



CNH | KEY CLUB

CNH DISTRICT OFFICIAL SECRETARY MANUAL

By CNH District Secretary

Abigail Jensen

2023-2024 TERM

CNH District Key Club

District Secretary Abigail Jensen | dsec@cnhkeyclub.org

INTRODUCTION

aloha cnh secretary!

Congratulations on being elected to serve as club secretary! Your task of reporting service and administrative data is crucial to the success of our organization. This manual covers the specifics of your responsibilities, including the Club MRF, Annual Achievement Report, Meeting Minutes, Secretary Contest, and more! If you would ever like to discuss these further, please reach out to me at

dsec@cnhkeyclub.org! Please utilize the **table of contents** to skip to the different sections of the manual, and check out the many **different resources** included! I wish you all a great year of growth and service, and can't wait to witness what you all will accomplish!



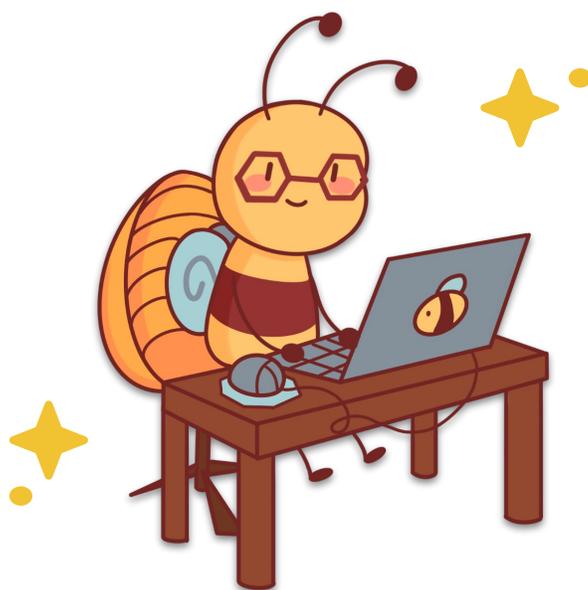
Abigail Jensen
District Secretary
Cali-Nev-Ha Key Club

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section i:

DUTIES AND EXPECTATIONS



--- weekly ---

- ❑ **Attend, record attendance, and take minutes** at Club and Board Meetings
 - ❑ If not at event themselves, then they must ensure the event chair records attendance
- ❑ Frequently **communicate** with club board, LTG, and advisors
 - ❑ Reach out to them with any questions you have
- ❑ **Attend regular service events**
 - ❑ Record attendance at club and division events
- ❑ **Check email** for important updates from LTG, District Executives, or advisors
- ❑ Manage service project & administrative event attendance
 - ❑ Utilize club resources like sign-up sheets or Project Report Forms [[TEMPLATE HERE](#)]

--- monthly ---

- ❑ Attend **Division Council Meetings (DCM)**
- ❑ Attend Kiwanis Meetings/DCMs
 - ❑ Reach out to your division's Lieutenant Governor to find out the information for these events
 - ❑ Good relations with Kiwanis is **KEY** to club success!
- ❑ **Complete and submit the Monthly Report Form (MRF) by the 5th of every month @6:00 PM Local Time**
 - ❑ Some divisions have an early deadline which is a few days before the hard deadline of the 5th which you should try to make!
 - ❑ Submit to the LTG using the Google Form sent out by your Lieutenant Governor

--- annually ---

- ❑ Complete at least **50 hours of service** and **pay your dues** to be a member in good standing
- ❑ Work with your club board to come up with an **annual plan**
 - ❑ You can set service, fundraising, membership, and recognition goals. Ask your Lt. Governor for assistance
- ❑ Make an effort to attend **Officer Training Conference (OTC)**, **Region Training Conference (RTC)**, **Fall Rally, Conclave**, and **District Convention (DCON)**
 - ❑ For Hawaii clubs, be sure to also attend **Hawaii Convention (HCON)**
- ❑ Fill out and submit the results of the Member Recognition Program (MRP) in the **Club MRP Report** to your Lt. Governor
- ❑ Aim for **District Tree** Recognition (See more on pg.17)
- ❑ Apply for **Distinguished Secretary** (see Recognition on pg.20)
- ❑ Inform your Lt. Governor of **election results** for the 24-25 term
- ❑ **Train your Secretary Elect** before District Convention 2024!

- **Proactive planning** is KEY when you are a club secretary
- Utilize **organizational tools** like to-do lists, task checklists, & schedules!
- ALWAYS **reach out for help** to your advisor, LTG, or board when you need it!

REMINDER

District Convention
2024 is from April
12-14th in Sacramento,
California!

section ii:

THE MONTHLY REPORT FORM





Busy Bee

What is the Monthly Report Form?



CLUB MONTHLY REPORT FORM = MRF

- Most important document within CNH Key Club
 - Spreadsheet that **tracks all aspects of club data**
 - Service hours, fundraising, meetings, dues payment, recognition, and more
 - **EXTREMELY vital** to be completed with the **UTMOST accuracy**
 - Each month, the secretary is required to **submit the Club MRF** to division's Lieutenant Governor
 - They will then submit information on to the district level
-
- Your Lieutenant Governor should be sharing with you the copy of your Club MRF and the form to submit it
 - Ensure it is shared with the rest of the club board as well as your faculty & Kiwanis advisors!



MRF SUBMISSION & DEADLINE

- Club MRFs are completed through two steps
 - 1. Complete inputting all of the required information for the given month in the Club MRF spreadsheet
 - 2. Submit the form using the Google Form sent to you by your division's Lieutenant Governor



CLUB MRF IS DUE ON the 5TH OF EVERY MONTH AT 6PM



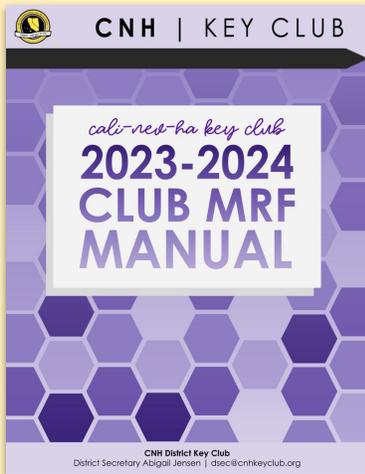
MESSAGES

Busy Bee

How Do I Complete the MRF?

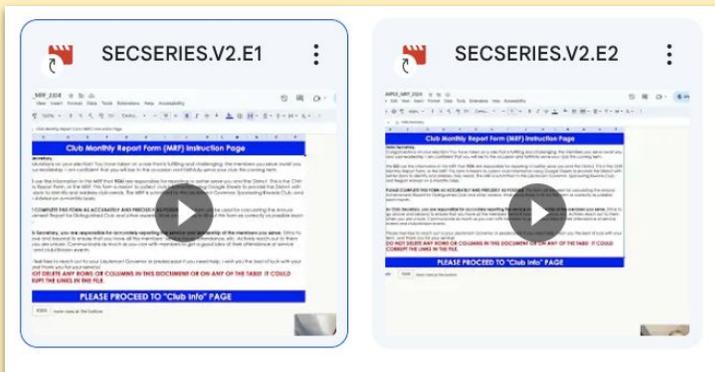
Check out the NEW 2023-2024 Club MRF Manual that breaks down each tab of the Monthly Report Form!

[ACCESS HERE](#)



..or check out Volume 2 of the CNH Secretaries Video Series breaking down each month's MRF submission!

[ACCESS HERE](#)



TIPS & TRICKS!

Do not delete cells or formulas! Hide rows/columns if necessary!

Make sure that the membership numbers on the Club MRF match the dues report

Double check EVERYTHING!

MRF Q&A FORM

If you ever have any questions, comments, or concerns about the Club MRF, use **THIS FORM!**

section iii:

MEETING MINUTES



MEETING MINUTES

overview

- ★ Meeting Minutes = **written records** of meeting overview
 - Taken by the club secretary to show proof of proper protocols and procedures
 - Good way for members/officers/advisors to **recap** if they were absent from that meeting.
- ★ After meetings, **share minutes** with..
 - Members, club board, Lieutenant Governor, Faculty and Kiwanis advisor
- ★ Recommended: store in **Shared Google Drive**
 - Easier for sharing and storage!
- ★ REQUIRED for **Distinguished Secretary Contest** (pg.20)

what to include

- ★ Type of meeting (Club, Board, etc.)
- ★ Location and Date
- ★ Time of Call to Order and Adjournment
- ★ Attendance of who was present and absent
- ★ Remarks/ Old and New Business/ Open Forum if applicable
- ★ Recording of all official decisions and actions made
- ★ Signatures from club secretary, club president, and advisor

MEETING MINUTES

tips!

- ★ Always **BEE attentive** and state who is speaking
- ★ Maintain **concise** and **consistent writing**
- ★ Take note of everything and cut down later
- ★ Follow **graphic standards**
- ★ Have your minutes double checked before distribution

templates!

- ★ Google Docs Template: [CLICK HERE](#)
- ★ Google Slides Template: [CLICK HERE](#)
- ★ Microsoft Word Template: [CLICK HERE](#)

Feel free to make your own template to use as well!

What is Graphic Standards?

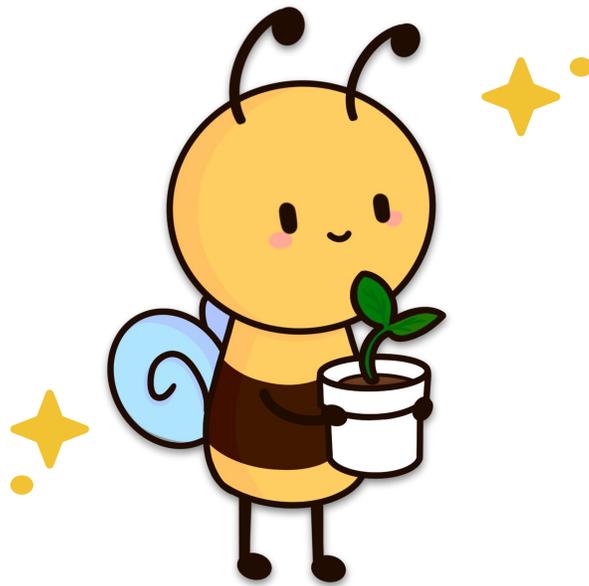
- A set of **guidelines** created to maintain **consistency**
- Need to be followed while taking meeting minutes!
- Check out the **CNH Graphic Standards Manual** below!

[**CLICK HERE**](#)



section id:

TRACKING SERVICE HOURS



SERVICE HOUR *basics!*

IMPORTANCE

- Key Club = **SERVICE** organization
- Planning and attending events should be the priority of the club
- As club secretary, it is your job to:
 - Manage club and individual member service hours
 - Report it to the division

DEFINITION

Key Club International defines a service hour as:

“Any hour of service performed by an individual Key Club member with the approval of their club’s board of directors (typically the board officers).”

ASYNCHRONOUS SERVICE

- Asynchronous service like Free Rice & Charity Miles are **discouraged**, and **should not be relied upon** by the club
- Prioritize events that **directly** give back to the community
- CNH Asynchronous Service guidelines are in development

QUANTIFYING HOURS

- As you’ll see with the following slides

SERVICE HOURS SHOULD NOT BE QUANTIFIED!

- Ex. Donating 1 can ≠ 1 service hour
- Service hours should be based on TIME spent doing service

For additional questions, comments, or concerns about service or the specifics of a service hour, contact **Service Projects Chair Annabel Lee** at sp.chair@cnhkeyclub.org!



WHAT COUNTS AS SERVICE?

DOES COUNT

- Service projects planned by a club or division in which members are **actively performing service**
 - Ex. Beach Clean Up, Card Making for Teachers, etc.
- Hours spent running or preparing a **fundraiser for a charity** (CANNOT financially benefit the club)
 - Bake Sale for PTP, Trick or Treat for UNICEF, etc.
- Service event **planned by an outside organization** that Key Club members are **volunteering alongside**
 - Assisting with the American Cancer Society's Relay For Life, March of Dimes March for Babies, etc.
- Service projects at DCMs, Training Conferences, Conventions, etc.
 - ONLY the **time spent doing service**, not the entirety of the event



DOESN'T COUNT

- **Attendance at...**
 - DCMs
 - Fall Rally/DCON/HCON
 - Training Conferences
 - Key Leader
 - Key Club Meetings
- **Donations** for projects
 - Ex. Cans for a food drive, coins for a coin war, etc.
- **Administrative hours/mandatory work** for a position
 - Ex. Completing the MRF, submitting articles & visuals
- Fundraisers that **financially benefit the club**
 - Ex. Goody Bags for DCON attendance
- **Incentives** used as a reward for non-service
 - Wearing a KC shirt at meetings
 - CAN be used towards club probation programs

NOTE: Club fundraisers and non-service Key Club events can count as **Projects that Benefit the Club** on the Monthly Tab of the MRF!

HOW TO TRACK *hours!*

1) COLLECT HOURS FROM THE PROJECT

- For each club or division project, **print** or **make a digital copy** of a **sign-up sheet**
 - Feel free to use the **Project Report Form Template** (right) as well!
- Have the **project chair** complete the PRF/sign-up sheet with all of the **necessary information**
 - TIP:** Set a deadline for it to be completed

PROJECT REPORT FORM (PRF)
DAWA635 Rev 04/03/2024

PROJECT NAME: _____
 LOCATION: _____ DATE: _____ TIME: _____ TO: _____
 CHAIRPERSON: _____ ADVISOR: _____
 CONTACT INFO: _____ PROJECT TITLE: _____
 NOTE: _____

E-Family Kiwanis Sponsor Event Division Project Major Emphasis Intercub

CHAIRPERSON'S CHECKLIST: THIS FORM IS TO BE COMPLETED BY THE CHAIRPERSON
 _____ Make sure that all interested members are signed up for the project, this day before the project.
 _____ If people have already volunteered and signed up for the project, use previous levels of (DAWA635).
 _____ Sign up and sign out each attendee of the project.
 _____ Complete the rest of the PRF. Write the actual hours for each member (to the nearest 15 min), complete checklist or perform a check-in at end of the project. CHECK YOUR WORK!

#	MEMBER NAME	AGE	CONTACT #	SIGN IN	SIGN OUT	HRS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

FORMS
 Blank _____
 Blank _____
 Blank _____

PROJECT
 What was the project about? _____

MEMBERS
 Total Members _____

TOTAL HOURS
 Total Hours _____

EVALUATION
 Did you? Yes No
 Did you? Yes No
 Did you? Yes No

PROJECT EVALUATION: What preparation was involved? What was done at the project? Were the project objectives met? How was the project evaluated? Please feel free to add any other information. Please write on the back of this report if you need more space.

2) TRANSFER TO SERVICE RECORD

NOTE: This may be a job for a club Vice President!

Event Name ----->	Beach Cleanup
Date ----->	06/01
Total Service	100

- Include the **project name** and **date** for all events of the month
- Include the **individual member hours** for each project held throughout the month into the Service Record of the MRF

3) INCLUDE IN MONTHLY TAB

- Include the **project name**, **total member hours** & **# of members**, and **types of project** for each event held in the month
 - Make sure the data **matches** what was included in the Service Record tab!

Beach Cleanup	100	20
Summer Social	75	25

section 1:

AUTOMATIC AWARDS



WHAT ARE AUTOMATIC AWARDS?

AWARDED TO CLUBS BASED ON MRF DATA

- No manual submission required
- Clubs must be dues-paid on-time (December 1st, 2023) in order to earn automatic awards
- The following automatic awards associate with the Club MRF only

DISTRICT TREE

- Awarded to clubs with **100% on-time MRF submissions**
 - May MRF - January MRF (Jun. 5th - Feb. 5th deadline)
- **Advice:**
 - BEE **proactive** in on-time submissions!
 - Set an **earlier deadline** for yourself!



Submit

KIWANIS FAMILY

- Awarded to clubs who **host/attend 21+ events with Kiwanis Family**
 - Meetings, projects, trainings, banquets, etc.
- **Advice:**
 - Invite Kiwanis to attend your club events
 - Reach out to attend Kiwanis events



ANNUAL ACHIEVEMENT REPORT

- **International points-based recognition system**
 - Scale from 0-190
- **Based on MRF data**, only info included in MRF will be counted
- AAR Score can be accessed through Annual Report tab



RESOURCES

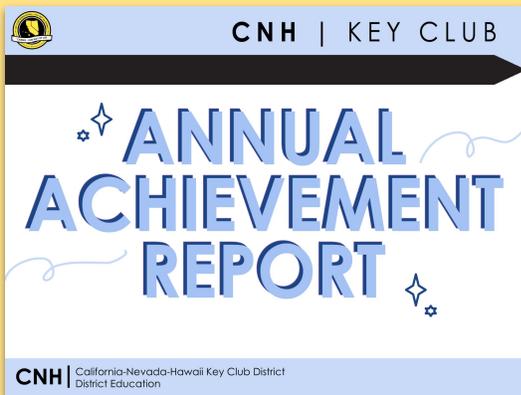
	Points Available	Total # of Service Projects		Points Earned
Service Projects	50			0
	Points Available	Total # of Service Hours	Total # of Members	Points Earned
Service Hours	60			0
	Points Available	Total \$ Raised	Total # of Members	Points Earned
Service Fundraising	20			0
	Points Available	Total # 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

AAR CHECKLIST

- Can be used to:
 - Estimate AAR score
 - See what sections need the most improvement

AAR SLIDESHOW

- Breakdown of each section of AAR in a slideshow format



AAR GUIDE

- Breakdown of each section of AAR in a manual format



section vi:

SECRETARY RECOGNITION



SECRETARY CONTEST

OVERVIEW

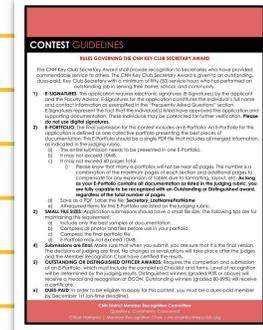
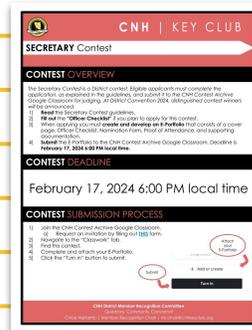
You as club secretary have the opportunity to be **recognized** for the contributions to your position as either **Outstanding or Distinguished Secretary!**

- You will need to submit an **E-PORTFOLIO**
 - Showcasing the different ways you have exceeded in performing your role as club secretary!
- Use the **checklist** on pg. 21 as a guideline for your term!

RESOURCES

The **CNH Member Recognition Committee** has lots of resources available to those applying to contests, all which can be found **HERE!**

The resource I recommend the most is the **CNH Secretary Contest Guidelines**, which include all of the information about the contest as a whole!



OUTSTANDING

- Primary level of recognition
- Will need everything in the secretary checklist and e-portfolio requirements to be completed
- Receive a **certificate** and **slideshow recognition** at DCON 2024

DISTINGUISHED

- Higher level of recognition
- Need to showcase going **above and beyond** in their duties as club secretary
- Receive a **medal** and **on-stage recognition** at DCON 2024
- Strive for Distinguished!**

SECRETARY CHECKLIST

	CLUB STANDARDS
	Membership: Paid membership dues by the on-time deadline (December 1st)
	Service: Served a minimum of 50 service hours
	Club Status: Home club is in good standing and has paid dues
	WORK ACCOMPLISHMENTS
	Club Directory/Roster: Updated, completed, and distributed the club directory/roster
	Club Monthly Reports: Completed a minimum of eight (8) Monthly Report Forms and submitted forms on time by the 5th of the month of the Key Club Lieutenant Governor, sponsoring Kiwanis Club (Kiwanis Advisor), and home club (Faculty advisor and officers)
	Records: Recorded and filed minutes of club general and board meetings
	Election Results: Completed the Annual Club Elections Form and submitted the form to the Key Club Lieutenant Governor and sponsoring Kiwanis Club
	Club Officer Information: Completed the online club information form for club officers, advisors, and meeting information, made available on the CNH Cyberkey
	ATTENDANCE
	Club Meetings: Attended at least seventy five percent (75%) of all club general meetings
	Board Meetings: Attended at least seventy five percent (75%) of all club executive board meetings meetings
	Division Council Meetings (DCM): Attended a minimum of six (6) Division Council Meetings
	Training Conferences: Attended the Officer Training Conference (OTC) or Region Training Conference (RTC)
	Secretary Workshop: Attended the Secretary Workshop at District Convention (DCON), International Convention/Summer Leadership Conference (ICON), Officer Training Conference (OTC), or Region Training Conference (RTC)

section iii:

TIPS & ADVICE



mrf tips

Do not copy/paste or delete cells! It can interfere with the formulas!

Check for any broken formulas!

Contact your LTG or the District Secretary if you experience any issues!

Double check all of your information!

general tips

Make an effort to go above and beyond in your member responsibilities as well!

Always reach out to help if you need it!

Take photos/screenshots about topics required for your e-portfolio!

Make sure to pay your dues on-time and achieve 50 hours of service!

section iii:

RESOURCES



DISTRICT LT & ADMIN

District Governor Justin Kuo

dgov@cnhkeyclub.org

District Secretary Abigail Jensen

dsec@cnhkeyclub.org

District Treasurer Chloe Wu

dtreas@cnhkeyclub.org

District Administrator Doug Gin

da.dgin@cnhkeyclub.org

Assistant Administrator Geoff Tobias

adas.gtobias@cnhkeyclub.org

Assistant Administrator Marshall Roberson

adan.mroberson@cnhkeyclub.org

WEBSITE & LINKS

CNH Cyberkey

www.cnhkeyclub.org

Key Club International

www.keyclub.org

SECRETARY LINKS

Secretary Reflector

tinyurl.com/refqpsec

MRF Q&A Form

<https://tinyurl.com/mrfqa2324>

