CNH | KEY CLUB

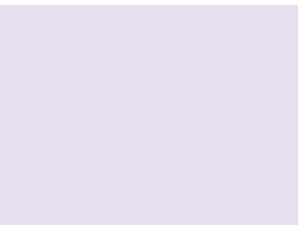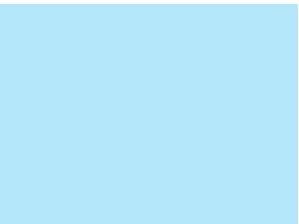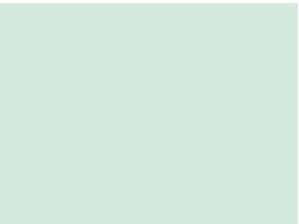## 2018 2019 SECRETARY MANUAL

Created by 2018-2019 District Secretary Zoe Yao
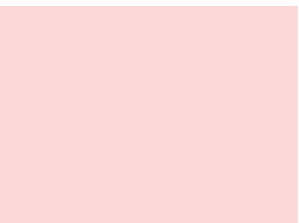
from the district secretary

Hello, Secretaries!

Congratulations on being elected to serve as secretary! This is just the beginning of a successful term. Your role as club secretary is crucial to the success of the club you serve. Without secretaries, it is difficult for the club and the members to keep track of their progress and growth. Though you have a long term ahead of you, know that you will push through and succeed this term. Set goals for yourself, and keep them in mind as you progress. Strive to achieve and watch yourself grow as a member, officer, and person. As an secretary, it is your responsibility to report data to the district by **submitting the Monthly Report Form** and work with the rest of your club board to ensure that everything is running smoothly.

Your submissions should effectively reflect the club's success, service, and fundraising, meaning that you should **stay up to date with the club.** In addition, your role as a club officer means that you should be checking up with your fellow officers and helping out wherever you can. This guide is meant to guide you throughout your journey. Continue to refer back to this manual to ensure that you're staying on track and accomplishing your goals as an secretary. Your term should be a journey of growth and discovery. Always set goals at the beginning of the term. Don't feel as though you are limited by your position. Keep your goals just out of reach, but not unrealistic. Having goals pushes you to work harder and helps bring the club you serve to greater heights. Set goals for the members, not for yourself. Remember that you are serving your community; your community is not serving you.

This is not a very comprehensive guide, so take a look at the other resources available to you! The CNH CyberKey, **cnhkeyclub.org**, has lots of valuable tools and manuals to support you. For secretaries, go to **Members > Secretary** to view all the materials available to you. As always, don't hesitate to contact me at **cnhkc. ds1819@gmail.com** or your Lt. Governor if you have any questions, comments, or concerns. I strongly encourage you to take full advantage of the manuals and contacts available to you. Best of luck with your term!

Zoe Yao
District Secretary 2018-2019
cnhkc.ds1819@gmail.com

table of contents

section 1
DUTIES & EXPECTATIONS

duties & expectations

annually

- Join the CNH secretary Google reflector group (see link in Contact Info pg. 23)
- Collaborate with club board to put together an annual plan
- Set service hour, fundraising, and membership goals
- Send election results to LTG, faculty/Kiwanis/Region advisors
- Attend Officer Training Conference (OTC), Region Training Conference (RTC), Fall Rally, Conclave, and District Convention (DCON)
  - Register and coordinate club delegates for DCON
- Complete & submit your Annual Achievement Report (AAR) score & Member Recognition Program (MRP) results found on the MRF to your LTG
- Complete at least 50 service hours
- Aim for District Tree Recognition (see details in Recognition pg. 22)
- Apply for Distinguished Secretary (see details in Recognition pg. 22)
- Train your successor

monthly

- Attend DCMs
- Attend Kiwanis DCMs
- **Complete & submit the MRF, due the 5th of every month before 6pm PST**
  - Send to club board, LTG, and faculty/Kiwanis/Region advisors

weekly

- Attend and take minutes for club meetings
- Attend Kiwanis club meetings
- Attend club and divisional events (service, socials)
  - Provide sign-in sheets
- Communicate with the club board, LTG and Kiwanis/faculty advisors
- Update & organize files and records
- Check your emails for important messages from your LTG
- Track member service hours with the Monthly Report Form (MRF)

Keep in mind, you may have additional responsibilities because each club and division is different! Always communicate with your board and Lt. Governor to make sure you're doing your duty properly.

section 2
SKILLS & DEVELOPMENT

skills & development

As you navigate through your term, you'll find that it's necessary to learn and develop certain traits to ensure the success of the club you serve. Here what to expect:

» *Organization*

You are accountable for the service and files of the club you serve. Set up folders, name files, and properly organize any and all documents for key club. Be consistent! **Name your files clearly** and group them in **distinct folders**. Make time every week to organize your files. If you split it up weekly, it's less work in the long run.

Know what works for you. Maybe what worked for your predecessor isn't working for you. Take the time to figure out the best system of organization early in the term so that you can be prepared in the future.

Use your resources. There are so many possible ways to stay organized. Things as simple as email labels or a planner are little things that make a big difference.

» *Leadership*

GOING ABOVE AND BEYOND
Serving as club secretary extends beyond the Monthly Report Form. As a member of the club board, it is your responsibility to **ensure that the officers are cooperating and working together to reach your goals**. Don't wait for others to reach out to you -- take the first step and message that officer if you feel that he or she is struggling. You can help them out and lessen their burden until they are ready to step in again. Check in and ensure that the officers are doing their best work to help the club you serve run smoothly.

Take initiative! If you have an idea you'd like to put into action, go ahead and pitch it to your club board! Don't feel limited by the directives of your position. Let your creativity and skills shine through. Your term should be a journey of growth and discovery.

UPHOLDING THE CORE VALUES
The development of the Key Club core values -- **leadership, inclusiveness, character building, and caring** -- will shape you into a better leader, friend, and person.

Stay active within your club and division to better communicate with others, attend educational events, and meet with other members who can help you become a better leader! You, too, will help lead and guide new members in the right direction to develop their core values.

skills & development cont.

» *Leadership cont.*

PROFESSIONALISM & SAFEKEY

You are a **role model** for the members you serve. They will look to you for guidance and advice and you represent Key Club International. Stay on track and keep your behavior in mind.

Use **proper grammar + language**. Be aware of your audience and how you are presenting yourself. Avoid using slang or profanities.

Dress to impress! Of course, this applies when the occassion calls for it. If you are attending a professional event, always try to wear business attire and set a good example. Generally, avoid breaking dress code regardless of if you're at a Key Club event.

Be proud of what you do. It is an honor to be able to serve and be part of this organization; enjoy every second of it! If you show your love for this work, others will find their love, too.

» *Record-Keeping and Reporting*

As club secretary, it is your duty to accurately and actively report information to the district. This way, the members are properly recognized for their service and leadership. **You must report accurate information** -- if you are not reporting accurate numbers, you are discrediting members' achievements.

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.

» *Communication*

Communication is KEY! Strong communication between yourself, members, and the division is crucial to a educated, efficient, and energetic membership. It is your responsibility as an officer to serve as the liasion between the division and the club.

DIVISION LEVEL (local clubs)

Attend as many local events as possible. **Take advantage of the opportunities** available to you to network and connect with members from your division.

Keep track of division **social media.** Often, the most up-to date information is found online, so check up on the social media accounts regularly.

skills & development cont.

» *Communication cont.*

Utilize and distribute division resources! Whether it's a division newsletter, division website, or division leadership team, remember that you have an endless amount of information at your fingertips

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DISTRICT LEVEL (California-Nevada-Hawaii)

Attend as many events as possible. District-wide events will be larger and give you a better opportunity to meet different people from a larger geographical scope.

District social media is where you will hear the most accurate information for a whole world of opportunities available to you. There are **webinars, applications, contests, and more!**

District resources are the most extensive resources available to you. Browse the CNH CyberKey to find anything you may need. If you have any questions, contact your Lt. Governor or any of the district officers!
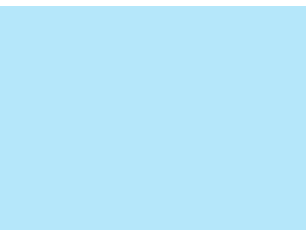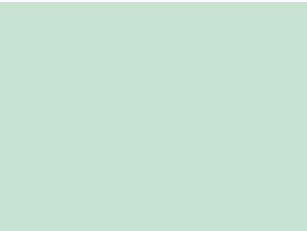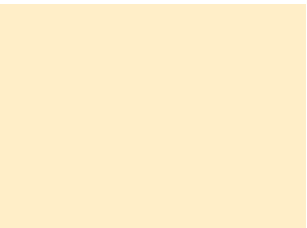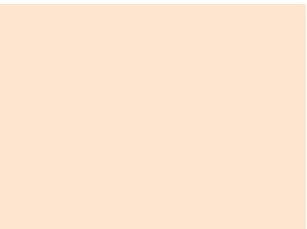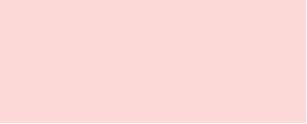
section 3
MONTHLY REPORT FORM
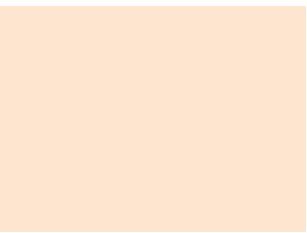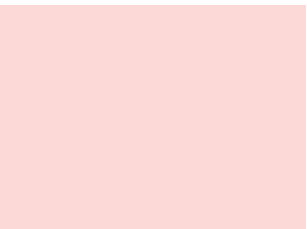
the monthly report form

» *What is the MRF?*

The Monthly Report Form, or MRF, is a way for you as a club to report your monthly activity. This includes club meetings, event attendance, projects, dues payment, recognition, and so much more! As a result, it is absolutely crucial that you are **as accurate as possible when filling out the MRF** so that the members earn the **recognition** they deserve for their hard work and leadership. **The MRF is due the 5th of each month by 6pm PST**. Submit it to your club board, LTG, and Kiwanis/faculty/region advisors. **NOTE: DO NOT delete rows or columns, this will mess up the formulas and the rest of the document. HIDE them instead!** These are the tabs covered in this manual:

- Task 1
- Roster
- Service Record
- Member Recognition Program (MRP)
- Club Elections
- Annual Achievement Report (AAR)
- Project List
- Monthly Tabs

» *Task 1*

- Fill out **ALL the information** in the tab -- actively reach out to get data and contacts if you already do not have them.
- Task 1 is **very important** because much of the info will **automatically transfer** over to the other tabs.
- Be as accurate as possible for your Lt. Governor to reference in the future.

"At A Glance" Information for						
2018-2019	Input		Input	CNH	Select #	Input
Term	Club Name		Club Number	District	Region	Division

Club Information

Input	Input	Input	Input	Input
School Address	City	State	Zip Code	Phone
Input	Input	Input	Input	
Club Website	Club Reflector Group	Sponoring Kiwanis Club	Meeting time & Location	

Club Officers & Advisors

The following advisors and officers are used on various reports. | These officers are *not* used on reports and can be changed.

Faculty Advisor	Input Name	Treasurer	Input Name	
Kiwanis Advisor	Input Name	Vice President	Input Name	Replace with focus
President	Input Name	Vice President	Input Name	Replace with focus
Secretary	Input Name	Vice President	Input Name	Replace with focus
Editor: Newsletters	Input Name	Vice President	Input Name	Replace with focus
Editor: Webmaster	Input Name	Vice President	Input Name	Replace with focus
		Editor: Technology	Input Name	
		Editor: News	Input Name	
		Historian	Input Name	
		Sergeant at Arms	Input Name	
		Other:	Input Name	

General Questions

The answers to the following questions will automatically transfer to the reports and will be calculated in the achievement report.

Do you currently have a member serving as a district officer or committee member? This includes division Lt. Governors.	No
Do you currently have a member serving as an International officer or committee member?	No
Does your Kiwanis sponsor(s) fulfill the obligations of sponsorship? Are you connected with your sponsoring Kiwanis club(s)?	Yes
Is your club a co-sponsor of a Builder's Club or a K-Kids club?	No
Official Membership: Beginning of Term (March-April) (From Dues Report)	
Official Membership: End of Term (as of February 1) (Check Dues Report)	
Annual Achievement Report Score Previous Term	
Annual Achievement Report Score This Term	0

Club Communications (Yes or No)

Facebook	No	Club Newsletter/other publication	No
Twitter	No	Instagram	No
Other Social media Platform	No		
Club Website	No		
Messaging System	No		

the monthly report form cont.

» Roster

- Roster should be comprised of **dues paid member contact information ONLY.**
  - Fill in all the advisor and member information possible.
- Get accurate contact information to communicate easily with members.
- This information is collected to **match the Membership Update Center.**
- Input names in the format Last Name, First Name, then use the SORT function to **alphabetize** your list for ease of access.

2018-2019		Input		Input	Select #	CNH				
Term		Club		Division	Region	District				
Name	Faculty or Kiwanis	E-mail		Preferred Phone						
Advisors										
Last Name, First	Position	E-mail		Preferred Phone	Committee	Grad Year	Member ID*	Mailing Adddress*	City*	Paid**
Club Members										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

» Service Record

If you have **100+ members** listed in the Roster:
- You must copy/paste members 101 and above into the Service Record.
- Update the formula in the green "Total Service" row to accommodate the number of members.
- Write the formula in the "Total Hours" per member on the far right side of the form to properly count total service per member.

Manually update the Service Record with each service event that occurs.
- Input the service event name, date, and how many hours each member served.
- The sheet will tally up the total hours for the event, which you can enter in the monthly tabs.

	Membership Service Record				
				Enter names of proects here	
	Membership	Dues	Event -->		
	Copy/Paste from Roster		Date -->		
Ex	Buzz Beehive		Total Service	0	0	0
1			0		
2			0		
3			0		
4			0		
5			0		
6			0		
7			0		
8			0		
9			0		
10			0		
11			0		
12			0		
13			0		
14			0		
15			0		
16			0		
17			0		
18			0		
19			0		
20			0		
21			0		
22			0		
23			0		
24			0		
25			0		
26			0		
27			0		
28			0		
29			0		

the monthly report form cont.

» 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.
- Copy/paste the roster into the MRP tab
- Update the MRP **throughout the term**, not just at the end.
- It is your responsibility as officers to properly fill out the MRP with accurate information so that you are properly recognizing members for their service and leadership.

Membership Service Record

Membership Copy/Paste from Roster	Dues Paid	Service Hours	Training Events	Kiwanis Family Events	Interclubs	Division Events	District Events	International Events	Articles/Visuals Submitted	Event or Project Chair	Division/Region/District Workshop Facilitator	Club Committee Member	Division/District Committee Member	Club/Leadership Position	Lives Saved from MNT	Level of Recognition	Name
PLATINUM LEVEL	Y	200	4	5	6	6	2	1	2	2	1	Y	Y	Y	100	10 out of 13	
GOLD LEVEL	Y	150	4	4	5	5	2	1	2	2	1	Y	Y	Y	50	9 out of 13	
SILVER LEVEL	Y	100	2	3	4	4	1	0	1	1	0	Y	0	0	20	6 out of 13	
BRONZE LEVEL	Y	50	2	2	3	4	1	0	1	1	0	Y	0	0	3	5 out of 13	
1		0															
2		0															
3		0															
4		0															
5		0															
6		0															

» Club Elections

- Be sure to have contact information for the **incoming officer board**. By February 2019, have the 2019-2020 officer board contact information in the elections tab.
- This is helpful for the incoming board and for the next Lt. Governor to establish strong connections early in the term.

CLUB OFFICER ELECTIONS

As per Key Club International Constitution & Bylaws, each Key Club may elected 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 you 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 possiblities 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 submit your results online 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.

CLUB INFORMATION		President		Vice President		Editor	
Key Club Term		Name		Focus Area		Focus Area	
Division		Grad Year		Name		Name	
Region		E-mail		Grad Year		Grad Year	
Club Name		Preferred Phone		E-mail		E-mail	
Club Number (starts with "H")				Preferred Phone		Preferred Phone	
Kiwanis Sponsor							

the monthly report form cont.

» *Annual Report*

The purpose of this tab is to calculate the **Annual Achievement Report score**, or AAR score. The AAR score is a cumulative, quantitative measurement of the club's success and growth throughout the term. AAR scores determine if your club earns recognition on the district and international level! You can find a detailed outline of the criteria on the Key Club International website at **keyclub.org**.

- The AAR score will be calculated and submitted at the end of the term, so be sure to **fill out monthly reports as accurately as possible**.
- Much of this tab is automatically transferred over from the monthly tabs, but there are some things you must do manually at the end of the term **(instructions found on the MRF)**

Task 1				

Years 2018-2019	*Club Number* Task 1	*Division* Task 1	*Region* Task 1
Task 1 *School Address*	Task 1 *City*	Task 1 *State* — Task 1 *Zip Code*	Task 1 *Phone*

Part One: Club Information

Task 1	Task 1	Task 1	Task 1
President	*Secretary*	*Faculty Advisor*	*Kiwanis Advisor*

Membership

Previous Year: As of September 30	0	As of December 1	0	As of February 1	0	Average	0	Growth (B7)	0

Sponsorship

Sponsored by the Kiwanis Club of ___ Task 1

Co-Sponsor of a Builder's Club or K-Kids? No (D4) Provided 2 or more programs for a Builder's Club or K-Kids? No (D6)

Club Administration

CLUB MEETINGS

How many club meetings were held, described as the following:?

During the Key Club year	0		Average meeting attendance percentage	0%	(A1e)
During school breaks (summer, holidays)	No	(A1c)	With a presentation by the Club's Lt. Governor	0	(A1b)
That were attended by the faculty advisor	0	(A1a)	That were attended by the Kiwanis advisor	0	
Board Meetings	0	(A1d)	Special Meetings (banquets, etc.)	0	

CLUB REPORTS

Reports completed:

Monthly Activity (Monthly Report Form)		(A2a)	Directory Information	No
Club Election	No	(A2b)		

DUES PAYMENT (A3)

May: None	June: None	July: None	August: None	Sept.: None	October: None
Nov.: None	Dec.: None	January: None	February: None	March: None	April: None

DIVISION INVOLVEMENT

Activities in which the club participated: Kiwanis Division Meeting(s) No

Division or Region Training Conference	No	(A4a)	Division Council Meeting(s)	No	(A4b)
Division-wide rally (Fall Rally)	No	(A4c)	Division Service Project(s)	No	(A4c)

COMMUNICATIONS: Forms of communication utilized by the club for members

Facebook No	Twitter No	Instagram No	Other SM No	Messaging No	Website No

Club Newsletter	No	Editor	Task 1	Issues Published	0	(A5a)

Submitted articles to the District CNH KEY No Number of Forms of Club Communications utilized 0 (A5a)

Club Website ___ Webmaster ___ (A5b)

Club Membership

EDUCATION & DEVELOPMENT PROGRAMS

Club provided a special program for new member induction, including a ceremony, and pin presentation	No	(B1)
Club provided a formal program for member orientation and education	No	(B2)

the monthly report form cont.

» *Project List*

- Data will **automatically transfer** from monthly reports.
- At the end of the term, **sort total event service hours from highest to lowest** to input into the AAR tab.

Part Two: Club Service Record

Instructions: One of the final steps of completing the Annual Report is to sort the club projects based on the highest number of service hours. By completing this step you will maximize the possible points allocated in the last section of the Annual Report.

> Highlight the rows for all service projects (everything below the green line)
> Click on Sort & Filter
> Click on Custom Sort
> Identify the sort by "Column F" "highest to lowest" then "Column B" "month"
> Click on Okay.

The projects are now sorted by the "best" service projects for the year. Again, this information is used to complete the last section of the Annual Report.

				Total Service Hours		0
#	Month	Year	Project		# Members	Service Hours
1	March	2018-2019	From MRF		0	0
2	March	2018-2019	From MRF		0	0

» *Monthly Tabs*

DATA SECTION

Please pay attention to each part of this section; this section is worth a significant part of your **AAR score**!

- Read through and fill it out as much as possible, **do not leave cells blank**.
  - If you are confused, don't be afraid to ask your President or Lt. Governor.
- As each event takes place, be sure to fill it out accordingly on the MRF.
  - **NOTE**: The number of members present at a meeting should only be for current dues paid members. When your club has its first meeting, the only people included in this count are members that paid dues last year. Everyone else who has not paid dues yet is considered a guest.

Data Section

Membership Status

Previous Year[1]	0	Current[2]	0	New Members Paid this month[3]		Date sent		Check#	

				Currently has a district officer or committee member?	No		International officer or committee member?	No

Sponsorship

Sponsors fulfill obligations of sponsorship?	Yes	Co-Sponsor: Builder's Club/K-Kids?	No	Provided a program for Builder's Club/K-Kids?	No

Attendance: Club	Week 1	Week 2	Week 3	Week 4	Week 5	Division/Region/District	(Y/N)	# Present
General Meeting (Date)						LTG communication this month	None	
Members Present #	0	0	0	0	0	Division Council Meeting	No	0
Faculty Present (Y/N)	No	No	No	No	No	Kiwanis Division Meeting	No	0
Kiwanis Present (Y/N)	No	No	No	No	No	Officers Training Conference	No	0
Guests Present (Y/N)	No	No	No	No	No	Advisor @ Training or E-Learning	No	0
Presentation by Club LTG (Y/N)	No	No	No	No	No	Leadership Training/Development	Officer	Member
Interclub (N/S/KF/KC)*	No	No	No	No	No	DCON Workshops	No	No
Board Meeting (Date)						Division Training Events	No	No
Social/Special Mtg (Date)						Region Training Conference	No	No
Kiwanis: Mtg/DCM (Date)						KeyLeader	No	No
Members Present (Y/N)	No	No	No	No	No	Fall Rally	No	No
Interclub Codes: *S=With Sponsor *KF=With Kiwanis Family (not sponsor) *KC=With another Key Club						Special Events	Candidate	# Present	Advisors

Member Relations		Reports			Kiwanis Special Function		0	No
Newsletter issues this month?	0	Club Elections Report filed?	No	Banquet:Club or Division		0	No
Member inductions?	No	Club Directory/updates filed?	No	Division Conclave	No	0	No
New Member training?	No	Articles submitted to Div./CNH?	No	CNH Convention	No	0	No
Meeting held during school break?	No			KCI Convention	No	0	No

the monthly report form cont.

» *Monthly Tabs cont.*

PROJECTS SECTION
Each month, list and fill out the information for any and all service events.
- **Fill out the Service Record tab with each event before the Projects Section.**
  - You can find total event service hours and count member participation on the Service Record to input in the monthly tab.
- Be sure to mark with an X any **category** that an event falls under.
- Also be sure to make a distinction between funds raised for service and funds raised for club.
  - **Funds Raised for Service:** All profits are donated to a cause
  - **Funds Raised for Club:** Profits go to your club (does not count for service)

Projects Section

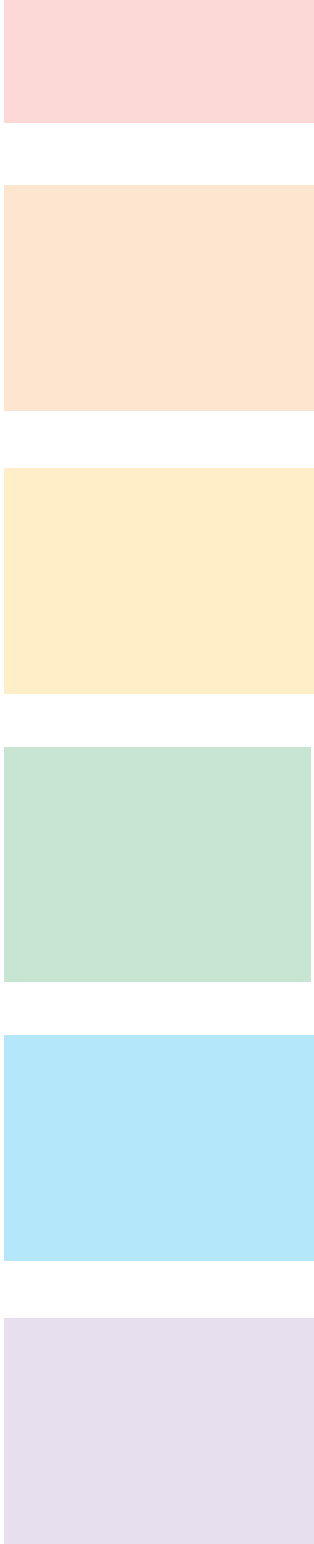|		Membership		Service																Funds		
Project Title		Total Member Hours	Total # of Members	Service Project	Project benefits CLUB	Ongoing Project	Division Project	District Project	Governor Project/Focus	Project w/other organization	Major Emphasis Focus	Project w/ Kiwanis Sponsor	Joint: Project hosted w/Kiwani:	Project w/Kiwanis Family member	Foundation Project	Fundraiser	Funds Raised for Service - $$	Funds Raised for Club - $$	Funds Spent on Project
				Mark "X" for **ALL** categories that apply												Use accordingly		
1		0	0														0.00	0.00	0.00
2		0	0														0.00	0.00	0.00
3		0	0														0.00	0.00	0.00
4		0	0														0.00	0.00	0.00
5		0	0														0.00	0.00	0.00
6		0	0														0.00	0.00	0.00
7		0	0														0.00	0.00	0.00

NARRATIVE SECTION
Club Snapshots -- Need some help coming up with ideas on what to write about?
- Service events from the past month
- Fundraising efforts
- Kiwanis family interactions
- Recruitment/dues
- Elections

For **Project Snapshots,** all you need to fill out is the Project Chair and a brief description of the event. The rest of the data will transfer automatically.

Narrative Section

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

Project Snapshots

1	*Chair*		*Hours*	0	*Funds Raised*	$0.00
Project Description						
2	*Chair*		*Hours*	0	*Funds Raised*	$0.00
Project Description						
3	*Chair*		*Hours*	0	*Funds Raised*	$0.00
Project Description						

section 4
TRACKING SERVICE HOURS
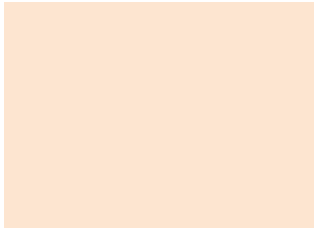
tracking service hours

» What counts as a service hour?

All events in which members are **serving** their home, school, or community give service hours. In addition, planning for an event also counts for hours. For example, a fundraiser for an organization of program would give service hours just as a park clean-up would.

However, social events such as club meetings, DCMs, socials, Fall Rally, and DCON do **NOT** count toward service hours. Moreover, service does not count with political lobbying, religious instruction, conducting worship service, proselytizing, and serving only family members

*Note: To be considered a member in good standing, every Key Club member should perform **at least 50 hours** of service by the end of the term.

» How do I record service hours?

1. Have members sign-in and sign-out of events, whether that may be personally with an officer or physically on a sheet.
2. Find the Service Record tab in the MRF. The members' names should have automatically transferred over. All you need to do is fill in the event, date, and number of hours served for each member.
3. On the respective month's tab, complete the Projects Section and the Project Snapshot with the data from the Service Record.

» Set goals and provide incentives!

BEE sure to provide regular **service record updates** to the members you serve so they know how many more hours they need until they reach 50! It also encourages a bit of friendly competition.

You can also establish a point-reward system, where you can determine the number of points for any amount of service hours, attendance at events, etc. and provide a reward for reaching a certain amount of points.

» Tips and Tricks

- Create sign-in/sign-out sheets for club meetings and events as an easy way for you to keep track of member participation!
- Put together a point system for the club so that members have incentive to continue serving.
- Work on the MRF throughout the month, not when it's due.
- Same goes for MRP! Whenever a certain event happens, like OTC, DCON, etc, then fill out the MRP tab accordingly.

tracking service hours cont.

» *Excel Tips*

SUM FORMULAS
- To add up the values in a certain range of cells, the formula is **=SUM(range)**.
  - For example, in the photo on the **right**, the sum formula is =SUM(A3:A10).
  - You can find the values of the range by combining the letters and numbers of the columns and rows.
  - You can also left click the first cell of the range, shift, and left click the last cell of the range to fill in the range after the first parentheses.

	A
1	
2	
3	4
4	3
5	10
6	22
7	73
8	105
9	40
10	89
11	=SUM(A3:A10)

COUNT FORMULAS
- To count the cells with numbers in a certain range, the formula is **=COUNT(range).**
  - For example, in the **first photo to the left**, the formula is =COUNT(A3:A10).
- To count the cells with any value in a certain range, the formula is **=COUNTA(range).**
  - For example, in the **second photo to the left**, the formula is =COUNTA(A3:A10).

	A
1	
2	
3	4
4	doesn't
5	count
6	22
7	words
8	105
9	40
10	89
11	=COUNT(A3:A10)

	A
1	
2	
3	4
4	does
5	count
6	22
7	words
8	105
9	40
10	89
11	=COUNTA(A3:A10)

TRANSFERRING FORMULAS
If you need to input a formula into a large range of cells, here's how:

	A	B	C	D
1				=SUM(A1:C1)
2				
3				
4				
5				
6				

1 Input the appropriate formula and range into the first cell of the desired range.

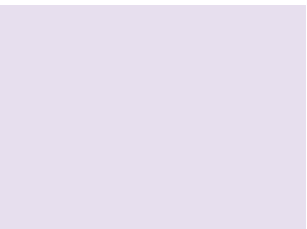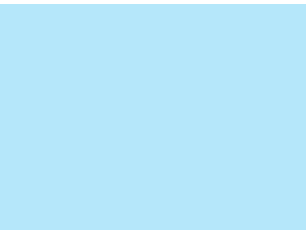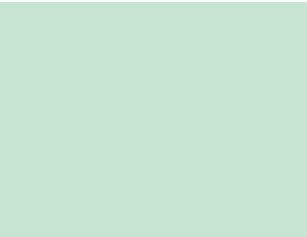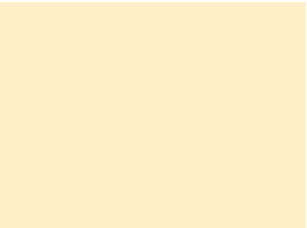|	A	B	C	D
1				0
2				0
3				0
4				0
5				0
6				0

2 Select the bottom right hand corner of the first cell and drag to the last cell of the desired range.

	A	B	C	D
1				0
2				0
3				0
4				0
5				0
6				=SUM(A6:C6)

3 Excel will automatically adjust the range within the formulas to keep it consistent with the rest!

section 5
MEETING MINUTES
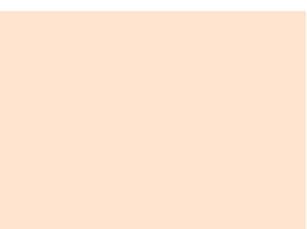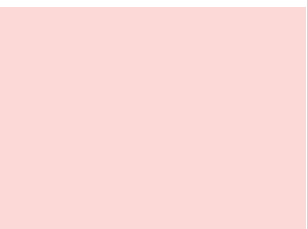
meeting minutes

» Why take meeting minutes?

For members/officers that are absent from meetings, minutes are a good way for them to recap. Moreover, meeting minutes promote transparency and are a good reference for future officers.

» How to take minutes

TOPICS
- Type of meeting (club, board, etc.)
- Location
- Date
- Call to order & adjournment
- Attendance report
- Remarks
- Old Business
- New Business

SEND TO
Members, board, Lt. Governor, faculty & Kiwanis & region advisors.

TIPS
- Find or create templates so that your minutes are Graphic Standards.
- Be as concise as possible.
- Make sure minutes are accessible to all -- through email, website, etc.

CNH | KEY CLUB

General Meeting Minutes

[Insert School Name] Key Club General Meeting
California-Nevada-Hawaii District
Key Club International
[Insert Date]

1. Call to Order: __[insert time]__   Adjournment: __[insert time]__
    a. Meeting led by   _____[insert name]_____
    b. Pledge of Allegiance   _____[insert name]_____
    c. Key Club Pledge   _____[insert name]_____
    d. Introduction of Guests   _____[insert name(s)]_____
    e. Quorum Present _____[Yes or no?]_____
2. Attendance- see attached sign in sheet

section 6
RECOGNITION & RESOURCES

recognition & resources

» Appreciation Award

Complete the secretary checklist on the distinguished secretary application. If you cannot fill everything out, don't worry! You don't need to complete everything to earn the appreciation award. This award is to recognize all of the work you have done for Key Club.

» Outstanding Award

Complete the secretary checklist on the distinguished secretary application. Be sure to fill everything out to qualify for an outstanding secretary award. If you want to go above and beyond, complete the distinguished e-portfolio!

» Distinguished Award

Complete the distinguished secretary e-portfolio that fits the guidelines determined by the Member Recognition program. This award is of the highest esteem and is meant to recognize secretaries who have gone beyond the call of duty. Be sure to save any and all files, physical or digital, to reference when you're putting together the e-portfolio.

» District Tree & Distringuished Club Award

Submitting MRFs automatically enters you in the district tree and distinguished club awards. Here are brief descriptions of the criteria:

DISTRICT TREE
100% on-time MRF submissions -- submitted **before 6pm on the 5th of each month.** Though your Lt. Governor may specify an earlier date, the 5th is still the district-wide on-time submission date.

DISTINGUISHED CLUB
Submission and completion of the Annual Achievement Report results in an AAR score. Scores higher than 148 signify that the club has earned distinguished status. Scores higher than 178 signify diamond distinguished status, which is recognized on the international level.

CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
Club Standards	
	Membership: Paid club membership dues by December 1
	Service: Provided a minimum of 50 service hours as per Key Club International Constitution & By-Laws
	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 to the Key Club Lieutenant Governor, sponsoring Kiwanis Club, and home club
	Records: Recorded and filed minutes of club general meetings
	Records: Recorded and filed minutes of club board meetings
	Election Results: Completed the Annual Club Elections Form and submitted the form to the Key Club Lieutenant

See the full checklist at cnhkeyclub.org > Recognition > Contests

recognition & resources cont.

» *Contact Information*

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