

# OFFICIAL MONTHLY REPORT FORMS FOR THE CLUB SECRETARY

## Instructions for the Official Monthly Report

### PLEASE NOTE CHANGES IN FILING PROCEDURES:

- **In the past, Kiwanis International has supplied a 3-part form with notation where to send the completed form and copies. Many districts now use an on-line version of this form on the district website for filing. If your district has this feature, please continue to use the on-line filing procedures. If your district does not use an on-line filing, please use the forms attached.**
- **Carefully review the Official Monthly Report, as some information is no longer being requested.**

1. There are twelve(12) copies of this form, one copy for each month, October through September. You should photocopy the completed report if you wish to maintain one for the club's file.
2. Complete one copy of the Official Monthly Report each month, and mail so as to be postmarked not later than the tenth (10th) of the following month. Before being mailed, the report should be signed by the president and secretary in the spaces provided.
4. Use the official name of the club on every report. The official name of your club is the one that appears in the Kiwanis International Directory. To ensure proper crediting of your report, make certain that the official name of your club (without variation) and the state or province is entered on the line provided at the top of the report; also include your official Key Number. Please use a typewriter or a ballpoint pen that will produce legible copies of the Official Monthly Report.
5. Carefully fill in the information requested in the report form. The sections on membership, attendance, club meeting programs, and inter-club meetings are self-explanatory. Under each committee heading and the Young Children: Priority One heading, give a brief one-sentence summary of each project carried out during the month. For continuing projects, specifically identify the activities carried out during the month. This information should be based upon written reports from the committee chairman, if received, but should include those activities and projects you know about, even if not reported by a chairman. Do NOT report proposed activities.
6. If additional space is needed to record the completed projects of any committee, additional sheets of 8 1/2 x 11 paper may be added to the report form.



# OFFICIAL MONTHLY REPORT

FOR MONTH October YEAR           

Kiwanis Club of HOMETOWN INDIANA Key No. 02211  
(State or Province)

District INDIANA, Division Number 4

MEMBERSHIP RECORD	
(APS=Active, Privileged and Senior members)	
TOTAL - end of previous month (not including Honorary)	1. <u>49</u>
NEW MEMBER ADDS sent to International Office this month	2. <u>+ 2</u>
	TOTAL 3. <u>51</u>
DELETIONS this month	4. <u>- 1</u>
TOTAL - end of this month	5. <u>50</u>

ATTENDANCE RECORD				
DATES	(Active Members Only)		MEETINGS WITH PROGRAMS	
	Month & Day	Active Total on Roster	Active Actually Present	YES
10/1	42	33	✓	
10/8	42	36	✓	
10/15	43	29	✓	
10/22	42	40	✓	
10/29	43	35	✓	
TOTALS	212	173		

### INTER-CLUB MEETINGS (Away meetings only)

Date	No. of Members	We Visited	Miles one way	Date	No. of Members	We Visited	Miles one way
10/3	4	Lakeland	12	10/8	4	Hartsville	10
10/24	4	Hometown Key Club	2	10/29	4	New Castle	25

### SERVICES RENDERED BY THE CLUB

	NO. OF PROJECTS COMPLETED	SERVICE HOURS	NO. OF KIWANIANS INVOLVED	DOLLARS SPENT
COMMUNITY SERVICES (1) Provided transportation for 10 Senior Citizens to doctor's offices. (2) Sponsored a "Kite Tournament," 500 kites were entered.	2	126	36	280.00
YOUTH SERVICES (1) 12 members conducted joint project with 23 Girl Scouts and 28 Boy Scouts in cleaning up debris in three local parks and around lake. (2) Judged local 4-H "Speech Contest" and awarded prizes. (3) Provided uniforms to our sponsored team in Peewee Basketball League.	2	40	10	280.00
HUMAN AND SPIRITUAL VALUES (1) In joint project with Circle K club, we painted recreation hall in St. John's Church. (2) Distributed 500 "Prayer Tents" to local restaurants.	2	40	17	93.00
YOUNG CHILDREN: PRIORITY ONE Held Reading is Fundamental (RIF) book distribution at Head Start center, Ninety preschoolers received books, and club members read to them.	1	184	46	105.00

NO. OF SPONSORED PROGRAMS ORGANIZATIONS: BUILDERS CLUBS 1; CIRCLE K CLUBS 1; KEY CLUBS 1; K-KIDS 0; AKTION CLUBS 0

Signed Rick E. Moses President Signed Charles G. Putcho Secretary

If more space is needed, use separate sheet of paper.

Please mail one copy to the District Office and one copy to the Lieutenant Governor



# OFFICIAL MONTHLY REPORT

FOR MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Kiwanis Club of \_\_\_\_\_ Key No. \_\_\_\_\_

(State or Province)

District \_\_\_\_\_, Division Number \_\_\_\_\_

MEMBERSHIP RECORD	
(APS=Active, Privileged and Senior members)	
TOTAL - end of previous month (not including Honorary)	1. _____
NEW MEMBER ADDS sent to International Office this month	2. + _____
	TOTAL 3. _____
DELETIONS this month	4. - _____
TOTAL - end of this month	5. <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>

ATTENDANCE RECORD					
DATES	(Active Members Only)		MEETINGS WITH PROGRAMS		
	Month & Day	Active Total on Roster	Active Actually Present	YES	NO
TOTALS					

### INTER-CLUB MEETINGS (Away meetings only)

Date	No. of Members	We Visited	Miles one way	Date	No. of Members	We Visited	Miles one way

SERVICES RENDERED BY THE CLUB	NO. OF PROJECTS COMPLETED	SERVICE HOURS	NO. OF KIWANIANS INVOLVED	DOLLARS SPENT
COMMUNITY SERVICES _____ _____ _____				
YOUTH SERVICES _____ _____ _____				
HUMAN AND SPIRITUAL VALUES _____ _____ _____				
YOUNG CHILDREN: PRIORITY ONE _____ _____ _____				

NO. OF SPONSORED PROGRAMS ORGANIZATIONS: BUILDERS CLUBS \_\_\_\_\_; CIRCLE K CLUBS \_\_\_\_\_; KEY CLUBS \_\_\_\_\_; K-KIDS \_\_\_\_\_; AKTION CLUBS \_\_\_\_\_

Signed \_\_\_\_\_  
President

Signed \_\_\_\_\_  
Secretary

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Please mail one copy to the District Office and one copy to the Lieutenant Governor