

Texas–Oklahoma District of Key Club International

FAQ

[frequently asked questions]

For any questions regarding the breakdown of points (i.e. How many points is the Task ‘O the Month worth’), please refer to the Point System Breakdown on the Secretary’s Skillet at www.tokeyclub.com.

To view completed monthly report forms or to get *The Jolly Book of Wisdom*, the secretary’s manual, contact your Lt. Governor or email your District Secretary to get a copy.

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MONTHLY REPORT FORMS

Q: Will a rocky start in the beginning of the monthly reports hurt a club for the entire year?

A: *It will vary for different clubs. Those clubs that were inactive during the summer, but pick up as the school year progresses and become strong, will not hurt very much. In the end, they may still have a chance to receive placement in the Top 25 clubs. However, those schools that did not do very much throughout the summer and remain like throughout the year will be affected by how they started.*

Q: When should the member amount be changed from the previous year?

A: *The amount of members should be changed two weeks after International Convention takes place; outgoing seniors should be taken off at this time. Incoming students should be added as they pay their dues. All other previous members are still members until the next time your club pays dues. If those members do not pay their dues again, then you need to take them off. Make sure that you are only adding members that have paid their dues!!*

Q: If we leave information off the report form how can we fix it?

A: *Unfortunately, due to the amount of reports that are received, it’s not feasible for the District Secretary to go back and correct reports that had information left out. Please make sure that you review your reports thoroughly before turning them in, so you don’t lose valuable points. The only information that can be added is when you forget to include how many currently paid members/board members there are in the club. Your report cannot be graded at all without that information.*

- Q:** On the monthly report form, you cannot type in how many members went to a Kiwanis meeting. Could the form be fixed?
- A:** *The form does not require you to record how many Key Clubbers attended a Kiwanis meeting. You only need to record the date that members attended.*
- Q:** Do we only need to list when we paid dues one time or should it stay on our reports throughout the year?
- A:** *You only need to list the date that you submit dues once – the month that you actually paid them. Do not put anything in that box after the month your club pays the dues.*
- Q:** Am I supposed to fill out how many people attended International Convention, PCMs, Weekend of a Lifetime, etc for only the month during which it took place or on every report?
- A:** *You should only fill out how many people attended those events during the month that it took place.*
- Q:** What happens if you don't have anything to put on the monthly reports, do you still send it in?
- A:** *Yes, be sure to still send in signed reports even if you have no activities to report. That way the District Secretary will know that you are still an active, reporting club.*

ACTIVITY SHEETS

- Q:** Do activity forms need to be sent even if there were no activities?
- A:** *No, if there were no activities for the month, don't worry about sending in an activity sheet. However, hopefully that won't often be the case.*
- Q:** What goes on the activity sheet? Do we need just the projects or are we to include committee meetings, socials, and fundraisers as well?
- A:** *Every activity that goes on within your club should be recorded. Aside from general and board meetings, you should be including projects, socials, fundraisers, and committee meetings on the activity sheets. However, only projects should have recorded man hours on the activity sheet.*
- Q:** Do we really have to type out each individual's hours on the activity sheet separately after the description of the activities they were involved in?
- A:** *Don't worry about typing how many hours each individual member accumulated. The number of total man hours is the only thing necessary. Although, remember to include sign-in sheets for projects that total 100 man hours or more!*
- Q:** Does recruiting time count on the activity sheet like when our club helps with enrollment?
- A:** *No, recruiting is part of getting your Key Club to grow so it cannot be counted as service hours.*
- Q:** If I am reporting money spent on the activity sheet, should I treat it as if it were an event and describe the purpose for the spending?

A: *Yes, you need to include a description for money raised or spent. It never hurts to have a description for any activity because with a description you may not get your points because the District Secretary won't know whether that activity is valid to be counted.*

Q: *Should I fill in the total man hour points for each page or as a total of all the pages?*

A: *Don't fill in any totals for any of the forms. The boxes for totals are for the District Secretary's use.*

MINUTES

Q: *Do we have to take minutes at every meeting?*

A: *Yes, you should be taking minutes at every meeting. Minutes are how you can keep track of everything that was discussed, actions taken, and actions to take - they are your records to the past.*

PROJECTS

Q: *Where do I put materials that we have recycled or collected (i.e. soda cans, pop tabs, canned food, etc.)?*

A: *Include information like that on your Activity Sheet after you have listed all your other dated projects.*

Q: *What kind of church activities can be counted?*

A: *The only church activities that can be counted are those that are actually Key Club-sponsored projects. Service projects that members do through another organization and not through Key Club cannot be counted. This goes for all service projects. For example, projects done through Boy Scouts, Student Council, etc, cannot be counted.*

KEY CLUB FUNCTIONS

Q: *What are the requirements for an event to be considered a social?*

A: *Basically, a social is any get-together where there are four or more Key Clubbers. However, there are limits. When you have a board meeting and happen to add food and some music, that does not constitute as a social as well. Also, you can not count a social as a regular meeting or a PCM, etc. If you count an event as a social, it can only be a social and nothing else.*

Q: *Can you have a social/board meeting/club meeting all in one?*

A: *No, you can't have one event count as two or more other events as well. The only way events can truly happen on the same day at all is if, for example, you had a club meeting that afternoon and then a social that evening. So, make sure that you make a note somewhere on the report. If not, only one of the events may be counted then.*

Q: *With interclubs and socials do you only include the number of members from your own club or do you include everyone who attended?*

A: *With interclubs and socials you should only include how many members from your club attended.*

Q: *What is the difference between socials and interclubs?*

A: *An interclub is a service project that you do with another part of the K-Family. On the other hand, a social is just a get-together that Key Clubbers attend for enjoyment and fun. Other K-Family may attend this, but it would still be a social. If you have an interclub and then a social on the same date, make sure that you note that somewhere on the report. If not, either the social or the interclub may be counted but not both.*

MISCELLANEOUS

Q: *If I am having computer problems what should I do?*

A: *First of all, let the District Secretary know your dilemma. However, make an effort to find other ways to get the report downloaded or filled out. If necessary, see if you can get access to a computer at school, ask your Faculty Advisor if you can use his/her computer, or go to the library. There's access to computers everywhere, nowadays, so that should not be a frequent excuse.*

Q: *How can we see your monthly newsletters? Is our Lt. Governor supposed to give us a copy?*

A: *Your Lt. Governor should be distributing the secretary newsletter to you. If he/she isn't sending it to you, contact him/her or the District Secretary and they'll be sure to get it to you.*

Q: *Do you need the flyers that we send out for the projects and activities, the club's budget, or the members' point records?*

A: *No, none of those papers are necessary. Review the list of required papers that need to be sent in, they can be found in The Jolly Book of Wisdom.*

Q: *Does the District Secretary really read all the reports we send in?*

A: *Yes, every report that is submitted is thoroughly reviewed, that includes all additional papers that are related to the grading rubric.*

Q: *Are Lt. Governors considered regular guests?*

A: *Yes, Lt. Governors and other District Board Members may be considered guests if they attend your meetings regularly. However, you must remember to introduce them as guests!*

Q: *What is the most commonly overlooked area where clubs miss opportunities for points?*

A: *The biggest opportunities are the projects where there are 100 or more total man hours. Many clubs fail to send in the required sign-in sheets that validate those hours. Also, sending in typed agendas and typed minutes for every meeting are easy ways to get points. Many clubs fail to get points through that as well.*

Q: *Who exactly should be considered a board member?*

A: *Your board members are those members designated as leaders for your club. This normally consists of a President, Vice-President, Secretary, Treasurer, and Editor. Some clubs also have other positions such as Webmaster, Historian, Committee Chairpersons, etc. However, Lt. Governors and other District Board should not be considered board members.*