

# Statistical Secretary Guide

## Statistical Secretary Responsibilities

Just like any other officer for any other club the Statistical Secretary has duties that must be fulfilled. They are the following:

- Attend all club board meetings
- Ensure all club report forms are submitted on time
- Attend Regional Training Conference (RTC) during term in office or receive sufficient training from the Lt. Governor
- Attend a majority of regular club meetings
- Ensure annual Club Achievement Report is submitted

## Reasons to submit club monthly reports reports:

A lot of times, club officers, and/or advisors wonder why they have to submit reports. Some people think it is a waste of time or not that important, but in the long run, they are quite the opposite of that belief.

- The reason there is a District board, is for those board members to help and support the clubs in the District. By utilizing the club monthly reports, the District board is able to easily see how each and every club is performing. If a club is not doing so well, then each District Executive office could then be informed and help that club.
- With the District's help, a club can receive answers to almost any question—that is why we are here!
- Another benefit for your club is to track your club's progress. Through the grade sheets, clubs can see where they need to improve and also can gain insight from the District Statistical Secretary.

## District awards

Another reason why your club should report is because of the awards you can easily obtain! The awards offered do not have an application which just means how much easier it is to receive them! Below are the two awards your club can receive and the requirements.

- 100% Reporting Award: All required report forms were submitted for the year. If this is accomplished, your club will be handed a certificate at District Convention (DCON) from the Governor.
- 100% On-Time Reporting Award: All required report forms were submitted for the year **on time**. For those clubs that do meet this standard, you will be awarded a banner patch, which it can be displayed proudly on your club banner!

## Club monthly report due dates

One thing that confuses some club Statistical Secretaries is that for each club report, you will be reporting for the previous month. So for instance, if you were to report for the month of May, you will be filling in the report according to your **April Activity**.

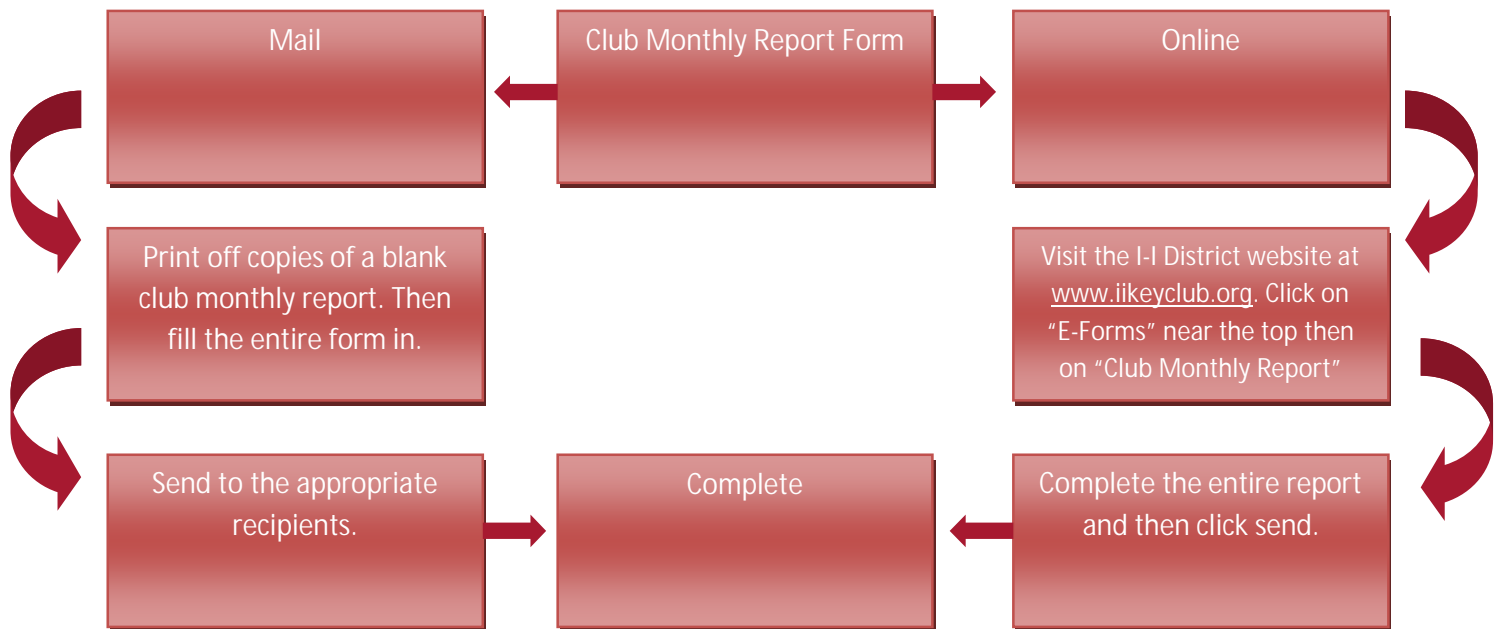
These dates should all be in your calendar, planner, phone, etc. They are fairly simple to remember since they are all on the same day, with one exception.

Month	Club Report Due Date
March	April 10
April	May 10
May	June 10
Summer (June, July, August)	September 10
September	October 10
October	November 10
November	December 10
December	January 10
January	February 10
February	March 10

As you can see, there is only **one club monthly report form that is due for the three “summer” months**. This is because the District believes that since, unfortunately, numerous clubs have a significant drop in activity during the summer, that it would only be necessary for just one report instead of three.

## How to send club monthly report forms

There are two ways to fill out and send the club monthly reports—it doesn't matter which process you choose, just whichever works best for you and your club! Just follow either path below.



## Who to send the reports to

If you choose to send the Club report electronically then you won't have to worry about whom to send it to, since it will be done automatically. Although, if you choose to send it through the mail, you need to send a copy of the monthly report to the following individuals:

- District Administrator, Bob Hall, 28 Candy Lane, Murphysboro, IL 62966
- I-I District Statistical Secretary
- Your Lt. Governor

# How to fill out the club monthly

## General:

The first few are self-explanatory. Put your name, email, address, and Key Club. Next, is your club's total membership, which you would put all **paid** members. What month you are reporting for (remember, it is for the month before). The current year, and then your sponsoring Kiwanis Club. Last of the section, is "Division". Please do not skip this easy step. It is very important that all clubs know their division number. If for some reason this number is absent from the form, then not only will it become difficult for me to fill in the spreadsheet/file your report, but more importantly it will not be forwarded to the Division Lt. Governor (LTG) or District Administrator, which means it will most likely will not be accounted for.

## Activities:

Simply list whether your activity was service, (helping out), a fundraiser, raising (funds for an organization), or K-family joint project, (doing a project with one of the following: Kiwanis Club, Circle-K, Key Club, Builder's Club, K-Kids or Aktion Club). Then state the title of the project, keep it short but, but not too vague. Then how many members participated in the project, and lastly rating--5 being the great, 1 being poor; make sure to be honest!

## Meeting Information:

First is the average percentage of members attending your meetings that month—this percentage doesn't have to be exact, but keep it accurate. Then put the number of meetings your club held for that month. After that, state the meeting day(s), and time(s). Then state whether a faculty advisor was an attendee, then if a Kiwanis advisor was an attendee, and lastly number of Kiwanis meetings that were attended by Key Club Members.

## Interclub Meeting:

An interclub meeting is any meeting that you have with another K-Family organization. So you would first state what other club you had the meeting with (in the Kiwanis Family). Then the date of the meeting. Then you must list the number of Key Club members, faculty advisors, and Kiwanis advisors present. And lastly, list the location of the meeting.

## Speaker & Programs:

This section is if you had an individual come to one of your meetings and share information about another organization or something relating to service. For example, a volunteer worker from a local organization talking about ways for your club to help them out. Or another idea could be an inspirational type of speaker, maybe speaking on the topic of being a good leader. For this section, you list the name of the speaker, then the date and the subject.

### Board of Directors Meeting:

This section sometimes confuses people, until they hear another name for it, which is **club officer meeting**. First state the date of the meeting. Then list the club directors present, or club officers. Then whether or not a faculty advisor was present, followed by Kiwanis advisor. And lastly, if any other Key Club member was present. Here are some examples of officers/directors: President, Vice President, Secretary, Treasurer, Statistical Secretary, Bulletin Editor, and any Committee Chair, e.g technology chair).

### Public Relations:

This section of the report is where a lot of clubs miss out on the opportunity to gather points for their club. This is where you list all types of information your clubs have posted, or sent out to inform others on what your Key Club is planning. For some examples, this is where you add any type of radio broadcasting your club has done, or if they have a commercial advertising about a future project. Also any submission to the Iolian. If your club has monthly newsletters, or handouts they also count. If your club has a website, and it is updated will also be acceptable. And lastly any other type of PR such as posters, flyers, school announcements, etc. One thing I would like to add is that you **must send in proof**, whether it is the actual copy, or maybe a picture of the main copy. Another idea is to scan an article/poster and send it via email. Also, please send website addresses if applicable.

### Lieutenant Governor Contact:

This section is self-explanatory—yes or no if your Lt. Governor has contacted your club President. Then list in what form. Then if your President contacted the LT. Governor, and again, in what form.

### Additional Comments & Address:

This is a great opportunity to reach out to the District board. If you have any questions or comments add it in this section. I strongly recommend adding something to this section. It is the most personal section on the club monthly report form and can be a great way for the District to understand how your club is doing.

Lastly, put an additional email address for whoever you would like the form to be sent to besides yourself, or home/school address. I also strongly recommend for you to be content with an electronic copy of the club monthly report grade sheet since it will not tap into the District funds.

## Being in “good standing”

Another importance of keeping up with submitting club monthly reports is that if you are not reporting, your club will not be in “good standing”. If for some reason your club is not reporting, you will then lose privileges such as being able to attend District Convention and International Convention. So make sure you stay on top of things, and always report! And remember, if your club is missing reports to turn them in! **Your club is always allowed to turn in club reports throughout the year even if they are late.**

## Abbreviations and key terms to

- **Club Monthly Report/Monthly Report Forms (MRF's):** Club monthly reports are the same thing as monthly report forms. In the past year they have been more recognized as “MRF'S”. These are the reports that Club Statistical Secretaries are responsible for submitting
- **Lieutenant Governor (LTG):** LTG stands for Lt. Governor. These are the District board members that work as the connection between the District and the clubs
- **KCI:** Simply Key Club International
- **K-Family:** K-Family is also known as Kiwanis-Family. This includes all the clubs within the organization. They are as follows: Kiwanis, Circle-K, Key Club, Builder's Club, K-Kids, and Aktion Club.
- **ICON:** ICON stands for International Convention. These occur once a year during the summer. This is the main event of the year where members throughout the world come together and vote on the new KCI board and also learn new information about Key Club.
- **DCON:** DCON stands for District Convention. This is basically the same thing as ICON, however on a smaller scale, since it is in the District. This is where District board members will be elected and members will learn information at forums as well.
- **RTC:** RTC stands for Regional Training Conference. These conferences serve the purpose to enlighten members about Key Club and it also serves as training for each club officer.
- **Interclub:** An interclub is any event, activity, project or meeting that occurs with at least four members from two or more K-Family clubs.
- **Iolian:** The Iolian is basically the District's newsletter. The District Iolian Editor creates and sends these out throughout the year to the entire District.