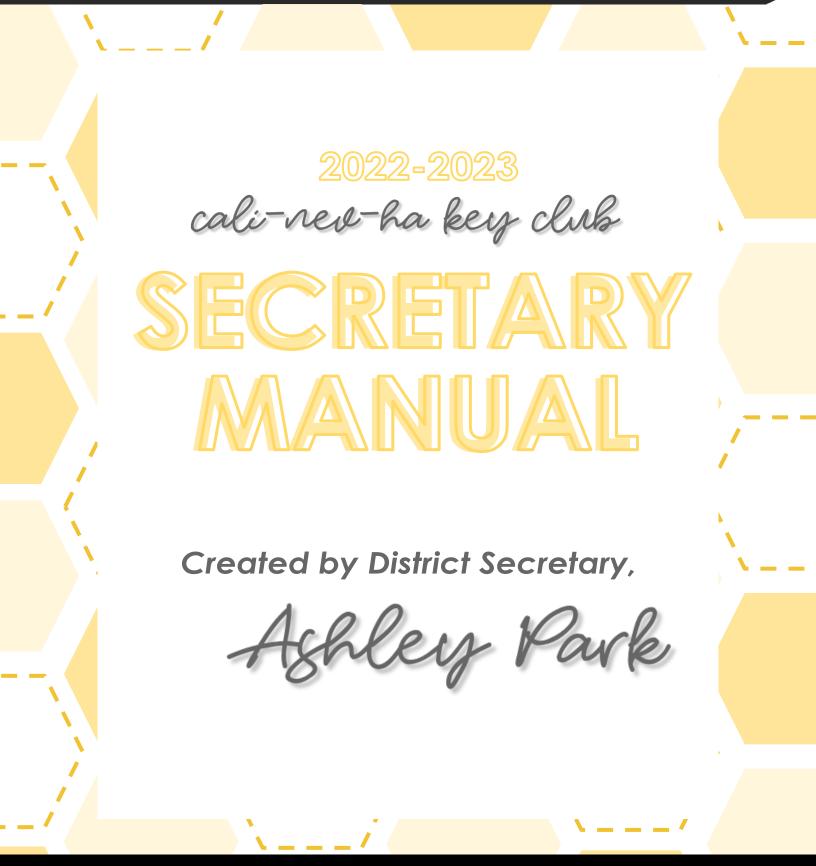


CNH | KEY CLUB



CNH District Key Club District Secretary Ashley Park | dsec@cnhkeyclub.org

INTRODUCTION

hey and secretary!

I hope you are doing well! My name is Ashley Park, and I proudly serve YOU as your CNH District Secretary for the 2022-2023 term!



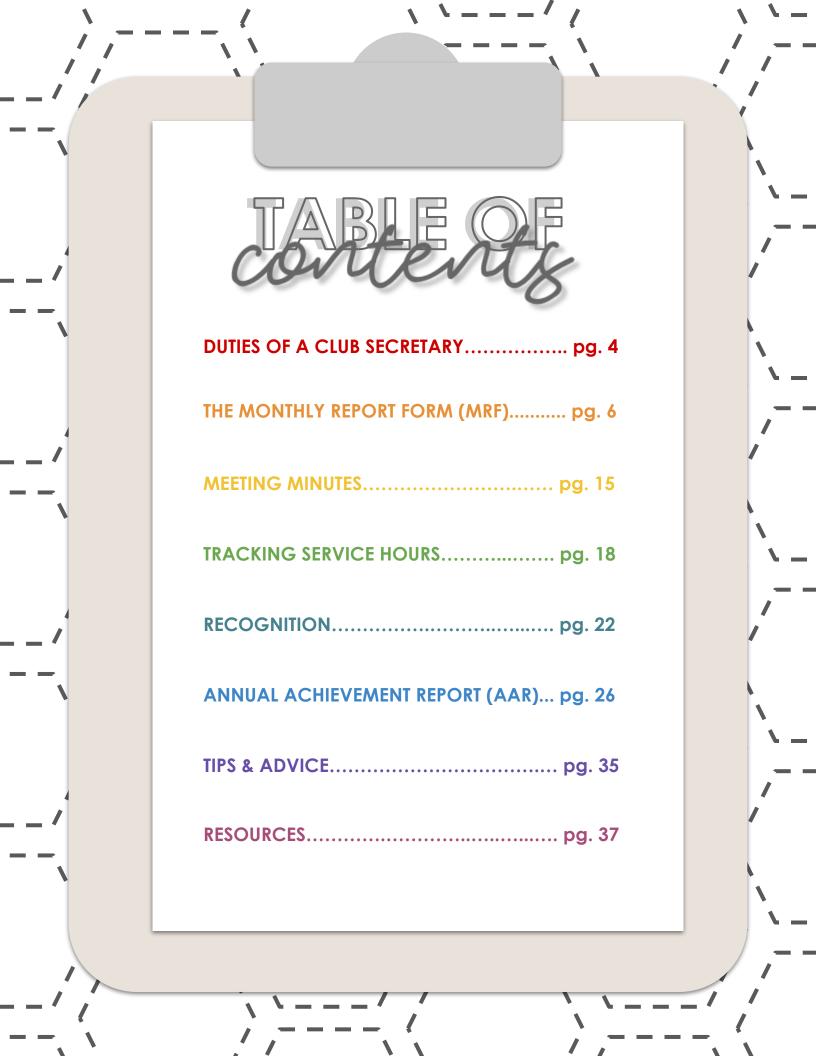
Congratulations on your election as a Club Secretary! As a club secretary, you serve

an important role- not only for your club, but for your division and our district. There are many responsibilities that come with your position- including accurately recording your club's service hours, funds raised, and overall club activity.

While the term ahead of you may look daunting, never fear- you are not alone! This manual will walk you through 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 has been divided into several sections to make it easier for you all to refer to throughout the term.

As this manual is full of useful information, I recommend you set a bookmark this manual or star this email so you can easily find it in the future if you run into any obstacles in your journey. 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! Good luck!

SERVING TO CLOUD 9,



section 1 DUTIES OF A CLUB SECRETARY



Proactive planning is KEY when you are a club secretary- given your various responsibilities. In order to better help you juggle your tasks- here is a comprehensive outline of your duties as a club secretary on a weekly, monthly, and annual basis.

- Attend, record attendance, and take minutes at Club and Board Meetings
 - □ If not at event themselves, then they must ensure the event chair records attendance
- Attend Kiwanis Club Meetings & Division Council Meetings
- Frequently communicate with club board, LTG, and advisors
- Attend Club and Division events
 - Record attendance at club and division events

monthli

- 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

- 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.)

- 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. 25)
- □ Apply for Distinguished Secretary (see Recognition on pg. 231)
- Submit elections results of the 23-24 board to LTG

annally

Train your Secretary Elect before District Convention 2023!

gection 2 THE MONTHLY REPORT FORM (MRF)





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

Last term, our district made the transition from Excel Sheets to Google Sheets. For the 2022-2023 term, the Club MRF submission process has transitioned to be completed through a **Google Form**, with questions corresponding with the different parts of the club MRF! In addition to submitting the MRF to your respective Division Google Forms, be sure that your advisors and presidents are also receiving the data in the MRF every month (i.e. early bird deadlines, email a copy to the advisors, etc.) Although your division may have earlier deadlines, in our district:

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, as well as your respective Division Google Form for submission.. 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.



TAB #1: CLUB INFO

2022-2023	Inpu	Jt	Inpu	Jt	Input	Input		CNH
	Club Na	me	Club Num	Region	Division		District	
		Clu	b Information					
	Input	Inp	ut	Input	Inp	out		Input
Sc	hool Address	Cit	у	State	Zip C	ode		Phone
	Innut Link	In post Link		Innert			langud	
C	Input Link Club Website	Input Link Club Reflector G	roup Sp	Input onsoring Kiwanis	Club	M	input ۵ eeting Time	
C C						101		LOCATION
		Club C	Officers & Adviso	rs				
0	and officers are used on various	reports.	These officers are not	used on reports	and can be	e changed.		
culty Advisor:	Input Name		Treasurer:	Input Name				
vanis Advisor:	Input Name		Vice President:	Input Name		Focus:		
esident:	Input Name		Vice President:	Input Name		Focus:		
cretary:	Input Name		Vice President:	Input Name		Focus:		
litor (Newsletters):	Input Name		Vice President:	Input Name		Focus:		
litor (Webmaster):	Input Name		Vice President: Input Name			Focus:		
			Editor: Technology:	Input Name				
			Editor: News:	Input Name Input Name				
			Historian:					
			Sergeant at Arms:	Input Name				
			Other:	Input Name				
	(Note: The answers to the follow ave a member serving as a Distric	ing questions will automatic t Board Officer? This inclu	neral Questions ally transfer to the report ides Division Lt. Govern	s and will be calc	ulated in the c	ichievement i		
Do you currently ho	ave a member serving as a Distric ave a member serving as an Inter	ing questions will automatic t Board Officer? This inclu national officer or commi	cally transfer to the report roles Division Lt. Goverr ittee member?	s and will be calc nors.		•	Answer the	ese questions with
Do you currently ho Does your Kiwanis s	ave a member serving as a Distric ave a member serving as an Inter ponsor(s) fulfill the obligations of	ing questions will automatic t Board Officer? This inclu national officer or commi sponsorship? Are you con	cally transfer to the report roles Division Lt. Goverr ittee member?	s and will be calc nors.		* *	Answer the	ese questions with ne dropdown me
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Do you currently ho Does your Kiwanis s Is your club a co-sp ficial Membership: I ficial Membership: I unual Achievement	ave a member serving as a Distric ave a member serving as an Inter ponsor(s) fulfill the obligations of ionsor of a Builder's Club or a K-Ki Previous Term (March-April) (Fron End of Term (as of February 1) (C Report Score Previous Term	ing questions will automatic t Board Officer? This inclu national officer or commi ponsorship? Are you con ds Club? n Dues Report)	cally transfer to the report roles Division Lt. Goverr ittee member?	s and will be calc nors.		*	Answer the YES/NO in the	ne dropdown me
Do you currently ho Does your Kiwanis s Is your club a co-sp ficial Membership: I ficial Membership: I unual Achievement	ave a member serving as a Distric ave a member serving as an Inter ponsor(s) fulfill the obligations of ionsor of a Builder's Club or a K-Ki Previous Term (March-April) (Fron End of Term (as of February 1) (C	ing questions will automatic t Board Officer? This inclu national officer or commi ponsorship? Are you con ds Club? n Dues Report)	cally transfer to the report roles Division Lt. Goverr ittee member?	s and will be calc nors.		*	Answer the YES/NO in the	ne dropdown me
Do you currently ho Does your Kiwanis s Is your club a co-sp ficial Membership: I ficial Membership: I anual Achievement	ave a member serving as a District ave a member serving as an Inter ponsor(s) fulfill the obligations of ionsor of a Builder's Club or a K-Ki Previous Term (March-April) (Fron End of Term (as of February 1) (C Report Score Previous Term Report Score This Term	ing questions will automatic t Board Officer? This inclu national officer or commi ponsorship? Are you con ds Club? n Dues Report)	cally transfer to the report roles Division Lt. Goverr ittee member?	s and will be calc nors.		*	Answer the YES/NO in the	ne dropdown me
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Do you currently ho Does your Kiwanis s Is your club a co-sp fficial Membership: I fficial Membership: I nnual Achievement nnual Achievement lub Communication	ave a member serving as a District ave a member serving as an Inter ponsor(s) fulfill the obligations of ionsor of a Builder's Club or a K-Ki Previous Term (March-April) (Fron End of Term (as of February 1) (C Report Score Previous Term Report Score This Term s (Yes or No)	ing questions will automatic t Board Officer? This inclu national officer or commi ponsorship? Are you con ds Club? n Dues Report) neck Dues Report)	neral Questions ally transfer to the report des Division Lt. Goverr ittee member? Inected with your spor	s and will be calc nors.		*	Answer the YES/NO in the	ne dropdown me

- ★ This tab is the first task that should be completed in the MRF. This tab will compile general information about your club that will automatically transfer over to the other tabs in the MRF. Please be sure to 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"
- Note that the Club Name should be the name of the club without "high school"
 Ex. "Newbury Park" instead of "Newbury Park High School"
 - Use this link to find your club number, date dues processed, etc
 - <u>https://tinyurl.com/CNHduesreport2122</u>

Club Website

★

TAB #2: CLUB ROSTER-DIRECTORY

202	2-2023		Input	Input	Input	CNH				
T	erm		Club	Division	Region	District				
				Advisor	s					
		Name		Faculty or	Kiwanis		E-mo	il	Phone	Number
					 The second s					
				Club Mem	bers					
N	ame	Position	E-mail	Phone Number	Committee	Grad Year	Member ID*	Mailing Adddress*	City*	Dues Pa
										NO
										NO
										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
 - NOTE: When using this function, only the name column will change in the service record, meaning you must adjust any existing service hours accordingly to match up the names and hours.

TAB #3: SERVICE RECORD

	Club Members	Dues Yes/No		Beach Clean Up	
	*Names Will Transfer from Roster		Date>	7/2	
Ex:	Buzz Beehive		Total Service	12	0
1	Dao, Diane	NO	4	4	
2	Park, Ashley	NO	4	4	
3	Fang, Marcus	NO	4	4	
4		NO	0		
5		NO	0		

This is an example of how the Service Record Tab should be filled out!

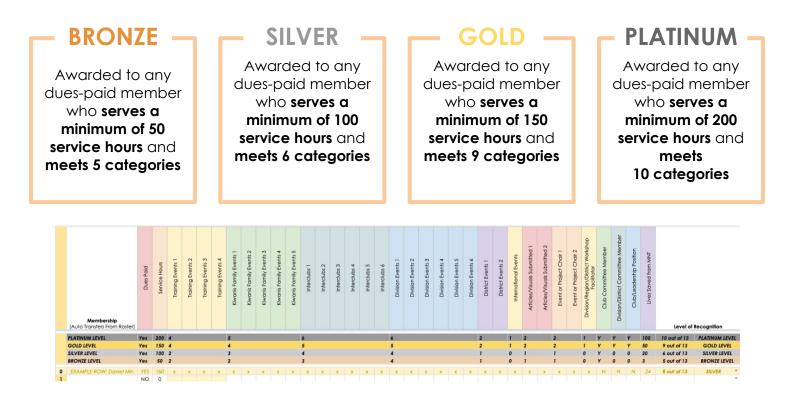
- ★ The Service Record is where all of the individual hours for each member are logged for each project from the Monthly Reports
 - The member names, dues status, and project names are to be transferred from the Club Roster
- ★ The information in this tab is also used for to track MRP, or service hour requirements (see next page,)

TAB #4: 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!

Simply input an "X" under each column category that a member has accomplished.

The 4 levels of recognition include:



- ★ 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 Suyeon Hwang at <u>mr.chair@cnhkeyclub.org</u> for more information

TAB #5: 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 elected <u>one</u> President, <u>one or more</u> Vice President(s), <u>one</u> Secretary, and <u>one</u> 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	President	Vice P	President		Editor	
Key Club Term	Name	Focus	Area	*	Focus Area	*
Division	Grad Year	Name)		Name	
Region	E-mail	Grad	Year		Grad Year	
Club Name	Preferred Phone	E-mail	1		E-mail	
Club Number (starts with "H")		Prefer	red Phone		Preferred Phone	
Kiwanis Sponsor						
	Vice President	Vice P	President		Editor	
MEETING INFORMATION	Focus Area	* Focus	Area	*	Focus Area	*
Day of the week	Name	Name	•		Name	
Frequency	* Grad Year	Grad	Year		Grad Year	
Time of day	E-mail	E-mail	I		E-mail	
Location	Preferred Phone	Prefer	red Phone		Preferred Phone	

- ★ Elections are to be completed between the months of January-March so that officer-elects can receive training in their position prior to the beginning of term in April.
- ★ The Club Elections tab is to be completed with all of the contact information filled out for the NEXT officer board (2023-2024 Officers) by March 2023
- ★ 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
- In addition to filling out this tab on the MRF, be sure to also fill out the Annual Club Elections Form following Club Elections

TAB #6: ANNUAL REPORT FORM

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!

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 2022 through March 2023) and you will complete the Monthly Tab that is named after the month you will be recording activity for.

Each month, when you complete your submission, you will be submitting data for the month before. For example, your submission in August will have the July tab completed, in addition to any other tabs that you might have updated.

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. The majority of this section can be filled out through adjusting the dropdown to reflect the data from this month.

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 S	action -					
						Memberst						
Dues-Paid Membership from Previous Term:			Current:	0	Ne	w Members Paid		0	Date Dues \$ Sent:	Check#		
A District or International Offic	cer or Commi	ttee M	ember?	No *					A Candidate for District or International Office? No	×	-	
						Sponso	orship					
Sponsors fulfill obligations of spon	sorship?	_			Co-Sp	oonsor: Builder's (Club/K-Kids	ę ş	Provided a program for Builder's Club/K-Kids?		-	
						Attendan	ce: Club					
Γ	Week 1		Week 2	Week	3	Week 4	W	eek 5	Division/Region/District			2
General Meeting (Date)		Ŧ	•		-		*	Ŧ	LTG communication this month			No
Members Present #:	0		0	0		0		0	Division Council Meeting			No
Faculty Present (Y/N):	No	*	No *	No		No	* N	• •	Kiwanis Division Meeting			No
Kiwanis Present (Y/N):	No	Ŧ	No *	No		No	* N	• •	Officers Training Conference			No
Guests Present (Y/N):	No	Ŧ	No *	No	*	No	* N	• •	Advisor @ Training or E-Learning			No
Presentation by Club LTG (Y/N):	No	Ŧ	No *	No	*	No	* N	• •	Leadership Training/Development		Members	Officer
Interclub (N/S/KF/KC)*:					*	l.	*	*	DCON Workshops		No *	No
Board Meeting (Date):		Ŧ	*		Ψ.		*	*	Division Training Events		No *	No
Social/Special Mtg (Date):		Ŧ	*		-	6	*	Ŧ	Region Training Conference		No *	No
Kiwanis: Mtg/DCM (Date):		Ŧ	*		*	1	*	*	KeyLeader		No *	No
Members Present (Y/N):	No		No *	No	*	No	* N		Fall Rally How many?	2	No *	No
	Interclub	Codes	: *S=With Sponsor *	(F=With Kiwar	is Family	(not sponsor) *KC	=With anoth	er Key Club				
Member Relations			1			Reports:			Special Events:	Candidate	# Present	Advisor
Newsletter issues this month? #				C	lub Elec	tions Report filed	I\$ N	o *	Kiwanis Special Function:		0	No
Member inductions? No *				Club	Directo	ory/updates filed	IŞ N	• •	Banquet: Club or Division:		0	
New Member training? No *				Articles su	bmitted	to Division/CNH	18 N	• •	Division Conclave:	No *	0	No 1
Meeting held during school break? No *									CNH Convention:	No *	0	No
									KCI Convention:	No *	0	No *

DATA SECTION CONT.

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

					Pro	oject Se	ction											
	Membership				_			Se	rvice							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							M	ark "X" for	ALL categ	ories that	apply					U	E ACCORDING	ALY
1	0	0									11.14.2016					\$0.00	\$0.00	\$0.00
2	0	0														\$0.00	\$0.00	\$0.00
3	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 2022-2023 Governor's Project is Healthier 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 Snap	shot: Share your club's achievements from this month. Share your successes, Membe	er of the Month, and other great tidbits.	
sert text here]				
oject Snapshots	•			
oject Snapshots	[insert project description]	Project Chair: [insert chair's name]	Hours: 0	Funds Raised: \$0.00
oject Snapshots 1 2		Project Chair: [insert chair's name] Project Chair:	Hours: 0 Hours: 0	Funds Raised: \$0.00 Funds Raised: \$0.00

TIPS & TRICKS

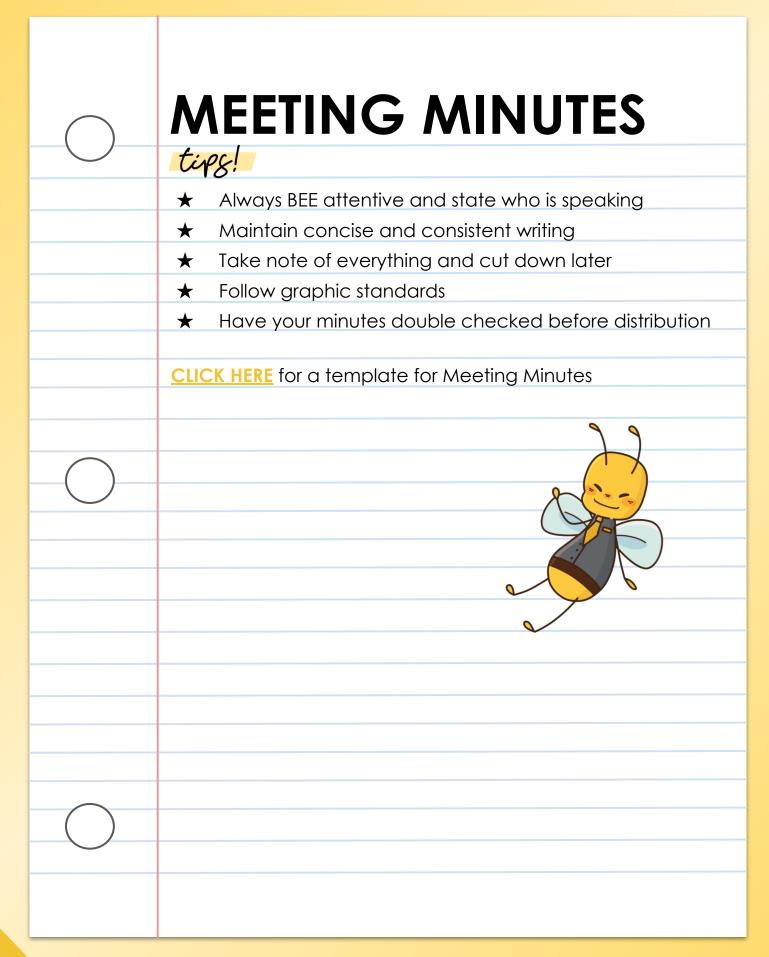
- ★ DO NOT DELETE CELLS OR FORMULAS! Hide rows/columns if necessary
- ★ If you must leave something blank, do NOT write "N/A"
- ★ Make sure that membership numbers on the club MRF match the dues report

DOUBLE CHECK EVERYTHING!





\frown	MEETING MINUTES
	overvien
	Meeting Minutes are written records 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.
	Following meetings, 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 in addition to an
	archive drive on your Club's account on one of these storage
	methods as pdfs for organization and easy access.
	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 if
	applicable
	\star Recording of all official decisions and actions made
	\star Signatures from club secretary, club president, and
<u> </u>	advisor



gection 4 TRACKING SERVICE HOURS

SERVICE HOUR BASICS

INTRODUCTION

At its core, Key Club is a SERVICE organization. Thus, organizing and attending service events should be prioritized throughout the term- as well as accurately recording the attendance, total service hours, and other data from the event.

WHAT COUNTS AS 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 club's board of directors (typically the board officers).

DOES COUNT	DOES NOT COUNT
 Service project planned by a 	Attendance at:
Club or Division in which	 DCMs
members are actively	 Fally Rally/ DCON
performing service	 Training Conferences
 Example: Park Clean Up 	 Key Leader
or Dog Toy Making	 Key Club meetings
 Hours spent running or 	 Donations
preparing for a fundraiser for	
any charity - however, the	This term, we want to move away
fundraiser CANNOT financially	from asynchronous service events such as "FreeRice" and "Pause
benefit Key Club in any way	For." As we are a service
 Example: 100% of bake 	organization, we want to make sure we are partaking in events
sale profit gets donated to	that give back to our community- directly.
PTP	

DOES COUNT	DOES NOT COUNT
Service event planned by an	Administrative Hours/
outside organization that Key	Mandatory work required of
Clubbers are able to	a position
volunteer at running booths,	 Example: Filling out the
tutoring, serving food, etc.	MRF or completing
 Example: Volunteering 	Articles and Visuals
at the AIDS Walk, Book	
Drives, Clothing Drives,	
etc.	
Service projects at DCMs,	 Fundraisers that financially
Training Conferences, DCON,	benefit a club
ICON, etc.	 Example: A Bake Sale
 Keep in mind that it is only 	that's funds go
the time of the event that	towards DCON
is spent on the service	transportation fees
project	
Time spent planning a service	 Incentives
event for a Division or Club	 Hours being used as a
	reward for non-service
hour! See the TIM project! hours is your cli awards	no exchange or substitute for a service ervice hours must be awarded based on E spent actually serving in a valid Any kind of incentive system or invalid considered invalid, and can result in ub getting disqualified from receiving at the end of the term so make sure ollowing proper procedure!



Generally, you will want to use the service record on your tab or a similar structure to track the cumulative service hours of your club and members. For tracking hours for individual events, however, here is a step by step to breakdown:



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.



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.



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!



SECRECORECON

As a Key Club Secretary, our organization offers you the unique opportunity to get recognized as an Outstanding or Distinguished secretary. The Outstanding and Distinguished stand for two different levels of recognition. 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!

ontstanding

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

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.

For further information...

Click here, or search cnhkeyclub.org

Hover for the Recognition tab at the top of the page

Click Contests

Scroll down to find the rubric for Secretaries



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 meetings

Division Council Meetings (DCM): Attended a minimum of six (6) Division Council 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), Officer Training Conference (OTC), or Region Training Conference (RTC)



Automatic awards are awarded to clubs based on the information/data directly reported on the club MRF. You <u>DO NOT</u> 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.

DISTINGUISHED CLUB PATCH

Clubs that have received an Annual Achievement Report (AAR) Score within the range set by **Key Club International** in **Fall** on their Monthly Report Form (MRF) will qualify for a Distinguished Club Patch.

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.**

DIAMOND DISTINGUISHED CLUB PLAQUE

Clubs that have received an Annual Achievement Report (AAR) Score at within the range set by **Key Club International** in the **Fall** 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)

OVERVIEW

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. The official score values needed in order to earn recognition will be determined by Key Club International during the Fall.

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

SECTION BREAKDOWN

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 <u>130 points alone</u>! 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

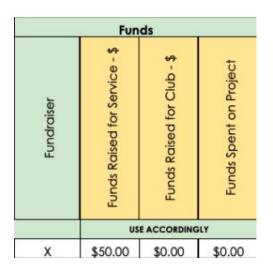
• Total Service Hours divided by the Total Number of Dues-Paid Members

- 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



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

MEETING | 9 POINTS

	٧	Veek 1	i.	
General Meeting (Date)	1	3th		*
Members Present #:		50		
Faculty Present (Y/N):	Y	'es		Ŧ
Kiwanis Present (Y/N):	Y	'es		٣
Guests Present (Y/N):	1	No		٠
Presentation by Club LTG (Y/N):	1	No		Ŧ
Interclub (N/S/KF/KC)*:	1	٢F		Ŧ
Board Meeting (Date):	8	Bth		٠
Social/Special Mtg (Date):		- 1 - X 11		Ŧ
Kiwanis: Mtg/DCM (Date):	1	5th		٠
Member Relations				٣
Newsletter issues this mont	h? #	1		
Member induction	ons?	Yes	٣	
New Member traini	ing?	Yes	٣	
Meeting held during school bre	ak?	Yes	٠	

 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	Ŧ
Interclub (N/S/KF/KC)*:	KF	*
Board Meeting (Date):	8th	*
Social/Special Mtg (Date):	1000000	¥
Kiwanis: Mtg/DCM (Date):	15th	Ŧ
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

Dues-Paid Membership from Previous Term:

50

Current: 100

Membership Status 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					
Officers Training Conference					
Advisor @ Training or E-Learning					
Leadership Training/Development Members			ers		
DCON Workshops	No *	No	٣		
Division Training Events No *			*		
Region Training Conference No *					
KeyLeader No *			٣		
Fall Rally How many? No			Ŧ		

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

CLUB COMMUNICATION | 3 POINTS

Facebook	-	Club Newsletter/other publication		
Twitter	*	Instagram		2.3
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:	Ŧ	0	~
KCI Convention:	*	0	Ŧ

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	Ŧ
Interclub (N/S/KF/KC)*:	KF	Ŧ
Board Meeting (Date):	8th	*
Social/Special Mtg (Date):	1011-0528 M	v
Kiwanis: Mtg/DCM (Date):	15th	্ৰ
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

Dues-Paid Membership from Previous Term:

50 Current:

100

Membership Status 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 | 2 POINTS

LTG communication this month Division Council Meeting				
Officers Training Conference				
Advisor @ Training or E-Learning				
Leadership Training/Development Member			Offic	ers
DCON Workshops	No	,	No	Ŧ
Division Training Events No *				Ŧ
Region Training Conference No *				×
KevLeader	No 7	-	No	Ŧ
Keyleddei	1.14			

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					*
Division Council Meeting					٣
Kiwanis Division Meeting					*
Officers Training Conference					~
Advisor @ Training or E-Learning					
Leadership Training/Development Members					ers
DCON Workshops	No	Ŧ	No	Ŧ	
Division Training Events No *			No	Ŧ	
Region Training Conference No *					Ŧ
KeyLeader		No	~	No	Ŧ
Fall Rally	How many?	No	~	No	~

Special Events:	Candidate	# Present	Advisors
Kiwanis Special Function:		0	*
Banquet: Club or Division:		0	*
Division Conclave:	~	0	Ŧ
CNH Convention:	~	0	Ψ.
KCI Convention:	*	0	Ŧ

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, 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?

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

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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		1804			
General Meeting (Date)	13th	*	nsor	73	_ii⊂	Marko
Members Present #:	50		8	ĕ	6	Make
Faculty Present (Y/N):	Yes		S	l ost	L S	reach c
Kiwanis Present (Y/N):	Yes	*	- E	t he	er ju	Sponsor
Guests Present (Y/N):	No	*	0 N	2 O V	N A	Club
Presentation by Club LTG (Y/N):	No		ź	, Xi Qi	je Ki	
Interclub (N/S/KF/KC)*:	KF	Ŧ	1	<u> </u>	3 5	when/w
Board Meeting (Date):	8th	*	t	int	U U	are ho
Social/Special Mtg (Date):		· •	je	9	io.	meeting
Kiwanis: Mtg/DCM (Date):	15th	्रण	Pro		ē.	meening
Members Present (Y/N):	Yes	*				

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?



DO NOT DELETE CELLS AND AUTO TRANSFERS! Hide rows/columns if necessary but never delete anything as it will mess up the formulas.

more tips

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

DOUBLE CHECK ALL OF YOUR INFORMATION!

Contact your LTG or the District Secretary if you need help with filling out the MRF or if an issue has occurred with the formula! <u>dsec@cnhkeyclub.org</u>

member recognition tips

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

Check for any broken formulas as it can affect your AAR calculation!

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

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

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





DISTRICT EXECUTIVES

District Governor Diane Dao dgov@cnhkeyclub.org District Secretary Ashley Park dsec@cnhkeyclub.org District Treasurer Marcus Fang dtreas@cnhkeyclub.org

DISTRICT ADMINISTRATION

District Administrator Doug Gin da.dgin@cnhkeyclub.org Assistant Administrator Geoff Tobias adas.gtobias@cnhkeyclub.org Assistant Administrator Marshall Roberson adan.mroberson@cnhkeyclub.org Assistant Administrator Alan Quon adas.aquon @cnhkeyclub.org

DISTRICT LEADERSHIP TEAM

District News Editor Joanne Do dne@cnhkeyclub.org **District Technology Editor Ashlyn Wong** dte@cnhkeyclub.org District Visual Media Editor Helena Teung-Ouk dvme@cnhkeyclub.org **Communications & Marketing Chair Amber Zhao** cm.chair@cnhkeyclub.org **District Convention Chair Anh Nguyen** dcon.chair@cnhkeyclub.org **Kiwanis Family & Foundation Chair Alyssa Kline** kff.chair@cnhkeyclub.org **Member Development & Education Chair Joshua Placido** mde.chair@cnhkeyclub.org Membership Growth Chair Khanh Tran mg.chair@cnhkeyclub.org Member Recognition Chair Suyeon Hwang mr.chair@cnhkevclub.ora Policy, International Business, & Elections Chair Miah Chao pie.chair@cnhkeyclub.org Service Projects Chair Karen Vo sp.chair@cnhkeyclub.org

WEBSITE & LINKS

CNH Cyberkey www.cnhkeyclub.org

Key Club International www.keyclub.org

SECRETARY LINKS

Secretary Reflector Groups tinyurl.com/refgpsec

MRF Support Form tinyurl.com/mrfsupport2223

