

Club Secretary ERF Submission Tips

2019-2020 // MICHIGAN DISTRICT OF KEY CLUB

Prepared by Preston Parana, District Secretary

What is an “ERF?”

ERFs stand for Election Report Forms. Your LTG may badger you and your club about these, and it's because they really are important. These forms request contact information from each board member, as well as some extra details, which will be covered below. The purpose of an Election Report Form is to compile all club information into a District Directory that can be utilized by clubs for instant interclub partnerships. However, ERFs are used by your LTG to contact you and your club (divisional communication).

How do I fill it correctly?

It's imperative that you fill in your ERF completely and effectively. In order to do this, please be sure to...

- **Provide** all requested information of the appointed officers.
- **Ask** me any questions.
- **Include** information for the Faculty/Kiwanis advisor.
- Leave N/A for any sections on the ERF that represent a vacant position for your club.
- **Fill out another ERF** (online or physical) **if there are changes in the club board.** Then, be sure to contact me (secretary@mikeyclub.org) and your Lieutenant Governor with such updates/information.

What information do I need?

Although it will be provided for you in the Google Form (click here to access), here are some things you will need to fully complete the ERF.

- School address (w/ city & zip code) and school phone number
- Meeting time & location of club meetings
- School principal w/ phone number
- Sponsoring Kiwanis club
- Faculty & Kiwanis advisor contact info
- Board contact info (including webmaster if applicable)

What's a good sample of an ERF?

Provided below is the ERF for Pinckney High School from Division 11. This was a good example of an ERF; it has all information submitted that is necessary for LTGs and the District Directory.

**Michigan District of Key Club International Annual Election Report Form
2018-2019**

Pinckney Community High School (PCHS)

Club: Key Club

School Address City, Zip code: 10255 Dexter-Pinckney Rd, Pinckney, MI 48169

Telephone: (810) 225-3900

Meeting Time (Day, hour): Tuesdays 2:30PM

Meeting Place: Mrs. Trosin's Classroom

Principal: April Woods

Phone Number: (810) 225-5500

President: Reece Ohmer

Telephone: (734) 645-7156

Email: 20011245@students.pinckneypirates.org

Vice-President: Hailey Roberts

Telephone: (810) 222-9289

Email: 20011269@students.pinckneypirates.org

Secretary: Raegan Pollowski

Telephone: (734) 660-7819

Email: 20011290@students.pinckneypirates.org

Treasurer: Olivia Ohmer

Telephone: (734) 645-6834

Email: 20012634@students.pinckneypirates.org

Faculty Advisor: Mrs. Stacy Trosin and Mrs. Molly Strobe

Telephone: (810) 225-5718, (810) 225-5781

Email: strosin@pinckneypirates.org, mstrobe@pinckneypirates.org

Kiwanis Advisor: N/A