

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2019-2020 Monthly Report Form Manual

Hello, fellow Secretary!

The **Monthly Report Form (MRF)** can look pretty intimidating upon first glance, right? But have no fear, this manual will be your guide along the way and will answer any questions that you may have when it comes to filling this out every month! This is very important for your club, as it keeps track every month of what events you had to compile it into annual totals at the end of your term. This is where the Club Event Report Forms (CERF) comes into play since you will be getting most of the information about events from those files!

Other than that, it is really important that you send this out on time every month as well. So while you are efficiently and accurately filling this out every month, **don't forget to turn it in by the 5th** (unless stated otherwise)!

If there are any questions or concerns, please don't hesitate to contact me!

Warm Regards,



Jennifer Sandoval
2019-2020 District Secretary

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START HERE AND INSTRUCTIONS TABS

- “Start Here” Tab

- Just like the CERF, this tab is another brief message from me. However, there is also an important reminder of who to send out your MRFs to!
- You may also **revise** any information for a month afterwards as well.
 - **ex.)** Revisions for March can **only** happen in April, so make sure you have revised all that you needed before it's time for the May MRF!
- If, for some explanation, you need an **extension** for the MRF, then you must e-mail me at cki.jsandoval@gmail.com.

- “Instructions” Tab

- This is a brief overview of all the tabs in the MRF! Following afterwards is another section explaining what each tag represents, so if you are not sure about an event tag, refer to this section. If you're still a tiny bit confused, then please ask me!
- One important change to note is the **change of the International Service Initiative tag to the International Service Partner tag**.
 - This change was implemented because there is no longer an International Service Initiative. Thus, the tag has been replaced with the International Service Partner (ISP) tag. You can find the partners that we work with by going to <https://www.circlek.org/service#partnerships> and clicking on "Get to Know Our Partners."
 - The international partners that we work with are **March of Dimes, UNICEF, Better World Books, St. Baldrick's Foundation, and Students Team Up to Fight Hunger**.
- At the end is the information **in red** of all the people who you should be sending your MRFs to. Make sure that you are sending your MRFs to them!

Sound good? You can do it; I believe in you! Contact me if you are confused about anything in the MRF.
Remember, the MRF must be sent to the CNH District Executive Board and District Administrator (cnh-mrfs@googlegroups.com), Lieutenant Governor, Faculty Advisor, Kiwanis Advisor, Regional Advisor, and Club President by the 5th of every month. Revisions for the previous month can be made up until the 5th of the following month; you only get 30 days, so please use your time wisely!

CLUB ADMINISTRATION TAB

- This is where you list down information about your club's board officers for the term. It is broken down into sections with the advisor being the first, then the executive board, and then the appointed board.
- Don't forget to type down your school name and mark which division you are from! After filling these two out, they should appear in the rest of the tabs when needed.
 - Also, **the "Select Division" is a drop down list**, so if you spell your division incorrectly, it's not going to work!

2019 - 2020 Administration Roster for					
School Name					
Select Division					
	Meeting Frequency	Meeting Day	Meeting Time		Meeting Location
			HH: MM	AM/PM	
	Club Website		(Insert your club URL here)		
	Club Mailing List		(Insert your club mailing list here)		

(When you click on "Select Division" a drop down arrow should appear to the right.)

- If your club has **one** general Vice President, then list them as a Vice President of Administration and leave the other blank.
- If your club has a **Secretary-Treasurer**, then list them as **both**.
- If any of your board officers changed their information, or if a board member resigned, then please mark when the information changed at the provided section to the right.
- If your club has two appointed board officers of the same position, then they should be **listed across each other**, not above or below each other.

CLUB MEMBERSHIP ROSTER TAB

- This section is a list of **ALL** your members whether or not they paid their dues!
 - Clubs keep track of members who are Non-Dues-Paid in case they decide to pay their dues in the future. This is so all the events that they went to as a non-paid member will be accounted for by the end of the term.
- **When you are filling this section out, it is by Last Name, First Name in alphabetical order.**
- As soon as you marked what day they paid their dues, they will be automatically counted towards your "Number of Dues-Paid Members" counter.
- Most of the information about your club members should be on the membership application that you have provided for them.
 - However, you can receive additional information by accessing the **Membership Update Center**, which you and your club Treasurer should have access to.
 - If you don't know how to access this, then please ask your predecessor, club treasurer, or you can email memberservices@kiwanis.org.
- Keep track of how many members pay their dues in a particular month so you can input that information for that respective month!

ANNUAL TOTALS, CLUB TRENDS, AND CLUB GOALS TABS

• “Annual Totals” Tab

2019 - 2020 Annual Totals for									
School Name									
Select Division									
Administrative Totals								Jennifer Sandoval: Everything here is automatically filled out as you complete each monthly MRF! You can check back on this tab to report back to your club how you did on that month!	
Membership Information									
Total Members in March	0	Total Members in July	0	Total Members in November	0				
Total Members in April	0	Total Members in August	0	Total Members in December	0				
Total Members in May	0	Total Members in September	0	Total Members in January	0				
Total Members in June	0	Total Members in October	0	Total Members in February	0				
Club Meetings									
Total # of Club Meetings	0							Total # of Board Meetings	0
Divisional Council Meetings									
March DCM Date	MM/DD/YY	July DCM Date	MM/DD/YY	November DCM Date	MM/DD/YY				
April DCM Date	MM/DD/YY	August DCM Date	MM/DD/YY	December DCM Date	MM/DD/YY				
May DCM Date	MM/DD/YY	September DCM Date	MM/DD/YY	January DCM Date	MM/DD/YY				
June DCM Date	MM/DD/YY	October DCM Date	MM/DD/YY	February DCM Date	MM/DD/YY				
Interclubs									
# of March Interclubs	0	# of July Interclubs	0	# of November Interclubs	0				
# of April Interclubs	0	# of August Interclubs	0	# of December Interclubs	0				
# of May Interclubs	0	# of September Interclubs	0	# of January Interclubs	0				
# of June Interclubs	0	# of October Interclubs	0	# of February Interclubs	0				
		Total # of Interclubs of the Year		0					

- **Everything here will be automatically filled out**, so you don't have to worry about inputting data!
- Administrative, event, fundraising, and growth totals are counted towards here. This section is especially useful when filling out awards for District Convention.
- This section can also be used to compare between months as you go along the way of the term, possibly to serve as a motivator for your club to do better next month if there were struggles encountered the previous month.

• “Club Trends” Tab



- This section is used specifically to compare and contrast between your term and 3 previous terms.
- You can get the information about the previous terms if you look at last term's February MRF and copy and paste their data onto yours.

- **Leave the section for your term alone** as it will automatically fill out along the way!
- Once all the data from previous terms have been inputted, the graphs will update and provide a visual trend.

● **“Club Goals” Tab**

2019 - 2020 Club Goals for									
School Name									
Select Division									
Service									
Service Hours	0.00	PTP	\$0.00	TP	\$0.00	KFH	\$0.00		
Service Hours Per Member	0.00	Total Money Raised for DFIs						\$0.00	
What other service goals does your club have for this year?									
1									
2									
3									
4									
5									
Additional Goals									
Leadership									
What administrative goals or leadership opportunities do you want to expand for your club members?									
1									
2									
3									
4									
5									
Additional Goals									
Fellowship									
# of Dues Paid Members	0					# of Interclubs	0		
1									
2									
3									
4									
5									
Additional Goals									

Jennifer Sandoval:
Be sure to fill this out thoroughly at the beginning of your term with your fellow board members so you can check back every now and then to see if your goals have been met.

The District Board will also be looking at this page to figure out what ways we can provide your board support!

- This is where you and your board members discuss what goals you would want to achieve by the end of the term!
- Please thoroughly fill this out because the district board and I do intend to look at this section to come up with different methods to help you and your club achieve!
 - If you reach your goals, then we reach our goals as well!
- When this section is filled out, it will show you how much progress you made by each seasonal reflection and how much more you need to reach your goals by the end.

MONTHLY REPORTS TAB

- Now, here is the section you all have been urgently waiting to fill out! This is where you are going to input data of all the events your club went to, what you fund raised, how you managed your relations with the Kiwanis Family, and how many meetings your club held. I will be breaking this down by sections on the MRF that have a **dark blue background**.
- Monthly Club Updates**

MONTHLY CLUB UPDATES						
Membership Update						
# of Dues-Paid Members	0				# of Members Paid This Month	
Club Goals						
What are your club goals for this upcoming month, decided by your club board?						
1						
2						
3						
4						
5						
Meetings						
General Meetings						
	Week 1	Week 2	Week 3	Week 4	Week 5	
Date of Meeting						
# Members Present						
# Non-Home Club CKI'ers Present						
# Kiwanians Present						
# Guests (K-Fam or Other)						
Did Faculty Advisor Attend?	Yes/No?	Yes/No?	Yes/No?	Yes/No?	Yes/No?	
Did Kiwanis Advisor Attend?	Yes/No?	Yes/No?	Yes/No?	Yes/No?	Yes/No?	
Total Present:	0	0	0	0	0	
Board Meetings						
Date of Meeting						
# Board Members Present						
# Guests						
Total Present:	0	0	0	0	0	
Divisional Council Meeting						
Date of DCM						
President Present?	Yes/No?					
# Members Present (Home Club)						
Date of Next DCM						

- Always keep track of how many members paid this month! The data should be automatically inputted when you list them in the "Club Membership Roster" tab and what day they paid.
- Other than the major club goals that your club wants to achieve, each month, your club may have some minor goals.
 - ex.) Recruit more members next month during Club Rush, or have a successful family installation.
- Keep track of who attended your general meetings, board meetings, and the divisional meetings!
 - For the general meetings section:**
 - # Members Present = Paid Members
 - # Non-Home Club CKI'ers Present = Other Circle K Clubs' Members
 - # Kiwanians Present = Any Kiwanians present
 - # Guests (K-Fam or Other) = Key Club/ KIWIN'S Members (with approval), any other Kiwanis Family branch, or Non-Dues-Paid members
 - If your faculty and/or kiwanis advisor attended

- **District Board Communication & Feedback**

DISTRICT BOARD COMMUNICATION & FEEDBACK											
Lieutenant Governor											
How has your respective LTG helped your club out within the past month? Do you require any assistance for the upcoming month?	LTG Contact: Did they contact you this month? <table border="1"> <tr> <td>Club Visit</td> <td>Yes/No?</td> </tr> <tr> <td>Phone Call</td> <td>Yes/No?</td> </tr> <tr> <td>E-Mail</td> <td>Yes/No?</td> </tr> <tr> <td>Newsletter</td> <td>Yes/No?</td> </tr> <tr> <td>Other</td> <td>Yes/No?</td> </tr> </table>	Club Visit	Yes/No?	Phone Call	Yes/No?	E-Mail	Yes/No?	Newsletter	Yes/No?	Other	Yes/No?
Club Visit	Yes/No?										
Phone Call	Yes/No?										
E-Mail	Yes/No?										
Newsletter	Yes/No?										
Other	Yes/No?										
[Type here! Feel free to attach additional comments in your e-mail if space is limited.]											
District Board											
How has the District Board helped your club out within the past month? Do you require any assistance for the upcoming month?											
[Type here! Feel free to attach additional comments in your e-mail if space is limited.]											

- This section is if you or your club have any concerns, comments, or questions for your respective Lieutenant Governor and the District Board.
- **I do intend to look at this section every month and relay the information back to the individuals in question** so they can provide you an answer!

- **Kiwanis Family Report**

KIWANIS FAMILY REPORT	
If the District Kiwanis Family and Foundation committee asked supplemental questions through the Google Doc form, please answer them accordingly.	
Did your Kiwanis Family Chair, or anyone else respectively in charge, answer this month's questions?	<input type="checkbox"/> Mark only if completed <small>If they have not received it, then please e-mail me!</small>

- **All you have to do for this section is check the box** if you or a person in charge (ex. Your KFAM Chair) has answered the question.
- These questions are **provided by the District Kiwanis Family and Foundation Committee**. The chair or the respective Divisional Liaison will e-mail you a few days prior of when the MRF is due with the supplemental questions.
- All of these questions should be **answered by your Kiwanis Family Chair**, as they have the most contact and plans involved with the Kiwanis Family. If your club doesn't have a Kiwanis Family Chair, then please discuss it collectively as a board!

- **Club Statistics**

CLUB STATISTICS																				
Fundraising Totals					Hours Totals				Tags Total											
PTP	TP	KFH		Other Charity	Service	Leadership	Fellowship	CO	CA	CS	DSI	ISP	AD	SE	MD	FR	AL	KF	IN	WB
March Totals	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
Since March 2019	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
Lieutenant Governor Usage																				
School	Membership Total		Fundraising Total		Service Hours from March		Service Hours since March 1st		Total KF Tags		Total IN Tags									
School Name	0		\$0.00		0.00		0.00		0		0									

- This section should be **untouched**. It keeps track of your records for this month, and also since the beginning of term.

- **Fundraising**

FUNDRAISING					
District Funding Initiatives					
This section of the MRF is to include only the funds raised for the District Fundraising Initiatives. Please do not record funds that are raised for other charities or administrative funds here. Please record hours as Service if planning for the fundraiser occurred or if work was performed.					
Date	Name of Fundraising Event	Amount of Funds Raised for PTP	Amount of Funds Raised for TP	Amount of Funds Raised for KH	Total
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Funds Raised for DFIs This Month		\$0.00	\$0.00	\$0.00	\$0.00
Cumulative DFI Funds since March 2019		\$0.00	\$0.00	\$0.00	\$0.00
Any Other Charities					
This section of the MRF is to include only the funds raised for other charities. Please do not record funds that are raised for the DFIs or administrative funds here. Please record hours as Service if planning for the fundraiser occurred or if work was performed.					
Date	Name of Fundraising Event	Name of Charity	Amount of Funds Raised		
Total Funds Raised for Other Charities This Month			\$0.00		
Cumulative Total of Funds for Other Charities since March 2019			\$0.00		
Administrative Funds					

- There are three sections provided: **District Fundraising Initiatives** (Pediatric Trauma Program, Trevor Project, Kiwanis Family House), **Any Other Charities**, and **Administrative Funds**.
- Any other charities are independent charities that are not the DFI that your club chooses to raise for, and Administrative funds are funds for your club's usage.
- **All of these 3 sections should be independent on their own, so do not record funds for a DFI as administrative and vice versa!**

- **Events Log**

- This is where you are going to get all of your information from the CERFs or from how your club chooses to log your events.
- Events should be **listed in chronological order!**
- If you are manually inputting data, then mark an “x” for the tags that the event correlates with. No need to put unnecessary data by putting a “0” or a “No” in the tags that don’t.
- There is a “For the MRF” section on the CERF that you can copy and paste it onto the MRF, but with special instructions! Follow the steps here:
 - Step 1: Copy your data from the CERF!
 - Step 2: Highlight the row you want to input your data, and right-click.
 - Step 3: Go down to “Paste Special...”
 - Step 4: Go to “Paste Values”
 - Step 5: Click on “Numbers & Values Formatting”
- There might be some “0”’s that pop up in the blank spots! When that happens, please just delete them.

SEASONAL REFLECTIONS TAB

- After every three months, there is a tab to reflect on for that certain season. With the first one being spring, you will fill out Spring Reflection alongside the May Monthly Report Form!
- The top portion of these tabs will show you your club's progress towards the club goals that you filled out in the "Club Goals" tab. This will help in regards to what events you need to plan to eventually reach the goals in the end!
- There are bound to be some challenges your club faced along the way, so please list them out alongside what new things that were or were not implemented.
 - Filling these reflections tab out will allow me and the rest of the district board to assist your club, and it will also be a great resource for the next term to reflect on!



[Type here! Feel free to attach additional comments in your e-mail if space is limited.]

What plans/changes did you SUCCESSFULLY implement this season?

[Type here! Feel free to attach additional comments in your e-mail if space is limited.]

What plans/changes did you UNSUCCESSFULLY implement this season?

[Type here! Feel free to attach additional comments in your e-mail if space is limited.]

What suggestions do you have for your club's board next year?

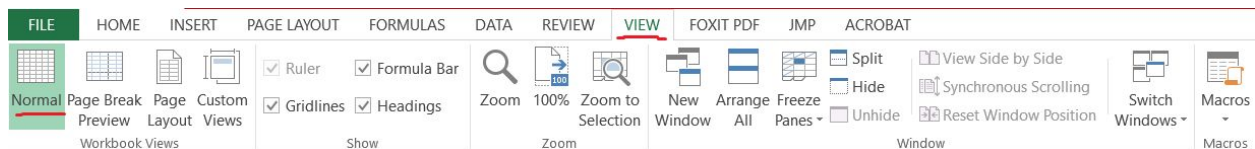
1	
2	
3	
4	
5	

What ideas do you plan on implementing next season?

1	
---	--

OTHER NOTES

- You made it! Now there are 11 more months to fill out, but it wasn't so bad, right? I hope that this manual was able to help you with the overview of the file. If there are specific questions that I was not able to answer with this manual, then please don't hesitate to contact me!
- **Here are some other notes or reminders:**
 - When sending your MRFs, please title **BOTH** the subject line and the excel file like this template: "NameofSchool Month_MRF_1920."
 - ex.) Sacramento State March_MRF_1920
 - Do **not** forget to send your MRFs to the following individuals: **District Administrator, District Secretary, and District Treasurer** at cnh-mrfs@googlegroups.com; your respective **Lieutenant Governor; Faculty Advisor; Kiwanis Advisor; Regional Advisor; and Club Board** by the 5th of every month.
 - It does not state so, but **I recommend sending the MRFs to the rest of your club board as well** so they have an understanding of what you do with these important forms.
 - **Revisions**, which should be marked in **red**, for a certain month on the MRF can only be made the next month.
 - ex.) You can make revisions to the March MRF **only** in April.
 - If you need an extension for one of the months, then please contact me so we can make arrangements.
 - If you noticed that there are watermarks on the some of the sections, such as "Page 1" or "Page 2," then you can remove it by selecting view at the menu and view it as "Normal," like so:



If there are any more questions, then you may e-mail me at secretary@cnhcirlek.org or cki.jsandoval@gmail.com.

ACKNOWLEDGEMENTS

Created:

- 2017-2018 term by District Secretary, Katelyn Duch

Revised:

- 2019-2020 term by District Secretary, Jennifer Sandoval
 - Contact via email at cki.jsandoval@gmail.com or secretary@cnhcirclek.org

Helpful Links:

[Circle K International Website](#)

[CNH Circle K Website](#)

[CNH Circle K Secretary Resources](#)