



Importance of Club Monthly Report Forms/ FAQs



What is the Club Monthly Report Form?

Club Monthly Report Forms (Club MRFs) are Google Response Forms that clubs within the Illinois-Eastern Iowa District have to fill out. The MRFs help the district keep track of club activity on a monthly basis.

Why should I send in the Club Monthly Report Forms?

You should submit the Club MRFs because it allows the district board to improve your club. With the data that we receive, we try to find ways to get clubs to reach their full potential. Besides reporting the amount of service hours and club attendance, the MRF is used for you to address any concerns that you have. Along with that, you will have the power to request helpful resources/information to improve your club.

Where can I access the Club Monthly Report Form?

The Club Monthly Report Form can be found on the district website. Go to <http://www.ikeyclub.org/> and click on the "Forms" tab. Then, click on "Club Monthly Report Form." You should be ready to fill out the MRF now!

When are the Club Monthly Report Forms due?

Club MRFs are due on the 10th of every month. When you are reporting, you should be covering the previous month. (Example: the report for March 1-31 is due on April 10th.)

Who is supposed to fill out the Club Monthly Report Forms?

It is the duty of the club statistical secretary to complete and submit this form to the district. Some clubs may not have a statistical secretary, so it is important that this responsibility is designated to someone on the executive board.

How do I fill out the Monthly Report Form?

There is a PowerPoint presentation that is accessible on the district website. It has a step-by-step guide to aid the submitter. Go to <http://www.ikeyclub.org/> and click on the "Forms" tab. Then, click on the link for the MRF tutorial PowerPoint!

What will happen after I fill out the Monthly Report Form?

The district statistical secretary will send out grade reports. If clubs have requested resources or information, then the Lt. Governor should gather the resources and send them to their club.

What are the consequences of not submitting the Monthly Report Form?

- Clubs who are missing all of their reports will be considered to be "in bad standing" with the district.
- You will be missing out on the help that the district is offering you. It should be in your best interest to improve how effective your club serves within your community!
- You will lose delegate status at the District Convention & Leadership Conference, if you are missing all of your reports or 2 consecutive report forms. This means you will not be able to vote on the proposed amendments and the candidates of the election at the House of Delegates.

Additional questions?

Contact the district statistical secretary via e-mail. The email address is statsec.iikc@gmail.com. He or she should be available to assist you, if you are struggling with the MRFs.