



## CLUB MONTHLY REPORT FORM

Key Club of (Club name): \_\_\_\_\_  
 Sponsoring Kiwanis Club: \_\_\_\_\_

Division: \_\_\_\_\_  
 Month: \_\_\_\_\_

**Dues Report**

Your club enters the delinquent status if its District and International dues are not paid by December 1<sup>st</sup>. This portion **MUST** be filled out to update the District on payment status. Check [www.kiwanisone.org/spreports/](http://www.kiwanisone.org/spreports/) to make sure your dues have been received.

**Membership Status**

Members in Current year:		Date paid:		New members this month:	
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**Attendance**

	Week 1	Week 2	Week 3	Week 4	Week 5
General Meeting Date					
Officer Meeting Date					
Members Present					
Faculty Present					
Kiwanians Present					
Guests Present					
Board Meeting Date					

**Divisional/District Contacts**

Has your LTG contacted you by:	Letter	
	Phone	
	Visit	
	Email	
Received a newsletter from LTG:		
Club published a newsletter:		
Received District Mailings:		

**Special Events**

	# Members Present	# Advisors Present		# Members Present	# Advisors Present
Officer Training Conference			Fall Rally		
Divisional Council Meeting			District Convention		
Regional Training Conference			International Convention		
Divisional Event			Key Leader		

**Project Report**

\*Please mark an X or input the numbers asked. Mark social events that are not service projects or fundraisers with a (S) after the event name.

Project Name	Description	Focus	Project		Service		Funds			
			Service	Fundraising	# Members Involved	Sum of Hours of All Involved	Food Bank	Partners of Service	Other	Total funds raised
Total Count										

Lbs of food collected:

Total Hrs/Month	March	April	May	June	July	August	Sept.	October	Nov.	Dec.	January	Feb.
\$/Month												

Additional Notes/Roster Changes:

Signatures

Club President

Club Secretary

Faculty Advisor

Kiwanis Advisor

Submit to Lieutenant Governor, Kiwanis Zone Administrator, District Secretary, Faculty Advisor, and Sponsoring Kiwanis Club by the tenth of the following month. If your club does NOT have a Kiwanis Advisor, please send to the Kiwanis District Secretary.