

Jolly Book of Wisdom

A TRAINING MANUAL AND RESOURCE GUIDE FOR KEY CLUB SECRETARIES OF THE TEXAS-
OKLAHOMA DISTRICT

2016-2017 District Secretary Mackenzie Merbach



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Eight Printing, June 2008

This book is the text for training Club Secretaries in the subject area Reporting

For more information on club resources, report forms, and the duties of secretaries, check Web site
www.tokeyclub.com

The District Secretary welcomes corrections and comments on its documents. In addition to comments directed to the District Secretary about the substance of The Jolly Book of Wisdom, please feel free to send comments on typographical, formatting, or other errors. Simply note the relevant page, mark the error, and send it to:

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Dear Key Club Secretary,

Welcome to your position as the Key Club Secretary! The job of the Secretary requires lots of hard work, organization, and time. Although the job may be hard at times, it pays off well in the end, so always work as hard as possible to get the job done. The club's rank in the district depends mostly on the dedication and love for service, but also depends on the adequateness of their club secretary. As a Secretary, one must be organized, efficient, and prompt. The secretary position is one of the most demanding officer positions in the club because of the responsibility and organizational skills required. I cannot wait to work with each and every one of you!

From serving as club secretary and now being your District Secretary, I have learned a lot and I want to be able to help you guys from my own past experiences. If you ever need any help or anything, please let me know. I am here to help you! I hope you enjoy your term, and use all the tips this book and I have to offer. I look forward to meeting you all at District Convention, and although not every club can make it into the Top 25 club, I hope that you all try your best to serve your community as much as you can. After all, serving and caring for others is what Key Club is all about! This book, *The Jolly Book of Wisdom*, is your manual and it should be used as a guide in your duties as club secretary! Please use this book all year whenever you need any help. But also, do not forget that I am here for you, and that you should always feel free to contact me if you ever need any help in anything. My contact information is listed below, and I would be more than happy to help you out. Let's make this a great year for the Mighty Texas-Oklahoma District of Key Club International! I commend you on your commitment to Key Club and wish you the best of luck in your term as Club Secretary; it is going to be great an amazing year!

Yours in Service, Mackenzie Merbach

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Introduction

“It was a dark time for the Texas-Oklahoma District. Confusion, lateness, hand-written reports, and small envelopes were a few of the plagues that settled onto the noble Secretaries of the land. However, one Secretary rose out of the Darkness to lead all others in the District. This District Secretary wielded the Staff of UNITY and vanquished confusion to other less-civilized Districts. Evils, like lateness and small envelopes, were smote with incentives and programs designed to bring the District to an age of progress and development. And so the District Secretary came to be known as the Guide to Infinite Knowledge and ushered those seeking reporting know-how into the Doorway to Enlightenment. Through the pages of The Jolly Book of Wisdom, pupils traveled the Path to Wisdom, eventually undergoing the Transformation before the Tree of Enlightenment. Here, pupils sat under the Tree to bask in its Infinite Glory and rest, for they were now Club Secretaries and destined to bring order and glory to their clubs.”

**-Excerpt from
A History of Reporting
Written in The Age of Edification
by Past District Secretary Alex Chan**

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Chapter 1

Getting Started

A good secretary is essential for any properly functioning Key Club. The office of the secretary is one of the most demanding positions in the Key Club organization.

In the hands of the secretary are all of the records, files, and details important for the smooth operation of the club. A secretary needs to be prompt, neat, and efficient. The best way for a secretary-elect to start is to watch and learn from the present secretary. That person will be able to give advice and hints on how to best handle the job.

General Duties and Responsibilities

At General/Board meetings

- Read the minutes from previous meetings
- Record minutes of the present meeting
- Take note of any special guests/events
- Arrive early to prepare sign-in sheets
- Take note of how many members attended the meeting

For Monthly Reports

- Keep track of all general and board meetings and their corresponding minutes
- Keep track of all socials, interclubs, and Kiwanis meetings
- Have a copy of club publicity/endorsements
- Have a neat and well organized report
- Turn in the report **on time**
- Make sure your club receives full points for their efforts
- Do whatever is necessary to receive extra points for your club (Task of the Month, Help write articles to the District Editor, etc.)
- Take in what you get back from feedback from the District Secretary to improve on reporting each month

As Secretary

- Keep track of all service project sign-in sheets
- Keep track of service hours for all members
- Provide hours for members upon request
- Attend as many meeting/projects as possible
- Stay connected with other fellow club officers
- Get to know current District Staff members as well as your Divisional Lieutenant Governor
- Maintain/Create connections with other Key Clubs/K-Family around your club
- Work together with others to make Key Club fun and enjoyable for all members!

Resources

Monthly Reporting Video Tutorial

The monthly reporting video Tutorial on YouTube is a step-by-step guide on exactly how to report. It will answer most of your questions about the many details about reporting, and it can make it a much simpler task. It goes through each and every section, so use it as a resource if you ever need help on reporting. Link: <http://tokeyclub.com/monthly-reporting-tutorial/>

Jolly Book of Wisdom (Points system/Reporting Checklist)

You are reading it right now! This book has everything you need to know to be a successful secretary! Use it throughout the entire year and you will be set. The Points System is a listing of exactly how many points amounts to each item in the Monthly Report. The Reporting Checklist is a resourceful guide that should be used to ensure that you are adding every item possible into your report. District Website tokeyclub.com is a great resource, as it provides you and your club with lots of updated information (including the Task of The Month).

Feedback on Reports

With each report you send, the District Secretary will give you some sort of feedback. Whether it be in a word document with a list of ways to improve your report, personal calls with information about how to improve, texts/emails with the information about how to improve, etc. Utilize this feedback so that you may earn even more points with each report.

Secretaries Group on Facebook

Here are updates from your District Secretary. Joining this group will always keep you updated. Link: [T-O District Key Club Secretaries Facebook Group](#)

District Secretary

Utilize the District Secretary! He/she is there for you guys to use as a resource, so always go to them with any question you might have!

Bonus Points

Task of the Month

The Task of the Month is a special something created for you by the District Secretary to spice up your reports. A task will be designated each month and posted on the District Website (Staff Officers-Secretary's Blog). You will receive extra points on your reports for turning these in, so always do them for those extra, easy points! Up to 10 points can be rewarded each month, so be sure to put in all of your effort to make the task as elaborate and descriptive as possible. The task will vary from month to month, with different degrees of difficulty. You must attach the task to the back of the physical report you mail in or you will not receive credit for it.

CHAPTER 2

Monthly Reports

It's a preconceived notion that monthly reports were designed to be as confusing as possible. Nevertheless, that's not true! Using the District reporting forms and all the resources that you have, reporting is actually very simple! These forms are available for download on the website, www.tokeyclub.com. Always use these forms (and don't change them)!

(Feel free to follow along with the "Sample Report" provided on pages 16-18.)

Monthly Report – Main Page

The "Monthly Key Club Report" section at the top left side of the page asks for the month, year, school name, division number, school's address, city, state, zip code, meeting location, day of the week that meetings are held, and the time meetings are held, respectively. Fill in each space accordingly. If you need help filling out the form, press F1 while on the box for which you have a question.

Club Category

Next to "Club Category", list the club category: Bronze clubs have up to 35 members, Silver clubs have membership between 36 to 60, Gold clubs have 61 to 85 members, Platinum clubs have 86 or more members

Dues Information

The "Club Category" area also includes the dues information. This area should be completed ONLY ONCE in either the October, November, or December report (depending on which month your club paid the dues). When this month comes, list the 'Dues Paid' date and the 'Total Points' that correspond to the date (listed on the monthly report). After posting the date that your club did pay dues, do not continue to leave the date on the form for following months!

Regular Club Meetings

All general meetings should be recorded in the "Report of Regular Club Meetings" area.

For every meeting, list the:

- meeting date (ex: January 12th would just be "12")
- number of DUES PAID MEMBERS (people that have paid dues) attending
- total number of DUES PAID MEMBERS in the club (you MUST have a number in this box)
- number of K-Family (members of Builders clubs, other Key Clubs, Circle-K clubs, etc.) present
- number of guest speakers present

Where it says "attached papers," list the number of attached papers (Sign in sheets and minutes) for each meeting date. Also, circle whether all sign in sheets and minutes are provided or not.

Board Meetings

The "Report of Board Meetings" is almost identical to the "Report of Regular Club Meetings," other than the fact that it's used to report Board Meetings and that there are fewer blanks.

For every meeting, list the:

- meeting date (ex: January 12th would just be "12")
- number of board members attending • total number of board members in the club
- number of K-Family (members of Builders clubs, other Key Clubs, Circle-K clubs, etc.) or speakers present

Again, circle whether all minutes are provided or not.

Key Club Functions

If members from your club attend any other Key Club related functions, "Other Key Club Functions" is the place to list it. Just list the number of DUES PAID MEMBERS (including Faculty Advisors) that attended the event, next to the name of the event. There are events that are approved as 'Key Club Functions' (RTC, DEC, DCM, District/International Conventions, Fall Rally/Key Leader). If you feel an event the club attended might be considered a 'Key Club Function', such as a Banquet or Induction Ceremony, list it under "Other," with the number of DUES PAID MEMBERS attending. Be sure to include a brief description of the event.

Club Publicity

Review all the items under "Club Publicity." If your club has produced any of the listed items for the month, has received publicity from one of the indicated mediums for the month, or has received recognition or awards for the month, your club may be eligible to earn points. Simply mark the number of how many different forms of publicity your club received. ATTACH PROOF or no points will be awarded. School announcements and Key Club schedules in school publications will not count as publicity. Awards given within the club do not count as Club Award/Recognition. **Also, remember to email all articles and newsletters to the District Editor to receive credit!**

(However, don't send just a bunch of paper. Proof is required for only what is needed: club publicity, sign-in sheets for projects with over 100 hours worked, projects with over \$500 donated, and meetings where 100% of members were in attendance.)

K-Family Meeting Attendance

If members from your club attend any meeting of the K-Family, list the meeting date that your members attended in the appropriate blanks. Remember that it only counts if a Key Club member attends the meeting, not the faculty advisor.

Interclubs

Interclubs are an important part of Kiwanis Family relations. If your club participates in an activity with another club of the K-Family (ex: Kiwanis, Circle K, Builders Club, etc.) then list it, including the date and number of members attending, in the "Interclubs" box. Do not include Kiwanis Meetings under this category. There must be at least 4 members attending for the event to be called an interclub.

Socials

The "Socials" box works the same way. List the meeting date and number of members attending your social in the appropriate box. There must be at least 4 members attending for the event to be called a social.

Club Officer Contact Information (COCI)

Your club officer contact information should be updated every time there is any type of officer change, with proof provided for the District Secretary. The date that the COCI was updated should only be included on the report in the month that it was updated, not on every single report.

Signatures

At the bottom of the report is an area for 'Certification Signatures'. No paperwork that is submitted is valid without signatures. It is understood that it may be tough at times to obtain all the signatures, but please try to secure as many of them as possible before submitting the report. Signatures are used to make sure each report has been looked over and validated by the club advisor, president, and secretary.

Notes:

- **Ignore the "Totals" boxes. The District Secretary calculates points for every report. The spaces there are solely for his/her use.**
- **If you have more than 5 meetings in one month, fill out another main page. Do NOT try to modify the report form!**
- **If your club was inactive for the month, only the top box (with the month, year, and school information, and meeting information) needs to be completed and submitted along with the appropriate signatures. Also, please use integrity when getting signatures; it is obvious if a signature is real or not.**

Activity Sheet

The “Activity Sheet” is where you will report the projects in which your club has Participated in. This page should be used to record only those activities that are actual service projects or fundraisers for charities/non-profit organizations. **Such activities like District Convention, Socials, and Kiwanis Meetings are only recorded on the main page of your report.**

The top of the page has four blanks. The first blank ‘Key Club of’ requires you to list the name of the high school. List the division the club resides in next to ‘Division #’. The name of your current Lt. Governor should go on the blank called ‘Lt. Gov.’ If you have a lot of activities, you may need to use more than one “Activity Sheet” to keep the pages in order; be sure to fill in the ‘Page #’. **Please do not use one activity sheet per service project! This is only confusing and may cause the District Secretary to accidentally overlook points that you may deserve.**

Next to where it says ‘NUMBER OF MEMBERS IN CLUB:’ list the number of paid members in your club. This step is important and is often overlooked by club secretaries.

Projects and Events

For every project or event, list the date of the project on the very left hand column, which asks ‘Project Date’. In the next column (under ‘Project Description and Information’), give a detailed description of the project. Be sure to include the number of member participating in each project. Make sure that the dates are in order; ongoing projects should be listed at the bottom of the report. If you have an ongoing project that goes on longer than a month, only report it at the end of the very last month that you complete that specific project.

Club Socials, Banquets, General/Board meetings or your secretary duties count as project hours.

Total Man Hours

Tally the total number of man-hours contributed by all members present at the project in the ‘Total Man Hour Points’ column. It is not necessary to list how many hours each member earned.

Money Donated

If the project your club participated in involved donating money, indicate the amount of money donated. Money donated must be related to an actual service project, not a social or fundraiser for the club itself.

Faculty Advisors/K-Family Present

If a Faculty Advisor was present, indicate this in the next column (‘Faculty Advisor at Project’) and the number present. If other K-Family was present, indicate this with the number in the ‘Other K-Family Present’ column; unless it was an interclub with the Kiwanis, then you may not count that as ‘Other K-Family Present’.

Notes:

- **Don't forget to sign each "Activity Sheet" at the bottom. The club President and Secretary must sign it.**
- **Don't forget to include sign-in sheets for projects over 100 service hours or they will not be counted!! It must be a sign-in sheet signed by the students who participated, not a computer-generated list or a list written out by you. If it is a computer-generated list, an advisor signature is required for it to be counted.**

Minutes

Minutes are very easy to take. They're just a record of exactly what happened at the meeting. As a secretary, you must pay attention to everything that goes on during the meeting in order to get an accurate portrayal of what happened. Minutes are often used to look back at what was discussed during a meeting and what actions were taken.

Please make sure the minutes contain the following:

- The number of members present and not present. (If you have 100% attendance at a board meeting, you must provide a sign-in sheet as proof. Sign in Sheets must be provided for all General Meetings.)
- Name of High School, Meeting Date, Meeting time and Meeting location.
- Any Advisors, Kiwanians, guests, guest speakers, and/or K-Family present □ The presiding officer (usually the president)
- Subject of the speaker's presentation, if applicable
- Committee reports
- Announcements, motions, or decisions made
- Actions to be taken
- Time meeting started and ended
- Anything else discussed

Notes:

- **Minutes should be easy to read so anyone reading them should be able to know everything that happened at the meeting. You should take minutes at every official meeting of your Key Club (which includes both Regular and Board meetings).**
- **If you have a board meeting on the same date as a regular club meeting, you will need two separate minutes to get points for both meetings. If not, only your regular meeting points will count.**
- **If you have more than one meeting, include that number of forms.**

General Information

What do I submit with a monthly report?

When submitting a monthly report, you want to try for as many points as possible. Be sure that you have the following, in the listed order, with your report:

- Main Page
- Activity Sheet(s)
- Minutes (General and Board Meetings)
- Sign in Sheets (General Meetings and 100% attendance Board meetings)
- Task of the Month (optional, but recommended)
- Any Proof (sign in sheets/\$500+ fundraising or donation/100+man hours/Club Publicity)

Who do I submit reports to?

- District Secretary (mail)
- Lt. Governor (email)
- Sponsoring Kiwanis Club (email)
- Regional Advisor (email)
- File an original for your club's records

It is important that you submit your reports to every person on this list.

- District Secretary needs them to grade and assign a point value for convention contests (such as the Top 25 Category.) The secretary also uses the club reports in his/her year-end report submitted to International in April.
- Your Lt. Governor needs your reports to stay up-to-date on what is happening in your club every month, in case he/she is not able to make a visit.
- Your Kiwanis club needs the reports so they know what is going on with their sponsored youth.
- Your regional advisor needs the reports for the same reasons as the Lt. Governor and the Kiwanis Club.
- You should always keep a copy for your club's record. Also, if you plan on applying for the Tom Duncan Outstanding Secretary Award at District Convention, you will need copies of your monthly reports. It may be a good idea to keep a copy for yourself as well, so that you don't have to go back and print all those reports out later.

Reminders

- Use the correct forms! Report forms from International are not cool. The Texas-Oklahoma District has spent years perfecting monthly reports, so please use them. If you do not submit your reports on these forms then your report will not be counted.
- You can only count the hours of DUES PAID MEMBERS. If your little brother accompanies you to a project, you cannot count him as a member.
- Please do not try to alter the forms! You do not receive any points for changing the font or for coloring in the extra boxes.
- Make sure that if you are unable to attend a meeting, someone takes down all the information for you and takes minutes.
- Remember that you are unable to fill in any of the “total boxes” on the forms for a reason. They’re for the District Secretary’s use.
- Reports that are not sent in with sufficient postage will be returned to the sender and not counted until it has been sent in with sufficient postage. They will also be counted as late if you do not include proof that you sent it on time the first time.

Do-Nots!

Periodically, the District Secretary has come across some interesting activities on the activity sheet. However, there is no way points can be given for these activities (Yes! People have actually attempted these!) Some examples of activities that will **not** receive any credit are:

- Several of our members did the laundry for their family.
- During convention, we ate at the farewell brunch with over 1,000 members of the K- Family. (So did every other club that went!)
- At convention, a dance was held as an IDD fundraiser. Our club helped.
- 5 of our members go out for a night on the town once a month.
- One of our members played in the spring music concert. (The projects must be done as a club)
- Since all of our members belong to Student Council as well, we have an Interclub each week.
- Members did household chores at various times during the month.
- We helped set up for prom and made decorations. (For projects like this to count, you must have signed proof from an adult sponsor that it was specifically a Key Club project and not just something that a lot of Key Clubbers happened to be involved in.)
- Members participated in community service with other organizations such as Boy Scouts and Rotary.
- Students from our club went out and supported our school athletic teams. We cheered them on and encouraged them.

ENOUGH SAID.

Glossary

There may be some terms and acronyms that you come across this year that you are unfamiliar with. This glossary will help define the secretary-related ones.

CKI - This stands for Circle K International, which is the K-Family service organization for college students.

COCI – (The Club Officer Contact Information) This is the updating officers on the District Website. When elections are held, update your officers (If you need help, contact District Secretary)

DEC – This is the Division Election Conference that is held in either January or February by your Lt. Governor. You elect your new Lt. Governor for the next year at the DEC.

DCM – This is the Divisional Council Meeting. It's just like the PCM only it is hosted by Kiwanis.

DS – You might have seen this somewhere in the Jolly Book. It just refers to the District Secretary.

FTC – This is the Fall Training Conference, open to all clubs in your division which is held by your Lt. Governor.

IP – This is an abbreviation for Immediate Past. (i.e. IP Secretary, IP Governor.)

KCI - This stands for Key Club International.

LTG – You might hear this a few times, it is just an abbreviation for Lieutenant Governor. Most people will abbreviate it Lt. Governor or Lt. Gov. but you will see LTG often, as well.

MEP – This is the Major Emphasis Program of Key Club International - Children: Their Future, Our Focus.

MRF – This stands for Monthly Report Form, which in our case, consists of the Main Page, Activity Sheet and the Minutes Report Form.

PCM – This stands for Presidential Council Meeting, which is a meeting held by your Lt. Governor for club presidents and other officers.

UNICEF – This is one of the organizations Key Clubs works with every year. They are the ones that give you those little orange boxes to go Trick-or-Treating with. UNICEF used to stand for United Nations International Children's Emergency Fund but was shortened to United Nations Children's Fund, although still retaining the acronym.

Texas-Oklahoma District of Key Club International

FAQ [frequently asked questions]

(Click on a link to take you directly to a desired topic.)

[Monthly Report Forms](#)

[Activity Sheets](#)

[Minutes](#)

[Projects](#)

[Key Club Functions](#)

[Miscellaneous](#)

MONTHLY REPORT FORMS

Q: Will a rocky start in the beginning of the monthly reports hurt a club for the entire year?

A: It will vary for different clubs. Those clubs that were inactive during the summer but pick up as the school year progresses and become strong, will not hurt very much. In the end, they may still have a chance to receive placement in the Top 25 clubs. However, those schools that did not do very much throughout the summer and remain like throughout the year will be affected by how they started.

Q: When should the member amount be changed from the previous year?

A: The amount of members should be changed two weeks after International Convention takes place; outgoing seniors should be taken off at this time. Incoming students should be added as they pay their dues. All other previous members are still members until the next time your club pays dues. If those members do not pay their dues again, then you need to take them off. Make sure that you are only adding members that have paid their dues!!

Q: If we leave information off the report form how can we fix it?

A: Unfortunately, due to the amount of reports that are received, it's not feasible for the District Secretary to go back and correct reports that had information left out. Please make sure that you review your reports thoroughly before turning them in, so you don't lose valuable points. The only information that can be added is when you forget to include how many currently paid members/board members there are in the club. Your report cannot be graded at all without that information.

Q: On the monthly report form, you cannot type in how many members went to a Kiwanis meeting. Could the form be fixed?

A: The form does not require you to record how many Key Clubbers attended a Kiwanis meeting. You only need to record the date that members attended.

Q: Do we only need to list when we paid dues one time or should it stay on our reports throughout the year?

A: You only need to list the date that you submit dues once – the month that you actually paid them. Do not put anything in that box after the month your club pays the dues.

Q: Am I supposed to fill out how many people attended International Convention, PCMs, etc. for only the month during which it took place or on every report?

A: You should only fill out how many people attended those events during the month that it took place.

Q: What happens if you don't have anything to put on the monthly reports, do you still send it in?

A: Yes, be sure to still send in signed reports even if you have no activities to report. That way the District Secretary will know that you are still an active, reporting club.

ACTIVITY SHEETS

Q: Do activity forms need to be sent even if there were no activities?

A: No, if there were no activities for the month, don't worry about sending in an activity sheet. However, hopefully that won't often be the case.

Q: What goes on the activity sheet? Do we need just the projects or are we to include committee meetings, socials, and fundraisers as well?

A: Every service project that earns your clubs hours should go on the activity sheet. Fundraisers also go on the Activity Sheet.

Q: Do we really have to type out each individual's hours on the activity sheet separately after the description of the activities they were involved in?

A: Don't worry about typing how many hours each individual member accumulated. The number of total man hours is the only thing necessary. Remember to include sign-in sheets for projects that total 100 man hours or more!

Q: Does recruiting time count on the activity sheet like when our club helps with enrollment?

A: No, recruiting is part of getting your Key Club to grow so it cannot be counted as service hours.

Q: Should I fill in the total man hour points for each page or as a total of all the pages?

A: Don't fill in any totals for any of the forms. The boxes for totals are for the District Secretary's use.

Q: What kind of church activities can be counted?

A: The only church activities that can be counted are those that are actually Key Club-sponsored projects. Service projects that members do through another organization and not through Key Club cannot be counted. This goes for all service projects. For example, projects done through Boy Scouts, Student Council, etc, cannot be counted.

MINUTES

Q: Do we have to take minutes at every meeting?

A: Yes, you should be taking minutes at every meeting. Minutes are how you can keep track of everything that was discussed, actions taken, and actions to take - they are your records to the past.

KEY CLUB FUNCTIONS

Q: What are the requirements for an event to be considered a social?

A: Basically, a social is any get-together where there are four or more Key Clubbers. However, there are limits. When you have a board meeting and happen to add food and some music, that does not constitute as a social as well. Also, you cannot count a social as a regular meeting or a PCM, etc. If you count an event as a social, it can only be a social and nothing else.

Q: Can you have a social/board meeting/club meeting all in one?

A: No, you can't have one event count as two or more other events as well. The only way events can truly happen on the same day at all is if, for example, you had a club meeting that afternoon and then a social that evening. So, make sure that you make a note somewhere on the report. If not, only one of the events may be counted then.

Q: With interclubs and socials do you only include the number of members from your own club or do you include everyone who attended?

A: With interclubs and socials you should only include how many members from your club attended.

Q: What is the difference between socials and interclubs?

A: An interclub is a service project that you do with another part of the K-Family. On the other hand, a social is just a get-together that Key Clubbers attend for enjoyment and fun. Other K-Family may attend this, but it would still be a social. If you have an interclub and then a social on the same date, make sure that you note that somewhere on the report. If not, either the social or the interclub may be counted but not both.

MISCELLANEOUS

Q: If I am having computer problems what should I do?

A: First of all, let the District Secretary know your dilemma. However, make an effort to find other ways to get the report downloaded or filled out. If necessary, see if you can get access to a computer at school, ask your Faculty Advisor if you can use his/her computer, or go to the library. There's access to computers everywhere, nowadays, so that should not be a frequent excuse.

Q: Do you need the flyers that we send out for the projects and activities, the club's budget, or the members' point records?

A: No, none of those papers are necessary. Review the list of required papers that need to be sent in, they can be found in The Jolly Book of Wisdom.

Q: Does the District Secretary really read all the reports we send in?

A: Yes, every report that is submitted is thoroughly reviewed, that includes all additional papers that are related to the grading rubric.

Q: Are Lt. Governors considered regular guests?

A: Yes, Lt. Governors and other District Board Members may be considered guests even if they attend your meetings regularly. However, you must remember to introduce them as guests!

Q: What is the most commonly overlooked area where clubs miss opportunities for points?

A: The biggest opportunities are the projects where there are 100 or more total man hours. Many clubs fail to send in the required sign-in sheets that validate those hours. Also, sending in typed minutes for every meeting are easy ways to get points. Many clubs fail to get points through that as well.

Q: Who exactly should be considered a board member?

A: Your board members are those members designated as leaders for your club. This normally consists of a President, Vice- President, Secretary, Treasurer, and Editor. Some clubs also have other positions such as Webmaster, Historian, Committee Chairpersons, etc. However, Lt. Governors and other District Board should not be considered board member.

Q: What are articles?

A: Articles are documents you send to the District Editor for publication in the Tex-O-Key. Proof must be emailed to the District Secretary to get credit.

Q: I need more help! Where do I go?

A: Always go to the District Secretary for more help. He/she will always be available to help you. Also consider your LTG, and any advisors.

Texas–Oklahoma

Monthly Report Grading System

The following shall be the official grading system for the monthly reports from all clubs within the Texas Oklahoma Key Club District. The following grading system shall be used as a guide to judging the Top 25 Clubs.

I. Main Page:

A. Regular Home Club/ Board Meetings

1. 5 points for each board meeting/club meeting held. In order to receive the points, the official minutes reports should be submitted in the report.
2. Points out of 10 for attendance at home club meetings (not board meetings)
 - a. (members present/total number of members) x 10 = points
 - b. Points cannot be awarded for club meetings unless the sign in sheets are also included
3. 1 point for each speaker or K-Family member, present (5 max)

B. K- Family meetings/Socials /Interclubs

1. All socials, K Family meetings, interclubs shall be 5 points each
2. The following constitutes a K Family meeting: Any meeting with the K-Kids, Builders Club, Aktion Club, Circle K Club, or Kiwanis Club

C. International/District/Divisional Key Club Events

1. Any international, district or divisional event attended by the club shall be 10 points each.

D. Club Publicity

1. 0-20 points per newsletter
 - a. 1 newsletter maximum per month which shall be sent to and graded by the District Editor.
 - b. Points based on depth of newsletter, graphic standards, and design elements
0 - unacceptable 10 - lower quality 15 - average 20 - excellent
2. 0-2 points per article submitted to Tex-O-Key (10 articles max).
0 - unacceptable 1 - average 2 - excellent
 - a. (20 point maximum) The articles must be sent to the District Editor through email

b. Additional 5 points awarded if one or more article is published (proof required in next report to receive credit)

3. On Time

A. 5 points will be subtracted if a newsletter/Articles are submitted later than the 5th of the following month

a. If the 5th is a holiday or a Sunday, then the Newsletter/Articles are due on the 6th.

b. Any other major excuse can be handled at the judgment of the District Editor

4. Newspaper/ TV/ Radio Coverage

A. Any newspaper article publicizing the club shall be worth 5 points each. The article must come from a source other than a school or club publication

B. TV/ Radio Coverage is worth 10 points. The publicity again must come from a source outside the club and school

C. Proof must be provided in order to receive credit for publicity. An advisor signature or copy of the publicity will suffice.

5. Club Recognition/ Awards

A. All club recognition and awards will be worth 2 points. The recognition shall be specified on the main page and graded with the discretion of the District Secretary.

II. Activity Sheet

1. Projects

A. In order to count as a project there must be 4+ members at the project

B. Each service project shall be worth 5 points

C. There is a max of 50 points given on the activity sheet, but no maximum amount of service hours completed by the club.

D. A project description must be completed for each project which shall be a brief summary about the project, the number of members attending, etc.

2. Service Hours

A. The service hour points shall be calculated as follows:

*(Total number of hours/number of members) x 30= points

B. Proof must be provided for over 100 service hours completed to receive credit

3. Money Raised/Spent

A. [money donated/total number of members] x 5 = points

a. Proof is required for money donated over \$500.

b. A receipt or signed note from the faculty advisor constitutes proof

c. If a project has service hours and money donated, the greater total of points shall be added to the score rather than having both count.

4. K Family Present

A. 1 point per K-Family member

a. 15 point maximum for all projects completed on activity sheet

III. Miscellaneous

1. On Time

A. 5 points will be subtracted if a report is postmarked later than the 5th of the following month

a. If the 5th is a holiday or a Sunday, the report is due on the 6th. b. Any other major excuse can be handled at the judgment of the District Secretary

2. Signatures

A. 1 point per signature on the main page

a. signatures and information must be provided in order to verify the report

3. Task of the Month

A. Up to 10 points awarded for completing the Task of the Month (Graded by the District Secretary)

4. Dues

A. The dues box on the main page shall be completed once a year, with it being filled in the month dues are paid by the club.

B. Proof must be provided of dues paid to Key Club International in order to receive credit.

C. There shall be 100 point awarded for Early Bird Dues, 50 points by the regular date, and 25 points for any later dues paid

5. Club Officer Contact Information

A. The club officer contact info must be updated once a year at tokeyclub.com

B. Each club has a log in and if they are unsure they should contact by email administrator@tokeyclub.com

C. Each club will get 30 points for updating their information throughout the Key Club Year. The points will only be given once throughout the year.

The District Secretary, with the approval of the District Administrator, may allocate other points as he/she deems necessary.

Secretary Reporting Quick Tips

1. Be organized!

A. Sending to District Secretary

(In order to put in envelope) *** This my preferred organization.

- a. Main Page
- b. Activity Sheet(s)
- c. Minutes (Required for both Board and General meetings)
- d. Sign-in Sheets
 - i. For all General meetings held during that month
 - ii. All 100% attendance Board meetings
 - iii. Projects with 100+ hours
 - iv. Fundraising or donated money \$500+
- e. Proof of Publication/Recognition
- f. Task of the Month

B. **Lieutenant Governors, Kiwanis Advisors, and Regional Advisors all get just the Main Page and Activity Sheet(s)**

- Email report to your Division LTG
- Mail to Regional Advisor (unless they prefer email)
- Mail/Hand in to Kiwanis Advisor
- Mail to District Secretary

KEEP UP WITH EVERYTHING

YOU NEVER KNOW WHEN IT MAY COME IN HANDY!

Any more questions? Feel free to contact me at any time!

Yours in Service,

Kennie Merbach

T-O District Secretary

c: (409) 291-9327

e: secretary@tokeyclub.com

w:tokeyclub.com

a: 7980 Blue Bonnet St. Beaumont, TX

Remind101: Text @1617tos to 81010

Organization Tips



- For each meeting (General and Board) keep 2-3 agendas: 1 for yourself, 1 for your binder (optional), and 1 as an extra
- Save digital copies of your report onto a flash drive that way you always have back-up reports
- At the beginning of each month set up your Main Page for the whole month. For example, if your club has weekly meetings you can go ahead fill out the dates and number of members in your club under REPORT OF REGULAR/BOARD MEETINGS
- Always update your Main Page after a meeting of how many members attended and if any guest speakers or K-Family was in attendance
- Make an extra copy of all meeting sign-in sheets and any 100% attendance board meetings
- Keep things in date order! Whether its projects or sign-in sheets from meetings, keeping things in date order makes it easier on you when you start inputting data into your Main Page and Activity Sheet(s).
- Do minutes for your club's meetings within 7 days of that meeting. It will make it easier to write detailed minutes with the meeting still fresh on your mind! The extra agendas also help when writing minutes.

I hope this helps you keep reporting stress free!

Feel free to contact me if you have any questions or concerns about reporting! I'm always one email or text away!

Organization Materials



***** These are not required. They are simply my recommendation/tips for the best way to keep organized as a Secretary.**

1. **13 Tab Portfolio** – A portfolio of this size is an easy way to keep track of your reports each month. Label the tabs starting with April and go all the way to March. The one extra tab use it to hold any extra materials! This will help keep all of you club records all in one place as well as neat and organized.
2. **Flash Drive** – This is where you can store all of your digital copies of Main Pages, Activity Sheets, Minutes, and more! This makes it especially easy once you have all of your reports organized into months. It also is useful for when you need extra copies of any of your reports!
3. **Paper Clips** – You would be amazed on how efficient paper clips can save you while reporting as Secretary. Use the paper clips to keep everything separated. For example in a month you would use paper clips to keep all you extra agendas together or all of your sign-in sheets from meetings or projects together.
4. **Post-It Note Tabs** – This more for organization of what you mail off to the District Secretary. From personal experience as a club secretary, I would use these tabs to keep the report the District Secretary seeing in the envelope organized and in order. I would label the tabs to different sections of my report to make it easier grade/look through my monthly report.
5. **Post-It Notes** – These are always handy for when you need to write yourself a quick little reminder. They can also be used to make yourself a To-Do list regarding reporting or even help keep track of certain things in your report. They can also be used in the same manner of the Post-It Note Tabs.

I hope you found these materials useful or maybe similar to one of your own organization methods. Feel free to contact me if you have any questions or concerns about reporting! I'm always one email or text away!

Final Note

Thank you all so much for reading this! I hope you use all the resources in here to help you with reports. Being Secretary is a hard job, but the job itself can be the most rewarding. I am glad to be able to continue my service to the world, district, and my community as your 2016-2017 District Secretary. If you ever have any trouble or need anything at all, do not hesitate to contact me!

Yours in Service,

Kennie Merbach

Texas–Oklahoma District Secretary

7980 Blue Bonnet St.

Beaumont, TX 77713

409-291-9327