**CKI Monthly Report Form Guide**

*A step-by-step guide for Club Secretaries on how to fill out their monthly report form.*

2023 – 2024 Edition

**Background Information**

The CKI Monthly Report Form has taken the place of any District Monthly Report Forms for Club Secretaries. Information can be accessed by International Board members and District Board members. Information collected is for reporting and statistical use only. Contact information will only be used for Circle K related business.

**Monthly Report Form Step by Step Directions**

*General and Secretary Information*

**Club Key Number/Name**

The Club Key Number is assigned to your club by Kiwanis International when your club charters. This number starts with a C followed by five numbers. This should be automatically generated. The Club Name should also be automatically generated.

**District**

You are part of the Pennsylvania District. Our District Code is C23. This should be automatically generated.

**Report Month/Year**

Select the month and year you are reporting for. The start of the Circle K year is April 1st.

|  |  |  |
| --- | --- | --- |
| **Month** | **Month** | **Due** |
| 4 | April | May 5th |
| 5 | May | June 5th |
| 6 | June | July 5th |
| 7 | July | August 5th |
| 8 | August | September 5th |
| 9 | September | October 5th |
| 10 | October | November 5th |
| 11 | November | December 5th |
| 12 | December | January 5th |
| 1 | January | February 5th |
| 2 | February | March 5th |
| 3 | March | April 5th |

**Secretary Name/Email/Phone**

Type in the secretary’s name, email, and phone number, or the information for the person filling out the MRF.

*Activities Summary*

**Service Hours Completed**

Collect the total number of service hours completed by members. Remember that travel time to a service project counts as service hours as well as fundraising for charitable causes. Service projects not run by Circle K also count towards your club’s service hours.

**Interclubs Completed**

Any project, meeting, or event that involves two members of your Circle K club and two members of a different Circle K club. Divisional and District events do not count.

**Kiwanis Family Relation Events**

Any project, meeting, or event that involves two members of your Circle K club and two members of the same branch and club of the Kiwanis Family (Kiwanis, Aktion Club, Key Club, Builders Club, K-Kids)

**UNICEF**

Has your club completed any projects for UNICEF? This includes the Brick x Brick Initiative.

**March of Dimes**

 Has your club completed any project for the March of Dimes?

**JCI, Better World Books, STUFH, St Baldricks Foundation, Up With People**

These are old CKI Service Initiatives. You can skip these fields.

*Above and Beyond*

**Above and Beyond Name/Email/Explanation**

Name someone in your club who went above and beyond the call of duty this month and provide an explanation. This can be a member or officer. Members from the International or District Board may reach out to the nominee to thank them for doing an amazing job.

*Club Finances*

**Total Members Who Have Paid Dues**

Provide the number of members that are paid on your membership roster.

**Total Amount of Philanthropic Dollars Raised**

Provide the amount of money raised this month for any charitable cause your club is fundraising for.

**Amount of Fundraising Dollars Raised**

Provide the amount of money raised this month for any non-charitable cause your club is fundraising for. This could be raising money for DCON, ICON, club outing, etc.

*Club Activities*

**Number of General Body Meetings**

How many meetings did your club hold this month?

**Number of Social Events**

How many social events did your club hold this month? This would include meeting for dinner on or off campus, weekend outings, etc.

**Number of Recruitment Activities**

How many recruitment activities did your club hold this month? This can include flyering or advertising on campus, activities fairs, etc.

**Outstanding Service Project**

Describe an outstanding service project your club completed this month or a project that exceeded everyone’s expectations.

*District and Administrative Updates*

**District Needs**

Is there anything that the Pennsylvania District Board or Pennsylvania Kiwanis can do to help your club?

**Has Executive Board Changed**

Are there any changes to your Executive Board? Did any officers step down or resign from office? Were new officers elected or appointed?

**Has Officer Roster Been Updated/Explanation**

If there was a change in your officers, has the Officer Roster been updated yet? Please elaborate on any changes made.

**Additional Comments**

Is there anything else you would like to share? You can use this field for any additional comments, questions, concerns, ideas, etc. that you may have.