



CNH | KEY CLUB

OFFICIAL SECRETARY MANUAL

By District Secretary Lawrence Gerald Guittap

2019-2020

INTRODUCTION



Congratulations on being selected to serve as secretary for your respective home club! As the backbone of Key Club International, you hold an important role in ensuring that the organization runs smoothly. In this manual, you will learn the specifics of your duties, the Club Monthly Report Form, Annual Achievement Report, Member Recognition Program, Minutes, and much more! If you have any questions or concerns, feel free to reach out to me at **cnhkc.sec@gmail.com**.

This manual covers every bit of detail of the Monthly Report Form, thus contributing to the length of this resource. Feel free to utilize the Table of Contents below to skip to sections you need assistance with, but you are encouraged to read each page thoroughly. As you serve your term, I encourage you to strive for being a **member in good standing**—serving at least 50 service hours and being dues-paid—by the end of the term. Continue to serve as role models for your home club and Key Club International, and I hope to witness all of your achievements unfold in the upcoming months. I wish you a service-filled term full of love and growth!

Lawrence Gerald Guittap
District Secretary
Cali-Nev-Ha Key Club



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Section 1

DUTIES AND EXPECTATIONS

WEEKLY

- Attend club meetings and take minutes
- Check email inbox for important information
- Communicate with members, officers, advisors, and Lt. Governor
- Update and organize all files and records
- Update member service hours on the Service Record tab in the Monthly Report Form (MRF)
- Attend club and divisional events
 - Communicate with project chairs to retrieve service hour data—this is important for tracking service hours *accurately*!

MONTHLY

- Attend Division Council Meetings (DCMs)
- Attend Kiwanis DCMs
- **Complete and submit the monthly report form by the 5th of each month by 6:00 PM PST/HST.**
 - ****if your division has a different submission date, strive to meet your division's deadline for on-time submissions!**

ANNUALLY

- **Serve 50 service hours and pay club dues by the early bird deadline**
- Create an annual plan with your club board for the whole term
- Set service hour, fundraising, and membership goals
- Attend Officer Training Conference (OTC), Region Training Conference (RTC), Fall Rally North/South, Conclave, and District Convention (DCON)
- Submit Member Recognition Program (MRP) and Annual Achievement Report (AAR) results to Lt. Governor
- Apply for Distinguished Club Secretary
- Aim for District Tree Recognition (**See page __ for more details!**)
- Train your successor

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Section 2

THE MONTHLY REPORT FORM

➤ THE CLUB MRF—WHAT IS IT?

The club MRF is an Excel file that keeps record of all club data—service hours, service projects, membership, funds raised, and more—and is used to track club progress throughout the term. This submission, completed by club secretaries, is due by the 5th of every month to your respective Lt. Governor by 6:00 PM PST/HST. Note that your division may have a different due date. You are encouraged to submit the MRF by your division deadline, if not due by the 5th.

THE MRF MUST BE COMPLETED VIA MICROSOFT EXCEL. USING OTHER PROGRAMS, LIKE GOOGLE SLIDES, WILL DESTROY FORMULAS NECESSARY FOR ACCURATE REPORTING.

SUBMISSION GUIDELINES

- **File Name:**
 - [CLUB NAME]_MRF_1920
- **Directly Email:**
 - Division Lt. Governor (d##.cnhkc.ltg@gmail.com)
- **Carbon Copy:**
 - Faculty/Kiwanis/Region Advisors
 - Club Board Members (optional, but recommended)
- **Subject Line:**
 - [CLUB NAME] MRF, [MONTH]
- **Email body should include the following:**
 - A Greeting
 - What you've attached
 - Tabs updated and what was changed in each tab.

This will help Lieutenant Governors change data in their own division monthly report form.

TASK 1 TAB

This is the first tab all secretaries must fill out. Information inputted in this tab will *auto-populate* into other tabs!

- **Club Information**

- Club Name: Refrain from adding “Key Club” or “High School” — only include the name of your school.

- **Club Number**

- Format: H#####, Example: H81908

to find your club number,

1. Search up “**Key Club Dues Report**” on Google
2. Click on the first link—it will lead you to a PDF.
3. This dues report is categorized by **district**, then by **division**, then by **club name**.
 - Once you find the CNH District, find your home division, then your club name. The club ID, or club number, can be found in the first column. You can also find the due date in the calendar section.

St	Club Id	Entry	Club Name	Sts	Invoice Date	Last Paid Date	Billed Members	Intl Dues	Dist Dues	Total
H02	Calif-Nevada-Hawaii (Continued)									
H0233	Division 33 (Continued)									
	H86412	CA	Garces Memorial High School		09/03/2018	02/01/2019	16	\$112.00	\$72.00	\$184.00
	H91462	CA	Shafter High School		09/03/2018	11/07/2018	26	\$182.00	\$117.00	\$299.00
	H87671	CA	South Bakersfield High School		09/03/2018	01/23/2019	6	\$35.00	\$22.50	\$57.50
	H81038	CA	Taft Union High School		09/03/2018	02/06/2019	23	\$161.00	\$103.50	\$264.50
	H87264	CA	Tehachapi High School		09/03/2018	01/28/2019	13	\$91.00	\$58.50	\$149.50
	H93200	CA	Wonderful College Prep Academy		09/03/2018	02/06/2019	48	\$336.00	\$216.00	\$552.00
H02	Division 33 Total:						141	\$980.00	\$630.00	\$1,610.00
A	Active			# of Dues Paid Clubs:	7		141	\$980.00	\$630.00	\$1,610.00

You'll find club numbers here!



TASK 1 TAB

Continued...

- **Region**
 - There are 18 regions in CNH! If you do not know your region, please contact your Lieutenant Governor.
- **Club Website**
 - If applicable, please input the URL. If your school does not have a website, your club is encouraged to make one. If not, please put “none.”
- **Club Reflector Group**
 - If applicable, include a link to your club’s Google Reflector Group. If your school does not have a reflector group, your club is encouraged to make one. If not, please put “none.”
- **Sponsoring Kiwanis Club**
 - Input your Sponsoring Kiwanis Club’s name. Refrain from adding “Kiwanis Club of ____” and just put the specific name. Example: “San Leandro”
- **Meeting Time & Location**
 - This section will vary for each club. You are encouraged to format this section as:
 - “Every [day of week] at [location” @ [time]”
- **Club Officers and Advisors**
 - The left column of this section must be filled out.
 - The right column is fully customizable according to club needs. Feel free to change position names as no formulas are linked to the right column.

CLUB-ROSTER DIRECTORY TAB

This tab contains a **record of all members of your Key Club**.

This tab is **unprotected**, meaning that you are **free to add tabs and change headings** based on your club needs. When listing club members, you are encouraged to list names as Last Name, First Name, but are not required to do this.

11	2019-2020	Iolani Key Club	22H	18	CNH
12	Term	Club	Division	Region	District

- Information from row 11 should be filled in if you filled out the Task 1 tab correctly.
- Include information of all faculty and Kiwanis advisors of your home club. Feel free to insert rows, if needed.
 - To add rows, highlight a row, control click the row number, then choose "INSERT"**

Name	Faculty or Kiwanis	E-mail	Preferred Phone
Advisors			
Hive Bee	Kiwanis	hive@gmail.com	(808) 123-4567
Bee Hive	Faculty	danbee@gmail.com	(808) 422-2222
Doug Bee	Kiwanis	beekeepers@gmail.com	(808) 765-4321

- DO NOT INCLUDE** graduated Key Club members from your club's past directory from last term.
- All column headers with **asterisks** (member ID, mailing address, city, and paid) must be filled out for all members.

Member IDs can be found on the Membership Update Center, or MUC, and can be accessed by your club's designated club advisor.

How do I find the Member ID for each member?

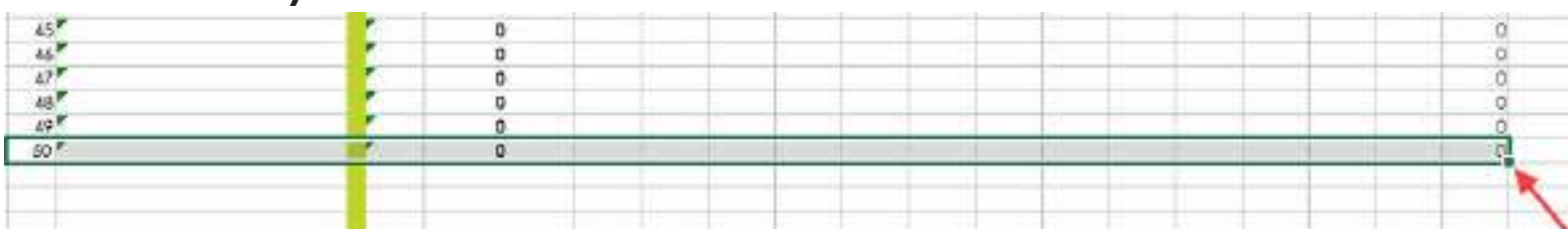


SERVICE RECORD TAB

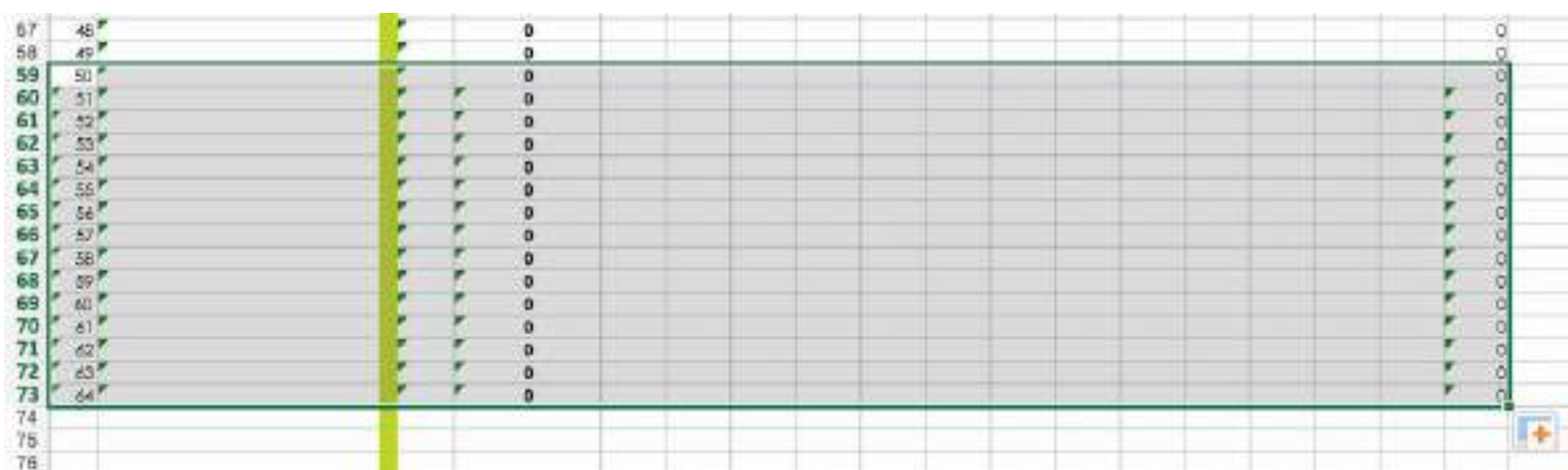
This tab contains a **record of service performed by all members of your Key Club**. It auto-populates names listed in the Club-Roster Directory and dues-paid status for each member. This tab should be filled in *monthly*. **Hours calculated in this tab should match in the Project List tab and monthly rabs** -- this will ensure reporting accuracy!

Note that if your club is large, not all names and information will appear at first. To ensure all information is auto-populated correctly,

- 1) Click and hold down the small green box in the bottom right corner, indicated by the red arrow.



- 2) While holding down the small green box, drag it to fit the number of members you have.



All names and dues-paid statuses should auto-populate from the Club-Roster Directory if this task is done correctly.

SERVICE RECORD TAB

Continued...

If you need to include more columns for service projects,

1) Click the cell to the left of the "Total Hours" tab, then right-click the cell.

Date	Event	Relay for Life	Animal Shelter	Homeless Shelter	Total Hours
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	27
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	20
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	20
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	17
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0

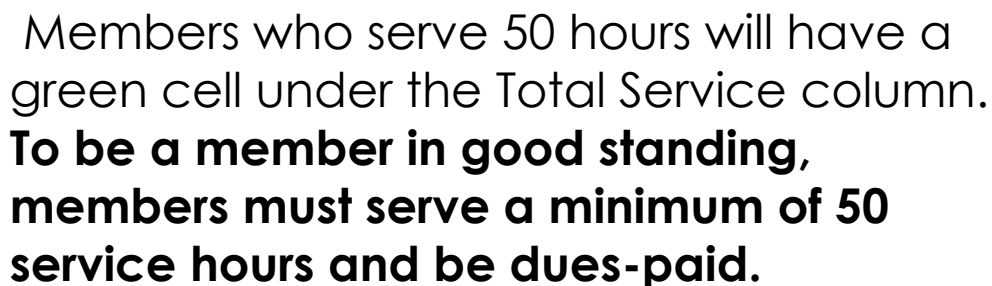
2) Select "Insert."

Date	Event	Relay for Life	Animal Shelter	Homeless Shelter	Total Hours
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	27
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	20
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	20
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	17
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0
5/11/17	5/11/17	5/11/17	5/11/17	5/11/17	0

Continued...

[illegible]

DO NOT SELECT A CELL IN THE "TOTAL HOURS" SECTION TO USE TO ADD A COLUMN. THE FORMULA WILL NOT TRANSFER CORRECTLY AND IT WILL NO LONGER AUTOMATICALLY COUNT THE SERVICE HOURS!



MEMBER RECOGNITION PROGRAM TAB

The Member Recognition Program (MRP) was created in order to recognize members district-wide who go above and beyond expectations for service in Key Club. There are 4 types of recognition, and are based on the following:

- 1) **BRONZE**
 - a) Awarded to any **dues-paid member** who **serves a minimum of 50 service hours** and **meets 5 categories**.
- 2) **SILVER**
 - a) Awarded to any **dues-paid member** who **serves a minimum of 100 service hours** and **meets 6 categories**.
- 3) **GOLD**
 - a) Awarded to any dues-paid member who **serves a minimum of 150 service hours** and **meets 9 categories**.
- 4) **PLATINUM**
 - a) Awarded to any dues-paid member who **serves a minimum of 200 service hours** and **meets 10 categories**.

There are 14 categories that Key Club members can meet:

- **Dues Paid**
 - Full dues paid to the District and to International. See your Club Treasurer for details.
- **Kiwanis Family Event**
 - Event with ANY branch of the Kiwanis Family
 - Kiwanis, Circle K, Key Club, KIWIN'S, Aktion, Builders K-Kids.
 - there **must be at least TWO members present from your Key Club** and **at least TWO members present from the other Kiwanis Family organization**.

MEMBER RECOGNITION PROGRAM TAB

Continued...

- **Interclub** is an event hosted by another Key Club or K-Family organization.
 - If your club has 20 or fewer members, at least TWO members present from your Key Club and at least TWO members present from the other Kiwanis Family Organization.
 - If your club has 21-30 members, at least THREE members present from your Key Club and at least THREE members present from the other Kiwanis Family Organization.
 - If your club has 31 or more members, at least SIX members present from your Key Club and at least SIX members present from the other Kiwanis Family Organization.
- **Division Events** are events hosted by your Lieutenant Governor (LTG) for all the clubs in the division you serve. Examples include Division Council Meetings (DCM), division socials, service projects, banquets, etc.
- **District Events** are organized and hosted by the District Board. These events include Fall Rally (North and South), District Convention (DCON), and/or District Board Meetings.
- **Training Events** help in the retention, development, and education of new and old members. You may either host or attend the event. Training Conference, Officer Training Conference, Key Leader and other training events that may occur during the term.

MEMBER RECOGNITION PROGRAM TAB

Continued...

- **International events** are held throughout all of Key Club, such as International Convention (ICON).
- **Articles and Visuals Submissions** are articles or other items emailed to the District News Editor for use in District publications. It may also be an article submitted through the CyberKey for publication on the CyberKey - the article may not necessarily be utilized, but the author will still receive credit for submission.
- **Club Committee Member** deals with members' involvement in any committee within the club. The chair of the committee is also considered a member of the said committee.
- **Event or Project Chairs** are chairs, or contact persons, for particular events. An event chair's duties vary by club. The chair is in charge of verifying the event is planned thoroughly and that everything is prepared. During the event, the chair acts as the contact person for the members and makes sure that the project runs smoothly.
- **Division/Region/District Workshop Facilitators** are hosts, or co-hosts, of workshop at a Division, Region, or District event. This can be hosting a workshop at a DCM, at a District Board Meeting, division or region training conference, or at District Convention. Workshop hosts will be verified by the event chair.

MEMBER RECOGNITION PROGRAM TAB

Continued...

- **District or Division Committee Member** deals with members' involvement in any District or Divisional committee. To receive credit for involvement in a committee, the member must attend 75% of all committee meetings, unless otherwise arranged with the chair. The member also must fulfill all responsibilities and commitments as put forth on the committee application. Chairs will verify member's involvement at the end of the term. Being on an International Committee also fulfills this requirement.
- **Club or District Leadership Position** deals with any leadership position within a committee, Club, Division or District. This includes executive officers, committee chairs, subcommittee chairs, and task coordinators on the Division Leadership Team and on the CNH District Board. Within this category, be sure to list your specific title (i.e. District Member Recognition Chair)
- **Lives Saved from MNT** | The amount that will go toward the member's "Lives Saved" section on the MRP will equal the total funds raised from the event divided by the number of members who participated in the fundraiser.

CLUB ELECTIONS TAB

This tab contains a **record of elections for the UPCOMING term** and should be completed in the second-half of the term, after club elections for the 2020-21 term are conducted, preferably in January to March.

CNH | KEY CLUB

CLUB OFFICER ELECTIONS

As per Key Club International Constitution & Bylaws, each Key Club may elect one President, one or more Vice President(s), one Secretary, and one Treasurer. Since there are various focus areas for vice presidents, the online report will also allow you to identify a focus area. Five slots have been provided for the vice president officers. If your club has more than five, please provide your Lt. Governor with the additional information. The club may elect or appoint the position of Editor. In addition, the specific role of the editor is no longer clearly defined due to changing technology and club needs. In order to accommodate the possibilities for the club Editor, the online report provides an opportunity to identify up to three editors with different focus areas.

DIRECTIONS FOR SUBMITTING ELECTION RESULTS

After the annual club elections have been completed, please submit your results online for the following advisor and officer positions: Faculty Advisor, Kwanza Advisor, President, Vice President(s), Secretary, Treasurer, and Editor(s). In order to make this process easier for you to complete, all of the prompts for the online club officer report is listed below. Gather the information (name, graduation year, e-mail, and preferred phone number with area code) before beginning the online report. This sheet is set-up for you to report the information here or to print it out and use. The Lt. Governor may appreciate getting this information from here.

CLUB INFORMATION

Key Club Term	_____	President	_____	Vice President	_____	Editor	_____
Division	_____	Name	_____	Focus Area	_____	Focus Area	_____
Region	_____	Grad Year	_____	Name	_____	Name	_____
Club Name	_____	E-mail	_____	Grad Year	_____	Grad Year	_____
Club Number (omit area code)	_____	Preferred Phone	_____	E-mail	_____	E-mail	_____
Kwanza Sponsor	_____			Preferred Phone	_____	Preferred Phone	_____

MEETING INFORMATION

Day of the week	_____	Vice President	_____	Vice President	_____	Editor	_____
Frequency	_____	Focus Area	_____	Focus Area	_____	Focus Area	_____
Time of day	_____	Name	_____	Name	_____	Name	_____
Location	_____	Grad Year	_____	Grad Year	_____	Grad Year	_____
		E-mail	_____	E-mail	_____	E-mail	_____
		Preferred Phone	_____	Preferred Phone	_____	Preferred Phone	_____

ADVISORS

Faculty Advisor	_____	Vice President	_____	Secretary	_____	Editor	_____
Name	_____	Focus Area	_____	Name	_____	Focus Area	_____
E-mail	_____	Name	_____	Grad Year	_____	Name	_____
Preferred Phone	_____	Grad Year	_____	E-mail	_____	Grad Year	_____
		E-mail	_____	Preferred Phone	_____	E-mail	_____
		Preferred Phone	_____			Preferred Phone	_____
Kwanza Advisor	_____	Vice President	_____	Treasurer	_____		
Name	_____	Focus Area	_____	Name	_____		
E-mail	_____	Name	_____	Grad Year	_____		
Preferred Phone	_____	Grad Year	_____	E-mail	_____		
		E-mail	_____	Preferred Phone	_____		
		Preferred Phone	_____				

Clubs are allowed only 1 president, **no co-presidents**, more than 1 Vice President, 1 secretary, and 1 treasurer, more than 1 editor, and other miscellaneous positions. **Remember to email this information to the newly elected Lt. Governor for the upcoming term.**

ANNUAL ACHIEVEMENT REPORT

KEY CLUB									
California-Nevada-Hawaii District									
Annual Achievement Report for									
Task 1									
Year	2019-2020	Club Number	Task 1	District	Task 1	Region	Task 1		
School/Address	Task 1	City	Task 1	State	Task 1	Zip Code	Task 1	Phone	Task 1
Part One: Club Information									
President	Task 1	Secretary	Task 1	Faculty Advisor	Task 1	Kiwanis Advisor	Task 1		
Membership									
Members	As of September 30	0	As of December 1	0	As of February 1	0	Average	0	Growth (BT)
Sponsorship									
Sponsored by the Kiwanis Club of		Task 1							
Co-Sponsor of a Builder's Club or KiKids?		No	(D4)	Provided 2 or more programs for a Builder's Club or KiKids?		No	(D6)		
Club Administration									

The AAR is an international-wide recognition system that determines the eligibility of a club earning **Distinguished** or **Diamond Distinguished** recognition.

- Distinguished Recognition: 148 points or higher;
- Diamond Distinguished Recognition: 178 points or higher

Most information in this tab will auto-calculate based on what is reported from the other tabs; thus it is crucial that all other tabs are accurately reported to ensure that points are maximized. There is a yellow cell in this tab, which you can earn 1 point by indicating YES for filling out the MRF.

The official CNH Annual Achievement Report Guide can be found by clicking [HERE](#)

PROJECT LIST TAB

Total Service Hours				3303
Month	Year	Project	# Members	Service Hours
September	2019-2020	Homecoming Banner Help Out	16	420
October	2019-2020	FHS Concession Stand	18	160
April	2019-2020	Spam Jam Festival	22	146
May	2019-2020	Graduation Help Out	13	97.75
January	2019-2020	Adult Friends for Youth Fundraiser	16	94
December	2019-2020	Honolulu Marathon	13	78
September	2019-2020	Kiwanis Family Dance	19	76
January	2019-2020	Stencil Words Making	19	71
June	2019-2020	Aloha United Way	14	70
April	2019-2020	Math Team Help Out	10	67.5
September	2019-2020	RTC HUGS Arts & Crafts	15	64

Secretaries do not need to fill out anything in this tab.

This year, clubs will not have to sort service projects, thus there are no instructions listed here unlike previous years. Information on service projects will auto-populate, based on what is typed in the monthly tabs. Please note that the total service hours shown in this tab will be used to calculate your club's service hour score for the AAR. Use this tab to check the accuracy of your Service Record reporting—do your total hours match on BOTH tabs, excluding the hours listed from the March tab?

MONTHLY TABS

These are the tabs you will be filling out *monthly*. This year, since the 2019-2020 term will end in March, **please fill out the March tab using your home club's MRF from last term**. If you do not have access to this information, please reach out to your respective Lieutenant Governor and past officers to obtain this information, especially for service hours. Both the service record and MRP tabs will also account information from March hours.

- **Data**

- **Membership Status in the Previous Year**

- This section will be automatically transferred from "Task 1" from "Official Membership: Beginning Of the Term March-April"

- **Current Membership Status**

- This section should automatically be the same as the "Previous Year" until October. After the dues-paying months in Key Club have opened in September/October, this section will be 0.
- This section will progressively grow as you add numbers to the "New Members Paid this month."

Data Section	
Membership Status	
Previous Year ¹	0
Current ²	0

MONTHLY TABS

Continued...

- **Data (Continued)**

- **New Members Paid This Month**

- This section should not be updated until October and should be updated depending on how many members you register for a specific month. As you continue to add more members in this section the "Current" section should automatically update and grow.

New Members Paid <u>this month</u> ³		
Date sent	Check#	

- **New Members Paid This Month (Continued)**

- **Date Sent**

- This section should include the date when a check was sent your check to register the X amount of members paid for that month.

- **Check Number**

- Record the check number of the check sent in for dues.

- **District Officer or Committee Member**

- This section should auto-populate information from Task 1.

- **Information for the International Officer**

- This section should also auto-populate information based on Task 1 information.

Currently has a district officer or committee member? No

International officer or committee member? No

MONTHLY TABS

Continued...

- **Data (Continued)**

- **Sponsorship**

- “Do sponsors fulfill obligations of sponsorship?” is dependent on each sponsorship. *Sponsor Obligations include:*

- **Appoint a Kiwanis Advisor**
- **Kiwanis member at every meeting**
- **Support activities of your club**
- **Meet the school principal before the beginning of the school year**
- **Ensure annual dues are paid**
- **Ensure officers receive proper training**
- **Hold a planning session with Key Club**
- **Host or Partake in Key Club activities**
- **Invite two Key Clubbers to Kiwanis meetings**
- **Ensure Key Clubbers attend conventions and conferences**

Sponsorship

Sponsors fulfill obligations of sponsorship? Yes

Co-Sponsor: Builder's Club/K-Kids? No

If your Kiwanis sponsor upholds **at least one** of these obligations, select "Yes" in the Task 1 tab as info auto-populates from there.

- **Co-Sponsors a Builder's Club/K-Kids**

- This section is auto-populated from the Task 1 tab.

MONTHLY TABS

Continued...

- **Data (Continued)**

- **Provided a program for Builder's Club/K-Kids**

- If your club provided a service/event for your Builder's Club/K-kids this month select "Yes. "
- If you selected "No" for **Co-Sponsor**, this section will always be "No."

Provided a program for Builder's Club/K-Kids? No

- **Attendance: Club**

- **General Meetings**

- **Date**

- Input the date in which your club held its meetings. If your club does not hold a meeting for a specific week, leave the date blank.

- **Members Present #**

- Indicate the number of members that attended that week's meeting.

- **Faculty Present**

- there should always be a Faculty Advisor present when holding your meetings, and **should** be marked YES.

Attendance: Club	Week 1	Week 2	Week 3	Week 4	Week 5
General Meeting (Date)					
Members Present #	0	0	0	0	0
Faculty Present (Y/N)	No	No	No	No	No

MONTHLY TABS

Continued...

- **Attendance: Club (continued)**
 - **General Meetings (continued)**
 - **Kiwanis Present**
 - If a Kiwanis member was present at that week's meeting, select "Yes."
 - **Guest Present**
 - If a Guest was present at that week's meeting select "Yes."
 - **Presentation by Club LTG**
 - If a Lt. Governor attends a general meeting and gives a presentation that week select "Yes."
 - **Interclub**
 - If your club holds a meeting with any other Kiwanis Family Organizations, select one of the following interclub codes:

Interclub Codes: *S=With Sponsor *KF=With Kiwanis Family (not sponsor) *KC=With another Key Club

- **Board Meetings (Date),**
 - If your club had a board meeting, input the date in which it was held.
- **Social/Special Meeting**
 - If your club had a social or special meeting, input the date in which it was held.

Kiwanis Present (Y/N)	No	No	No	No	No
Guests Present (Y/N)	No	No	No	No	No
Presentation by Club LTG (Y/N)	No	No	No	No	No
Interclub (N/S/KF/KC)*	No	No	No	No	No
Board Meeting (Date)					
Social/Special Mtg (Date)					

MONTHLY TABS

Continued...

- **Attendance: Club (continued)**
 - **Division/Region/District**
 - **LTG Communication This Month**
 - Select the method or methods of communication your club had with your respective LTG. Scroll down the cell for more options!
 - **Division Council Meeting**
 - If there was a Division Council Meeting for that month Select "Yes." If not, select "No."
 - If you selected "Yes" indicate the number of members of your club that was present. If no members were present indicate "0" — do not leave blank.
 - **Kiwanis Division Meeting**
 - If there was a Kiwanis Division Meeting this month Select "Yes."
 - If you selected "Yes" Indicate the number of members of your club that was present. If no members were present indicate "0" and "No."

Division/Region/District	(Y/N)	# Present
LTG communication this month	None	
Division Council Meeting	No	0
Kiwanis Division Meeting	No	0

MONTHLY TABS

Continued...

- **Attendance: Club (continued)**
 - **Division/Region/District (continued)**
 - **Officer Training Conference**
 - If there was an Officer Training Conference this month Select "Yes."
 - If you selected "Yes" indicate the number of members of your club that was present. If no members were present indicate "0" and "No."
 - **Advisor @ Training or E-Learning**
 - If an Advisor was present at a Training or E-learning this month Select "Yes." Here, you would indicate the number of advisors present. Please ask your advisors if they have completed an E-Learning session each month, or encourage them to do so.
 - For any concerns regarding E-Learning, please email me.

Officers Training Conference

Advisor @ Training or E-Learning

No	0
No	0

MONTHLY TABS

Continued...

- **Leadership Training/Development**

- For District Convention, Division Training Events, Region Training Conference, Key Leader, and Fall Rally, **mark YES or NO for club attendance for EACH specific month.**

Leadership Training/Development	Officer	Member
DCON Workshops	No	No
Division Training Events	No	No
Region Training Conference	No	No
KeyLeader	No	No
Fall Rally	No	No

- **Special Events**

- **Kiwanis Special Functions**

- Kiwanis-led banquets, dinners, or ceremonies.
- Indicate if any members or advisors present.
- The same procedure will go for **Banquets, Conclave, District Convention, or International Convention.** If your club has a candidate running at Conclave, DCON, or ICON for the 2020-2021 term, mark Y/N.

Special Events	Candidate	# Present	Advisors
Kiwanis Special Function		0	No
Banquet:Club or Division		0	No
Division Conclave	No	0	No
CNH Convention	No	0	No
KCI Convention	No	0	No

MONTHLY TABS

Continued...

- **Member Relations**

- **Newsletter Issues This Month**

- Indicate the number of Newsletter your club has issued for each month.

- **Member Inductions**

- If members were inducted for this month select "Yes."

- **New Member Training**

- If new members received training this month select "Yes."

- **Meeting Held During School Break**

- If your club held a meeting during school break select "Yes."

Member Relations

Newsletter issues this month?

0

Member inductions?

No

New Member training?

No

Meeting held during school break?

No

- **Reports**

- **Club Elections Filed**

- If your Club Elections Report was filed select "Yes." Remember that this Club Elections Report falls under the Club Elections tab, and should be filled out near the end of the term.

Reports

Club Elections Report filed?

No

MONTHLY TABS

Continued...

- **Reports (continued)**

- **Club Directory/Updates Filed,**
 - If your Club Directory/Updates were filed select "Yes."
- **Articles Submitted to Division/CNH**
 - Should be marked yes if your club submits an Article to your division or directly to the CNH District.

Club Directory/updates filed?

No

Articles submitted to Div./CNH?

No

- **Projects**

- This section allows for you to record all service projects held this month, and will help to determine your club's eligibility of earning banner patches and other aspects of the AAR. **Refer to pg. __ for more info!**
- **Project Title**
 - Record the name of the Service Project
- **Membership**
 - **Total Member Hours**
 - Indicate the TOTAL hours served at the given service project.
 - **Total Number of Members**
 - Indicate the TOTAL number of members present.

Projects Section		
	Membership	
	Total Member Hours	Total # of Members
Project Title		

MONTHLY TABS

Continued...

- **Projects (continued)**

- **Service (continued)**

- Mark an "X" for all the columns that apply to the given service project.
- **Service Project** means any work, whether direct service or indirect service, performed that contributes to the welfare of your home, school, and community. **Time planning for service projects counts toward service hours as well.**
- **Project Benefits Club** is an event performed that contributes your club such as a fundraiser or social.
- **Ongoing Project** is any work done daily, weekly, monthly, or yearly.
- **Division Project** is an event that is hosted by your division LTG.
- **District Project** is an event that is hosted by the District.
- **Governor's Project/Focus** is any service project, fundraiser, or social associated to the Kiwanis Family House, whether it be raising funds for the organization or beautifying the facility, will count for this section.

Service Project	Project benefits	CLUB	Ongoing Project	Division Project	District Project	Governor	Project/Focus	Project w/other	organization
-----------------	------------------	------	-----------------	------------------	------------------	----------	---------------	-----------------	--------------

MONTHLY TABS

Continued...

- **Projects (continued)**

- **Service**

- **Project w/ Other Organization** is event that is hosted by a school, hospital, or non-profit organization, like ASB.
- **Major Emphasis Focus** is an event that is consistent with Key Club International's Major Emphasis: "Children - Their future, our focus."
- **Project w/ Kiwanis Sponsor** is an event that is performed with your club's sponsoring Kiwanis Club.
- **Joint Project Hosted w/ Kiwanis** is an event that is performed with any Kiwanis Club.
- **Project w/ Kiwanis Family Member** is an event that is performed with any other branch of the Kiwanis Family.
- **Foundation Project** is an event that is consistent with the goals and aims of the CNH Foundation, including PTP.

Major Emphasis						
Focus						
Project w/ Kiwanis						
Sponsor						
Joint: Project hosted						
w/Kiwanis						
Project w/Kiwanis						
Family member						
Foundation Project						

MONTHLY TABS

Continued...

- **Projects (continued)**

- **Funds**

- If the event is a fundraiser, fill in the \$ amount.
- **Funds raised for service**, not for the sole benefit of the club, **will ONLY count towards the fundraising section of the AAR.**
- If the event is a service project ONLY, include any funds *used*. This does not apply to socials.

Funds			
Fundraiser	Funds Raised for Service - \$\$	Funds Raised for Club - \$\$	Funds Spent on Project
	Use accordingly		
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00

MONTHLY TABS

Continued...

- **Narrative**

- **Club Snapshot**

- Section which allows you to share what has been occurring in your club throughout the month. Remember that you do not have to write a lot in this section, but detail is encouraged!
- What to Include:
 - Successes
 - Members of the month
 - New Service Projects
 - Summaries of all service projects of each month
 - Areas of Opportunity within the club, and how they can be changed
 - Other tidbits and fun stories that members experienced through Key Club!

Narrative Section

Club Snapshot

Share your club's achievements from this month. Share your successes, Member of the Month, and other great tidbits.

This month of November reminded *Iolani Key Club to be grateful for what we have and to give back to our community in any way that we can. We started this month with Key Club Week. For Random Acts of Kindness day, our board wanted to plan something small in order to raise awareness to our entire campus. Even though it wasn't really random since we had planned it, our unannounced small project brought smiles and laughter to students of every age. Whether it was through a loving embrace or the gifting of full-sized Kit Kats, students and faculty on campus expressed their gratitude and happiness, making this act a success. Later this month, we were invited to volunteer at the Holy Nativity Fall Fest. Here, members would help to set up and clean after a large holiday sale in Holy Nativity Gym. There were tons of various items, making it interesting to look around during long shifts. Although at times, the work became tiring, it was really fun to work with friends and play shop with the items out for sale. For our Clean the Street project, students were able to give back to the community by picking up garbage and harmful items from the land and into the trash. With all of the beautiful weather and places we are blessed with in Hawaii, cleaning up after ourselves is really the least we could do! We're very excited to do this project again soon. At the November DCM, LTG Lawrence Guittap shared a few messages regarding upcoming and past events for our division. *Iolani Key Club would like to express our gratitude to Punahou School for allowing us to use their facilities for the DCM. Afterwards, our division played in the annual Hikina Games. Although my team didn't win, it was really fun to play in the relay races, kickball, and the water balloon toss. I was able to meet tons of new people in our division, and cheer them on! I'm very excited to see what next year's game has in store for us. Although St. Louis was unable to attend, *Iolani Key Club hosted a HUGS Card Making party in order to reach our goal of a certain amount of cards in preparation for the holiday season. Many members were able to attend and create gorgeous cards for children in hospital.

MONTHLY TABS

Continued...

- **Narrative**

- **Project Snapshots**

- Project names, hours, and funds raised, if applicable, will auto-populate from info inputted in the projects section.
- You will need to input names of members who chair each specific event, along with a concise project description for each event.

2	May Day Decoration <i>Cut out printed flowers, fishes & a bunch of leaves to paste them on the girls & boys bathrooms</i>	Chair	Hazelle Baptista	Hours	14	Funds Raised	\$0.00
3	May Day Help Out <i>Chaired the cultural/filled ceremony.</i>	Chair	Charisse Verdon	Hours	52	Funds Raised	\$0.00
4	May DCM <i>Various school bonding and in addition, learning about pre-natal tetanus.</i>	Chair	Anciane Miguel	Hours	11	Funds Raised	\$0.00
5	"This is Me" Concert Help Out <i>Chaired, handed out pamphlets & watched the show.</i>	Chair	Tammy Lam	Hours	14	Funds Raised	\$0.00
6	YMCA Clean Up with Roosevelt <i>Interdub with Roosevelt and Kaleri to clean up the field and sides of the parking lot area of YMCA.</i>	Chair	Christine Quinto	Hours	16	Funds Raised	\$0.00
7	Kiwanis Family Dance <i>Danced with Kiwanis family members.</i>	Chair	Aileen Salacup	Hours	30	Funds Raised	\$0.00
8	Kanoa Street & Pua Lane Community Clean Up <i>Picked up trash around Kanoa Street & Pua Lane.</i>	Chair	Florie Primero	Hours	32	Funds Raised	\$0.00
9	Ale Moana Beach Clean Up with Maryknoll <i>Interdub and social with Maryknoll after cleaning up Ale Moana Beach.</i>	Chair	Giovanna Taong	Hours	28	Funds Raised	\$0.00
10	BOH Family Sunday <i>Arts & crafts with children.</i>	Chair	Bernadette Castillo	Hours	5	Funds Raised	\$0.00
11	BEE a Reader <i>Reading books to children.</i>	Chair	Giovanna Taong	Hours	4	Funds Raised	\$0.00
12	Graduation Pre set Up <i>Set up chairs</i>	Chair	Maynhel Cabaya	Hours	36	Funds Raised	\$0.00
13	Graduation Help Out <i>Gave out pamphlets, acted as barricades and cleaned up the amphitheater & front lawn.</i>	Chair	Maynhel Cabaya	Hours	98	Funds Raised	\$0.00
14	Avalon Arts & Crafts <i>Arts & crafts with the elderly.</i>	Chair	Hazelle Baptista	Hours	8	Funds Raised	\$0.00
15	Kapalama A Plus <i>Tutored the children and played with them.</i>	Chair	Arjel Balansag	Hours	6	Funds Raised	\$0.00

Section 3

SORTING NAMES ALPHABETICALLY

in the monthly report form

SORTING NAMES ALPHABETICALLY

This section will cover how to sort out names alphabetically. When alphabetizing names, it is important to note that you highlight everything and not just names as Excel will only sort whatever is highlighted.

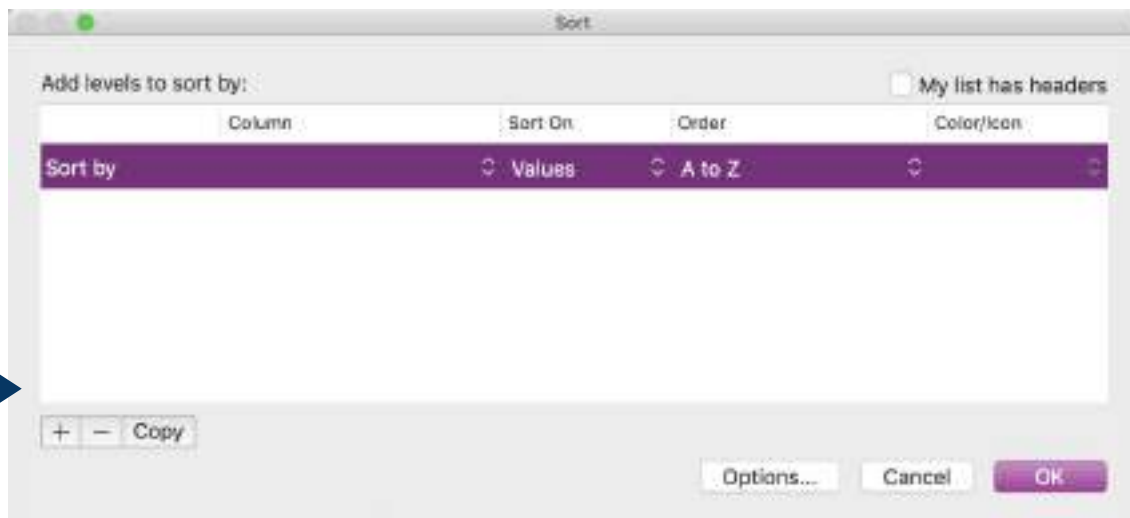
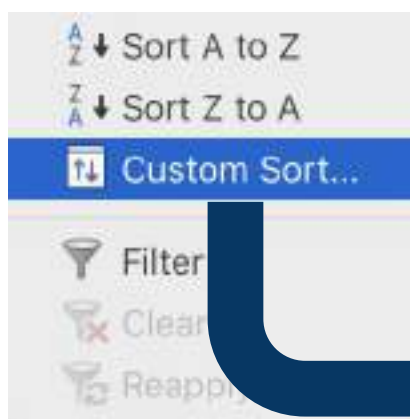
1. Starting in the MRP tab, first highlight all of the names along with the data that ties to each name.

	PLATINUM LEVEL	Y	200	4	5	6	6	2	1	2	2	1	Y	Y	Y	100
	GOLD LEVEL	Y	150	4	4	5	5	2	1	2	2	1	Y	Y	Y	50
	SILVER LEVEL	Y	100	2	3	4	4	1	0	1	1	0	Y	0	0	20
	BRONZE LEVEL	Y	50	2	2	3	4	1	0	1	1	0	Y	0	0	3
1	Pahoa, Lao	Y	6	2	3		4	5	6	7	8		9			2
2	Hie, Frek	Y	41.5		2	1			4	5			4	5		1
3	Cahn, Forefen	Y	7	43	3	4	4	3	3	6		4	6	4	7	1
4	Poon, Kristie	Y	40		2	1		3	6		6	4		5	7	4
5	Balasbas, Janell	Y	5							3	4	3				4
6	Puuki, Alohi	Y	0													

2. Click on sort & filter.



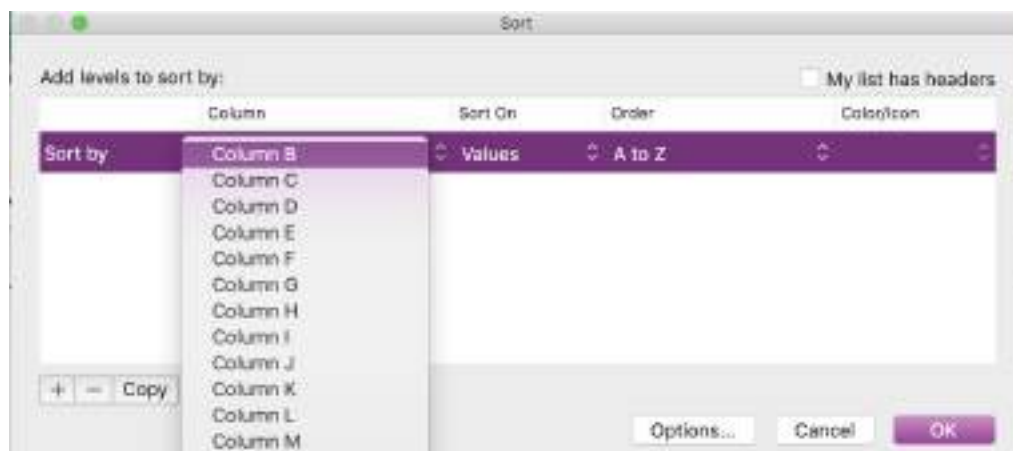
3. Click on custom sort, and make sure that the box that says "my list has headers" is NOT checked off.



SORTING NAMES ALPHABETICALLY

Continued...

4. Under “Column,” choose Column B (since names are under this column), then click on OK.



1. Follow this same process (steps 1-4) for the 1) Service Record tab and 2) Club Roster-Directory.
2. **Once you sort information in the directory, you'll notice that the names will look de-alphabetized.**
 - a. To fix this, click on the first name shown in the membership list for the service record, then change the cell # from the first name shown on the directory.

EXAMPLE

B21				
	A	B	C	
20				
21	1	Balasbas, Janell		

After sorting the Club-Roster Directory tab, we notice that the cell of the **first member's name** (Jane Balasbas) is **B21**.

B10 fx =IF('Club Roster-Directory'!B25="", "", 'Club Roster-Directory'!B25)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
9	Ex	Buzz Beehive	Total Service		24	50	33.5	67	78	6	71.5	4	22	
10	T	Poon, Kristie			5									

B10 =IF('Club Roster-Directory'!B21="", "", 'Club Roster-Directory'!B21)

	A	B	C	D	E	F	G	H	I	J	K	L	M
9	Ex	Buzz Beehive			Total Service	24	50	33.5	67	78	6	71.5	4
10	1	Balasbas, Janell			5								
11	2	Puuki, Alohi			7								
12	3		Y		41.5			5	5.5				
13	4		Y		6								

The diagram illustrates the process of adding a new row to a table. On the left, a table with 4 rows is shown. A red arrow points to the bottom of the table, indicating where a new row is added. On the right, the resulting table with 5 rows is shown, with the new row added at the bottom.

California-Nevada-Hawai'i District of Key Club International

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Section 4

TRACKING SERVICE HOURS

TRACKING SERVICE HOURS

➤ WHAT CONSTITUTES A SERVICE HOUR?

Any event in which a Key Club member is **serving** their home, school, or community will count towards a service hour.

What Counts	What Doesn't Count
<ul style="list-style-type: none"> • Service projects planned by Key Club or another club that is a part of the Kiwanis Family in which members actively perform service • Service Fundraisers for a charity—the fundraiser must not <i>financially</i> benefit the Key Club in any way • Working at a project hosted by an outside organization but selected by the club board • Service projects not planned by the Key Club or Kiwanis club, BUT is consistent with the policies and objectives of the club and core values of Key Club International • Service projects at Division Council Meetings (DCMs), District Convention (DCON), International Convention (ICON), or training conferences • Time planning for service projects 	<ul style="list-style-type: none"> • Attendance at... <ul style="list-style-type: none"> ◦ Division Council Meetings ◦ Fall Rally North/South ◦ District Convention ◦ Training Conferences ◦ Key Leader ◦ Club/Board/Committee Meetings—with the exception of meetings dedicated to planning service projects • Administrative Hours <ul style="list-style-type: none"> ◦ MANDATORY duties and responsibilities, like officer duties ◦ Time spent on paperwork, drafting agendas and emails, E-Portfolios for recognition contests • Fundraisers that financially contribute to the Key Club's own benefit <ul style="list-style-type: none"> ◦ Example: A bake sale where all funds are given to the Key Club for their own use • Time spent travelling to/from a project • Paid/Unpaid Internships • Donation of items and money

TRACKING SERVICE HOURS

➤ HOW DO I TRACK SERVICE HOURS?

- *Project Chairs (members in-charge of a specific service project) should have members sign in with them, whether it be one-on-one or through a sign-in sheet.*
 - Tip: Key Club officers should appoint members to serve as project chairs for service events to promote the core value of **inclusiveness** and **leadership**.

P R O T O C O L

for each service event,

1

The Key Club board appoints a project chair (who will contact members who sign up for the event, oversee members during the project, and take lead in checking in members who attended).

2

After the service project, the project chair sends the sign-in sheet with service hours earned for each member to the club secretary.

3

The club secretary then transfers data into the Service Record tab (service project name, date, & hours for each member) and the monthly tab.

There should be a project chair for each event as names are documented in the monthly tabs. They serve as the point of communication for the specific event they are assigned to.

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Section 5

MEETING MINUTES

MEETING MINUTES

➤ WHAT ARE MINUTES?

- *Minutes are written records and proof of proper protocol during meetings, taken by the club secretary. They are used to confirm decisions and provide details for individuals absent from meetings.*

➤ THINGS TO INCLUDE

- *Type of meeting (General/Board)*
- *Location*
- *Date*
- *Call to order and adjournment*
- *Attendance report*
- *Remarks*
- *Old/New Business*

➤ EMAIL/SHARE MINUTES

- *Share to all members, officers, faculty/region/Kiwanis advisors, and division Lt. Governor*
- *Create a Google Drive Folder to share them*
- *Submit them in PDF form*

➤ TIPS AND TRICKS!

- *Create a customized minutes template for your own needs, or use the **CNH District minutes template***
 - *CNH CyberKey > Members > Officers > Secretary*
- *Follow CNH Graphic Standards*
- *Keep consistent grammar and be concise*

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Section 6

AUTOMATIC AWARDS

AUTOMATIC AWARDS

➤ WHAT ARE AUTOMATIC AWARDS?

- *Automatic awards are awarded to clubs based on information/data they directly report on their club MRF!*
Note that the following are automatic awards that directly associate with the club MRF only.
- **District Tree**
 - Awarded to clubs with 100% on-time MRF submissions by the last MRF submission of the administrative term.
- **Kiwanis Family**
 - This is determined by the club MRF and the number of activities/events hosted and attended with Kiwanis club members.
 - In order to qualify for this award, **21 Kiwanis Family activities and events must be hosted or attended.**
- **Distinguished Club Patches**
 - Clubs that have received an *Annual Achievement Report (AAR)* score of 148+ on their *Monthly Report Form (MRF)* will qualify for a Distinguished Club Patch.
- **Diamond Distinguished Club Plaque**
 - Clubs that have received an *Annual Achievement Report (AAR)* score of 178+ on their MRF will qualify for the Key Club International Diamond Distinguished Club Plaque, given at International Convention

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Section 7

SECRETARY AWARDS

SECRETARY AWARDS

e-portfolio submissions

➤ OUTSTANDING SECRETARY AWARD

- Complete the secretary checklist on the secretary checklist. Be sure to fill everything out to qualify for an outstanding secretary award.

➤ DISTINGUISHED SECRETARY AWARD

- This award is given to club secretaries who complete all aspects of the secretary checklist **AND** goes above and beyond his/her duties during the term. This is the highest and esteemed award bestowed upon club secretaries.
- Strive for a **DISTINGUISHED** term!

**For more information,
cnhkeyclub.org > Recognition > Contests > Secretary**

CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
<i>Club Standards</i>	
	Membership: Paid club membership dues by December 1
	Service: Provided a minimum of 50 service hours as per Key Club International Constitution & By-Laws
	Club Status: Home Club is in good standing and has paid dues
<i>Work Accomplishments</i>	
	Club Directory/Roster: Updated, completed, and distributed the club directory/roster
	Club Monthly Reports: Completed a minimum of eight (8) Monthly Report Forms and submitted forms on time by the 5 th of the month to the Key Club Lieutenant Governor, sponsoring Kiwanis Club, and home club
	Records: Recorded and filed minutes of club general meetings
	Records: Recorded and filed minutes of club board meetings
	Election Results: Completed the Annual Club Elections Form and submitted the form to the Key Club Lieutenant Governor and sponsoring Kiwanis club
	Club Officer Information: Completed the online club information form for club officers, Advisors, and meeting information, made available on the CNH CyberKey
<i>Attendance</i>	
	Club Meetings: Attended seventy-five percent (75%) of all club general meetings
	Board Meetings: Attended seventy-five percent (75%) of all club executive board meetings
	Division Council Meetings: Attended a minimum of six (6) Division Council Meetings
	Kiwanis Meetings: Attended a minimum of one (1) Kiwanis Division Council Meetings or attended a minimum of three (3) general Kiwanis meetings
	Training Conference: Attended the Officer Training Conference or Region Training Conference
	Secretary Workshop: Attended the Secretary Workshop at District Convention, International Convention, Officer Training Conference, or Region Training Conference

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Section 8

RESOURCES

RESOURCES

EXECUTIVES

GOVERNOR CHUOFAN YU | cnhkc.gov@gmail.com

SECRETARY LAWRENCE GUITTAP | cnhkc.gov@gmail.com

TREASURER KRISTIE POON | cnhkc.sec@gmail.com

ADMINISTRATORS

District Administrator Doug Gin | dgin.kiwanis@gmail.com

Assistant Administrator Marshall Roberson | cnhadan@gmail.com

Assistant Administrator Alan Quon | alan@alanquon.com

SLP Director Bruce Hennings | bruce@cnhkiwanis.org

WEBSITES

Cyberkey | www.cnhkeyclub.org

Key Club International | www.keyclub.org

GOOGLE REFLECTOR

Club Secretary Google Reflector

www.groups.google.com/group/cnh-kc-secretaries

REMIND 101

Send to the Number 81010

Text the Message @cnhsec1920