

# Club Secretary Monthly Tips

2019-2020 // MICHIGAN DISTRICT OF KEY CLUB

Updated by Preston Parana, District Secretary

## MINUTES:

### ✓ Checklist for Club Secretaries

Have your proof-read your information? ... and/or ... Has your faculty advisor, president, or Kiwanis advisor approved of the information provided?

### *Notes from the District Secretary:*

Let's consider the importance of writing club minutes. It's almost like note taking for all things occurring in all of the meetings/events! Take your notes however you see comfortable when you are at your club meetings. You do not have to use this sheet; you may write them on separate documents with similar formatting. However, by the end of the month, it is strongly encouraged to compile all of your meeting minutes onto the Minutes document to turn this in with your Monthly Report Form (Google Form). A simple copy and paste will do!

### **Do you not know what to include in your Meeting Minutes? Here are a few tips!**

1. Events with location, times, and additional descriptions/details
2. What occurred/was discussed at the meeting
3. Guest Speakers
4. Information (reminders/updates) that is vital for club members and/or the board
5. Any Absences from the Club Board, including Advisors
6. Attendance of club members

### **When are these forms due?**

Your Monthly, Minutes, & Activities Report Form of each month should be submitted by 11:59 P.M. on the 1st of every month to your District Secretary, Lieutenant Governor, Advisors, and your club president. Submitting these forms is preferable through the [2019-2020 Google Form](#). If your club turns in all monthlies, you will win the 100% M&Ms Award at SLC 2020!

### **I'm still confused. What do I do now?**

Please contact me at my email, [secretary@mikeyclub.org](mailto:secretary@mikeyclub.org) so that I can provide assistance to you. If you need an example of a good Meeting Minutes for your monthly, it will be provided below.

### **My club didn't have any meetings/events this month. Do I still need to submit any document?**

Remember to click to button that says "none" and then you may skip section II that asks you for your Minutes Report Form. You may also skip section III if your club had no events for that month.

## **ACTIVITIES REPORT FORM:**

### ✓ Checklist for Club Secretaries

Have you inserted all necessary information in each question? Have you included acronyms with each title/description of the event? Have you proof-read your information?

### *What happened to the physical copy?*

For the 2019-2020 service year, the Activities Report Form is embedded in the online version for the Secretary MRF, being the Google Form. Click [here](#) to access the Google Form.

### *What are the benefits of the online ARF?*

The Activities Report Form section provides you with instructions, help (samples), and specific questions pertaining to each event. This is to make the process less tedious for you guys, being the club secretaries.

### REMINDERS/CHANGES

- Please note that it is **no longer necessary** to include your Activities Report Form in the same document as the M&Ms physical form, if you completed the Google Form in full.
- If you choose to submit **both the Activities Report Form and the Minutes together** on the outdated form (please title it as such so I can see it contains both), you may skip section III of the Google Doc. There are 5 event spaces on the Google Form for submission. If your club has done less activities that month, you may leave the remaining event spaces blank after completion and continue to section IV.
- If you have any questions, feel free to contact me at [secretary@mikeyclub.org](mailto:secretary@mikeyclub.org).

## **MONTHLY SUBMISSION REMINDER:**

**You do NOT need to fill in an MRF for each month of SUMMER.** MRFs for all of June, July, and August can be submitted together on September 1st.

I hope all of this information helped! Best of luck, and remember to contact me if you have any questions!

Regards,

**Preston Parana**

District Secretary

**Michigan District of Key Club**

# Need a sample of Minutes & Activity Report Forms?

*No worries! Your District Secretary has you covered with a descriptive sample! Use this if you are confused!*

## **Minutes Sample:**

Date: 3/27/19, Meeting Minutes for Appleberry Key Club

1. Meeting called to order at 2:30 P.M. in the Appleberry Cafeteria
2. Key Club pledge by Apple Berry
3. Pledge of allegiance by Berry Apple
4. Attendance of Board
  - a. Club President — PRESENT
  - b. Club VP — PRESENT
  - c. Club Secretary — ABSENT
  - d. Club Treasurer — ABSENT
  - e. Club Bulletin Editor — PRESENT
  - f. Advisors — Present
5. \_\_\_ Club Members Absent ... (list names) [TAKEN AFTER SIGN-IN]
6. Events
  - a. Campus Cleanup next week (3:00 PM), need more volunteers
  - b. Cards for Veterans after school (2:30 PM)
  - c. PBJ outreach on Saturday in Detroit ... carpooling available (6:00 AM)
  - d. Fundraiser A, B, C
7. Guest Speakers
  - a. Lieutenant Governor of Division 15, Serve Others
    - i. Presentation "How to be an Amazing Key Clubber"
    - ii. Icebreaker
  - b. Thirst Project Road Warrior
    - i. Presentation (and details)
8. Extra Information/Updates
  - a. Elections next week! Fill in paperwork, prepare 2 minute speech
  - b. No service events over Spring Break
9. Adjournment at 3:00 P.M.

## **Activities Report Form Sample (now embedded in Google Form):**

**Date:** 3/1/19

**Description:** (DP) Book Drive

**Successful?** Yes

**K-Fam Involved?** No

**Member Participation & Hours:** 100 members, 1 hour per member