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.

of the morthly report form

TAB #1: CLUB INFO

2022-2023	Inpu	ı†	Ir	pu	†	Input	Inc	out	CNH
	Club Nai		S	Numb		Region	Divi		District
		Clu	b Informatio	on					
	Input	Inpi	ut		Input	Inr	out		Input
Sc	hool Address	Cit			State	Zip C			Phone
								1000	
	Input Link Iub Website	Input Link Club Reflector Gr	roun	cno	Input nsoring Kiwani	Club		Inp	e & Location
	iop Mepzile					CIUD	I M	eeing iime	e & Localion
			Officers & Ad						
	and officers are used on various	reports.	These officers a	e <u>not</u> ı		s and can be	e changed.		
aculty Advisor:	Input Name		Treasurer:		Input Name				
iwanis Advisor:	Input Name		Vice President:		Input Name		Focus:		
resident:	Input Name		Vice President:		Input Name		Focus:		
ecretary:	Input Name		Vice President:		Input Name		Focus:		
ditor (Newsletters):	Input Name		Vice President:		Input Name		Focus:		
ditor (Webmaster):	Input Name		Vice President:		Input Name		Focus:		
			Editor: Technolo	0,	Input Name				
			Editor: News:		Input Name				
			Historian:		Input Name				
			Sergeant at Arn		Input Name				
			Other:		Input Name				
. Do you currently ha . Does your Kiwanis sp	(Note: The answers to the follow ve a member serving as a Distric ve a member serving as an Inter consor(s) fulfill the obligations of s onsor of a Builder's Club or a K-Ki	ing questions will automatic t Board Officer? This inclu national officer or commi ponsorship? Are you con	des Division Lt. G	overno	ors.		achievement	Answer	these questions with
	Previous Term (March-April) (From End of Term (as of February 1) (Cl							Answer t	hese questions with
nnual Achievement	Report Score This Term Report Score This Term	iock 5003 Report						Allswell	NUMBER
lub Communications	(Yes or No)								
Facebook	*	Club Newsletter/o	ther publication		~				
Twitter	¥	Instag	ıram		~				
Other Platform	*	Messaging	g System		No *				
Club Website	₩								

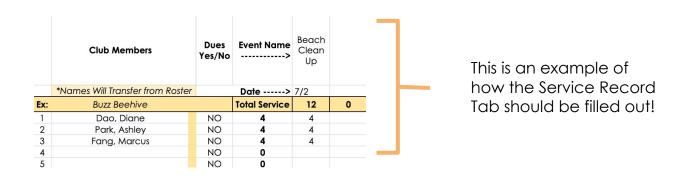
- ★ This tab is the first task that should be completed in the MRF. This tab will compile general information about your club that will automatically transfer over to the other tabs in the MRF. Please be sure to fill out this tab **ACCURATELY AND COMPLETELY**
 - If you do not know what to input on a 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
 - https://tinyurl.com/CNHduesreport2122

TAB #2: CLUB ROSTER-DIRECTORY

	2022-2023		Input	Input	Input	CNH				
	Term		Club	Division	Region	District				
				Advisor	rs					
		Name		Faculty or	Kiwanis		E-me	ail	Phone	Number
					•					
				Club Mem	bers					
	Name	Position	E-mail	Phone Number	Committee	Grad Year	Member ID*	Mailing Adddress*	City*	Dues Paid
1										NO +
2										NO +
3										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



- ★ 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:

BRONZE

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

SILVER

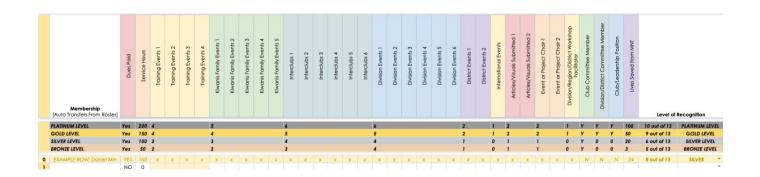
Awarded to any dues-paid member who serves a minimum of 100 service hours and meets 6 categories

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



- ★ 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

AB #5 CLUB ELEC	110110				
ould be completed: JanuaryMarch					
	hould take place so the new officers can attend o	convention.			
JB OFFICER ELECTIONS					
areas for vice presidents, the online report will als provide your Lt. Governor with the additional info	iws, each Key Club may elected one President, or so allow you to identify a focus area. Five slots hav ormation. The club may elect or appoint the positi- to accommodate the possibilities for the club Edito	ve been provided for the vice president of ion of Editor. In addition, the specific role	officers. If you club of the editor is no	has more than five, ple longer clearly defined of	ease due to
ECTIONS FOR SUBMITTING ELECTION RESULTS					
information (name, graduation year, e-mail, and	d preferred phone number with area code) before	plete, all of the prompts for the online clu e beginning the online report. This sheet i			
information (name, graduation year, e-mail, and print it out and use. The Lt. Governor may appred CTION RESULTS REPORT	d preferred phone number with area code) before ciate getting this information from here.	e beginning the online report. This sheet i	s set-up for you to	report the information h	
information (name, graduation year, e-mail, and print it out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION	d preferred phone number with area code) before clate getting this information from here. President	e beginning the online report. This sheet i	s set-up for you to	report the information h	
information (name, graduation year, e-mail, and print it out and use. The Lt. Governor may appred CTION REVILTS REPORT CLUB INFORMATION Key Club Term	d preferred phone number with area code) before ciate getting this information from here. President Name	e beginning the online report. This sheet i	s set-up for you to	report the information h litor cus Area	
information (name, graduation year, e-mail, and print if out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division	d preferred phone number with area code) before ciate getting this information from here. President Name Grad Year	Vice President Focus Area Name	Ed Fo	itor cus Area	
information (name, graduation year, e-mail, and print it out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region	d preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail	Vice President Focus Area Name Grad Year	Ed Fo	iter cus Area and Year	
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information (name, graduation year, e-mail, and print if out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region Club Name Club Number (starts with "H")	d preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail	Vice President Focus Area Name Grad Year	Ed Fo No Gr E-r	iter cus Area and Year	
information (name, graduation year, e-mail, and print if out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region Club Name	d preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail Preferred Phone	Vice President Focus Area Name Grad Year E-mail Preferred Phone	Ed Fo	iltor cus Area mme ad Year mail eferred Phone	
information (name, graduation year, e-mail, and print if out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region Club Name Club Number (starts with "H") Kiwanis Sponsor	preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail Preferred Phone Vice President	Vice President Focus Area Name Grad Vear E-mail Preferred Phone Vice President Vice President Vice President Vice President	Ed Fo	itor cus Area me ad Year mail eferred Phone itor	
information (name, graduation year, e-mail, and print if out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region Club Name Club Number (starts with "H") Kiwanis Sponsor	preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail Preferred Phone Vice President Focus Area	Vice President Focus Area Name Grad Year E-mail Preferred Phone Vice President Focus Area Vice President Focus Area Focus Area	Ed Fo	iltor cus Area sme ad Year mail eferred Phone litor cus Area	
information (name, graduation year, e-mail, and print it out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region Club Name Club Name Club Number (starts with "H") Kiwanis Sponsor MEETING INFORMATION Day of the week	d preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail Preferred Phone Vice President Focus Area Name	Vice President Focus Area Name Grad Year E-mail Preferred Phone Vice President Focus Area Name Grad Year Focus Area Name Name Area Name Nome	Ed Ed	iltor cus Area and Year mail elerred Phone iltor cus Area me	
information (name, graduation year, e-mail, and print if out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region Club Name Club Number (starts with "H") Kiwanis Sponsor MEETING INFORMATION Day of the week Frequency	d preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail Preferred Phone Vice President Focus Area Name Grad Year Grad Year	Vice President Focus Area Name Grad Year Ferender Vice President Focus Area Name Grad Year Ferender Vice President Focus Area Name Grad Year	Ed Fo Nac Fo	itor cus Area me ad Year mail eferred Phone itor cus Area ame ad Year ad Year ad Year ad Year	
information (name, graduation year, e-mail, and print it out and use. The Lt. Governor may appred CTION RESULTS REPORT CLUB INFORMATION Key Club Term Division Region Club Name Club Name Club Name Club Number (starts with "H") Kiwanis Sponsor MEETING INFORMATION Day of the week	d preferred phone number with area code) before clate getting this information from here. President Name Grad Year E-mail Preferred Phone Vice President Focus Area Name	Vice President Focus Area Name Grad Year E-mail Preferred Phone Vice President Focus Area Name Grad Year Focus Area Name Name Area Name Nome	Ed Fo	iltor cus Area and Year mail elerred Phone iltor cus Area me	

- ★ 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	secti	on					
							Members	ship Ste	atus					
Dues-Paid Membership from Previous Term:			Cu	rrent:	0	Nev	v Members Pai	d THIS	Month:	Date Dues \$ Sent:		Check#		-
A District or International Offic	er or Comm	ittee Me	ember?		No *					A Candidate for District or International Office	e? No	*		
							Spons	sorship	1					
Sponsors fulfill obligations of spons	orship?	_				Co-Sp	onsor: Builder's	Club/	K-Kids?	Provided a program	for Builder's Club/K-Kids?			
							Attenda	nce: C	lub					
	Week 1		Week 2		Week	3	Week 4		Week 5	Division/Region/Division/Division/Region/Division/	District			
General Meeting (Date)		*		*		*		*		LTG communicat	tion this month			No *
Members Present #:	0		0		0		0		0	Division Council N	Meeting			No *
Faculty Present (Y/N):	No	*	No	*	No	*	No	*	No *	Kiwanis Division A	Meeting			No *
Kiwanis Present (Y/N):	No	*	No	*	No	*	No	*	No *	Officers Training 0	Conference			No *
Guests Present (Y/N):	No	*	No	*	No	*	No	*	No *	Advisor @ Training	g or E-Learning			No *
Presentation by Club LTG (Y/N):	No	*	No	*	No	*	No	*	No *	Leadership Traini	ng/Development		Members	Officers
Interclub (N/S/KF/KC)*:		*		*		*		*	*	DCON Workshop	S		No *	No *
Board Meeting (Date):		*		*		*		*	*	Division Training E	ents		No *	No *
Social/Special Mtg (Date):		*		*		*		*	*	Region Training C	Conference		No *	No *
Kiwanis: Mtg/DCM (Date):		*		*		*		*	*	KeyLeader			No *	No *
Members Present (Y/N):	No	*	No	*	No	*	No	*	No *	Fall Rally	How many?		No *	No ▼
	Interclut	Codes:	*S=With Spo	nsor *KI	F=With Kiwan	is Family	(not sponsor) *K	C=With	another Key Club	172				
Member Relations							Reports:				Special Events:	Candidate	# Present	Advisors
Newsletter issues this month? #					C	ub Elect	ions Report file	qŝ	No *	k	Gwanis Special Function:		0	No *
Member inductions? No *					Club	Directo	ry/updates file	qŝ	No *	В	anquet: Club or Division:		0	No *
New Member training? No *					Articles su	bmitted	to Division/CN	IH\$	No *		Division Conclave:	No *	0	No ▼
Meeting held during school break? No *											CNH Convention:	No *	0	No *
0.000 0.000 9.4				L							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	ject Se	ction											
		Memb	ership						Se	rvice			-,-				Fur	nds	
		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					US	SE ACCORDING	ALY
1		0	0									7.040.00					\$0.00	\$0.00	\$0.00
2		0	0														\$0.00	\$0.00	\$0.00
3		0	0	1	I	I			I	I		1	1	I	1	1	\$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 Snapshot	Share your club's achievements from this month. Share your successes, Member of t	the Month, and other great tidbits.	
(insert tea	xt here]			
Project S	napshots			
Project S	napshots [insert project description]	Project Chair: [insert chair's name]	Hours: 0	Funds Raised: \$0.00
Project S	-	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!



SUPPORT FORM



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

CLICK HERE