



CNH | KEY CLUB

cali-nev-ha key club

**ANNUAL
ACHIEVEMENT
REPORT GUIDE
2023-2024**

CNH District Key Club

Member Recognition Chair Chloe Hartanto | mr.chair@cnhkeyclub.org

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section 1:

SERVICE PROJECTS

TOTAL POINTS = 50

1 service project counts for 1 point each.

- Clubs should host or participate in a minimum of 50 service projects to maximize this section
- If you have an on-going project that occurs multiple times in one month, cluster the project into one slot on the MRF—do not treat each day as one project!

MRF VIEW [LEFT]

Service Project
x
x
x
x
x

- BEE sure to mark all service projects with an X — only projects marked under this sections will count towards the AAR. Check each monthly tab carefully!

ADVICE

- Aim to hold or attend 5 projects each month!
- Be sure to also include division events in the MRF to get credit for attending them!

section 2:

SERVICE HOURS

TOTAL POINTS = 60

[total service hours] divided by [total dues-paid members]

- Clubs should strive for 60 hours per member to maximize this section
- Example: a club with 100 members will earn 60 points if they serve 6000 service hours by February 2024

MRF VIEW [LEFT]

Total Member Hours	Total # of Members
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

- Don't confuse total hours with total # of members—a project should not have more members than service hours.

ADVICE

- Push for members to earn a certain amount of hours each month!
- Have incentives for members to attend projects and be active!

section 3:

SERVICE FUNDRAISING

TOTAL POINTS = 20

[total funds raised] divided by [total dues-paid members]

- Funds must be raised for service; any funds that financially benefits the club does not count
- Example: funds raised going towards the Pediatric Trauma Program or another organization would count

MRF VIEW [LEFT]

- Also BEE sure to mark all fundraising projects with an X — only marked fundraisers will count towards the AAR.

ADVICE

- Calculate to see how much funds your club needs to raise to get maximum points!
- Quality over quantity - holding a few successful fundraisers will do you more good than holding more smaller-scale ones

Fundraiser	Funds Raised for Service - \$
	us
	\$0.00
	\$0.00
	\$0.00
	\$0.00
x	\$200.00
	\$0.00

section 4:

KEY CLUB ADMINISTRATION

TOTAL POINTS = 22

MEETINGS (9 Points)

- 1 point for every five (5) club meetings with faculty advisor attendance (5 points maximum)
 - Strive for a minimum of 25 club meetings!
- 1 point for one (1) or more meetings with Lt. Governor attendance
- 1 point for one (1) or more meetings held during the summer or other break
- 2 points for ten (10) or more board meetings held or 1 point for 5-9 board meetings held

	Week 1
General Meeting (Date)	
Members Present #:	0
Faculty Present (Y/N):	No
Kiwanis Present (Y/N):	No
Guests Present (Y/N):	No
Presentation by Division LTG (Y/N):	No
Interclub (N/S/KF/KC)*:	
Board Meeting (Date):	
Social/Special Mtg (Date):	
Kiwanis: Mtg/DCM (Date):	
Members Present (Y/N):	No

Member Relations	
Newsletter issues this month? #	1
Member inductions?	No
New Member training?	No
Meeting held during school break?	Yes

**MRF VIEW
[ABOVE]**

- Average meeting attendance % (DUES PAID MEMBERS)
 - 80% or more is 4 points
 - 60-79% is 3 points
 - 50-59% is 2 points
 - 40-49% is 1 point

- Only meetings with faculty advisor attendance will count towards AAR
- Meeting attendance is automatically calculated into the AAR tab

CLUB ELECTIONS (1 Point)

- Complete the club elections tab of the MRF

DUES PAYMENT (3 Points)

- 3 points if dues received by Nov 1 (Early Bird)
- This is an all-or-nothing section; any dues payments received AFTER Nov 1 will earn clubs 0 points.
- Fill out in November monthly tab

Membership Status

New Members Paid THIS Month: _____

DIVISION INVOLVEMENT (3 Points)

- Attendance: RTC, DCMs, division service projects/Fall Rally (1 point each)

Division/Region/District		
LTG communication this month	None	
Division Council Meeting	No	
Kiwanis Division Meeting	No	
Officers Training Conference	No	
Advisor @ Training or E-Learning	No	
Leadership Training/Development	Members	Officers
DCON Workshops	No	No
Division Training Events	No	No
Region Training Conference	No	No
KeyLeader	No	No
Fall Rally	How many?	No

MRF VIEW

Club Communications (Yes or No)

Facebook	Yes
Twitter	Yes
Other Platform	No
Club Website	Yes

CLUB COMMUNICATION (2 Points)

- Used 3 or more of:
 - Facebook, Twitter/IG, club website, messaging system, newsletter, other social media
 - Aim for using at least 3 social media platforms!

ADVICE

- Hold consistent meetings with faculty and Kiwanis advisor attendance, and create incentives for members to attend
- Collect dues from your club early, and pay by credit card in order to have it processed early!
- Attend as many division events as possible, and be sure to use 3+ communication platforms!

section 5: CLUB MEMBERSHIP

Member Relations	
Newsletter issues this month? #	1
Member inductions?	No
New Member training?	No

TOTAL POINTS = 16

MRF VIEW [LEFT]

EDUCATION AND DEVELOPMENT (4 Points)

- Induction ceremony (2 points)
- New member training (2 points)

CONVENTION (6 Points)

- DCON - 1 point per delegate (max 2), 1 point for advisor attendance
- ICON - 1 point per delegate (max 2), 1 point for advisor attendance

Special Events:	Candidate	# Present	Advisors
Kiwanis Special Function:		0	
Banquet: Club or Division:		0	
Division Conclave:		0	
CNH Convention:		0	
KCI Convention:		0	

MEMBER ACTIVITIES (4 Points)

- Club socials: ≥ 3 is 2 points, 1-2 is 1 point
- Interclub (4 people from one club + another): ≥ 5 is 2 points, 3-4 is 1 point

Presentation by Division LTG (Y/N):	No
Interclub (N/S/KF/KC)*:	
Board Meeting (Date):	
Social/Special Mtg (Date):	
Kiwanis: Mtg/DCM (Date):	

Previous Term:	30	Current:	30
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MRF VIEW [ABOVE]

GROWTH (2 Points)

- % membership increase - 10 members/10% is 2 points; 5 members/5% is 1 points

ADVICE

- Plan out a strategy to grow your membership before school starts!
- Hold a new member training and new member induction after club rush season!
- Make an effort to attend ICON and DCON!
- Push to hold quarterly socials and interclubs every other month!

section 6:

LEADERSHIP DEVELOPMENT

TOTAL POINTS = 10

OFFICER TRAINING (4 Points)

- Key Club Officer Attendance (2 points)
- Key Club Advisor Attendance (2 points)

Division/Region/District	
LTG communication this month	No ▼
Division Council Meeting	No ▼
Kiwanis Division Meeting	No ▼
Officers Training Conference	No ▼
Advisor @ Training or E-Learning	No ▼

- If your advisor isn't able to attend your division's OTC, you can earn the point by having them attend a Key Club International advisor training!

LEADERSHIP TRAINING/DEVELOPMENT (6 Points)

- Officer attendance at DCON/RTC/Division Events (2 points)
- Member attendance at DCON/RTC/Division Events (2 points)
 - Specifically non-officer members!
- Candidate for International/District position (1 point)
- District or International Committee Member (1 point)

Leadership Training/Development		Members	Officers
DCON Workshops		No ▼	No ▼
Division Training Events		No ▼	No ▼
Region Training Conference		No ▼	No ▼
KeyLeader		No ▼	No ▼
Fall Rally	How many?	No ▼	No ▼

ADVICE

- Have members and officers attend OTC, RTC, DCON, and other events offered by your division!
- Encourage members to run for district or international positions!
 - This includes Lt. Governor!

section 7:

KIWANIS FAMILY INVOLVEMENT

TOTAL POINTS = 12

SPONSORING KIWANIS INTERACTION (10 Points)

- Sponsoring Kiwanis club attendance at 50% of Key Club meetings (2 points)
- Key Club attendance at 4+ sponsoring Kiwanis club or board meetings (2 points)
- 2+ joint service/interclub projects with sponsoring Kiwanis club (2 points)
- Jointly sponsor Builders Club or K-Kids with sponsoring Kiwanis club (2 points)
- 1+ service/interclub project with non-sponsoring Kiwanis, CKI, Builders club, K-Kids, or other KFAM organization (2 points)

General Meeting (Date)
Members Present #:
Faculty Present (Y/N):
Kiwanis Present (Y/N):
Guests Present (Y/N):
Presentation by Division LTG (Y/N):
Interclub (N/S/KF/KC)*:
Board Meeting (Date):
Social/Special Mtg (Date):
Kiwanis: Mtg/DCM (Date):
Members Present (Y/N):

Project w/ Kiwanis Sponsor	Project with non sponsoring Kiwanis Club	Project w/ Kiwanis Family member
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KIWANIS FAMILY INTERACTION (2 Points)

- Key Club has presented 2 or more programs at a Builders Club or K-Kids meeting

SPONSORSHIP

Provided 2 or more programs for a Builder's Club or K-Kids? Yes (D6)

- A program at a meeting can look like:
 - A service event alongside the students
 - A training/introduction to Key Club

ADVICE

- Stay in good communication with your Kiwanis
- Try to invite your Kiwanis advisor to as many of your meetings as possible, and make an effort to attend their meetings as well!
- Invite your Kiwanis club to projects and reach out to them to see what your club can attend
- See if you can sponsor a K-Kids or Builders, and if you already have one, arrange to attend events with them!

AAR RESOURCES

CONTACTS

District Governor Justin Kuo

dgov@cnhkeyclub.org

District Secretary Abigail Jensen

dsec@cnhkeyclub.org

District Treasurer Chloe Wu

dtreas@cnhkeyclub.org

Member Recognition Chair Chloe Hartanto

mr.chair@cnhkeyclub.org

District Administrator Doug Gin

da.dgin@cnhkeyclub.org

Assistant Administrator Geoff Tobias

adas.gtobias@cnhkeyclub.org

Assistant Administrator Marshall Roberson

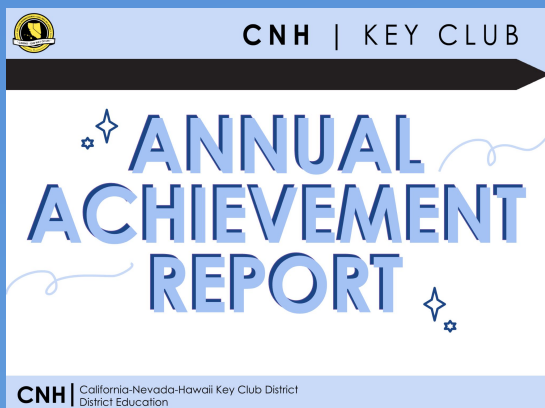
adan.mrobersons@cnhkeyclub.org

Member Recognition Mentor Charlene Masuhara

r18advisor.cmasuhara@cnhkeyclub.org



AAR SLIDESHOW



Link: Click [HERE](#)

AAR CHECKLIST

	Points Available	Total # of Service Projects		Points Earned
Service Projects	50			0
	Points Available	Total # of Service Hours	Total # of Members	Points Earned
Service Hours	60			0
	Points Available	Total \$ Raised	Total # of Members	Points Earned
Service Fundraising	20			0
	Points Available	Total # of Club Meetings w/ Faculty Advisor		Points Earned
Club Meetings w/ Faculty Advisor	5			0
	Points Available	Yes/No		Points Earned
Meeting with Lieutenant Governor	1	<input type="checkbox"/>		0
Meeting During School Break	1	<input type="checkbox"/>		0
Board Meetings	2			0
	Points Available	Average Meeting Attendance % (Whole Number without Percentage Sign)		Points Earned
Average Meeting Attendance %	4			0

Link: Click [HERE](#)