

How to Complete the Club Monthly Report Form

Club Monthly Report Forms are an important link of communication between clubs and district officers. They give the district an idea of where each individual club stands in terms of service. The reports give an account of the club's service activities, meeting dates, attendance, dues paid, and Lieutenant Governor's communication with the club.

- Send in each report form by the 10th of the following month.
- Electronic copies of the report form are available on the NJ District Website, from your Lieutenant Governor, or from the District Secretary.
- **Send copies of the complete form to your Lieutenant Governor, Zone Administrator, District Secretary, and sponsoring Kiwanis Adviser (for your club) each month.**

HOW TO FILL OUT THE REPORT FORM, FROM TOP TO BOTTOM:

- In the top sections, fill in the appropriate information for **Club Name, Division, and Sponsoring Kiwanis Club**. Remember, Division numbers changed for the 2014-2015 Service Year.
- Fill in the **Month** section with the name of the month for which you are reporting---that will often be the month that *has just ended*.
- In the area labeled **Dues Report**, fill in the appropriate information. Be aware that the **Membership Status** section refers to the number of dues-paid members. You can look up the number of members recognized by Key Club International for your club at www.kiwanisone.org/slpreports/.
- For the section marked **ATTENDANCE**, record the appropriate information. An Officers' Meeting is a meeting that only includes officers and faculty advisers; a Board Meeting is a meeting that includes officers, committee chairpersons, and faculty advisers. If your club does not use the committee system, record such non-general meetings as Board Meetings. The **Guests Present** box refers to anyone that attended your club meeting who does not normally attend. This includes non-dues paid members, nonmembers, additional school faculty members, school administrators, speakers, parents, or members of the New Jersey District Board.
- Under the **DIVISIONAL CONTACTS** and **DISTRICT CONTACTS** sections, indicate each answer by putting an "X" in the box that applies. All club officers should be contacted when answering these questions. Generally, a Lieutenant Governor will let you know when they are officially visiting your club. When they officially visit, put an "X" in the **Visit** section (otherwise they can be counted in the number of club members).
- In the **SPECIAL EVENTS** box, please indicate the events (OTCs, PCMs, etc.) that were attended by one or more of your club members by recording the number of members and the number of faculty advisers who attended each event. Do **NOT** record the presence of any NJ District Board members, even if they are from your home club, for any of these events.
- The **PROJECT REPORT** section is the largest portion of the report form. Here is where you may list each activity your club participated in along with a brief description. List the number of members involved with the project in the column marked **# MEMBERS INVOLVED**. You must record each project as either a **Service** or a **Fundraising** Project, and then use an "X" to mark under either the **SERVICE** project or **FUNDS** categories. Record the sum of the total number of hours spent by **all** club members in the column marked **Total Hours (sum of all hours involved)** if the event was a service project. **If it was a fundraiser, record the number of service hours in the total hours box but do not mark any of the categories under service**---mark a category under the Fundraising category, instead. Record the total amount of money raised by your club in the **Total Funds raised** column if the event was a fundraiser.
- Count up the number of X's in each column and **record that number in the last row of that column** (in the row called **Total Count**). That number is representative of either the total number of service projects (the first column for that row after the column for the number of participating members), the total number of fundraisers (the second column for that row), the number of events that occurred for each category under **SERVICE** or **FUNDS** (for all the other columns in that row except for the 9th and 13th column), the total number of service hours

completed (the 9th column in that row), or the total amount of funds raised (the 13th column in that row). The total number of service projects indicated in the first column (after the number of members that participated in the event) should match up with the number of service projects indicated in the categories under **SERVICE**; the total number of fundraisers indicated in the second column (after the number of members that participated in the event) should match up with the number of fundraisers indicated in the categories under **FUNDS**.

Obtain the correct signatures needed at the bottom of the form. If unattainable, then **type the names** of the respective people and make sure to email all of those people the completed form. It is recommended that the CMRF is sent to the Faculty Adviser (and any other necessary administrators) for that club and to the club's presidents, in addition to the mandatory sending of the form to the Lieutenant Governor, Zone Administrator, District Secretary, and sponsoring Kiwanis Adviser.

Contact District Secretary Jacqueline Dragon at njdsecretarydragon@gmail.com or 551-795-6311 with any questions!