



CNH | KEY CLUB

cali-nev-ha key club
2023-2024
CLUB MRF
MANUAL

CNH District Key Club

District Secretary Abigail Jensen | dsec@cnhkeyclub.org

INTRODUCTION

ALOHA CNH KEY CLUB!



My name is Abigail Jensen and I serve you all as District Secretary for the 2022-2023 term! Thank you for reading this guide and making an effort to learn more about accurate reporting and the **Monthly Report Form!** This guide breaks down each tab of the Monthly Report Form in-depth! Please feel free to reach out to me with any questions, comments, or concerns!

Serving Across the STARS

- Abigail Jensen

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WHAT IS THE MONTHLY REPORT FORM?

- The Monthly Report Form, or **MRF**, is a club document that **records club activity and information** throughout the term.
- It is the responsibility of the **club secretary** to have it be completed - club vice presidents or committees may also assist!
- It is found in the format of a **Google Sheet**
- **[MRF Template Link HERE](#)**

Club Monthly Report Form (MRF) Instruction Page

Hello Secretary,

Congratulations on your election! You have taken on a role that is fulfilling and challenging, the members you serve await you and your leadership. I am confident that you will rise to the occasion and faithfully serve your club this coming term.

We **DO** use the information in this MRF that **YOU** are responsible for reporting to better serve you and the District. This is the CNH Monthly Report Form, or the MRF. This form is meant to collect club information using Google Sheets to provide the District with better data to identify and address club needs. The MRF is submitted to the Lieutenant Governor, Sponsoring Kiwanis Club, and Region Advisor on a monthly basis.

PLEASE COMPLETE THIS FORM AS ACCURATELY AND PRECISELY AS POSSIBLE. This form will be used for calculating the Annual Achievement Report for Distinguished Club and other awards. Work proactively to fill out this form as correctly as possible each month.

As Club Secretary, you are responsible for accurately reporting the service and leadership of the members you serve. Strive to go above and beyond to ensure that you have all the members' service hours, attendance, etc. Actively reach out to them when you are unsure. Communicate as much as you can with members to get a good idea of their attendance at service events and club/division events.

Please feel free to reach out to your Lieutenant Governor or predecessor if you need help. I wish you the best of luck with your term, and thank you for your service!

DO NOT DELETE ANY ROWS OR COLUMNS IN THIS DOCUMENT OR ON ANY OF THE TABS! IT COULD CORRUPT THE LINKS IN THE FILE.

PLEASE PROCEED TO "Club Info" PAGE

Add more rows at the bottom



+ ≡ INSTRUCTIONS Club Info Club Roster-Directory Service Record Member Recognition Progra

VIEW OF THE CLUB MRF [ABOVE]

HOW DO YOU ACCESS YOUR CLUB'S MRF?

- MRFs were distributed to clubs through Lt. Governors - contact them if you have any questions!

HOW DO YOU SUBMIT THE MRF?

- The club MRF is due on the 5th of each month at 6PM local time - if your division has an earlier deadline, be sure to follow that one!
- To submit the MRF, complete the Google Form submission form sent out by your division's LTG before the deadline!



VIEW OF THE MRF SUBMISSION FORM

WHY IS IT IMPORTANT TO COMPLETE THE MRF?

- The MRF is the **most essential document** throughout the CNH District!
- Data recorded in the MRF is the only data that will be acknowledged by the CNH District - a blank MRF means that your club is considered inactive
- The club MRF is also how **MRP, AAR, and other automatic awards** are determined
- With this in mind, be sure to complete the MRF with the **utmost accuracy!**

LET'S BREAK DOWN THE DIFFERENT TABS OF THE MRF!





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PLEASE PROCEED TO "Club Info" PAGE

- **DO NOT EDIT THIS TAB!!**
- Provides instructions on the submission and use of the document!
- Be sure that the tab is the **royal blue** color you see above!
 - If it is another color, it may be from a different term!

– CLUB INFO TAB – . . . – 7

- Complete this tab at the **beginning of the term!**
- Include different information regarding your club!



TAB #1 CLUB INFO					
2023-2024	Input	Input	Input	Input	CNH
	Club Name	Club Number	Region	Division	District
Club Information					
Input	Input	Input	Input	Input	Input
School Address	City	State	Zip Code	Phone	
Input Link	Input Link	Input	Input	Input	
Club Website	Club Reflector Group	Sponsoring Kiwanis Club	Meeting Time & Location		

- **CLUB INFORMATION SECTION**
 - Include school & club information that is asked
 - If your club doesn't have a website or reflector group, indicate N/A or leave blank!

Club Officers & Advisors		
The following advisors and officers are used on various reports.		These officers are <u>not</u> used on reports and can be changed.
Faculty Advisor:	Input Name	Treasurer:
Kiwanis Advisor:	Input Name	Vice President:
President:	Input Name	Vice President:
Secretary:	Input Name	Vice President:
Editor (Newsletters):	Input Name	Vice President:
Editor (Webmaster):	Input Name	Vice President:
		Editor: Technology:
		Editor: News:
		Historian:
		Sergeant at Arms:
		Other:

- **CLUB OFFICERS & ADVISORS**
 - Include the names of all advisors & officers
 - If your club doesn't have a specific officer included in this section, include N/A or leave blank!

General Questions			
<i>(Note: The answers to the following questions will automatically transfer to the reports and will be calculated in the achievement report.)</i>			
1. Do you currently have a member serving as a District Board Officer? This includes Division Lt. Governors.			Answer these questions with YES/NO in the dropdown menu
2. Do you currently have a member serving as an International officer or committee member?			
3. Does your Kiwanis sponsor(s) fulfill the obligations of sponsorship? Are you connected with your sponsoring Kiwanis club(s)?	Yes		
4. Is your club a co-sponsor of a Builder's Club or a K-Kids Club?			
Official Membership: Previous Term (March-April) (From Dues Report)			Answer these questions with a NUMBER
Official Membership: End of Term (as of February 1) (Check Dues Report)			
Annual Achievement Report Score Previous Term			
Annual Achievement Report Score This Term			

● GENERAL QUESTIONS

- Answer the questions district & international officers, Kiwanis, and K-Kids/Builders club
- Indicate Official Membership & AAR score of previous and past term
 - Include past term data at the start of the 202-2024 term
 - Include the current term membership when dues are paid in October/November 2023
 - Include current term AAR score at the end of January

Club Communications (Yes or No)			
Facebook		Club Newsletter/other publication	
Twitter		Instagram	
Other Platform		Messaging System	No
Club Website			

● CLUB COMMUNICATION

- Indicate which communication platforms your club uses
- NOTE: Using 3 or more communication platforms allows your club to earn AAR points

— CLUB ROSTER/DIRECTORY — 9

- Complete this tab at the **beginning of the term**, and update it throughout the year when new members join, especially **after club rush!**
- This is the tab is how the MRF calculates the amount of **dues-paid members** that your club has!



TAB #2 | CLUB ROSTER-DIRECTORY

NOTES:

Some clubs refer to this as a roster while others refer to it as a directory.

THIS PAGE IS NOT PROTECTED.

This is merely a template to help you get started. Please feel free to change as needed for your purposes. These top rows will not print but you can delete them as well. It is designed so that you can collect the information needed to update your membership using the International Member Update Center. You can add or delete rows and columns, use borders, sort by name, committee, Grad Year, or for whatever your club/officers/committee chairs need. **Tip:** If you input names using "Last Name, First" then you can use the sort feature to alphabetize your list; gridlines can be used or removed.

*Info needed for Member Update Center= updating the roster with International. Columns can be hidden if not needed for club purposes.

**Can be helpful for recording who has paid. Column can be hidden or cell information can be changed as needed.

2023-2024	Input	Input	Input	CNH				
Term	Club	Division	Region	District				
Advisors								
	Name	Faculty or Kiwanis		E-mail	Phone Number			

- **ADVISORS**
 - Include the names, emails, and phone numbers of all club advisors
 - Indicate whether each advisor is a faculty or Kiwanis advisor

— CLUB ROSTER/DIRECTORY — 10

Club Members										
	Name	Position	E-mail	Phone Number	Committee	Grad Year	Member ID*	Mailing Address*	City*	Dues Paid
1										NO
2										NO
3										NO
4										NO
5										NO
6										NO
7										NO
8										NO
9										NO
10										NO
11										NO
12										NO
13										NO
14										NO
15										NO
16										NO
17										NO
18										NO
19										NO
20										NO
21										NO
22										NO
23										NO
24										NO
25										NO
26										NO
27										NO
28										NO
29										NO
30										NO

● CLUB MEMBERS

- For each member of your club, include the following: Name, Position, Email, Phone Number, Committee (any on the club level), Graduation Year, Member ID, Mailing Address, City, and whether or not they are dues-paid
- It is the most important to have this information for all of the **officers** in your club!
- For regular members, **be sure to have at least the following:** Name, Position, Committee, Graduation Year, and Dues-Paid Status
- When **adding members**, DO NOT REARRANGE PRE-EXISTING ROWS! It will interfere with the Service Record and MRP tabs!
- You do not need to include members in a certain order, it is up to your club! (alphabetical, grade level, etc.)

- SERVICE RECORD - . - 11

- Update this tab on a **monthly basis!**
- This may be a job of a VP of Service!
- This tab is what allows individual members to monitor their **personal service hours**, and how hours are tracked for MRP!



TAB #3 | SERVICE RECORD

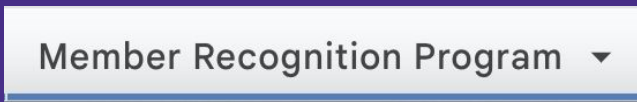
NOTE: THIS PAGE IS NOT PROTECTED. Delete these top rows for better formatting. Columns B & D transfer from the Club Roster Directory tab - Do not sort this page by those columns unless you do all columns from row 10 to the last name in the list. This will keep the services for each member correctly. You can keep track of individual member service and service hours by event. Some clubs like to post the membership hours or use for recognition purposes. The Total Service Row in the Ivory color has a formula in it that will calculate the service hours for that project for you. The last column in view is set up to automatically total the service hours for each member. Simply add more columns BEFORE the last row to maintain the formula. **If you have more members change the formula in Row 5 to add in the additional rows.**

If you need to add rows to the bottom just click on the last cell for that column and then click on the little box in the bottom right hand corner and pull it down to how many rows you need. You will need to do this for C, D and E columns, as well as fix the formula in row 5. The Blue outline on this page is the Print area that can be adjusted by going to the page layout section and resetting the print area - highlight the section you want as the new print area and set it.

	Club Members	Dues Yes/No	Event Name ----->	
	<i>*Names Will Transfer from Roster</i>		Date ----->	
Ex:	Buzz Beehive		Total Service	0
1		NO	0	
2		NO	0	
3		NO	0	
4		NO	0	
5		NO	0	
6		NO	0	
7		NO	0	
8		NO	0	
9		NO	0	
10		NO	0	
11		NO	0	
12		NO	0	
13		NO	0	
14		NO	0	
15		NO	0	
16		NO	0	
17		NO	0	
18		NO	0	
19		NO	0	
20		NO	0	
21		NO	0	
22		NO	0	
23		NO	0	

- Each month, **include names of all service events** held or participated in & the date it was held - including division events!
- Indicate **how many hours each member earned** for each project!
- Totals for each project & member automatically calculate!

- Update this tab on a **monthly basis!**
- This may be a job of a VP of Membership!
- This tab tracks different requirements earned by members towards the CNH District **Membership Recognition Program**, or MRP!
- Learn more about MRP or the specific requirements by going to the link [HERE!](#)



TAB #4 | MEMBER RECOGNITION TAB

NOTE:
THIS PAGE IS NOT PROTECTED. Delete these top rows for better formatting.

You can keep track of individual member progress for the Member Recognition Program.

The Member Recognition Program was created in order to recognize members of Key Club who meet and exceed the expectations placed on Key Clubbers by Key Club International. There are four levels: Bronze, Silver, Gold, and Platinum. In order to receive Bronze, a member must meet 50 service hours and then meet 4 of the 13 Categories, not including the categories that have a "0". In order to receive Silver, a member must meet 100 service hours and then meet 6 of the 13 Categories, not including the categories that have a "0". In order to receive Gold a member must meet 150 service hours and then meet 9 of the 13 Categories, and in order to receive Platinum, a member must meet 200 service hours and then meet 10 of the 13 Categories (example for Platinum - go to 4 training events, 5 Kiwanis family Events, 6 Interclubs, 6 Division events, 2 District Events, 1 International event, and so on until they meet 10 of the 13 categories). **Remember the Service Hours in each level are mandatory to achieve that level of recognition.**

Dues Paid
Service Hours
Training Events 1
Training Events 2
Training Events 3
Training Events 4
Kiwanis Family Events 1
Kiwanis Family Events 2
Kiwanis Family Events 3
Kiwanis Family Events 4
Kiwanis Family Events 5
Interclubs 1
Interclubs 2
Interclubs 3
Interclubs 4
Interclubs 5
Interclubs 6
Division Events 1
Division Events 2
Division Events 3
Division Events 4
Division Events 5
Division Events 6
District Events 1
District Events 2
International Activity
Articles/Visuals Submitted 1
Articles/Visuals Submitted 2
Chair of an Event 1
Chair of an Event 2
Host Club/Division/Region/District Workshop
Club Committee Member
Division/District Committee Member
Club/Leadership Position
Funds Raised for PTP

- Throughout the term, indicate when the members of your club achieve any of the 15 requirements above!
- Dues Paid & Service Hours transfer over from previous tabs
- If a member achieves more of a certain category then is included (ex. A 7th division event), you don't need to indicate it!

Membership (Auto Transfers From Roster)	Dues Paid	Service Hours	Training Events 1	Training Events 2	Training Events 3	Training Events 4	Kiwanis Family Events 1	Kiwanis Family Events 2	Kiwanis Family Events 3	Kiwanis Family Events 4	Kiwanis Family Events 5	Interclubs 1	Interclubs 2	Interclubs 3	Interclubs 4	Interclubs 5	Interclubs 6	Division Events 1	Division Events 2	Division Events 3	Division Events 4	Division Events 5	Division Events 6	District Events 1	District Events 2	International Activity	Articles/Visuals Submitted 1	Articles/Visuals Submitted 2	Chair of an Event 1	Chair of an Event 2	Host Club/Division/Region/District Workshop	Club Committee Member	Division/District Committee Member	Club/Leadership Position	Funds Raised for PTP		
PLATINUM LEVEL	Yes	200	4				5					6						5						2		1	2	2				1	Y	Y	Y	\$100	
GOLD LEVEL	Yes	150	4				4					5						4						2		1	2	2				1	Y	Y	Y	\$50	
SILVER LEVEL	Yes	100	2				3					4						3						1		0	1	1				0	Y	0	0	\$25	
BRONZE LEVEL	Yes	50	2				2					3						2						1		0	1	1				0	Y	0	0	\$5	
EXAMPLE ROW: Daniel Min	YES	160	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	N	N	N	\$25
	NO	0																																			
	NO	0																																			
	NO	0																																			
	NO	0																																			
	NO	0																																			
	NO	0																																			
	NO	0																																			
	NO	0																																			
	NO	0																																			

- Indicate when members achieve a given requirement by including an “x” in the box for the respective section!
- **Funds Raised for PTP** is the only section that asks for a **numerical amount!**
- This information will be **transferred into a MRP report** later in the term for the members of your club to receive recognition!
- Ask your respective **Lt. Governor** or **MR Chair Chloe Hartanto** (mr.chair@cnhkeyclub.org) if you have any questions, comments, or concerns about MRP or specific MRP requirements!

CLUB ELECTIONS - 14

- Complete this tab at the **beginning of the term!**
- Include information about your club & officers serving for the **2023-2024 term!**
 - Previous MRFs may have asked for next term officers, be sure to include **CURRENT** officers!



TAB #5 | CLUB ELECTIONS

Should be completed: Beginning of Term

CNH Board Policy 141 indicates that club elections should take place so the new officers can attend convention.

CLUB OFFICER ELECTIONS

As per Key Club International Constitution & Bylaws, each Key Club may elect one President, one or more Vice President(s), one Secretary, and one Treasurer. Since there are various focus areas for vice presidents, the online report will also allow you to identify a focus area. Five slots have been provided for the vice president officers. If your club has more than five, please provide your Lt. Governor with the additional information. The club may elect or appoint the position of Editor. In addition, the specific role of the editor is no longer clearly defined due to changing technology and club needs. In order to accommodate the possibilities for the club Editor, the online report provides an opportunity to identify up to three editors with different focus areas.

DIRECTIONS FOR SUBMITTING ELECTION RESULTS

After the annual club elections have been completed, please update your results in this form for the following advisor and officer positions: Faculty Advisor, Kiwanis Advisor, President, Vice President(s), Secretary, Treasurer, and Editor(s). In order to make this process easier for you to complete, all of the prompts for the online club officer report is listed below. Gather the information (name, graduation year, e-mail, and preferred phone number with area code) before beginning the online report. This sheet is set-up for you to report the information here or to print it out and use. The Lt. Governor may appreciate getting this information from here.

ELECTION RESULTS REPORT

CLUB INFORMATION

Key Club Term	
Division	
Region	
Club Name	
Club Number (starts with "H")	
Kiwanis Sponsor	

President

Name	
Grad Year	
E-mail	
Preferred Phone	

Vice President

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

Editor

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

MEETING INFORMATION

Day of the week	
Frequency	
Time of day	
Location	

Vice President

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

Vice President

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

Editor

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

ADVISORS

Faculty Advisor

Name	
E-mail	
Preferred Phone	

Kiwanis Advisor

Name	
E-mail	
Preferred Phone	

Vice President

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

Secretary

Name	
Grad Year	
E-mail	
Preferred Phone	

Editor

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

Vice President

Focus Area	
Name	
Grad Year	
E-mail	
Preferred Phone	

Treasurer

Name	
Grad Year	
E-mail	
Preferred Phone	

- Include the names & contact information for all advisors and officers for the 2023-2024 term!
- Also be sure to include club & meeting information
- Completion of this tab earns your club 1 AAR point!

- This tab is **automatically completed!**
- It is used to calculate your club's **Annual Achievement Report Score!**
- Learn more about AAR [HERE](#), and check out this How to Read the AAR Tab Manual [HERE](#)



TAB #6 | ANNUAL ACHIEVEMENT REPORT

If each monthly report is completed and certain prompts are appropriately answered, you will only need to complete one final task for this report.

Please note: Some cells (responses) will not be completed until certain input from specific months are provided (i.e. membership).

1. Club Reports: Respond to to the prompt regarding submission of the MRF

Club Info Tab Transfer

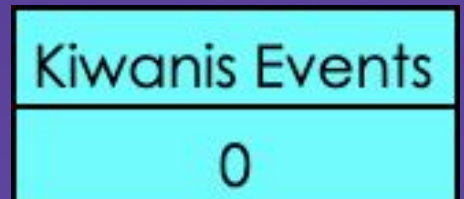
Years <u>2023-2024</u>	Club Number <u>(Auto)</u>	Division <u>Input</u>	Region <u>Input</u>
<u>(Auto)</u> School Address	<u>(Auto)</u> City	<u>(Auto)</u> State	<u>(Auto)</u> Zip Code
		<u>(Auto)</u> Phone	

- Include **YES/NO** for Monthly Activity (yellow highlighted cell) in **January** to indicate whether you've been updating the MRF regularly

Monthly Activity (Monthly Report Form)



- Check out the **Kiwanis Events calculator** to monitor your progress towards the Kiwanis Family Patch!
- You can view your AAR score at the **very bottom of the tab!**
 - It **will not accurately reflect your club's score** until dues-paid membership is updated in October/November!



MONTHLY TABS

- Complete these tabs on a monthly basis to report on **monthly club activity!**
 - Ex. For the July 5th submission, complete the June tab!
- Each of these tabs is identical, although a lot of the specific questions it will ask you **only apply to certain months!**



APRIL --- Club Monthly Activity Report:

Input

2023-2024 Club Number: Input Division: Input Region: Input

-- Data Section --

Membership Status

Dues-Paid Membership from Previous Term: Current: 0 New Members Paid THIS Month: Date Dues \$ Sent: Check#

A District or International Officer or Committee Member? A Candidate for District or International Office?

Sponsorship

Sponsors fulfill obligations of sponsorship? Yes Co-Sponsor: Builder's Club/K-Kids? Provided a program for Builder's Club/K-Kids?

Attendance: Club

	Week 1	Week 2	Week 3	Week 4	Week 5
General Meeting (Date)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Members Present #:	0	0	0	0	0
Faculty Present (Y/N):	No	No	No	No	No
Kiwanis Present (Y/N):	No	No	No	No	No
Guests Present (Y/N):	No	No	No	No	No
Presentation by Division LTG (Y/N):	No	No	No	No	No
Interclub (N/S/KF/KC)*:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Board Meeting (Date):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social/Special Mtg (Date):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kiwanis: Mtg/DCM (Date):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Members Present (Y/N):	No	No	No	No	No

Interclub Codes: *S=With Sponsor *KF=With Kiwanis Family (not sponsor) *KC=With another Key Club

Division/Region/District		Members	Officers
LTG communication this month		No	No
Division Council Meeting		No	No
Kiwanis Division Meeting		No	No
Officers Training Conference		No	No
Advisor @ Training or E-Learning		No	No
Leadership Training/Development			
DCON Workshops		No	No
Division Training Events		No	No
Region Training Conference		No	No
KeyLeader		No	No
Fall Rally	How many?	No	No

Member Relations	
Newsletter issues this month? #	<input type="text"/>
Member inductions?	No
New Member training?	No
Meeting held during school break?	No

Reports:	
Club Elections Report filed?	No
Club Directory/updates filed?	No
Articles submitted to Division/CNH?	No

Special Events:	Candidate	# Present	Advisors
Kiwanis Special Function:		0	No
Banquet: Club or Division:		0	No
Division Conclave:	No	0	No
CNH Convention:	No	0	No
KCI Convention:	No	0	No

- Each monthly section is made up of three main sections:
 - **Data Section**
 - **Project Section**
 - **Narrative Section**

DATA SECTION

- This section asks for specific dates/numbers related to different events!

Membership Status				
Dues-Paid Membership from Previous Term: _____	Current: 0	New Members Paid THIS Month: _____	Date Dues \$ Sent: _____	Check# _____
A District or International Officer or Committee Member? _____		A Candidate for District or International Office? _____		
Sponsorship				
Sponsors fulfill obligations of sponsorship? Yes _____		Co-Sponsor: Builder's Club/K-Kids? _____		Provided a program for Builder's Club/K-Kids? _____

- In months where new members pay dues, include the **amount of dues-paid members**, the **date the dues were sent in**, and the **check #** (if applicable)
- Also include whether your club provided a program to a K-Kids or Builders club in the respective month

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 ▾
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 ▾

- Indicate how your club **communicated with your LTG** for the respective month
- Indicate YES/NO to whether your club **attended your division's DCM**

- Indicate YES/NO to whether your club **attended your Kiwanis DCM**
- Indicate whether your club **attended OTC**, and if your advisor **either attended OTC** or **an advisor e-learning**
- Indicate whether **MEMBERS (non-officers)** or **OFFICERS** attended **DCON Workshops, Division Training Events** (Training Conferences & division workshops), **RTC, Key Leader**, and **Fall Rally** (plus amount of members who attended Fall Rally!)

- **DATA SECTION (CONT.)**

- This section asks for specific dates/numbers related to different events!

	Week 1	Week 2	Week 3	Week 4	Week 5
General Meeting (Date):	▼	▼	▼	▼	▼
Members Present #:	0	0	0	0	0
Faculty Present (Y/N):	No ▼	No ▼	No ▼	No ▼	No ▼
Kiwanis Present (Y/N):	No ▼	No ▼	No ▼	No ▼	No ▼
Guests Present (Y/N):	No ▼	No ▼	No ▼	No ▼	No ▼
Presentation by Division LTG (Y/N):	No ▼	No ▼	No ▼	No ▼	No ▼
Interclub (N/S/KF/KC)*:	▼	▼	▼	▼	▼
Board Meeting (Date):	▼	▼	▼	▼	▼
Social/Special Mtg (Date):	▼	▼	▼	▼	▼
Kiwanis: Mtg/DCM (Date):	▼	▼	▼	▼	▼
Members Present (Y/N):	No ▼	No ▼	No ▼	No ▼	No ▼

Interclub Codes: *S=With Sponsor *KF=With Kiwanis Family (not sponsor) *KC=With another Key Club

- Include the dates of all **general meetings**
 - Indicate the amount of members present, if your Faculty or Kiwanis Advisor attended, if any guests were present, and if your division's LTG attended
- Also include the **types of interclubs** you attend throughout the month
 - Codes for the different types are included below the chart
- Include the dates of any **socials, special meetings, or board meetings** held throughout the month
- Include the dates of your sponsoring **Kiwanis meetings & Kiwanis DCMs**
 - Also indicate whether any member of your club attended any of these events

DATA SECTION (CONT.)

- This section asks for specific dates/numbers related to different events!

Member Relations	
Newsletter issues this month? #	<input type="text"/>
Member inductions?	No ▾
New Member training?	No ▾
Meeting held during school break?	No ▾

- Indicate **how many newsletter issues** were released each month, even if that number is 0

- Indicate whether your club held a **member induction**, **new member training**, or a **meeting during a school break**

- Indicate YES/NO whether the **club elections report** (elections tab) **was completed** that month

Reports:	
Club Elections Report filed?	No ▾
Club Directory/updates filed?	No ▾
Articles submitted to Division/CNH?	No ▾

- Indicate YES/NO to whether the **directory** was updated
- Indicate YES/NO to whether your club **submitted articles** to your division in the given month

Special Events:	Candidate	# Present	Advisors
Kiwanis Special Function:	<input type="text"/>	0	No ▾
Banquet: Club or Division:		0	No ▾
Division Conclave:	No ▾	0	No ▾
CNH Convention:	No ▾	0	No ▾
KCI Convention:	No ▾	0	No ▾

- For **division conclaves**, **DCON**, and **ICON**, indicate the amount present, if advisors were present, and if your club had a candidate participate

- For **Kiwanis Special Functions** (installations, banquets, etc.) and club or division banquets, indicate the amount present and if advisors attended

PROJECT SECTION

- This section asks for information about all projects held or participated in!

		Membership	
		Total Member Hours	Total # of Members
Project Title			
1		0	0
2		0	0
3		0	0
4		0	0
5		0	0
6		0	0
7		0	0
8		0	0
9		0	0
10		0	0
11		0	0
12		0	0
13		0	0
14		0	0
15		0	0
16		0	0
17		0	0
18		0	0
19		0	0
20		0	0

- Include the names of **all service projects participated in** for the given month - including division events!
- Include the **number of members** who participated in each project and the **total hours** for each project! Be sure this info matches what was entered into the service record!

Service Project	Project benefits CLUB	Ongoing Project	Division Project	District Project	Governor Project/Focus	Project w/other organization	Major Emphasis Focus	Project w/ Kiwanis Sponsor	Project with non sponsoring Kiwanis Club	Project w/Kiwanis Family member	Foundation Project
-----------------	-----------------------	-----------------	------------------	------------------	------------------------	------------------------------	----------------------	----------------------------	--	---------------------------------	--------------------

- For each project, **indicate what types of projects it counted as** using "x"!
- See the next page for descriptions of each type of project!

- **PROJECT SECTION (CONT.)**

- This section asks for information about all projects held or participated in!

Service Project	Project benefits CLUB	Ongoing Project	Division Project	District Project	Governor Project/Focus	Project w/other organization	Major Emphasis Focus	Project w/ Kiwanis Sponsor	Project with non sponsoring Kiwanis Club	Project w/Kiwanis Family member	Foundation Project
-----------------	-----------------------	-----------------	------------------	------------------	------------------------	------------------------------	----------------------	----------------------------	--	---------------------------------	--------------------

- **Service Project** - events that contribute towards a charitable cause (not ALL events may count as a service events!)
- **Project Benefits the Club** - events that help the club (ex. Fundraiser for club funds)! Some events may not necessarily be a service project, but can still be a project that benefits the club!
- **Ongoing Project** - projects held on a regular basis
- **Division Project** - any event held for all the clubs in your division
- **District Project** - projects held at district level (ex. DCON service project), including district initiatives such as the Spotlight on Service Program
- **Governor Project/Focus** - any projects that relate to the 2023-2025 Governor Project “Empowering Minds, Building Futures”
- **Project w/other Organizations** - projects done alongside other organizations, such as ASB or community organizations

PROJECT SECTION (CONT.)

- This section asks for information about all projects held or participated in!

Service Project	Project benefits CLUB	Ongoing Project	Division Project	District Project	Governor Project/Focus	Project w/other organization	Major Emphasis Focus	Project w/ Kiwanis Sponsor	Project with non sponsoring Kiwanis Club	Project w/Kiwanis Family member	Foundation Project
-----------------	-----------------------	-----------------	------------------	------------------	------------------------	------------------------------	----------------------	----------------------------	--	---------------------------------	--------------------

- Major Emphasis Focus** - any project related to the KCI Major Emphasis Children: Their Future, Our Focus
- Project w/Kiwanis Sponsor** - projects held or attended by your sponsoring Kiwanis club
- Project with non-sponsoring Kiwanis club** - projects held or attended by a non-sponsoring Kiwanis club
- Project w/Kiwanis Family member** - projects alongside other branches of the K-Family other than Kiwanis (K-Kids, Builders Club, Aktion Club, Circle K, KIWIN'S)
- Foundation Project** - any project to benefit the CNH Foundation, which includes the Pediatric Trauma Program or YES Initiative

Fundraiser	Funds Raised for Service - \$	Funds Raised for Club - \$	Funds Spent on Project
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- Also indicate which projects were **fundraisers**, and if so how much funds were raised for club & service
- For ALL projects, indicate how much **funds were spent on projects**

- **NARRATIVE SECTION**

- This section asks for reflections about the club in general and each project held/participated in!

Club Snapshot: Share your club's achievements from this month. Share your successes, Member of the Month, and other great tidbits.

[insert text here]

- **Club Snapshot**

- Include around a **paragraph long reflection** about the club's activity in the given month
- Discuss club achievements, successes, areas of improvement, any notable events, etc.
- This is the **duty of the club secretary** to complete

Project Snapshots

1	[insert project description]	Project Chair: [insert chair's name]
2		Project Chair:
3		Project Chair:
4		Project Chair:
5		Project Chair:
6		Project Chair:
7		Project Chair:
8		Project Chair:
9		Project Chair:
10		Project Chair:
11		Project Chair:

- **Project Snapshots**

- Include a **2-3 sentence reflection** on each project held or attended by the club
- Discuss what happened at the project, if preparation was involved, and if it was successful
- It is the responsibility of **the project chair(s)** to complete these reflections

MONTHLY REPORT FORM TIPS

- Do not delete any columns or rows! You may hide rows, but do not delete anything since it might interfere with certain formulas!
- Double check all of your information!
- If there is a specific issue with the formula or filling out the MRF, please contact your Lt. Governor or District Secretary at dsec@cnhkeyclub.org!
- Also feel free to complete the [CNH MRF Q&A Form](#) if you have questions about the MRF!

MEMBER RECOGNITION TIPS

- Encourage members to keep track of their own hours and MRP requirements - however, feel free to inform members who are close to achieving recognition!
- Be proactive in tracking MRP requirements!
- Check your AAR score regularly to make sure they are not any broken formulas! Before inputting anything, the AAR score will be #DIV/0!, but it will change after inputting meetings!

THANK YOU SO MUCH FOR READING, PLEASE LET ME KNOW IF YOU HAVE ANY QUESTIONS, COMMENTS, OR CONCERNS ABOUT THE MRF!