

## **Guide to Monthly Reporting 2020-2021**

The Texas-Oklahoma District recognizes the challenges of monthly reporting as many schools are forced to open virtually for various periods of time. This guide has been created to assist the transition towards an online school year.

The following guidelines have been approved by 2020-2021 District Secretary Vivian Thai.

### **1. Contact Information**

- a. The school name should not be abbreviated.
- b. The “Kiwaniis Advisor” is the Kiwanian who serves as the liaison between your club and your local Kiwanis club.

### **2. Meetings**

- a. For all meeting types below, the club board can send out a Google form in the chat box for attending members to “sign-in”. Google form results can be converted into a spreadsheet that you may upload to your monthly report as a sign-in sheet. An add-on called Form Limiter can be used to limit the times that the form is opened and closed.
- b. General meetings with less than 100 members**
  - i. Zoom, Google Hangouts, etc
- c. General meetings with over 100 members**
  - i. Livestream - Facebook, YouTube
  - ii. Splitting Meetings - Underclassmen/Upperclassmen, by grade, etc
    1. The board can split up and hold two separate Zoom meetings simultaneously. The Google Form link sent to the two Zooms should be the same so that ONE sign-in sheet can be used.
- d. Officer meetings**
  - i. Zoom, Google Hangouts, any platform of choice
- e. The term “guests” refer to teachers who are not your faculty advisor, Kiwanians, your LTG when they visit you on the official club visit, guest speakers, etc. “Guests present” does not mean the total amount of people that attended the meeting.

### **3. Division Events**

- a. All online DCMs/PCMs, DECs, RTCs/DTCs, socials, and interclub events count.

**4. Service Hours**

- a. The service conversion table below will be founded on the monthly report form.

<b>Service Type</b>	<b>Conversion</b>
Clothing Drive	2 items = 1 service hour
Book Drive	3 books = 1 service hour
Can Drive	5 cans = 1 service hour
Letters, Thank-You Cards, etc	Hours spent making the letters = # of service hours
Online Tutoring	Hours spent tutoring = # of service hours
Care packages	Hours spent creating packages = # of service hours

**The service conversion should be used as a guide.** Clubs are allowed and encouraged to participate in service projects beyond those listed in the table. The final amount of service hours will be determined at the club's discretion. Therefore, if your club has been using 4 cans for one service hour throughout the year, feel free to report it as such.

- b. Donation drives will count for service projects using the conversion table above AND will count in the section labeled "Donation drives".
- c. If you give members double hours for attending last minute events, do NOT double those hours while filling out the service hour chart on the monthly report. In general, we advise against any sort of "double hours" to begin with.

**5. Extenuating Circumstances**

- a. Please take advantage of this section to elaborate on the challenges your club has faced throughout the past month due to the pandemic. The points given will range from 0 to 10 points at the discretion of the District Secretary.