

***A
Guide
to
I-I
Forms***



Monthly Report Forms

- **Due:** by the 10th of every month
- Confusion areas:
 - **Reporting period:** the month before
 - Has your **membership changed** this reporting period?: Does your club still hold the same # of members?
 - **Regional Advisor's email:** reg(your region #)@ikeyclub.org
 - **LtG's Email:** ltg(your division #)@ikeyclub.org

Monthly Report Forms

Why?

1. Update your Lt. Governor & District Executive Board on the status of your club
2. Learn how to improve your club

How?

1. Go to **iikeyclub.org**
2. "Resources"
3. "Forms"
4. "Monthly Report Form"
5. Fill out with as much accurate information and images as possible by the **10th of every month**

Grading

- All MRFs (Monthly Report Forms) are reviewed by our Stat. Secretary (**statsec@iikeyclub.org**)
- Each form is graded out of 9 points, with the possibility of 2 bonus points
 - 1 bonus point for submission before the 8th of the month
 - 1 bonus point for pictures included

Club Officer Roster

- **Due:** September 15
- **Notes from our I-I Secretary:**
 - Include **personal emails & phone numbers when possible**
 - The earlier submitted, the better!
 - Please do not abbreviate your school's name
 - Include Kiwanis and Faculty Advisors
 - Include **all students** serving as executive officers

Club Officer Roster

Why?

- Officially register officers as I-I club executive officers
- Allow the District to contact your club with crucial information

How?

1. Visit ikeyclub.org
2. "Resources"
3. "Forms"
4. "Club Officer Roster"

Who will receive my info?

- Only District Board members, including your Lt. Governor and I-I Secretary, will be able to view your Club Officer Roster