

Sailing the High Seas of Service

REPORTING S.O.S.

Shea Santos



The Low-Down

Who – You!

What – Report your club's activity

When – Each month

Where – District, region, and division

Why – Track progress, earn points, and communicate with others about what you are doing

Reporting is the main task of the secretary!

Duties

- Maintain a club directory
- Maintain up-to-date copies of your club bylaws and district bylaws
- Maintain records of the club's activities from prior years and the current year
- Ask the club treasurer if dues have been submitted for new members, if so, add the members to your roster
- At each meeting: take minutes, take roll, committee updates




The Report Skeleton

- Report Cover (Main Page)
- Activity Sheet
- Minutes
- Proofs (if necessary)
- Agendas
- Awards/Recognition
- Task O' the Month
- Decorated Envelope



Report Cover

- Club Category
- Regular Club Meetings
- Board Meetings
- Other Key Club Functions
- Club Publicity
- Kiwanis Meeting Attendance
- Interclubs
- Socials
- (Bottom) Addresses & Signatures



Texas Oklahoma District

Key Club International

Monthly Key Club Report for: **MARCH** of 2010
 Key Club of **NORTH CROWLEY HIGH SCHOOL** in Division **1B**
 The high school's mailing address is **9100 S Hulen St
 Fort Worth, TX 76123.**
 The club normally meets at **Rm A126 North Crowley**, on **Tuesdays** at **6:30.**

Distribute Reports to:
 District Governor
 District Secretary
 Division Lt. Governor
 Sponsoring Kiwanis Club
 Regional Advisor

INSTRUCTIONS: (1) Reports should be typed. (2) Postmark or key report by the 5th of the following month. (3) The signature of the president, secretary, and advisor must appear on the District Secretary's copy to receive full credit. (4) Use additional sheets as necessary and duplicate forms as needed. (5) Press F1, while working on this form, if you need help.

CLUB CATEGORY:		Click Mail!	
Dues Paid By:	Early Bird (EB)	100 pts.	
(points awarded once	EB + 1 month	50 pts.	
in the month of payment)	EB + 2 months	25 pts.	
Date Paid:	for	pts.	

OTHER KEY CLUB FUNCTIONS	
Division Election Conference (DEC)	*
President's Council Meeting (PCM)	*
Fall Training Conference (F-TC)	*
Division Instructional Conference	*
Fall Rally or Weekend of a Lifetime	*
Other -	*

REPORT OF REGULAR CLUB MEETINGS	
Meeting date:	* * * * *
* members attending	* * * * *
* members in club	* * * * *
Points awarded:	* * * * *
* faculty advisors present	* * * * *
* Kiwanis advisors present	* * * * *
* other Kiwanians present	* * * * *
* other K-family present	* * * * *
* other guests	* * * * *
* guest sponsors	* * * * *
Totals:	* * * * *

REPORT OF BOARD MEETINGS	
Meeting date:	* * * * *
* Board Members attending	* * * * *
* Board Members in club	* * * * *
Points awarded:	* * * * *
* faculty advisors present	* * * * *
* Kiwanis advisors present	* * * * *
* other K-family or guest	* * * * *
Totals:	* * * * *

KIWANIS MEETING ATTENDANCE	
Meeting date:	* * * * *
Totals:	* * * * *

INTERCLUBS	
Meeting date:	* * * * *
* attending	* * * * *
Totals:	* * * * *

SOCIALS	
Meeting date:	* * * * *
* attending	* * * * *
Totals:	* * * * *

TOTALS:		Officer	Faculty Advisor	Other
President	Secretary	Faculty/Kiwanis Advisor		

President

 2221 South Broadway St
 Fort Worth, TX 76122
 (817) 475-4732
 kpcrowley@texasok.com

Secretary

 2221 South Broadway St
 Fort Worth, TX 76122
 (817) 475-4732
 kpcrowley@texasok.com

Faculty/Kiwanis Advisor

 PO Box 222
 Division, TX 76022
 (817) 475-4732
 kpcrowley@texasok.com

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Report Cover

REPORT OF REGULAR CLUB MEETINGS					
Meeting date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# members attending:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# members in club:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Points awarded:					
# faculty advisors present:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# Kiwanis advisors present:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# other Kiwanians present:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# other K-family present:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# other guests(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# guest speaker(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals:					

Report Cover

All Facebook messages and emails related to Key Club count as BULLETINS!



CLUB PUBLICITY	
<i>For credit, proof must be attached</i>	#
Club Newsletter/Bulletin	<input type="text"/>
Radio/TV/Local Newspaper Coverage	<input type="text"/>
Article Submission to KEYNOTER	<input type="text"/>
Article Submission to TEX-O-KEY	<input type="text"/>
Club Recognition/Awards	<input type="text"/>
Type: <input type="text"/>	
Totals:	

Proof! Proof! Proof! Proof!

Report Cover

4 is the *magic*
number

Kiwanis meetings do
NOT count as interclubs!

KIWANIS MEETING ATTENDANCE					
Meeting date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals:					

INTERCLUBS					
Meeting date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# attending:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals:					

SOCIALS					
Meeting date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# attending:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals:					

An interclub is
any project you
work on with
another Key Club



Activity Sheet

Project Date	Project Description and Information:	Total Man Hours	Money Raised or Spent	Faculty Advisors and/or Other K-Family Present
	NUMBER OF MEMBERS IN CLUB: 50			
12/15-17	Teacher Appreciation Gifts: 24 members assembled and distributed gift bags for the teachers. Bags included picture frames, candy, and hand-made thank you notes from students.	19 hrs.	-\$27.40	2
12/17	Recycling: 9 members picked up bins from classrooms and recycled them at the dumpster.	12 hrs.		1

Activity Sheet

Remember to include any speakers and the subject of his/her presentation. BE DETAILED!!

MINUTES REPORT FORM
for the Texas-Oklahoma District of Key Club International

Be sure to include any motions made during the meeting. Also, include committee reports.

The Key Club of North Crowley High School met on meeting date at meeting time at meeting location.

Dai Nguyen is the meeting Chairperson, Shea Santos is the meeting Secretary, and the Adult Advisor is Donna Newkham. The following members were present at this meeting: Number of member(s) present. The following members were not present: Number of member(s) NOT present. No one was a guest at this meeting.

The Meeting Minutes are as follows (additional sheets are attached as necessary):

Submitted By: _____ on _____

For any meeting held by your club, whether it be a board meeting or a club meeting

Write in paragraph form
(*Jolly Book of Wisdom* example)

Always mention guest speakers

Proofs

- Any service project with more than 100 man hours
- Articles written by your club
- Articles shown in news about your club/ Any other publicity
- Flyers
- When a limited number (volunteers) is requested
- Recognition and Awards (recognition: scan is best; awards: brief explanation)

Extras

- Agendas
- Task O' the Month
- Decorated Envelope



Sample Report

Practice Main Page

- Your Nunu High School Key Club has a membership of 82 people that meet in the school cafeteria every Tuesday night at 6:30. You belong to division 88S and Miranda Kerr is your lieutenant governor. For the month of March, your meetings are as follows:
- **Regular Club Meetings**
 - March 1 – 56 members + 1 faculty advisor + 5 Circle-K members
 - March 15 – 64 members + 1 fac. adv. + 1 guest speaker
 - March 22 – 54 members + 1 fac. adv.
- **Board Meetings**
 - March 1 – 10 officers out of 12 + 1 fac. adv.
 - March 8 – 11 officers out of 12 + 1 fac. adv. + 1 LTG
- Your club submitted **9 articles** to the KEYNOTER + TEX-O-KEY
- On March 10, 4 members attended the **Kiwanis meeting**. On March 24, 2 members attended the Kiwanis meeting.
- Hogwarts invited your club to a quidditch **social** which 12 of your members attended on March 20.

Practice Activity Sheet

- **March 6** – 17 members helped renovate a children’s daycare. Total 55 hrs. 30 mins.
- **From March 10-12** your members prepared for an arts and crafts fair. On March 10, there were 20 members for 60 hours, March 11 there were 20 members for 50 hours, and March 12 there were 13 members for 24 hours and 30 min.
- **March 16** 15 members went to the Soup Kitchen and invited Hogwarts Key Club to come along (7 Hogwarts members showed up). Your members worked for 30 hours; Howarts worked for 14 hours.
- **March 27**, 19 members volunteered at a carnival for 43 hours.
- **March 27**, Meals on Wheels asked for 5 volunteers to help. 6 members ended up going for a total 18 hours.
- At the end of this month, your club withdrew money so that it could send out its **donations...**
 - \$350 sent to March of Dimes
 - Your club purchased and donated 2 microwaves that cost \$150 each to the teachers’ lounge.
 - 105 articles of clothing were sent to the homeless shelter.

Send to...

By the
5th of the
next
month!

- **1. District Secretary**
Ryan Nava
*Hard copy
- **2. Regional Advisor**
Donna Newsham
- **3. Lt Governor**
- **4. Sponsoring Kiwanis**



For Any other Secretary Info...

- The Jolly Book of Wisdom
- www.tokeyclub.com
- Ryan Nava – District Sec.

Very useful!



KEY CLUB

The Tree of Enlightenment

A Worldly Scholar (Club Secretary)

Transformation ("Seeing the Light")

The Path to Wisdom

Doorway to Enlightenment (The Book of Jolly Wisdom)

The Guide to Infinite Knowledge (District Secretary)

**A TRAINING MANUAL AND RESOURCE GUIDE
FOR KEY CLUB SECRETARIES OF THE TEXAS-
OKLAHOMA DISTRICT
2009-2010 DISTRICT SECRETARY
JENI PRATER**

Any...

Questions?
?

Comments?

Concerns?

