



Cal-Nev-Ha KIWIN'S 2012-2013

32nd District of Key Club International

Monthly Report Form: *Manual*

The Service Record I

Introduction:

The Service Record is the first page of the MRF document. It is designed to be an easier, faster, more organized way to keep track of each member's service hours. Do NOT type events or dates directly into the first two rows labeled "Event" and "Date" (see below). They will be transferred from each MRF automatically.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		Service Record	Event →	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2		Paid Member's Name ↓	Date →	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00
3	1																	
4	2																	
5	3																	
6	4																	
7	5																	
8	6																	
9	7																	
10	8																	
11	9																	
12	10																	
13	11																	
14	12																	
15	13																	
16	14																	
17	15																	
18	16																	
19	17																	

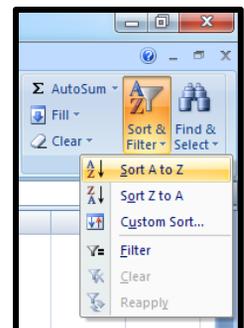
Step 1: Type in all members' names (Ex: McKnelly, Megan)
***Paid members ONLY

Step 2: Alphabetize all names

a.) Highlight all rows by holding your mouse down on row 3 (the number 3 below) and dragging your mouse down until all rows are highlighted.

2	Paid Member's Name ↓	Date →	1/0/00	1/0/00
3	Roberts, Kennedy		1	
4	McKnelly, Megan		2	
5	Nguyen, Betty		3	
6	Lee, Ashley		4	
7				

b.) Click on the "Sort & Filter" tab in the far right of your toolbar. Select "Sort A to Z."



The Service Record II

b.) Click on the "Sort & Filter" tab on the far right side of your toolbar. Select "Sort A to Z."



***If done correctly, all hours will remain with the original name.

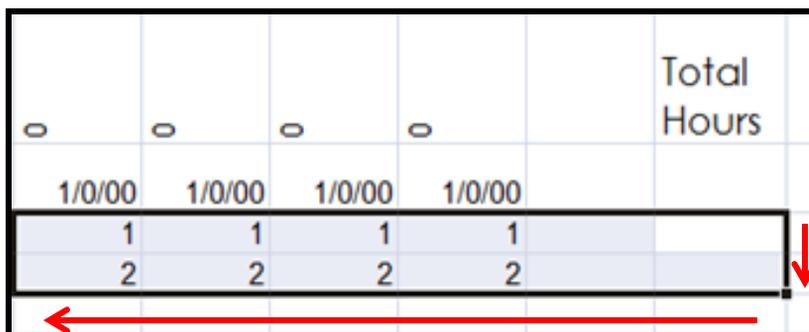
2	Paid Member's Name	Date	1/0/00	1/0/00
3	Lee, Ashley		4	
4	McKnelly, Megan		2	
5	Nguyen, Betty		3	
6	Roberts, Kennedy		1	
7				

Step 3: Fill out your Monthly Report Form. All service projects and dates will transfer directly into the Service Record.

Step 4: Insert hours per member.

Step 5: Total hours per member.

- Locate the last column of your service record, labeled "Total Hours."
- Highlight the Total Hours column first, highlighting all rows that you wish to sum up. Then, without letting go of your mouse, drag your mouse to the left until all columns containing hours are highlighted.

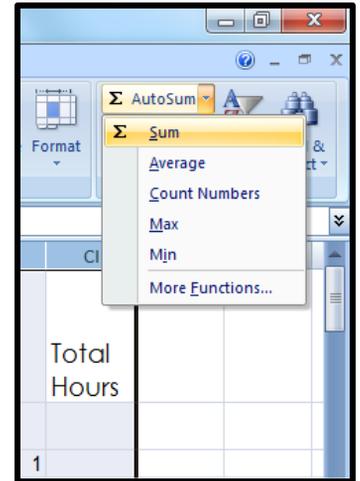


					Total Hours
	1/0/00	1/0/00	1/0/00	1/0/00	
	1	1	1	1	
	2	2	2	2	

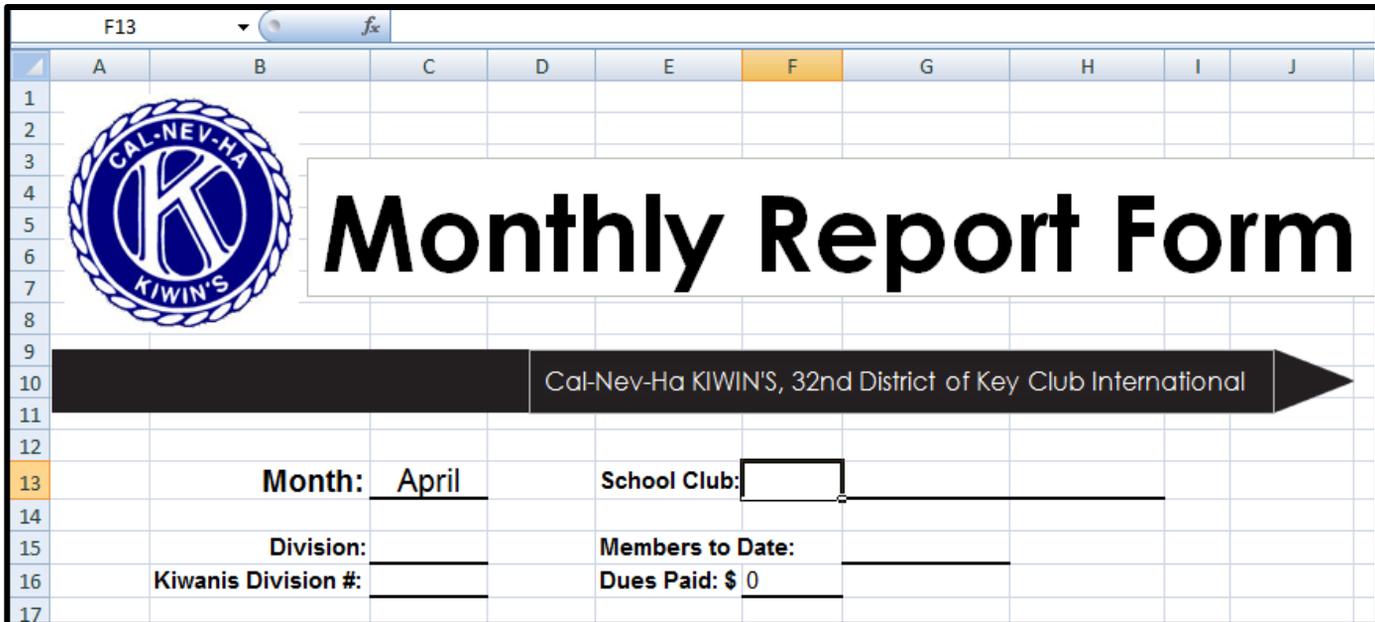
The Service Record III

c.) Click on "AutoSum" on the right side of your toolbar.
Select "Sum."

CC	CD	CE	CF	CG	CH	CI	CJ
							Total Hours
0	0	0	0	0			
1/0/00	1/0/00	1/0/00	1/0/00	1/0/00			
	1	1	1	1		4	
	2	2	2	2		8	



The MRF: Page 1



The screenshot shows an Excel spreadsheet with the following content:

- Row 1: Column headers A through J.
- Row 2: A blue circular logo with 'CAL-NEV-HA' at the top, a large 'K' in the center, and 'KIWIN'S' at the bottom.
- Row 3: The text 'Monthly Report Form' in large, bold, black font.
- Row 4: A dark grey arrow pointing right containing the text 'Cal-Nev-Ha KIWIN'S, 32nd District of Key Club International'.
- Row 5: A form with the following fields:
 - Month: April
 - School Club: [Empty box]
 - Division: [Empty box]
 - Kiwanis Division #: [Empty box]
 - Members to Date: [Empty box]
 - Dues Paid: \$ 0

Step 1: Open April MRF 1.

Step 2: Type in your school's name in the first box of the space provided. (Once you type this information into the April MRF, it will automatically copy to the other MRFs.)

Step 3: Type in your Division and Kiwanis Division # in the spaces provided. (Once you type this information into the April MRF, it will automatically copy to the other MRFs.)

Step 4: Enter how many paid members you have. (Your "Dues Paid" will then be automatically calculated.) You will have to type in this information each month.

The MRF: Page 1 (cont.)

Step 5: Fill out the General Meeting chart and the Board Meeting chart, including the date (mm/dd/yy), how many KIWIN'S members attended, how many Kiwanis attended, how many guests, and how many faculty advisors. Type in the total number of general meetings and board meetings in the spaces provided.

General Meetings:					Board Meetings:				
Date	Members	Kiwanians	Guests	Faculty Advisor	Date	Members	Kiwanians	Guests	Faculty Advisor
4/5/12	22	0	0	1	4/6/12	13	0	0	0
4/12/12	35	0	0	1					
4/26/12	80	1	0	1					
Total General Meetings:		3			Total Board Meetings:		1		

Step 6: Fill out the Other Events/Meetings chart, including the type of meeting (DCM, Kiwanis meeting, etc.), the date (mm/dd/yy), and the total members attending from each category.

Other Events/Meetings: (i.e., DCMs, Kiwanis meetings, etc.)					
Type of Event	Date	Members	Kiwanians	Guests	Faculty Advisor
Diamond DCM	5/19/12	23	4	0	2
Kiwanis Meeting	5/22/12	5	32	0	1

Step 7: Answer the two questions at the bottom of the page by typing in an "X" in either the "Yes" box or the "No" box.

	Yes	No		
Did your LTG contact you this month?	X		(please "X")	
			Yes	No
Did you receive a newsletter from your LTG this month?			X	(please "X")

Step 8: Complete steps 4-7 for every month.

The MRF: Service Projects

Step 1: Open April MRF 2.

Step 2: Locate the first section titled "Service Projects."

Step 3: Fill out the light pink chart, "This Month's Service Projects."

- a.) Type in the Project title and date (mm/dd/yy).
- b.) Enter a brief description. Describe what members did, what the service project was for, and how members helped the community. If it contributed to the Major Emphasis, Minor Emphasis, and/or District Project, explain why.
- c.) Type in total members and total hours. (Service hours are automatically rounded.)
- d.) If the project contributed to one of the areas mentioned above or was a K-Family event, copy the code box (located under the light pink chart) and paste it into the "Codes" column of the chart.

This Month's Service Projects:							
#	Project Title	Date	Description	Total Members	Total Hours	Codes	
1	Kiwanis 5K Race	4/13/12	KIWINS members volunteered at a community 5K race sponsored by the local Kiwanis club. Members set up traffic cones and passed out water bottles.	14	43	KKF	

Step 4: Your Total Members and Total Hours will automatically add up.

Step 5: Enter in the total number of service projects you did in the space specified "Total Service Projects."

Service Projects

Total Service Projects:			
Total Members Attended:	0		
Total Service Hours:	0		

Step 6: Fill out the dark pink Future Service Projects chart in the same way that you filled out the light pink This Month's Service Projects chart.

Step 7: Enter in the total number of future service projects you have planned in the space specified "Total Future Projects Planned."

The MRF: Club Funds (cont.)

<h1>Club Funds</h1>			
			
Club Balance:	<input type="text"/>	Net Total Raised for Club:	<input type="text"/>
Total Fundraisers:	<input type="text"/>	Net Total Raised for Charity:	<input type="text"/>
Net Total Profit:	<input type="text" value="\$0.00"/>		

Step 6: Enter in the "Net Total Raised for Club." If any money that you fundraised went to your school's KIWIN'S in any way (i.e., bus to Fall Rally), add it up manually and enter it in the space provided.

Step 7: Enter in the "Net Total Raised for Charity." If anything you fundraised went to some sort of charity (i.e., PTP, a homeless shelter, etc.), add it up manually and enter it in the space provided.

Step 8: Fill out the dark orange "Future Fundraisers" chart.

- a.) Fill in the title, date, and a brief description (just like you did in the light orange chart).
- b.) Set a goal profit for the fundraiser, and type it in the "Goal" column.

Future Fundraisers:					
#	Title	Date	Description	Goal	
1					
2					

The MRF: Other Business

Step 1: Locate the "Other Business" section at the bottom of the second page of the MRF.

Step 2: If you have any announcements, questions, or concerns, fill out the corresponding green boxes. Type where it says "(Begin typing here)."

Step 3: If you have anything you would like to address specifically to a member on the District Executive Board (District Governor Kennedy Roberts, District Secretary Megan McNelly, District Treasurer Betty Nguyen, or District Bulletin Editor Ashley Lee), type it in the given box. Your LTG will then forward your message to one of the District Executive Board members.

Notes to Executive Board (District Governor, Secretary, Treasurer, or Bulletin Editor):
(Begin typing here)

Final Steps of the MRF:

- 1.) Meet with your Club President and Club Treasurer to make sure all information is correct.
- 2.) Save the document.
- 3.) Send it to your LTG by the 1st of each month (unless otherwise specified by your LTG).

REMINDERS:

- Do NOT change the formatting
- Save the document as "high school name, 2012-2013, MRF"
Ex: Adolfo Camarillo High School 2012-2013 MRF
- Contact your LTG or the District Secretary Megan McNelly if you have any questions.