

Secretary's Monthly Report How To



Monthly Report Form and Activity Sheet

Step 1:

The first thing you should do if you don't have the report form and activity sheet downloaded is to go to www.tokeyclub.com. You will then go to the **Members** section of the website and scroll down. On the left hand side there will be links to click on to download the report form and activity sheet.

Report Form

Step 1:

Once you have the forms downloaded make sure you fill in all the information on the top such as the month the report is for, the school information, and when and where your club meets. You will then click where it says **Click Here!** to enter in what category you are in based on the number of members your club has.

Step 2:

You will then fill out the boxes throughout the report form based on what your club has done. See the [Sample_Monthly_Report](#) document to see an example with commentary. Please make sure that you do not enter anything in the **Totals** sections because that is where the District Secretary will fill out your points.

Please make sure that for any meeting with 100% attendance that you have a sign in sheet for proof so that I can give you full credit.

Step 3:

Once you fill out the report form you then need to print the document and have your President, Secretary (yourself), and Kiwanis Advisor or Faculty Advisor sign in the appropriate places.

Activity Sheet

Step 1:

Fill out the information that is needed at the top of the page. This includes the name of your club, the Lt. Governor, the division and activity page number. Also please place the number of members in club slightly below that.

Step 2:

Then fill out the [service projects and fundraisers for charity only](#) in the columns below the gray areas. If you have a service project that includes more than one day a week please put that as one project per week and total it as one project as far as man

hours. For example if your club reads to elementary students every day of the week you will put (for example) 9/5-8 in the date column and describe it once. If you do it the next week you will then put the date as 9/11-15 and describe the project again. The correct way to list a service project is:

On September 15, 2007 14 Key Club members volunteered at a local nursing home. They helped clean rooms, cook meals, and entertain the residents for a total of 25 hours.

If it was a project that included an item drive the number of items needs to be mentioned along with or instead of the man hours. Also note that if a project has 100 or more man hours there needs to be a sign in sheet for proof so you will get credit. Sign in sheets must be handwritten and should be set up in the format of:

Name	Time in	Time out	Total Hours
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There is more information and examples on the [Sample_Activity_Sheet](#) document.

Step 3:

In columns to the right of each description you need to fill out the total man hours, money raised or spent, and advisors present across from each project.

Please leave all **Totals** sections blank.

Sending the Report

Step 1:

The report form, activity sheet and all proof must be sent to the District Secretary by the 5th of the following month which means that the April report would need to be sent by the 5th of May. The report needs to be sent to:

Tamara Hughes
21 CR 4251
Pawhuska, OK 74056

Step 2:

The report form and activity sheet (but no proof) also needs to be sent to the District Governor, Division Lt. Governor, Sponsoring Kiwanis Club, and Regional Advisor. This also needs to be sent by the 5th of the month.

Report Card

For every month that you send in a report I will send you a report card that tells you how many points you earned, how many are possible, and what percentage you received for every section of the report. I will also include commentary based on what you are doing wrong, what can be done better, what you are doing excellent in, etc.