

2012 – 2013
I-I District Club Secretary Handbook



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2012-13 I-I District Secretary



DUTIES

Hours and MRFs:

Keeping track of club hours and then reporting them to the District is the main jobs of a Club Secretary. The collecting and reporting of hours is an essential part of our organization and allows us all to see what kind of impact we are having on our schools, communities, country and the world. It is important that you explain to your members the importance of keeping track of hours and then reporting them to you. I have included some tools to help in the hour gathering and reporting (these forms will also be available in an electronic copy that I can email to you, please email me to request a copy) process.

There are five (5) main categories for service hours as well as an "other" category. The five are *Community Service*, *Service Initiative*, *Fund Raising*, *Kiwanis Family* and *Social*. These categories are to help you to group projects as well as help the district and international have a uniform way of reporting our service.

Hour Categories

Community Service: These are hours that a club does that are purely service orientated. Examples would be working with the elderly at a nursing home, cleaning up a park, working with a homeless shelter and many more similar projects. This category would also include any fundraising that is done for a charity. This is when all the money being raised during the project goes to something other than club funds. Service projects that are done jointly with other members of the Kiwanis Family and that are done at District or International Events are also put in this category.

Service Initiative: Hours that are spent serving children from 6-13 years of age would fall in this category. More specifically, this section is devoted to those hours dedicated to projects that fall under the International Service Initiative (check out the international web site for more information). This is community service, but separated from the general community service category.

Fundraising: When you raise money for club funds, the hours go in this category. These hours are not community service oriented even if the money is being raised for you to do community service projects, if it is not all going to a charity the hours need to be classified as fund raiser.

Kiwanis Family: Any social events or meetings that are attended by your club members that are held by Kiwanis Family members (Key Club, Kiwanis, Builders Club, K-Kids, and Aktion Club) would be considered Kiwanis Family Hours. Joint projects would fall under their respective hour categories listed above.

Social: A club get together that is social in nature and does not include a service project would fall under this category.

Other: This is the place where administrative hours, event attendance, district and club officer hours (hours spent doing work related to an elected or appointed office), and travel time (one way, either to or from an event) would be reported.

Calculating Hours

Calculating hours is very simple, 1 hour of work = 1 "service" hour. To figure out event hours, take the provided agenda, and add up the hours of the program and workshop hours that are occurring at the event. Free time would not be included in hour calculations, but you would include all other scheduled events that are occurring on the agenda that the members attended. For example, at a district event that lasts the whole weekend, it would not be 48 full hours; it would just be the time spent doing planned activities like workshops, programs, and other defined time in the event schedule.

Keeping Hour Records

Having members submit hours and then keeping an accurate record of those hours is important. Each day of an event is a new project. So if the club has a three day project, each day of that project should be considered a new project when reporting it. An example of a project title would be "Back Sale March 12, 2004" and the next day would be "Bake Sale March 13, 2004" and so on. To best keep track of these, use a program like Microsoft Excel or another spread sheet program that allows you to calculate within the program. Put the projects across the top (the letters in Excel), and the club member's names down the side (the numbers in Excel). This allows you to have many projects for one person and then calculate the total number of hours during the year. Excel is also nice because you can have more than one sheet in a file, this would allow you to either separate project

by month or by category if you so choose. If you have any questions on creating a spread sheet, please don't hesitate to ask.

Reporting the Hours and Monthly Report Forms (MRFs)

Monthly Report Forms (MRFs) are how clubs report their projects to the district. This can be done online in one simple process. All that is required is the form to be filled out and then click send and it is automatically sent to all the people who need to get it. It also allows clubs to voice any concerns or questions they might be having. It is very important that each club fill out an MRF every month. They are due by the 5th of each month for the previous month's information, so April's MRF is due May 5th.

Filling out the MRF is very simple. The top is the secretary's information as well as the month of the report form. It then goes on to club, division and sponsoring Kiwanis Club information. The next section is the club project section. There are five (5) blanks to fill out for each project; Project Description, Date, Project Category, Members Involved and Total Hours.

- **Project Description:** This is where you put the title of the project you are doing. But please also include a brief description so those reading the MRF can get a good idea of what the project is doing. A title that means something to the club like "Dear Santa" might not be the best description of the project, but by explaining that it is a project that throws a Christmas party for under privileged children helps those reading it understand what is going on. Also, with larger projects there might be prep time, or in the case of Dear Santa, present shopping time, or multiple steps, please put the title and then the description of what that exact event was; i.e. "Dear Santa—Present Shopping" and then the next time the project comes up it would be "Dear Santa—Party."
- **Date:** The date section is for the date the project occurred on.
- **Project Category:** This is a drop down category and it gives you the choice of *Community Service, Service Initiative, Fund Raising, Kiwanis Family, Social and Other*, these categories are discussed in the *Hour Categories* section earlier in this handbook. The descriptions in the *Hour Categories* section should help

you determine what projects fall under each category. Please try to be as accurate as possible in this section so that the hours get counted under the correct category.

Members Involved: This blank is for the total number of paid members involved in the project.

Total Hours: The total number of hours performed by paid members goes in this blank.

The next part of the MRF is about your weekly club meetings. The date section is for the date the meeting is held on. Attendance is the number of total people who were at the meeting; this includes paid members, non-paid members, Kiwanis Family members and other guests. The next two blanks to be filled out are drop downs with yes or no as the options. These are in reference to your Kiwanis Advisor and your Faculty Advisor being present at your meetings. The next two blanks again ask for a number of those in attendance. The first is the number of Kiwanians at your club meeting (this would include any Kiwanian who is in attendance, it does not have to be from your sponsoring Kiwanis Club) and the second is the number of guests in attendance (this would include any non-paid members, speakers or any other Kiwanis Family members who are in attendance).

The next two (2) questions deal with the number of dues paid members and amount your club has donated to Spastic Paralysis during the current Circle K year (the CKI year runs from April 1 to March 31). The following two questions deal with the amount of contact your club has with the district board, one on contact with your Lt. Governor and the other with the amount of contact with other district officers (Governor, Secretary, Treasurer, Editor and Committee Chairs). These are very important and should be considered before marking yes or no. If you mark no, we ask that you type in the additional needs and comments section what the problem is and why you feel the contact is lacking. If the District Board does not know what the problem is, we cannot fix it, and we want to serve the clubs the in the best way possible, so we rely on the clubs to voice their opinions, problems and concerns. Finally, when you are done filling out the form, click the "submit form" button to send the MRF.

If you realize that there is a mistake on your MRF or need to add information or there are not enough blanks for all the projects that you have done over the month, please send

in a second MRF. We encourage you to do whatever you need to do to get all the club information to the district correctly and as efficiently as possible. So if for some reason you are waiting on some hours from members for a month, and they cannot get them to you by the fifth, send in what you have and you can always send in another MRF with the additional information. All that we ask is that in the additional information section is that you write a brief description on why you are sending in more than one MRF so that information is not confused and the information is recorded correctly.

Minutes

Club minutes are another major duty for secretaries. This is a vital link between members and meetings. If a member is unable to make a meeting, they should be able to go through club minutes and see what was discussed, what issues were voted on, and what projects are coming up. Minutes should be kept for each regular club meeting as well as committee and board meetings. If the secretary is unable to attend all the meetings (which is generally the case because there can be many committee meetings), it is the secretary's responsibility to appoint someone to take the minutes for that meeting. I would suggest for committee meetings that a committee secretary be appointed so that more people get a chance to be in a leadership position and learn a good skill, while also taking some of the load off the club secretary. The minutes should be out within a couple of days of a weekly meeting so that club members can get the information as quickly as possible, committee and board meeting minutes within a week is good so that they can be voted on at the next meeting (committee or board) so that they may become part of the official records of the club. Regular club meeting minutes should also be voted on by the paid members of the club because they are a record of what happened during each meeting and can be referred to when a question arises about past events or votes.

Club Rosters

It is important to know who your members are and that all your members know who each other are, and a club roster is a great way to accomplish this. Club rosters will also help

when dues are submitted; the Club Treasurer won't have to omit information or try to find the information at the last minute, it will be all in one place with all the information need for the dues form. A club roster should include as much information as your members will allow. By getting information like major, age, birth days, home towns and other non-traditional information, you can get club statistics as well as have birth day cards for members or possibly hook up some rides home over breaks. It might also help with creating committees and finding the right person to ask a question to. Club rosters can be a very useful tool when used and can create some great incentives to members and also grow friendships and networking between members.

District and International Publications

There are two main publications that are produced in Circle K. The first is the district publication that is called the ***Eye on I-I*** here in the Illinois-Eastern Iowa District and the second is the ***Circle K Magazine*** that international publishes. These two publications are always more interesting to read when they contain club articles. As secretary, it is part of your job to promote submissions to these two publications. The articles can range from questions that you're looking to get answers to, to what great projects your club is doing, to some form of college life that is appropriate to share with your CKI friends. *Eye on I-I* submissions can be sent to the district editor and for the *Circle K Magazine*, they can be sent to the international editor and that information can be found either at the Circle K web site or in an issue of the *Circle K Magazine*. Secretaries are not necessarily responsible for writing the articles that your club submits, but you are responsible for submitting them and prompting their submission.

Correspondence

Sending thank you cards and responses to letters received by the club is another important part of being a club secretary. General correspondence of the club is handled by the club secretary. These need to be sent out promptly to the appropriate people. Please check out etiquette web sites or books on the appropriate responses to any number

of situations. Also, if a committee has been formed for a project or a standing committee has purview over the correspondence (i.e. the Kiwanis Family Committee would like to thank your sponsoring Kiwanis Club for being so great) they should be the ones to send out the correspondence, not the club secretary. So if it's general club correspondence, it falls to the club secretary, anything else should be done by the committee in which it fall under.

Club Newsletters

Club newsletters can either be the secretary's job, or a committee can be created, or a newsletter/public relations/club editor position can be created to handle the creation of a club newsletter. This is a very personal choice that should be made within the club. But, a good newsletter needs to have a club calendar with projects, district and international events, member's birthdays and any school activities that are important to your club or to your club membership. It should also have articles written by club members about club projects or an event on campus. It could also include member spotlights, descriptions of local non-profit organizations that your club is looking to work with, and any other number of things. This is for your members to know what's going on within your club and have some fun with it and get beyond the details of the minutes. Look at the *Eye on I-I* as well as the district mailing for examples of newsletters. There is also a section on newsletters in International's Public Relations manual that can be found online.