California-Nevada-Hawai'i District
Circle K International

2020-2021
Master Records Sheet
User Guide

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Introduction

Hello! Welcome to the user manual for the 2020-2021 Master Records Sheet (MRS). This user manual will look very similar to the 2019-2020 user guide, as we have kept relevant information that can still pertain to this term. The MRS is used to help organize your club. The main job of the MRS is to keep track of your dues-paid members' service, leadership, and fellowship hours, in addition to keeping track of Membership Recognition Program status and helping members apply for awards.

As you may or may not have heard, the MRS is a tedious file to fill out. Going into this, you might find yourself lost or even confused about where to put the simplest of information. However, you shouldn't worry because that's why this user manual is here for you!

This year, we chose to reuse the MRS from the 2019-2020 term with a few changes to it. There was the addition of the SA (Service Administration) tag, minor changes to the formulas, including a member's service hours from SA events accounting for 50% max hours of a member's total service hours before adding SA event hours, and numerical changes in service hours and requirements in MRP (Member Recognition Program).

This guide has a ton of pictures for you to follow and make your MRS adventure a whole lot easier. Don't let the size of the MRS intimidate you, because it's definitely a lot easier than it looks! By the time you finish this guide, your Excel knowledge will expand ten-fold!

With that being said, there is a sample MRS file that you can look at. If you are ever confused about where to put certain things, refer to the sample file to guide you. If you get stuck there, have any questions, comments, or concerns, don't hesitate to contact me via email (yuam1@uci.edu) or via Facebook (Andrew Yu). Let's make this a combined effort between you and me, and make this one heck of a term!

Wishing the best of luck,

Andrew Yu
2020-2021 Master Records Sheet Coordinator

Important Notes

Deadlines

FTC Recognition Deadline: **October 10, 2020 by 11:59PM PDT/8:59PM HST**
Mid Check-In Deadline: **January 5, 2021 by 11:59PM PST/9:59PM HST**
Final Submission for DCON Deadline: **March 2, 2021 by 11:59PM/9:59PM HST**

Submit all Master Records Sheets by the deadlines to District Member Recognition Chair David Su at mr@cnhcirclek.org

File Name

Please name your file using the following format:

2020-2021 MRS_School Name

where School Name is the name of your school.

For example, if I'm from Circle K University, the file would be named

2020-2021 MRS_Circle K University

Please do not use full abbreviations of your school name (ex. CSUF). CSU, UC, UH, and UN are the only permitted abbreviations.

Contact Information

If you have any questions, please do not hesitate to contact any members of the Member Recognition Committee. We are always here to help!

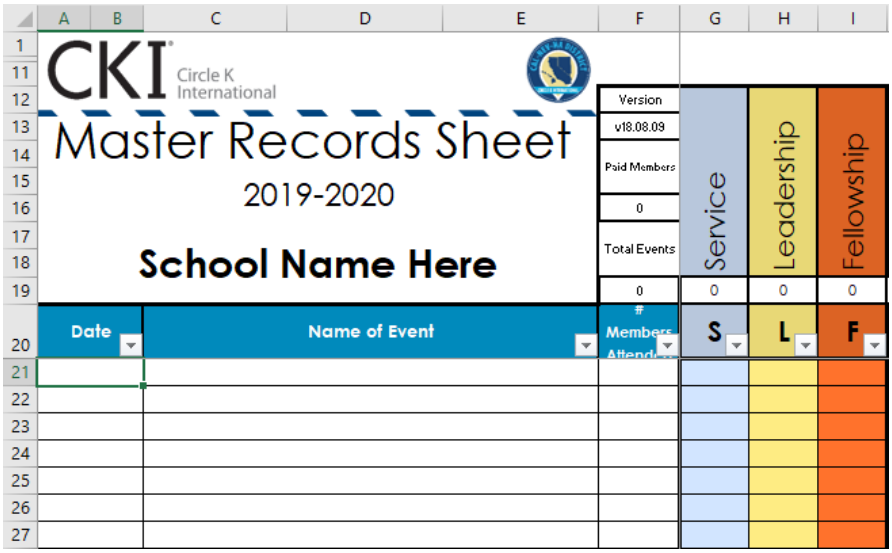
District Member Recognition Chair – David Su – cki.davidsu@gmail.com
Executive Assistant – Luke Barrella – lukebarrellacki@gmail.com
Creative Director – Janice Lee – janlee.cki@gmail.com
Master Records Sheet Coordinator – Andrew Yu – yuam1@uci.edu
Northern Recognition Specialist – Vanessa Lee – vanlee.cki@gmail.com
Central Recognition Specialist – Jessica Lam – jessicalam.cki@gmail.com
Southern Recognition Specialist – Guy Suankaew – gsuankaew@gmail.com

Getting Started

Note: Before you start filling out any data, please make sure that you glance through the MRS User Guide to ensure that you don't run into any issues that can be resolved by the instructions given below. The User Guide also includes Excel hacks which can help make your job more efficient, so read through those as well before you fill out any data.

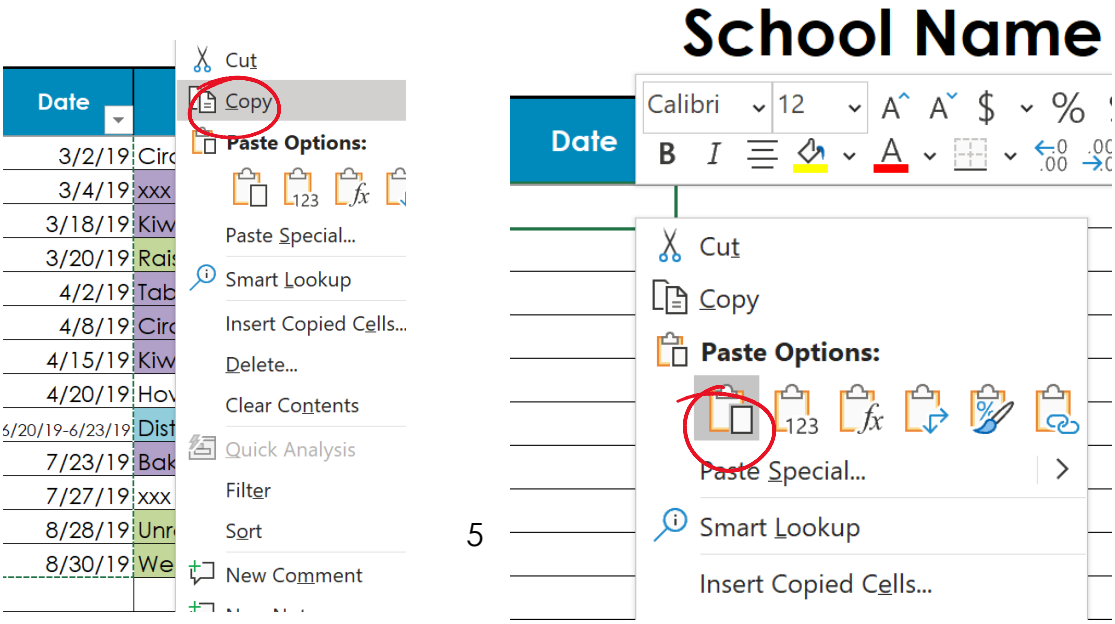
1. School Name

Put in your school name, the way it's stated when you save the file. Please do not use full abbreviations of your school name (ex. CSUF).



2. Transfer date of events.

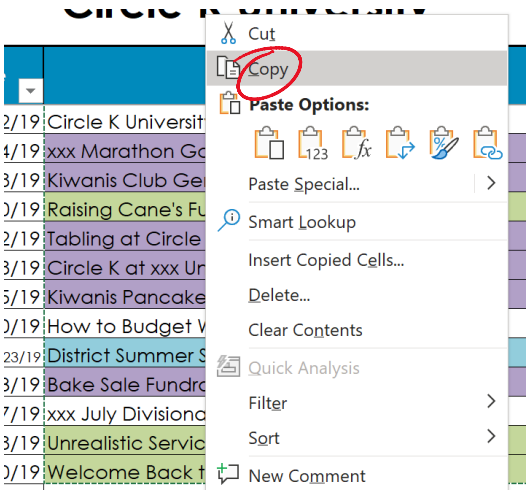
Copy and paste each month's date column from the MRF to the MRS. If you have been keeping track of hours using the 2019-2020 MRS, you can copy and paste the data from the date column into the 2020-2021 MRS.

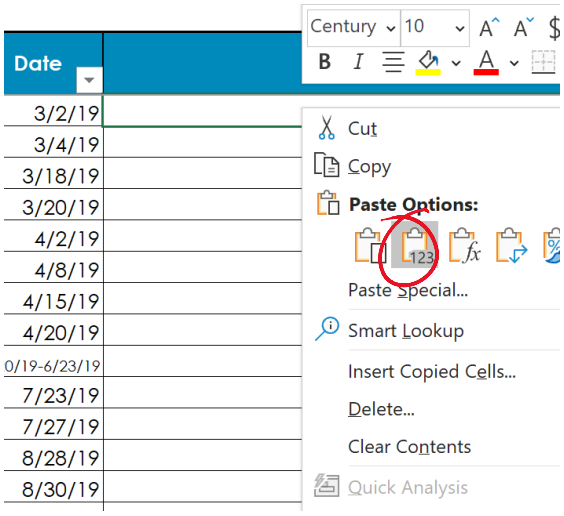


Tip: Use Ctrl + C to copy and Ctrl + V to paste quickly instead of right-clicking. You cannot use Ctrl + V when you want to use paste special (ex. Paste only values, formulas, etc.).

3. Transfer name of events.

Copy the Events column for each month from the MRF. If you have been keeping track of hours using the 2019-2020 MRS, you can copy and paste the data from the Name of Event column into the 2020-2021 MRS. Now, instead of pasting directly via Ctrl + V, right click and select paste values, like in the images below. This ensures that the MRS formatting stays the same.





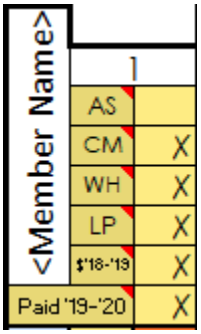
4. Transfer the event tags.

Copy and paste the tags (CO, CA, ..., INT, HE). You can either copy the data from the MRF or the 2019-2020 MRS, if you've already compiled this. Note that the tags you use should be the same ones used on the respective CERF and the MRF. **Please keep in mind that the Service Administration (SA) tag has been added.**

Note: Columns F through I (member attendance and hours columns) should <u>not</u> be filled out since the sheet will automatically calculate it based on the inputted hours. There may be slight differences in these columns between your MRF and the MRS, since the MRS does not account for non-dues-paid members' hours while the MRF does.

Now that you have all the events inputted, you can input all the members. Each member section looks like what you see on the right.

5. Input members' names and info.



Replace <Member Name> with a member's name. You should be filling in a member's name in the format Last Name, First Name and you should be inputting members in alphabetical order by last name. Next, input the general info about the member:

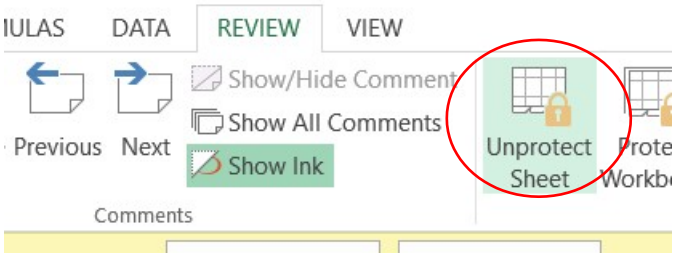
- **AS** (Articles Submitted): Any articles submitted to the club, divisional, district, or international newsletter.
- **CM** (Committee Member): Committee member on a club, divisional, district, or international level.
- **WH** (Workshop Hosted): Hosted a workshop/webinar on the club, divisional, district, or international level.
- **LP** (Leadership Position): Club or district officer.
- **$'18-'19**: Dues-paid member during the previous term.
- **Paid '19-'20**: Dues-paid member during the current term.

Note: Click on the ✗and use the dropdown options to change it to ✓.

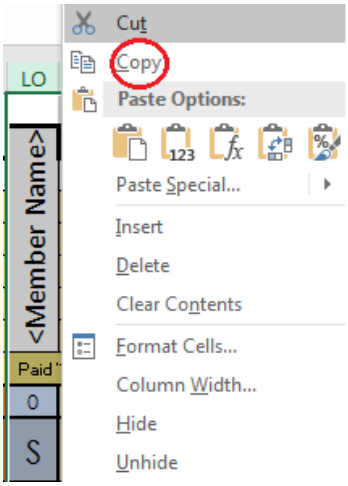
Note: You should always leave the last member blank so that you can copy and insert it when you are inputting a new member.

If your club has more than 99 members (remember that the 100th member is blank), follow the steps below to insert more members. Always insert members before the last member section, which should always remain blank.

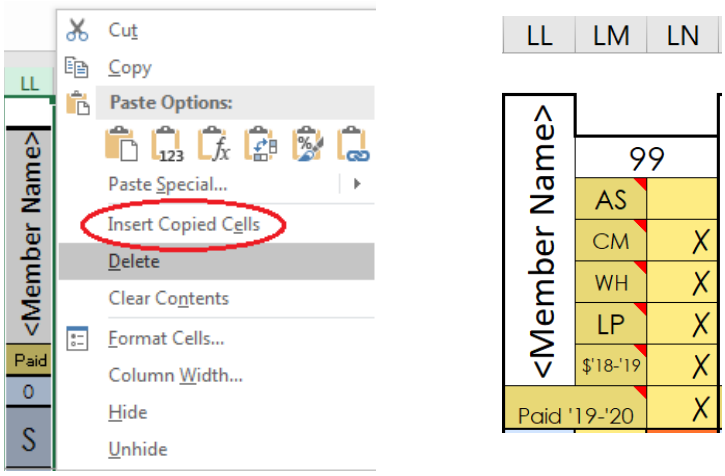
Step 1: Unprotect sheet.



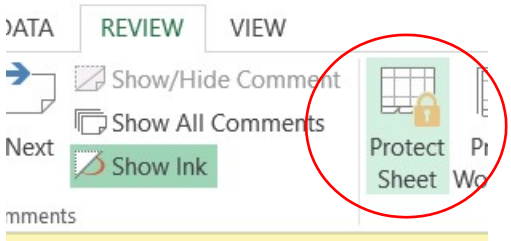
Step 2: Highlight the last 3 member columns. In this case, I'm highlighting the columns for the 100th member. Copy the columns.



Step 3: Click on the column you want to insert the copy cells to. Then right click and choose Insert Copied Cells. In the case below, I want to insert the member between member 98 and 99, so I clicked on column LL. The inserted member now becomes #99 and member #99 is now #100.



Step 4: Protect the sheet.



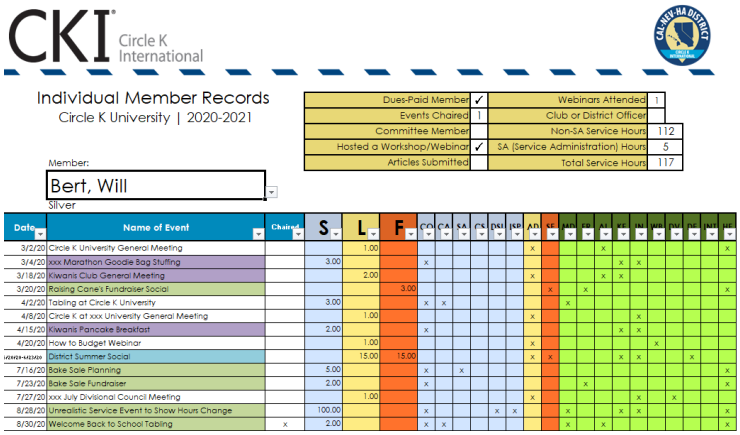
6. Input event chairs and hours.

After you've inputted all the members, fill out the Event Chairs column (column AA) and input all of the hours. If you have been keeping track of members' hours using the 2019-2020 MRS, copy and paste all the hours.

Similar to the 2019-2020 MRS, you can use the Members tab to look at MRP standings, which are automatically calculated, or view event attendance for individual members. There's also a Frequently Asked Questions (FAQ) tab for questions that you may have throughout the term.

If a member requests their event attendance, you can view it on the Individual Members and save it as a PDF. Below is a visual explanation.

Step 1: Select the member whose event attendance you want to view. In this case, I chose Bert, Will.



CKI Circle K International

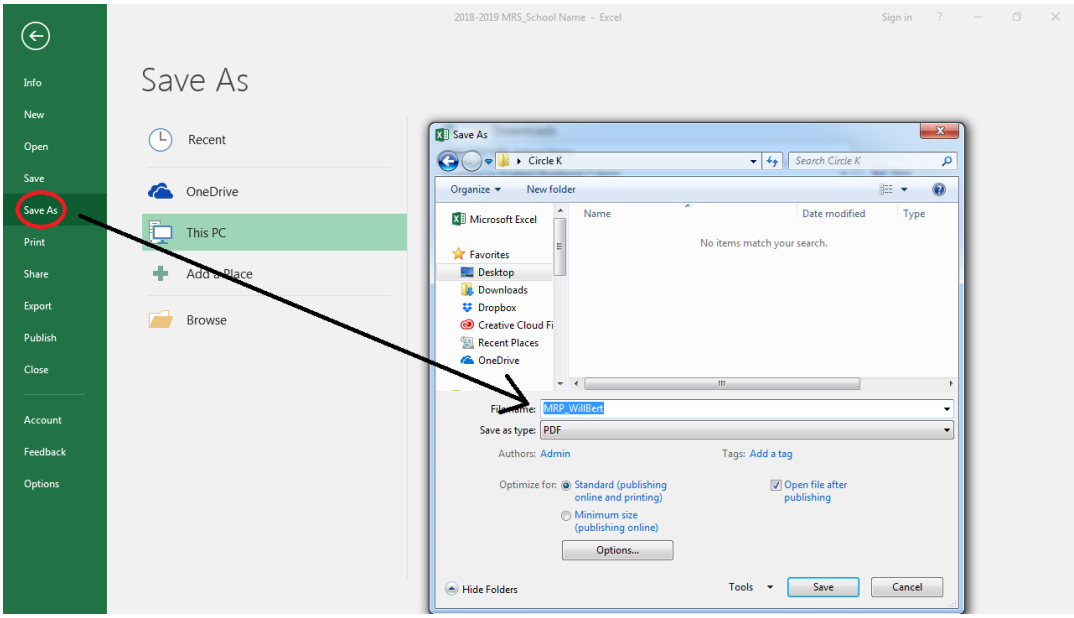
Individual Member Records
Circle K University | 2020-2021

Dues-Paid Member	✓	Webinars Attended	1
Events Chaired	1	Club or District Officer	
Committee Member		Non-SA Service Hours	112
Hosted a Workshop/Webinar	✓	SA (Service Administration) Hours	5
Articles Submitted		Total Service Hours	117

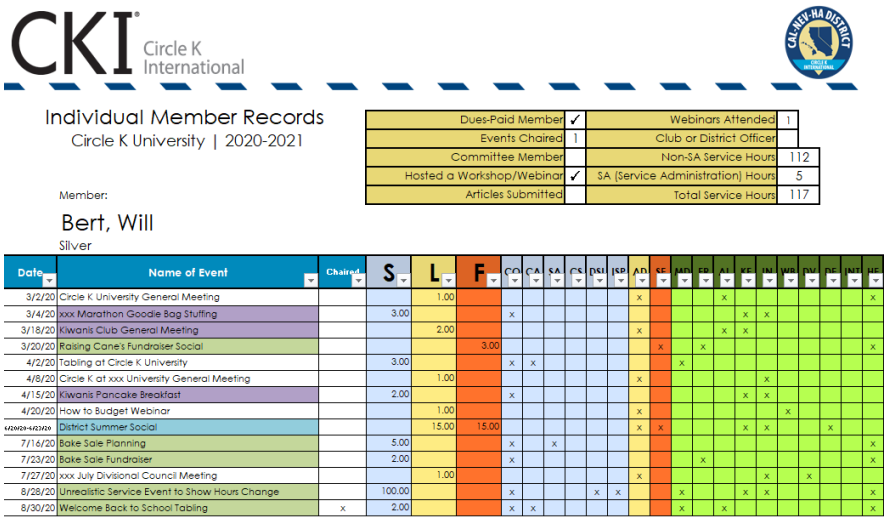
Member:
Bert, Will
Silver

Date	Name of Event	Chaired	S	L	F	CO	CA	SA	CS	DEI	ISP	AD	SE	MD	FB	AI	KE	IN	WB	DV	DE	INT	HE
3/2/20	Circle K University General Meeting			1.00								x				x							x
3/4/20	xxx Marathon Goodie Bag Stuffing		3.00			x										x	x						
3/18/20	Kiwanis Club General Meeting			2.00								x				x	x						
3/20/20	Raising Cane's Fundraiser Social				3.00								x		x								x
4/2/20	Tabling at Circle K University		3.00			x	x							x									
4/8/20	Circle K at xxx University General Meeting			1.00								x						x					
4/15/20	Kiwanis Pancake Breakfast		2.00			x											x	x					
4/20/20	How to Budget Webinar			1.00								x						x					
4/20/20-4/23/20	District Summer Social			15.00	15.00							x	x				x	x			x		
7/16/20	Bake Sale Planning		5.00			x		x															x
7/23/20	Bake Sale Fundraiser		2.00			x									x								x
7/27/20	xxx July Divisional Council Meeting			1.00								x						x		x			
8/28/20	Unrealistic Service Event to Show Hours Change		100.00			x				x	x			x			x	x					x
8/30/20	Welcome Back to School Tabling	x	2.00			x	x							x		x							x

Step 2: Click on FILE then "Save As" and save the file as a PDF with the title you want. Be sure that you are saving a PDF and not an Excel file!



The resulting PDF looks like the following and can be sent to members.



CKI Circle K International

Individual Member Records
Circle K University | 2020-2021

Dues-Paid Member	✓	Webinars Attended	1
Events Chaired	1	Club or District Officer	
Committee Member		Non-SA Service Hours	112
Hosted a Workshop/Webinar	✓	SA (Service Administration) Hours	5
Articles Submitted		Total Service Hours	117

Member:
Bert, Will
Silver

Date	Name of Event	Chaired	S	L	F	CO	CA	SA	CS	DEI	ISP	AD	SE	MD	FB	AI	KE	IN	WB	DV	DE	INT	HE
3/2/20	Circle K University General Meeting			1.00								x				x							x
3/4/20	xxx Marathon Goodie Bag Stuffing		3.00			x											x	x					
3/18/20	Kiwanis Club General Meeting			2.00								x				x	x						
3/20/20	Raising Cane's Fundraiser Social				3.00								x		x								x
4/2/20	Tabling at Circle K University		3.00			x	x							x									
4/8/20	Circle K at xxx University General Meeting			1.00								x						x					
4/15/20	Kiwanis Pancake Breakfast		2.00			x											x	x					
4/20/20	How to Budget Webinar			1.00								x							x				
4/20/20-4/23/20	District Summer Social			15.00	15.00							x	x				x	x			x		
7/16/20	Bake Sale Planning		5.00			x		x															x
7/23/20	Bake Sale Fundraiser		2.00			x									x								x
7/27/20	xxx July Divisional Council Meeting			1.00								x						x		x			
8/28/20	Unrealistic Service Event to Show Hours Change		100.00			x				x	x			x			x	x					x
8/30/20	Welcome Back to School Tabling	x	2.00			x	x							x		x							x

7. Transferring Data to the Interclub Page

New to the 2018-2019 MRS is the addition of the Interclub Page. Here, you can transfer the data of the Events that fall under "Interclub" from the Events Page to the new Interclub Page.

Step 1: Fill out the Events Page as usual.

CKI Circle K International

Master Records Sheet

2020-2021

Circle K University

Version	Service	Leadership	Fellowship	Community Service	Campus Service	Service Administration	Contuning Service	Dist. Service Initiative	Int. Service Partners	Administrative	Social Event	Membership Dev. & Ed.	Fundraiser	Alumni	Kiwanis Family	Interclub	Webinar	Divisional Event	District Event	International Event	Club Hosted Event
v20.09.07																					
Paid Members																					
5																					
Total Events	759	63	54	7	2	1	0	1	1	6	2	3	2	3	5	6	1	1	1	0	6
14																					

Date	Name of Event	# Members Attendi	S	L	F	CO	CA	SA	CS	DSI	ISP	AD	SE	MD	FR	AL	KF	IN	WB	DV	DE	INT	HE
3/2/20	Circle K University General Meeting	5		5								x				x							x
3/4/20	xxx Marathon Goodie Bag Stuffing	5	12			x											x	x					
3/18/20	Kiwanis Club General Meeting	2		4								x				x	x						
3/20/20	Raising Cane's Fundraiser Social	3			9								x		x								x
4/2/20	Tabling at Circle K University	3	9			x	x							x									
4/8/20	Circle K at xxx University General Meeting	2		2								x						x					
4/15/20	Kiwanis Pancake Breakfast	4	12			x											x	x					
4/20/20	How to Budget Webinar	5		5								x							x				
6/20/20-6/23/20	District Summer Social	3		45	45							x	x				x	x			x		
7/16/20	Bake Sale Planning	4	20			x		x															x
7/23/20	Bake Sale Fundraiser	3	6			x									x								x
7/27/20	xxx July Divisional Council Meeting	2		2								x						x		x			
8/28/20	Unrealistic Service Event to Show Hours Change	4	694			x				x	x			x			x	x					x
8/30/20	Welcome Back to School Tabling	3	6			x	x							x		x							x

Step 2: After all information is filled, press the "Pull Data from Events Sheet" button.

CKI Circle K International

Interclubs

2019-2020

Circle K University

Total Interclubs 7

Pull Data from Events Sheet

Date	Name of Event	Members	Miles Traveled	# of Circle K Members/ Club Name	# of Kiwanis Family Members/ Club Name

Step 3: After you press the button, all events that were labeled as Interclub will be

Circle K University

Date	Name of Event	Members	Miles Traveled	# of Circle K Members/ Club Name	# of Kiwanis Family Members/ Club Name
3/4/19	**xxx Marathon Goodie Bag Stuffing**	**5**			
4/8/2019	Circle K at xxx University General Meeting	2			
4/15/2019	Kiwanis Pancake Breakfast	4			
6/20/19-6/23	District Summer Social	3			
7/23/2019	Bake Sale Fundraiser	3			
7/27/2019	xxx July Divisional Council Meeting	2			
8/28/2019	Unrealistic Service Event to Show Hours Change	4			

transferred over.

Step 4: Record the Number of Circle K members present with what schools they attend and the Number of Kiwanis Family Members present and their club name.

Note: If there in any difficulty with the Interclub Page or any issue with the processes, please contact Member Recognition Chair David Su (mr@cnhcirclek.org) or Master Records Sheet Coordinator Andrew Yu (yuam1@uci.edu) as soon as possible so we can resolve any issues.

When you are working on District Convention awards, the PDF file shown under **Individual Member** above is what you will be submitting when your board fills out

Circle K University

Date	Name of Event	Members	Miles Traveled	# of Circle K Members/ Club Name	# of Kiwanis Family Members/ Club Name
3/4/19	**xxx Marathon Goodie Bag Stuffing**	**5**	25		4/ xxx Kiwanis Club
4/8/2019	Circle K at xxx University General Meeting	2	24	2/CKI College, 3/Go Wow University, 1/CSU WotWot	
4/15/2019	Kiwanis Pancake Breakfast	4	43.2		6/xxx Kiwanis Club
6/20/19-6/23	District Summer Social	3	232.5		
7/23/2019	Bake Sale Fundraiser	3	2	2/CKI College, 3/CSU WotWot	
7/27/2019	xxx July Divisional Council Meeting	2	14	3/CKI College, 20/CSU WotWot, 25/Go Wow University, 16/Hey Hi Hello College, 19/Cal Poly Wow	
8/28/2019	Unrealistic Service Event to Show Hours Change	4	23	6/Cal Poly Wow	

the following awards.

- Distinguished Appointed Board Officer Award
- Distinguished President Award
- Distinguished Vice President Award
- Distinguished Treasurer Award
- Distinguished Secretary Award
- New Member of the Year Award
- Returning General Member Award
- Outstanding District Committee Member Award

The events will be highlighted to meet each question's requirements under the Event Attendance section of the awards above. Merge the PDF file above with your award (in PDF format) when you submit it.

Be sure to save your file throughout this process. If you haven't done so, please name your file as below:

2020-2021 MRS_School Name

where School Name is the name of your school (ex. 2020-2021 MRS_CSU Fullerton). Please do not use full abbreviations of your school name (ex. CSUF). CSU, UC, UH, and UN are the only permitted abbreviations.

Excel Hacks

Now that you have the basics down, here are some tips & tricks to help make your job more efficient!

Hack #1: Don't like right-clicking to copy and paste? Here are some keyboard shortcuts you should know:

Save	Ctrl + S
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V

Hack #2: Hate clicking on every dropdown box to turn a ✗into a ✓? You can unprotect the sheet and copy one of the check marks and paste it onto the applicable boxes. Combine with hack #1 to maximize efficiency!

Hack #3: Don't waste time by going back and forth between the MRF and MRS to copy and paste events data! You can actually view both at the same time. To do this, open up both your MRF and MRS. Go to one of the files, and click on VIEW. Then, under the Window section, click on View Side by Side. If you can't see both files on the same screen, click on Reset Window Position. You can also click on Synchronous Scrolling to turn it off if you don't want to scroll through both files at the same time. Click on View Side by Side again to view one file at a time.

Hack #4: Highlight board members and non-dues-paid members in your MRS. Since members are put in order by last name, it can be hard to find board members when you're inputting hours for recurring events like board meetings, general meetings, etc. To do this, unprotect the Events sheet and fill the cells with the board member names with a non-white color. This makes the names stand out on the sheet and helps you fill in hours quickly. I also like to do this with non- dues-paid members because I forget to delete them when I have to turn in the MRS. Make sure you use different colors for different purposes (ex. Green for board, red for non-dues-paid). Don't forget to protect the sheet when you're done!

Frequently Asked Questions

When is the Master Records Sheet due?

FTC Recognition Deadline: October 10, 2020
Mid Check-In Deadline: January 5, 2021
Final MRS Submission for DCON Deadline: March 2, 2021

All MRS submissions are due by 11:59 PM Pacific Time of these dates to the District Member Recognition Chair David Su at mr@cnhcirclek.org

I accidentally forgot to put an event in. What do I do?

Unprotect the sheet and put in the event at the bottom of your events log on the MRS. Then cut the whole row (Ctrl + X). Next, click on the row where you want to insert the event. It will be inserted above the row you clicked on. Right click and choose Insert Cut Cells. Protect the sheet again.

What are the little triangles next to the date, event name, hours, and tags?

The little triangles allow you to filter through your events. You can click on the arrow and choose the specific things you want to see. For example, if I only want to see Community Service events, I would click on the triangle next to CO and deselect blanks to see only events tagged CO. After you do so, a little filter will appear next to the triangle. Be sure to click on Select All on all the triangles with the little filter to be able to view all the events your club has had. You can use the Awards Filter on the Events, Individual Members, and Monthly Events tabs.

How many members can I input?

You can input up to 800 members. If you need more room, please let David or Andrew know.

How many events can I input?

You can input up to 1000 events. If you need more room, please let David or Andrew know.

Should I keep track of non-dues-paid members' hours?

No. Since MRP only counts for dues-paid members, you do not need to keep track of their hours. However, if a non-dues-paid member ends up paying dues, you would need to input their hours for all the events they've attended. Since it's difficult to input members in bulk, I suggest creating separate Excel sheet/Google Spreadsheet and making a list of all the events your club has had. In the column next to it, you can input all the non-dues-paid members that attended the event. That way, if a non-dues-paid member pays their dues, you can refer back to the sheet to see all the events they've attended instead of going through all the CERFs.

My file keeps crashing. What do I do?

This is inevitable because the MRS is a very big file. To avoid this, we suggest that you try to work on the MRS on school computers since they usually handle the files better.

What does each color on the Events page mean?

Events on the MRS can be color coded depending on what tags that they have been marked. This is to help organize the events.

Green – Club service projects, fundraisers, and socials

Blue – Divisional & District service projects, fundraisers, and socials

Purple – Kiwanis Family service projects, fundraisers, socials, and meetings

When do hours start counting for transfer students at their new school?

Hours start counting for the transfer student at their new school at the start of the Fall semester/quarter. All events attended by the transfer student prior to that date should count under the transfer student's old school and be recorded under the old school's MRS up until the member transfers.

How do I transfer the transfer student's hours from their old school to their new school?

After the student transfers, they should contact the person in charge of the MRS in their old school. In most cases, this is the club secretary. They should get their event attendance records (using the Individual Members tab of the MRS) from their old school and submit this to the person in charge of the MRS at the new school. All hours, tags, and completed items (ex. hosted a workshop, wrote articles) should be transferred to the new MRS exactly as it is stated in the transfer student's old event attendance records.

Do I include the transfer student's events attended under their old school on my Monthly Report Form (MRF)?

No, your MRF should not be changed. Since the attendance counts under the old school, the old school should include that member's attendance in their MRF until the official date of transfer (see question 1). Because of this, there will be mismatches between the club's MRF and MRS, which you do not need to worry about.

When can I remove the transfer student's event attendance records from their old school's MRS?

You may remove this information after the transfer student contacts you to receive their records. If they do not contact you by the final submission deadline (11:59PM by March 2, 2021), you may remove their records before submitting your final MRS.

How do I create a transfer student's individual MRS that has both their old school's data and their current school's data?

On a new MRS excel file, copy and paste only the transfer student's event attendance records from both their old school's MRS and the current club's MRS. All hours, tags, and completed items should also be copied and pasted onto this new MRS. Since this new MRS file only has the transfer student's data, this new MRS should not need to be updated, but rather be created when the transfer student asks for an individual MRS for awards.

How can I check a member's SA hours and non-SA service hours?

The member's individual MRS will have their SA hours and non-SA service hours.

The non-SA service hours and the SA (service administration) hours do not add up to the displayed total service hours. Why is that and will that are the hours determined for MRP and awards?

50% of a member's non-SA service hours is the maximum number of SA hours a member can earn as part of their total service hours on the MRS. For example, if a member has 60 non-SA service hours, only a maximum of 30 SA hours can be added onto their service hours total. These 90 (60 + 30) service hours will be the number used for MRP and awards which require a member's service hours.

Help! I don't see my question here.

Please don't hesitate to contact any of the members of the District Member Recognition Committee. We love to help and are always here for you!

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