):	Yes
Kiwanis Present (Y/N):	Yes
Guests Present (Y/N):	No
Presentation by Club LTG (Y/N):	No
Interclub (N/S/KF/KC)*:	KF
Board Meeting (Date):	8th
Social/Special Mtg (Date):	
Kiwanis: Mtg/DCM (Date):	15th
Members Present (Y/N):	Yes

Project w/ Kiwanis Sponsor	Joint: Project hosted w/ Kiwanis	Project w/ Kiwanis Family member
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Make sure to reach out to your Sponsoring Kiwanis Club and ask when/where they are hosting their meetings

Sponsoring Kiwanis Club Attendance at 75% of Key Club meetings

Key Club attendance at 7+ sponsoring Kiwanis Club or Board meetings

1+ service/interclub project with non-sponsoring Kiwanis, CKI, Builder's Club, K-Kids, or other Kiwanis Family Branch

2+ joint service/interclub projects with sponsoring Kiwanis Club

Sponsorship	
Co-Sponsor: Builder's Club/K-Kids? _____	Provided a program for Builder's Club/K-Kids? _____



section 7
TIPS & ADVICE

MRF TIPS

DO NOT DELETE CELLS AND AUTO TRANSFERS!

Hide rows/columns if necessary but never delete anything as it will mess up the formulas.

Abide by the **submission process set by your Lieutenant Governor** as it will vary from division to division

If you must leave something **blank** DO SO; do not write "N/A"

Take your time on reflections. These reflections are extremely useful for your Lieutenant Governor in understanding your club.

DOUBLE CHECK EVERYTHING!!!

Contact your **LTG** or the **District Secretary** if you need help with the MRF!
dsec@cnhkeyclub.org

MEMBER RECOGNITION TIPS

For Distinguished and Diamond Distinguished, **plan out your term** according to the AAR points to reach recognition

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

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

Take pictures of your work, communication, and attendance at events as you will need to include them in your e-portfolio

Adjust for a combination of **virtual, hybrid, and in-person attendance**. Make sure that your members know that all of these are valid!

Encourage members to keep track of their own **MRP requirements** and **actively submit hours and accomplishments** for the MRF.

If you are confused about any categories, refer to the descriptions on the **CNH Cyberkey Member Recognition Page**.

Promote the MRP to your membership through meetings and social media

Contact your **LTG** or the **Member Recognition Chair** if you need help understanding AAR, the MRP, or contests!
mr.chair@cnhkeyclub.org



section 8
RESOURCES

CONTACT INFO

DISTRICT EXECUTIVES

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WEBSITES AND LINKS

CNH Cyberkey
www.cnhkeyclub.org

Key Club International
www.keyclub.org



thanks for reading!