

2008-2009 Monthly Report Form

I-I District of Key Club International

Also available at www.iidistrict.org

TOTAL
MEMBERSHIP

Sponsored by the Kiwanis Club of _____ High School Key Club – Report Covers the Month of _____ Year _____ Division _____

(Note that the months of June, July, and August should be compiled into the "Summer" report due September 10.)

ACTIVITIES THIS MONTH (50 points max.) (Thoroughly explain projects performed by club.)	Members Involved	Total Man-hours	Rating (1=Bad, 5=Good)
SERVICE PROJECTS (5 points/project: 30 points max.)			
FUNDRAISING PROJECTS (5 points/project: 10 points max.)			
KIWANIS/CIRCLE K JOINT PROJECTS (5 points/project: 10 points max.)			

MEETINGS Circle One (16 points max.)

of meetings held 0 1 2 3 4 # of meetings attended by Faculty advisor 0 1 2 3 4
 # of meetings attended by Kiwanis advisor 0 1 2 3 4 # of Kiwanis meetings attended by Key Clubbers 0 1 2 3 4

ATTENDANCE Circle One (4 points max.) 0-25% 26-50% 51-75% 76-100%

Meeting Day _____ Meeting Times _____

INTERCLUB MEETING (5 points for meeting - must have at least four members from each club present)

Interclub with _____ Key Club(s). Date _____ 20 ____

Attended by _____ members. Location of interclub _____

SPEAKERS/PROGRAMS (5 points for one per month) Who or What? _____

Date _____ 20 ____ Subject _____

BOARD OF DIRECTORS MEETING (5 points for one per month)

Date _____ 20 ____ # of officers/directors present _____

Was Kiwanis advisor present? _____ Was Faculty advisor present? _____ # of regular members present _____

PUBLIC RELATIONS (15 points max.; 10 points for newspaper coverage.; 5 points for the following: an *lolian* or *Keynoter* submission, newsletters, updated web pages, flier, and other forms of PR - proof must be included with report form.; 10 points awarded for any TV or radio coverage - must be verified by Faculty advisor _____)

LT. GOVERNOR CONTACT Has your president contacted your Lt. Governor? _____ In what form? _____

Has your Lt. Governor contacted your club? _____ Do you consider this sufficient for your needs? _____ (comment more if needed)

COMMENTS

VERIFICATION SIGNATURES (Personal signatures required)

President _____ Secretary _____ Secretary's E-mail _____

Faculty Advisor _____ Kiwanis Advisor _____

Would you prefer the score sheet e-mailed? List addresses on the back of this form. (You will not receive a score sheet in the mail if this is utilized.)

Where do you prefer the grade sheets be sent? To the return address on the envelope OR Specify address _____

Mailing Instructions	Belle Huang	Bob Hall	Your Lt. Gov.	Keep the original for your club files
Send Copies To: (By the 10 th of each month)	3654 N. Newland Ave. Chicago, Illinois 60634	28 Candy Lane Murphysboro, Illinois 62966		