

Secretary's Report Form Guidelines

Hello Club Secretary X! I'm Tom Mitchell the 2009-2010 New England Secretary-Treasurer and I have prepared some additional explanation for those pesky forms I make you fill out every month. The sections of your monthly report are addressed in the order they appear on the form. You'll find tidbits of helpful and maybe even random info about these forms designed to help you better understand what I want from you.

Club Information

This Section should be self-explanatory. From my perspective this is the most important thing you fill out. If I don't know what club you're in or what month you are reporting for then the rest of the form is basically useless. I can of course glean from your e-mail who this report is from, but I'm going to start complaining if you don't fill this section out because I'm like that.

Featured Boxes:

Club Name – Please; you know what I want written here.

Division – Same thing. Complete with a drop down menu.

Month Reporting For – This box is a cause of some minor confusion. This is not the “due date” box. Your July report is due in August meaning the month you are reporting for would be July. You can't report for a month we haven't completed yet. This is also complete with a drop down menu.

Sponsoring Kiwanis Club – I only need this information once a year or as many times as you switch sponsors. As long as you've answered it once you don't have to worry about it again until you switch clubs.

Kiwanis Advisor – This information can change frequently enough that I left in on the general form. Again, if you already filled this one out at least once and you haven't changed advisors you don't have to worry about it.

Membership Information

This is just a short section that can change often enough that you should report on it every time.

Featured Boxes:

Total Dues-Paid Members – As secretary you should know at all times the total members of Dues-Paid members you

have in the club. This number can decrease from year to year, but after the dues collection season [October 1st - November 30th by the way] should increase or remain stable.

New members as of this month – I'm looking for a number, not a name or names. Blanks are as good as zeros are as good as blanks so go ahead and be creative.

Member of the Month – Not all clubs have this but some do and your trusty district leadership would like to know who that is. I'm always looking for promising overachievers to take my place next time around. Members of the month are definitely on the list.

Meeting Information

This section refers only to club meetings, not executive board meeting [executive board meetings = Prez, Vice Prez, Secretary, Treasurer, and editor only, or whatever your officers happen to be]. This section has 5 spaces with which you describe as best you can each meeting held that month.

Featured Boxes:

Date – Take a wild guess.

Members Present – You should be fairly exact adding this up. Make sure that every attendee signs an attendance sheet as they come in. As long as they come in at some point during the meeting, it counts. Only paid members count on this one.

Kiwanians Present – The district Kiwanis Family chair keeps close watch over this figure. Consistent zeros are cause for concern and the district wants to make sure you have a good relationship with your sponsoring Kiwanis club.

CKers other schools – I really like to see clubs making partnerships and working together. Having other CKers at your meeting makes your club and theirs look real good. I recommend trying to have another CK club visit yours every once in a while.

Faculty Advr. Present. – This comes complete with a check box for your convenience. Your faculty advisor should be present at most if not all of your meetings.

Kiwanis Advr. Present. – Your Kiwanis advisor should be at most of your meetings as well. If they were there for a meeting, check the box.

Meeting Topics – You can write as much or as little as you want here. I recommend filling this box at least halfway. Yes, I read everything on your report and everyone else's. It's my job. Run for it at the next district convention, please.

Other Information

This section contains important info I couldn't generalize into another section. It's on the first page because if it were anywhere else you might not even see it.

Features Boxes:

Board Meetings – If you had executive board meetings which are meetings of club officers only, you just have to tell us how many you had. What was discussed is between you and the other officers. New England District is nosy, but not that nosy.

Kiwanis Relations Grade – This section is directed squarely upon our Kiwanis Family Chair. Your opinion of your relationship with your Kiwanis is very important to us. The grading is modeled after that oh so familiar college grading system. You should consult the other officers and maybe even the whole club to get a good feel of what the appropriate grade is. Please only choose one check box. Just like your homework, you can't get an A and a B. If you check a box and change your mind, you have to uncheck the mistakenly checked box. Got that?

District Communication

Theoretically, when a board member wants to communicate something, it is to your whole club and not to a specific officer or member. That in mind, you should be able to write down how often you personally have been contacted. The other officers should be telling you if they received any phone calls or contacted your club in some other way. Maybe we sent a smoke signal. In an event I'm looking for a number not a checkmark in the boxes. Blanks are as good as zeros so you don't have to laboriously fill in 32 zero spaces.

Club Communication

The boxes in this section monitor your club's effort to communicate to its members at large. Included are the four most common methods of keeping members on the up and up. I recommend you use all four.

Hour Reporting

This is the section where you report all the time your club has spent doing Circle K stuff/activities. Service hours,

interclub hours, time spent doing service projects, member benefit events, everything your club does that Circle K International and the District measure progress with. You have 30 spaces at your disposal, which ought to be more than enough for each month.

Featured Boxes:

Date – Come on dude.

Organization – Any service hours that Circle K Int. counts must be associated with an organization. It could be your club, a Kiwanis club, and outside organizations like UNICEF. Helping Grandma Jenkins across the street does or putting out a cigar that someone barely finished putting out in a park somewhere does not count. For service hours to count the opportunity has to be opened to the whole club and not something a member is involved with individually. The point of Circle K is having people get together and organizing themselves to commit service together, not keeping track of random service people do by themselves. Sounds harsh, but it's how we roll.

Brief Description – This section is very helpful for me to tell if the hours you are reporting are done so correctly and whether or not they count. More info in this box scores you huge brownie points with me.

Code – All hours must be coded. You must associate every block of hours with one of the codes listed in this box. There is a drop down menu for you to select what sounds best to you. The district uses this to measure the specific activities our district engages in and to what degree. If you are unsure what is the best code choice or the service hours you are describing just pick one and be sure to describe the event well in the description box above. The worst that can happen is that I will re-code it for you. I try not to, but will if I have to.

of Club Members – Here is where you put the number of club members that were present at the event and that contributed to the service hours you are indicating.

Total Hours – Here I am looking the total hours completed from the whole project. You just add up everyone's hours that participated and write it down here.

That's that

At the end of the month all I care about is that you sent it in. It could be all zeros or all 100's and I would be happy if you just put your club's name and the month you are reporting for. Simply by sending this form to me means that you believe that it accurately reflects the activity of your club. That is what matters most.