



CNH | KEY CLUB

CNH DISTRICT OFFICIAL SECRETARY MANUAL

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CNH District Key Club

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INTRODUCTION

aloha cnh secretary!

Congratulations on being elected to serve as club secretary! Your task of reporting service and administrative data is vital in ensuring our district fully understands, tracks, and recognizes our Key Clubbers for the amazing work that they do. This manual should act as a basic guideline for all things relating to your role as a secretary, but if you ever have any questions, you can always reach out to me at dsec@cnhkeyclub.org! Please utilize the **table of contents** to skip to the different sections of the manual, and check out the many **different resources** included! I know you all have what it takes, and I can't wait to see all the incredible things you'll do!



Tak Nishida
District Secretary
Cali-Nev-Ha Key Club

TABLE OF CONTENTS

| | |
|----|-------------------------------------|
| 01 | TITLE PAGE |
| 02 | INTRODUCTION & TABLE OF CONTENTS |
| 03 | SECTION I: DUTIES AND EXPECTATIONS |
| 06 | SECTION II: THE MONTHLY REPORT FORM |
| 09 | SECTION III: MEETING MINUTES |
| 12 | SECTION IV: TRACKING SERVICE HOURS |
| 16 | SECTION V: AUTOMATIC AWARDS |
| 19 | SECTION VI: SECRETARY RECOGNITION |
| 22 | SECTION VII: TIPS & ADVICE |
| 24 | SECTION VIII: RESOURCES |

Section 1

DUTIES AND EXPECTATIONS

--- weekly ---

- ❑ **Attend, record attendance, and take minutes** at Club and Board Meetings
 - ❑ If not at event themselves, then they must ensure the event chair records attendance
- ❑ Frequently **communicate** with club board, LTG, and advisors
 - ❑ Reach out to them with any questions you have
- ❑ **Attend regular service events**
 - ❑ Record attendance at club and division events
- ❑ **Check email** for important updates from LTG, District Executives, or advisors
- ❑ Manage service project & administrative event attendance
 - ❑ Utilize club resources like sign-up sheets or Project Report Forms [[TEMPLATE HERE](#)]

--- monthly ---

- ❑ Attend **Division Council Meetings (DCM)**
- ❑ Attend Kiwanis Meetings/DCMs
 - ❑ Reach out to your division's Lieutenant Governor to find out the information for these events
 - ❑ Good relations with Kiwanis is **KEY** to club success!
- ❑ **Complete and submit the Monthly Report Form (MRF) by the 5th of every month @6:00 PM Local Time**
 - ❑ Some divisions have an early deadline which is a few days before the hard deadline of the 5th which you should try to make!
 - ❑ Submit to the LTG using the Google Form sent out by your Lieutenant Governor

--- annually ---

- ❑ Complete at least **50 hours of service** and **pay your dues** to be a member in good standing
- ❑ Work with your club board to come up with an **annual plan**
 - ❑ You can set service, fundraising, membership, and recognition goals. Ask your Lt. Governor for assistance
- ❑ Make an effort to attend **Officer Training Conference (OTC)**, **Region Training Conference (RTC)**, **Fall Rally, Conclave**, and **District Convention (DCON)**
 - ❑ For Hawaii clubs, be sure to also attend **Hawaii Convention (HCON)**
- ❑ Fill out and submit the results of the Member Recognition Program (MRP) in the **Club MRP Report** to your Lt. Governor
- ❑ Aim for **District Tree** Recognition (See more on pg.17)
- ❑ Apply for **Distinguished Secretary** (see Recognition on pg.20)
- ❑ Inform your Lt. Governor of **election results** for the 24-25 term
- ❑ **Train your Secretary Elect** before District Convention 2024!

- **Proactive planning** is KEY when you are a club secretary
- Utilize **organizational tools** like to-do lists, task checklists, & schedules!
- ALWAYS **reach out for help** to your advisor, LTG, or board when you need it!

REMINDER

District Convention 2025 is from April 25th - 27th in Ontario, California!

Section 2

THE MONTHLY REPORT FORM



MAIL

Busy Bee

What is the Monthly Report Form?



CLUB MONTHLY REPORT FORM = MRF

- Most important document within CNH Key Club
 - Spreadsheet that **tracks all aspects of club data**
 - Service hours, fundraising, meetings, dues payment, recognition, and more
 - **EXTREMELY vital** to be completed with the **UTMOST accuracy**
 - Each month, the secretary is required to **submit the Club MRF** to division's Lieutenant Governor
 - They will then submit information on to the district level
-
- Your Lieutenant Governor should be sharing with you the copy of your Club MRF and the form to submit it
 - Ensure it is shared with the rest of the club board as well as your faculty & Kiwanis advisors!



MRF SUBMISSION & DEADLINE

- Club MRFs are completed through two steps
 - Complete inputting all of the required information for the given month in the Club MRF spreadsheet
 - Submit the form using the Google Form sent to you by your division's Lieutenant Governor



CLUB MRF IS DUE ON the 5TH OF EVERY MONTH AT 6PM

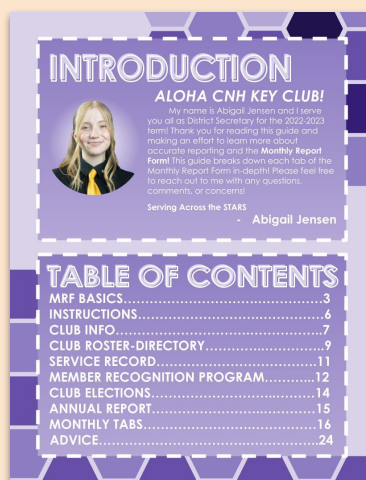


Busy Bee

How Do I Complete the MRF?

Check out last year's Club MRF Manual that breaks down each tab of the Monthly Report Form!

[ACCESS HERE](#)



..or look out for Episode 2 of the Buzzin' Break, where I go over every tab in the MRF!

[CHANNEL LINK](#)

TIPS & TRICKS!

Do not delete cells or formulas! Hide rows/columns if necessary!

Make sure that the membership numbers on the Club MRF match the dues report

Double check EVERYTHING!

If you have any questions, contact your LTG or myself!

Section 3

MEETING MINUTES

MEETING MINUTES

overview

- ★ Meeting Minutes = **written records** of meeting overview
 - Taken by the club secretary to show proof of proper protocols and procedures
 - Good way for members/officers/advisors to **recap** if they were absent from that meeting.
- ★ After meetings, **share minutes** with..
 - Members, club board, Lieutenant Governor, Faculty and Kiwanis advisor
- ★ Recommended: store in **Shared Google Drive**
 - Easier for sharing and storage!
- ★ REQUIRED for **Distinguished Secretary Contest** (pg.20)

what to include

- ★ Type of meeting (Club, Board, etc.)
- ★ Location and Date
- ★ Time of Call to Order and Adjournment
- ★ Attendance of who was present and absent
- ★ Remarks/ Old and New Business/ Open Forum if applicable
- ★ Recording of all official decisions and actions made
- ★ Signatures from club secretary, club president, and advisor

MEETING MINUTES

tips!

- ★ Always **BEE attentive** and state who is speaking
- ★ Maintain **concise** and **consistent writing**
- ★ Take note of everything and cut down later
- ★ Follow **graphic standards**
- ★ Have your minutes double checked before distribution

templates!

- ★ Google Docs Template: [CLICK HERE](#)
- ★ Google Slides Template: [CLICK HERE](#)
- ★ Microsoft Word Template: [CLICK HERE](#)

Feel free to make your own template to use as well!

What is Graphic Standards?

- A set of **guidelines** created to maintain **consistency**
- Need to be followed while taking meeting minutes!
- Check out the **CNH Graphic Standards Manual** below!

[CLICK HERE](#)



Section 4

TRACKING SERVICE HOURS

SERVICE HOUR BASICS

IMPORTANCE

- Key Club = **SERVICE** organization
- Planning and attending events should be the priority of the club
- As club secretary, it is your job to:
 - Manage club and individual member service hours
 - Report it to the division

DEFINITION

Key Club International defines a service hour as:

“Any hour of service performed by an individual Key Club member with the approval of their club’s board of directors (typically the board officers).”

ASYNCHRONOUS SERVICE

- Asynchronous service like Free Rice & Charity Miles are **discouraged**, and **should not be relied upon** by the club
- Prioritize events that **directly** give back to the community
- CNH Asynchronous Service guidelines are in development

QUANTIFYING HOURS

- As you’ll see with the following slides

SERVICE HOURS SHOULD NOT BE QUANTIFIED!

- Ex. Donating 1 can ≠ 1 service hour
- Service hours should be based on TIME spent doing service

For additional questions, comments, or concerns about service or the specifics of a service hour, contact **Service Projects Chair Alice Sar** at sp.chair@cnhkeyclub.org!

WHAT COUNTS AS SERVICE?

DOES COUNT

- Service projects planned by a club or division in which members are **actively performing service**
 - Ex. Beach Clean Up, Card Making for Teachers, etc.
- Hours spent running or preparing a **fundraiser for a charity** (CANNOT financially benefit the club)
 - Bake Sale for PTP, Trick or Treat for UNICEF, etc.
- Service event **planned by an outside organization** that Key Club members are **volunteering alongside**
 - Assisting with the American Cancer Society's Relay For Life, March of Dimes March for Babies, etc.
- Service projects at DCMs, Training Conferences, Conventions, etc.
 - ONLY the **time spent doing service**, not the entirety of the event

DOESN'T COUNT

- **Attendance at...**
 - DCMs
 - Fall Rally/DCON/HCON
 - Training Conferences
 - Key Leader
 - Key Club Meetings
- **Donations** for projects
 - Ex. Cans for a food drive, coins for a coin war, etc.
- **Administrative hours/mandatory work** for a position
 - Ex. Completing the MRF, submitting articles & visuals
- Fundraisers that **financially benefit the club**
 - Ex. Goody Bags for DCON attendance
- **Incentives** used as a reward for non-service
 - Wearing a KC shirt at meetings
 - CAN be used towards club probation programs

NOTE: Club fundraisers and non-service Key Club events can count as **Projects that Benefit the Club** on the Monthly Tab of the MRF!

HOW TO TRACK HOURS

1) COLLECT HOURS FROM THE PROJECT

- For each club or division project, **print** or **make a digital copy** of a **sign-up sheet**
 - Feel free to use the [Project Report Form Template](#) (right) as well!
- Have the **project chair** complete the PRF/sign-up sheet with all of the **necessary information**
 - TIP:** Set a deadline for it to be completed

PROJECT REPORT FORM (PRF)
 (MARS 6th-12th 2023-2024)

PROJECT NAME: _____
 LOCATION: _____
 DATE: _____ TIME: _____ ADVISOR: _____
 CHAIRPERSON: _____ PROJECT TITLE: _____
 CONTACT INFO: PROJECT NUMBER: _____ PROJECT NUMBER: _____

NOTE: Family Known Sponsor Event Division Project Major Employee Interclub

CHAIRPERSON CHECKLIST: ARE YOU TO COMPLETE THIS FORM?
 _____ Make sure that all participating members of members are signed up for the project, the day before the project.
 _____ Sign up any family members who are going to sign up for the project use another sheet (BE ORGANIZED).
 _____ Sign up any out-of-town members of the project.
 _____ Complete the rest of the PRF, fill in the hours for each member (in the nearest 15 min), complete a check-off of names & provide an extension of the project. CHECK YOUR WORK!

| # | MEMBER'S NAME | SA | CONTACT # | SIGN-IN | SIGN-OUT | HRS. |
|----|---------------|----|-----------|---------|----------|------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
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| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |

| STATUS | PROJECT | HOURS | ESCAPEE |
|--------|--------------------------------|---------------|---------------------|
| Attend | Who was the project done with? | Total Member: | Picked? |
| Spent | | Total Hours: | Open Bookings, etc? |
| | | | Yes No |

PROJECT EVALUATION: How successful was the project? How was done at the project? Was the project successful? Could we do the project again? Please have time to add any other information. Please write on the back of the project.

2) TRANSFER TO SERVICE RECORD

NOTE: This may be a job for a club Vice President!

| | |
|----------------------|---------------|
| Event Name -----> | Beach Cleanup |
| Date -----> | 06/01 |
| Total Service | 100 |

- Include the **project name** and **date** for all events of the month
- Include the **individual member hours** for each project held throughout the month into the Service Record of the MRF

3) INCLUDE IN MONTHLY TAB

- Include the **project name**, **total member hours** & **# of members**, and **types of project** for each event held in the month
 - Make sure the data **matches** what was included in the Service Record tab!

| | | |
|---------------|-----|----|
| Beach Cleanup | 100 | 20 |
| Summer Social | 75 | 25 |

Section 5

AUTOMATIC AWARDS

WHAT ARE AUTOMATIC AWARDS?

AWARDED TO CLUBS BASED ON MRF DATA

- No manual submission required
- Clubs must be dues-paid on-time (December 1st, 2024) in order to earn automatic awards
- The following automatic awards associate with the Club MRF only

DISTRICT TREE

- Awarded to clubs with **100% on-time MRF submissions**
 - May MRF - January MRF (Jun. 5th - Feb. 5th deadline)
- **Advice:**
 - BEE **proactive** in on-time submissions!
 - Set an **earlier deadline** for yourself!



Submit

KIWANIS FAMILY

- Awarded to clubs who **host/attend 21+ events with Kiwanis Family**
 - Meetings, projects, trainings, banquets, etc.
- **Advice:**
 - Invite Kiwanis to attend your club events
 - Reach out to attend Kiwanis events

ANNUAL ACHIEVEMENT REPORT

- **International points-based recognition system**
 - Scale from 0-190
- **Based on MRF data**, only info included in MRF will be counted
- AAR Score can be accessed through Annual Report tab



RESOURCES

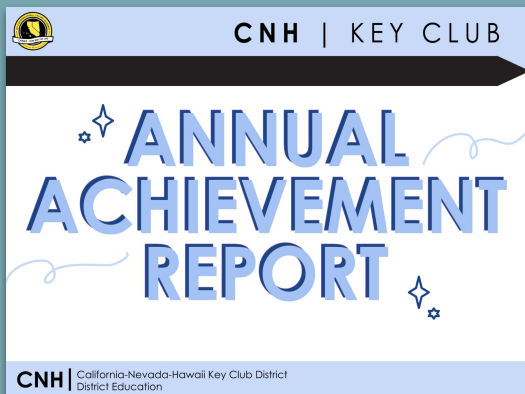
| | Points Available | Total # of Service Projects | | Points Earned |
|---|------------------|---|--------------------|---------------|
| Service Projects | 50 | | | 0 |
| | Points Available | Total # of Service Hours | Total # of Members | Points Earned |
| Service Hours | 60 | | | 0 |
| | Points Available | Total \$ Raised | Total # of Members | Points Earned |
| Service Fundraising | 20 | | | 0 |
| | Points Available | Total # of Club Meetings w/ Faculty Advisor | | Points Earned |
| Club Meetings w/ Faculty Advisor | 5 | | | 0 |
| | Points Available | Yes/No | | Points Earned |
| Meeting with Lieutenant Governor | 1 | <input type="checkbox"/> | | 0 |
| Meeting During School Break | 1 | <input type="checkbox"/> | | 0 |
| Board Meetings | 2 | | | 0 |
| | Points Available | Average Meeting Attendance % (Whole Number without Percentage Sign) | | Points Earned |
| Average Meeting Attendance % | 4 | | | 0 |

AAR CHECKLIST

- Can be used to:
 - Estimate AAR score
 - See what sections need the most improvement

AAR SLIDESHOW

- Breakdown of each section of AAR in a slideshow format



AAR GUIDE

- Breakdown of each section of AAR in a manual format

All these resources and so much more can be found on the Cyberkey under Recognition>Automatic Awards!

Section 6

SECRETARY RECOGNITION

SECRETARY CONTEST

OVERVIEW

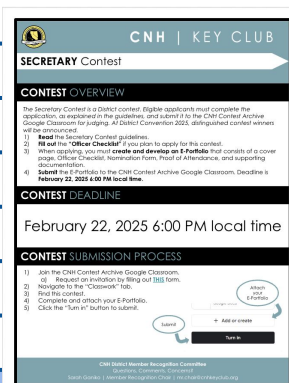
You as club secretary have the opportunity to be **recognized** for the contributions to your position as either **Outstanding or Distinguished Secretary!**

- You will need to submit an **E-PORTFOLIO**
 - Showcasing the different ways you have exceeded in performing your role as club secretary!
- Use the **checklist** on pg. 21 as a guideline for your term!

RESOURCES

The **CNH Member Recognition Committee** has lots of resources available to those applying to contests, all which can be found [HERE!](#)

The resource I recommend the most is the [CNH Secretary Contest Guidelines](#), which include all of the information about the contest as a whole!



OUTSTANDING

- Primary level of recognition
- Will need everything in the secretary checklist and e-portfolio requirements to be completed
- Receive a **certificate** and **slideshow recognition** at DCON 2025

DISTINGUISHED

- Higher level of recognition
- Need to showcase going **above and beyond** in their duties as club secretary
- Receive a **medal** and **on-stage recognition** at DCON 2025
- **Strive for Distinguished!**

SECRETARY CONTEST

| | CLUB STANDARDS |
|--|---|
| | Membership: Paid membership dues by the on-time deadline (December 1st) |
| | Service: Served a minimum of 50 service hours |
| | Club Status: Home club is in good standing and has paid dues |
| | WORK ACCOMPLISHMENTS |
| | Club Directory/Roster: Updated, completed, and distributed the club directory/roster |
| | Club Monthly Reports: Completed a minimum of eight (8) Monthly Report Forms and submitted forms on time by the 5th of the month of the Key Club Lieutenant Governor, sponsoring Kiwanis Club (Kiwanis Advisor), and home club (Faculty advisor and officers) |
| | Records: Recorded and filed minutes of club general and board meetings |
| | Election Results: Completed the Annual Club Elections Form and submitted the form to the Key Club Lieutenant Governor and sponsoring Kiwanis Club |
| | Club Officer Information: Completed the online club information form for club officers, advisors, and meeting information, made available on the CNH Cyberkey |
| | ATTENDANCE |
| | Club Meetings: Attended at least seventy five percent (75%) of all club general meetings |
| | Board Meetings: Attended at least seventy five percent (75%) of all club executive board meetings meetings |
| | Division Council Meetings (DCM): Attended a minimum of six (6) Division Council Meetings |
| | Training Conferences: Attended the Officer Training Conference (OTC) or Region Training Conference (RTC) |
| | Secretary Workshop: Attended the Secretary Workshop at District Convention (DCON), International Convention/Summer Leadership Conference (ICON), Officer Training Conference (OTC), or Region Training Conference (RTC) |

Section 7

TIPS AND ADVICE

mrf tips

Do not copy/paste or delete cells! It can interfere with the formulas!

Check for any broken formulas!

Contact your LTG or the District Secretary if you experience any issues!

Double check all of your information!

general tips

Make an effort to go above and beyond in your member responsibilities as well!

Always reach out to help if you need it!

Take photos/screenshots about topics required for your e-portfolio!

Make sure to pay your dues on-time and achieve 50 hours of service!

Section 8

RESOURCES

DISTRICT LT & ADMIN

District Governor Austin Alves
dgov@cnhkeyclub.org

District Secretary Tak Nishida
dsec@cnhkeyclub.org

District Treasurer Elizabeth Gilmore
dtreas@cnhkeyclub.org

District Administrator Geoff Tobias
da.gtobias@cnhkeyclub.org

Assistant Administrator Patricia Larrigan
adas.plarrigan@cnhkeyclub.org

Assistant Administrator Marshall Roberson
adan.mroberson@cnhkeyclub.org

WEBSITE & LINKS

CNH Cyberkey
www.cnhkeyclub.org

Key Club International
www.keyclub.org

SECRETARY LINKS

Secretary Reflector
tinyurl.com/refgpsec

[Secretary Cyberkey Page](#)