



section 7
GENERAL TIPS

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.

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!

dsec@cnhkeyclub.org

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**.

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