

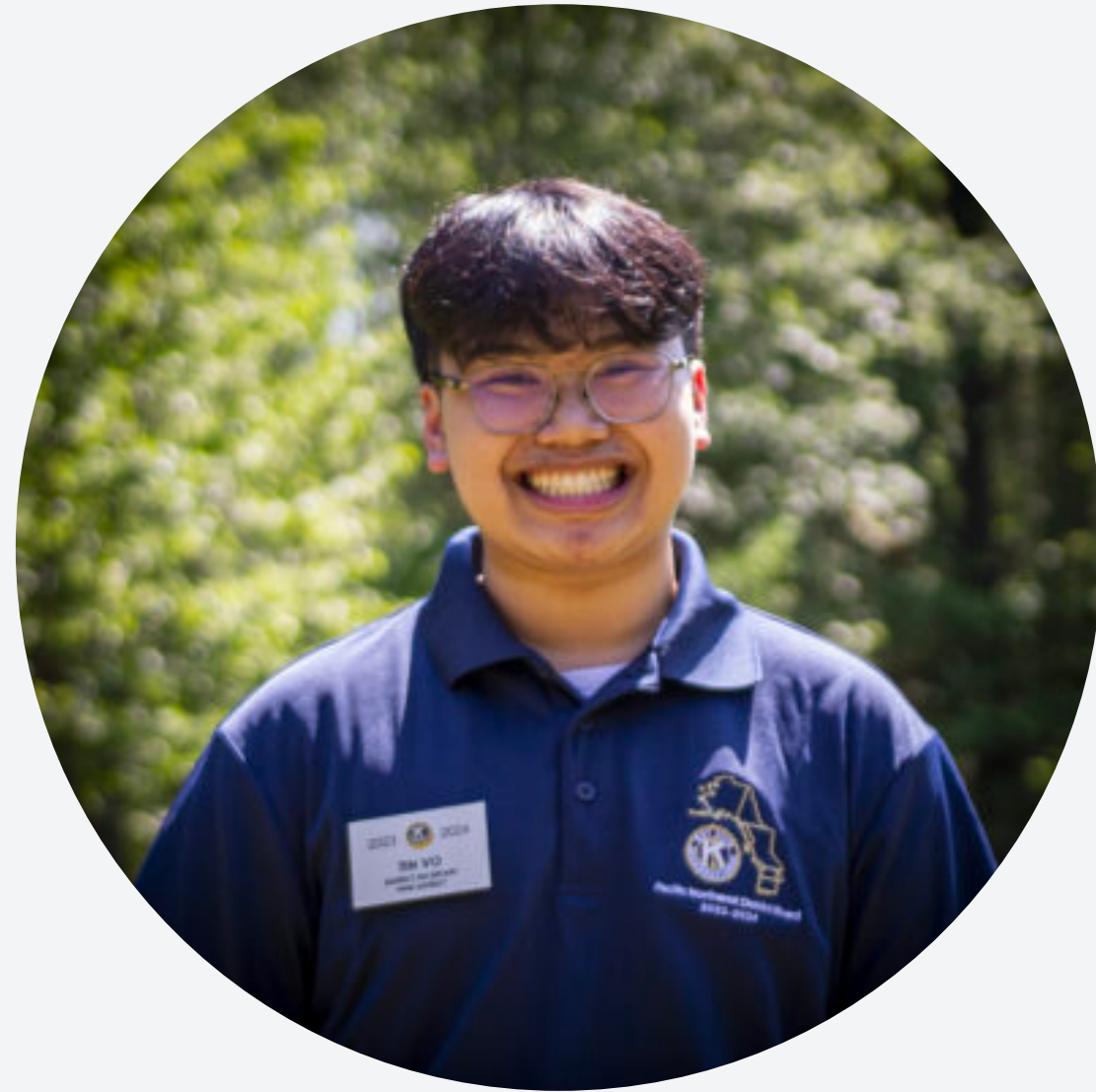
TIME FOR TRAINING

SECRETARIES!

DCON 2024 WORKSHOP

PRESENTED BY DISTRICT SECRETARY TIN VO

A LITTLE ABOUT ME



TIN VO (HE/HIM)
HAZEN HIGH SCHOOL
DIVISION 32!

MY KEY CLUB JOURNEY



OUTSIDE OF KEY CLUB...

BASICALLY A PROFESSIONAL BRAWLSTARS PLAYER!

HAVE QUESTIONS?

**RAISE YOUR HAND!
SLIDES WILL BE AVAILABLE AFTERWARDS :)**

**ESTABLISHING A SENSE OF
PURPOSE!**

WHY DID YOU RUN?

NOT JUST FOR A TITLE RIGHT??

LET'S GET INTO IT...

**DUTIES OF A
CLUB SECRETARY**

DUTIES OF A CLUB OFFICER

AS AN OFFICER, YOU MUST BE A MODEL MEMBER.

WHAT DOES THAT EXACTLY MEAN?

- 1) PAYING YOUR DUES ON TIME AND MAINTAINING GOOD STANDING WITH KEY CLUB INTERNATIONAL**
- 2) ATTENDING ALL CLUB MEETINGS (REGULAR, OFFICER, KIWANIS) AND DIVISIONAL/DISTRICT EVENTS (DCMS, DCON, KEY CLUB DAYS)**
- 3) BE IN CONSTANT COMMUNICATION WITH YOUR OFFICER BOARD, ADVISORS, AND LIEUTENANT GOVERNOR (LTG)**
- 4) REPRESENT KEY CLUB IN A POSITIVE LIGHT BOTH IN PERSON AND ONLINE!**

DUTIES OF A CLUB SECRETARY

- 1) SUBMIT MONTHLY SECRETARY REPORTS TO THE DISTRICT SECRETARY BY THE 5TH OF EACH MONTH**
- 2) TAKE MEETING MINUTES AT ALL CLUB MEETINGS**
- 3) MAINTAIN CLUB SERVICE LOGS, TRACK CLUB ATTENDANCE, AND ESTABLISH A MEANS OF ORGANIZATION WITHIN THE CLUB**
- 4) COLLABORATE WITH YOUR CLUB TREASURER TO INSERT THE CLUB ROSTER INTO THE MEMBERSHIP UPDATE CENTER**
- 5) COLLABORATE WITH YOUR CLUB PRESIDENT TO FILL OUT THE ANNUAL ACHIEVEMENT REPORT BY FEBRUARY 1ST**
- 6) GO ABOVE AND BEYOND TO MAKE THE MOST OUT OF YOUR ROLE!**

**WHAT IS A
SECRETARY
REPORT?**

SECRETARY REPORTS

THE **ONLY** DIRECT, REGULAR CONNECTION YOUR CLUB HAS TO THE DISTRICT, MAKING THEM A UNIQUE AND **CRUCIAL** RESPONSIBILITY.

YOU PROVIDE THE DISTRICT WITH INSIGHT ON YOUR CLUB'S PROGRESS, STRUGGLES, AND CONCERNS.

GOOD SECRETARY REPORTS ARE **HONEST, THOROUGH (YET CONCISE), AND THOUGHTFUL.**

The logo for the Secretary Monthly Report Form features a teal background. On the left is the Key Club International logo, which includes a map of the United States and the text 'KEY CLUB INTERNATIONAL'. To the right, the word 'SECRETARY' is written in large, bold, white capital letters, with 'MONTHLY REPORT FORM' in smaller white capital letters below it.

Pacific Northwest District Secretary Report Form

Note: Clubs that have submitted all monthly Secretary Reports on time will be recognized at the 2024 District Convention (DCON)!

This is the official monthly report form for club secretaries in the Pacific Northwest District of Key Club International for the 2023-2024 service year. The Secretary Report Form serves as the only official method of communication between the district and club levels, allowing the Executive Committee to provide feedback on club progress. It is vital for club secretaries to file a monthly report in order for the Pacific Northwest District Executive Team to assist clubs and provide more relevant training to Lieutenant Governors and Committee Chairs.

Upon submission, you will receive an email receipt of your Secretary Report Form. Please forward that receipt to your club officer board, faculty advisors, Kiwanis Club, and Lieutenant Governor. You **DO NOT** need to forward this to the District Secretary.

Please contact District Secretary Tin Vo at secretary@pnwkeyclub.org if you do not receive an email receipt within 24 hours of submission for a pdf receipt, as well as with any questions or concerns.

SECRETARY REPORTS

DUE THE 5TH OF EVERY MONTH (YES... EVEN THE SUMMER)!

THE REPORT IS SUBMITTED USING THE SAME GOOGLE FORM EVERY MONTH!

AFTER DCON, THE 2024-2025 FORM WILL BE POSTED ONTO THE PNWKC WEBSITE!

RESOURCES > CLUB OFFICERS > THERE IT IS!

YOU CAN ALSO SCAN THIS QR CODE WHEN THE SLIDES ARE RELEASED!



PAGE 1 | THE BASICS

INFORMATION YOU SHOULD ALREADY KNOW!

- NAME, SCHOOL, DIVISION, ETC.
- MEETING LOCATION & TIMES
- KIWANIS INFORMATION (IF APPLICABLE)

NOTE: YOU ARE REPORTING FOR THE PREVIOUS MONTH. FOR EXAMPLE, THE MARCH SECRETARY REPORT WILL BE DUE ON APRIL 5TH, AND SHOULD REPORT INFORMATION EXCLUSIVE TO MARCH!

Email *	<input type="text"/>
Your email	
Name of Secretary Filing Report (First and Last) *	<input type="text"/>
Your answer	
School *	<input type="text"/>
Your answer	
Report for the Month of... *	<input type="text"/>
Your answer	
Date *	<input type="text"/>
Date	
mm/dd/yyyy	<input type="text"/>

PAGE 2 | DISTRICT PROJECT

THE DISTRICT PROJECT CAN VARY YEAR BY YEAR!

- REPORT ALL PROJECTS, HOURS, AND DONATIONS TO THE DISTRICT PROJECT.
- THIS IS THE **ONLY** WAY DISTRICT PROJECT CONTRIBUTIONS ARE TRACKED!

NOTE: THIS SECTION IS DEDICATED TO **ONLY** THE DISTRICT PROJECT. FOR ANY NON-DISTRICT PROJECT RELATED HOURS, REPORT IN PAGE 5 (WHICH WE WILL GET TO SOON)!

District Project Contributions: "SEAD Initiative: Ending Youth Houselessness"

The District Project is titled the SEAD initiative which stands for support, empower, act, and destigmatize. The SEAD Initiative aims to support youth experiencing houselessness throughout the Pacific Northwest. If no contributions towards the SEAD Initiative were made this month, please leave this section blank. Please ensure that the following information is as accurate as possible, as the District relies on this information to measure our progress made towards our goal.

Please list all projects/events related to the District Project the club has participated in this month. Include the date of the project, number of members involved, and the total number of hours for that project (number of members multiplied by hours).

Examples may include:

Planning (board meetings, advisor approval, choosing venues and getting supplies, etc)

Promoting (making posters, posting on social media, doing announcements)

Organizing (set-up and clean-up)

Holding the event

Educational events (District Project 101, guest speakers, etc)

Volunteering (houseless shelters, food banks, tutoring, buddy programs, etc)

Your answer

PAGE 3 | CLUB MEETINGS

PROVIDE A SUMMARY FOR EVERY GENERAL CLUB MEETING!

- TAKE CONCISE MINUTES AT EVERY MEETING WITH THE FOLLOWING INFORMATION:
 - MEETING DATE
 - PERCENTAGE OF MEMBERS
 - NUMBER OF KIWANIAN PRESENT
 - BRIEF DESCRIPTION OF MEETING

LET'S TAKE A LOOK AT SOME GOOD AND BAD EXAMPLES!

Club Meetings

If no meetings were held this month, please leave this section blank. If less than five meetings were held this month, please leave any additional responses blank.

Meeting 1 Overview

Please list the date of the meeting, percentage of members present, number of Kiwanians present, and a brief description of the meeting.

Your answer

Meeting 2 Overview

Please list the date of the meeting, percentage of members present, number of Kiwanians present, and a brief description of the meeting.

Your answer

Meeting 3 Overview

Please list the date of the meeting, percentage of members present, number of Kiwanians present, and a brief description of the meeting.

Your answer

MEETING MINUTES

Date: Thursday, April 14th

Percentage of members present: 23 out of 34 members (68%)

Number of Kiwanians present: 2

Talked about service projects.

MEETING MINUTES

GOOD START!

Date: Thursday, April 14th

Percentage of members present: 23 out of 34 members (68%)

Number of Kiwanians present: 2

Talked about service projects.

OH THATS IT...

ITS LITERALLY KEY CLUB,

I HOPE SO!

MEETING MINUTES

Date: Thursday, April 14th

Percentage of members present: 23 out of 34 members (68%)

Number of Kiwanians present: 2

- Played Kahoot to get to know fun facts about the new officers.
 - Morty's fun fact was that he's an only child.
 - Mortimer's fun fact was that he has been skydiving.
 - Morty M.'s fun fact was that he is left-handed.
- Service hours will now only be submitted digitally.
 - Submitting on paper was too messy/unorganized.
- Members who attended DCON (Morty, Alice, Rachel, Mortimer, Alison) talked about their experiences at DCON.
 - Morty's favorite part of DCON was the workshops.
 - Alice said that she was happy she went.
 - Rachel mentioned how she forgot to bring deodorant to DCON.
- New service projects were announced.
- Alison asked if we could provide donuts at the next meeting. Morty said no because we don't have enough money.
- Mortimer announced that he was accepted to Key Club University yesterday. Everyone clapped for him.

MEETING MINUTES

**GOOD
START!**

Date: Thursday, April 14th

Percentage of members present: 23 out of 34 members (68%)

Number of Kiwanians present: 2

- Played Kahoot to get to know fun facts about the new officers.
 - Morty's fun fact was that he's an only child.
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- Service hours will now only be submitted digitally.
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 - Morty's favorite part of DCON was the workshops.
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- New service projects were announced.
- Alison asked if we could provide donuts at the next meeting. Morty said no because we don't have enough money.
- Mortimer announced that he was accepted to Key Club University yesterday. Everyone clapped for him.

**TOO MUCH
DETAIL!**

**A LOT OF
DETAIL!**

MEETING MINUTES

Date: Thursday, April 14th

Percentage of members present: 23 out of 34 members (68%)

Number of Kiwanians present: 2

The 2022-2023 officer board was introduced. New digital protocols regarding hours submissions were reviewed. A recap of DCON was provided. Upcoming service projects were advertised.

MEETING MINUTES

PERFECTION. CONCISE. A+.

Date: Thursday, April 14th

Percentage of members present: 23 out of 34 members (68%)

Number of Kiwanians present: 2

The 2022-2023 officer board was introduced. New digital protocols regarding hours submissions were reviewed. A recap of DCON was provided. Upcoming service projects were advertised.

RULE OF THUMB: IF YOU ARE FOLLOWING A SLIDESHOW, "TITLE" EACH SLIDE AND USE THAT TO GUIDE YOUR OVERVIEW!

PAGE 4 | COMMITTEES

PROVIDE A SUMMARY FOR EVERY COMMITTEE YOUR CLUB HAS!

- IF YOUR CLUB HAS DISTINCT COMMITTEE CHAIRS, REACH OUT TO THEM FOR A RECAP OF THEIR MONTHLY ACTIVITIES!
- IF YOU HAVE COMMITTEES OUTSIDE THE 5 OUTLINED BY THE KC BYLAWS, ADD THEM IN THE ADDITIONAL SECTION AT THE BOTTOM!

NOTE: IF YOUR CLUB DOES NOT HAVE COMMITTEES, MOVE ONTO THE NEXT PAGE!

Club Committees

If the club has no committees, please leave this section blank. The committees outlined in this report are listed in Key Club Standard Form Bylaws.

Does the club have a Public Relations Committee?

Yes

No

Description of this month's progress:

Your answer

Does the club have a Fundraising Committee?

Yes

No

Description of this month's progress:

Your answer

PAGE 5 | SERVICE PROJECTS

- USING YOUR SERVICE LOG, LIST EVERY PROJECT YOUR CLUB HAS PARTICIPATED IN THAT MONTH, AS WELL AS THE NUMBER OF MEMBERS INVOLVED + NUMBER OF SERVICE HOURS
- YOUR TOTAL SERVICE HOURS FOR THE MONTH SHOULD ALSO INCLUDE WHAT YOU REPORTED IN THE DISTRICT PROJECT SECTION.

Service Projects

If no service projects were held this month, please leave this section blank.

IMPORTANT: If your school is currently hosting ONLINE or VIRTUAL service projects, please mark each virtual project with [ONLINE], then continue to fill out the responses as if it were a normal service project.

Please list each project the club participated in this month, the date of that project, number of members involved, and the total amount of hours for that project (number of members multiplied by hours)

Your answer

Total Service Hours for the Month

Your answer

PROJECTS LIST EXAMPLE

“City of Renton Park Cleanup”, December 4th, 20 Members, 60 Hours Total

“Downtown Christmas Party”, December 7th, 10 Members, 40 Hours Total

“Jingle Bell Run”, December 14th, 10 Members, 60 Hours Total

“Color A Smile”, December 16th, 60 Members, 30 Hours Total

Total Service Hours: 190 Hours + 20 Hours (DP) = **210 Hours**

PAGE 6 | FINANCES

- ASK EITHER YOUR CLUB TREASURER OR SCHOOL BOOKKEEPER FOR THE AMOUNT OF MONEY IN YOUR CLUB TREASURY.
- BE SURE TO BEGIN YOUR REPORT AHEAD OF TIME TO ALLOW YOURSELF ENOUGH TIME TO OBTAIN NECESSARY INFORMATION FROM OTHERS.

Club Finances

Amount of money in club treasury *

Your answer _____

Total number of dues-paid members *

Your answer _____

Any additional comments or concerns regarding finances (if applicable)

Your answer _____

PAGE 7 | MISC DETAILS

JUST SOME EXTRA DETAILS!

- AVERAGE ATTENDANCE
- NUMBER OF OFFICER MEETINGS
- KIWANIS CLUB ATTENDANCE
- NEW MEMBERS
- PCM/DCM ATTENDANCE
- LTG COMMUNICATIONS

Miscellaneous Club Details

Average percentage of members present at meetings this month *

Your answer _____

Number of club officer meetings this month *

Your answer _____

Number of sponsoring Kiwanis Club meetings attended by Key Club members *

Your answer _____

Number of new members joined this month *

Your answer _____

Percentage of meetings attended by Kiwanis advisors this month *

Your answer _____

PAGE 8 | QUESTION/CONCERN

- **THIS SECTION REQUIRES HONESTY AND EFFECTIVE COMMUNICATION. IF YOUR CLUB IS STRUGGLING WITH SOMETHING, TELL US!**
- **UTILIZE THE OPPORTUNITY TO ASK THE DISTRICT SECRETARY ANY QUESTIONS, AND THEY'LL RESPOND BACK WITH AN ANSWER/ADVICE!**

Additional Comments

The additional comments are the most effective way for clubs to express concerns about their status, emphasize accomplishments, and ask questions to the District Secretary. The Monthly Secretary Report is the only official communication method between the district and club levels. It is vital for secretaries to file additional comments for our District Executive Officers to better understand how they can best assist clubs and Lieutenant Governors.

The most common concerns and questions will be addressed monthly. If your concern or question is not addressed, feel free to reach out to District Secretary Tin Vo directly at secretary@pnwkeyclub.org

Concerns *

Functionality of the club, relationship to the Lieutenant Governor, a lack of resources from the PNW District, etc.

Your answer

Questions *

Officer training, organization of club projects, solving issues within the club, etc.

Your answer

Progress and Accomplishments *

Events attended by the club, talking points at club officer board meetings, awards received, progress on club goals, etc.

Your answer

**SUBMIT! YOU ARE
ALMOST DONE...**

AFTER SUBMITTING...

WHAT SHOULD I DO AFTER I SUBMIT MY REPORT?

- YOU'LL AUTOMATICALLY RECEIVE A RECEIPT WITH A COPY OF YOUR RESPONSE (IF YOU DON'T, EMAIL THE DISTRICT SECRETARY)!
- FORWARD THE RECEIPT TO THE FOLLOWING PEOPLE:
 - YOUR OFFICER BOARD
 - YOUR KIWANIS AND FACULTY ADVISOR
 - YOUR LIEUTENANT GOVERNOR
- **DO NOT** FORWARD THE RECEIPT TO THE FOLLOWING PEOPLE:
 - THE DISTRICT SECRETARY

**NOW YOU
ARE DONE!**


SECRETARY RESOURCES

SECRETARY RESOURCES

IF YOU WANT MORE DETAILS ABOUT WHAT YOUR ROLE ENTAILS... CHECK OUT THE PNWKC WEBSITE!

DUTIES OF A CLUB SECRETARY

Duties of the Club Secretary



Secretary skills and general duties

- Maintain all of the records, files and details that are important for the smooth operation of the Key Club.
- Be prompt, neat, organized and efficient.

Keep the club materials organized and these items on file:

- Inventory of all Key Club property
- Club bylaws
- Key Club Guidebook
- District bylaws
- Minutes of all regular club meetings and board meetings
- Names and addresses of present Key Club officers
- Copies of current and past Key Club magazines and district publications
- Collected committee reports from committee chairmen
- List of committee chairmen and members
- Club's past achievement reports
- Club's past monthly reports

Monthly reporting

- Prepare board of directors meeting agenda with president.
- Attend the board meeting and take the minutes.
- Collect the monthly committee reports.
- Submit monthly report to the district.

CLUB SECRETARY GUIDEBOOK

Checklists

weekly	monthly	annual
<input type="checkbox"/> ATTEND CLUB AND BOARD MEETINGS.	<input type="checkbox"/> ATTEND ANY DIVISION TRAININGS OR EVENTS.	<input type="checkbox"/> WORK WITH THE CLUB BOARD TO CREATE GOALS FOR THE YEAR.
<input type="checkbox"/> ATTEND KIWANIS CLUB MEETINGS.	<input type="checkbox"/> COMPLETE SUBMIT THE CLUB MONTHLY REPORT FORM OR OTHER DISTRICT LEVEL REPORT.	<input type="checkbox"/> ATTEND DISTRICT TRAINING CONFERENCES, DISTRICT CONVENTION AND OTHER EVENTS.
<input type="checkbox"/> RECORD MINUTES DURING CLUB AND BOARD MEETINGS.		<input type="checkbox"/> COMPLETE AND SUBMIT THE ANNUAL ACHIEVEMENT REPORT AND OTHER DISTRICT LEVEL REPORTS.
<input type="checkbox"/> ATTEND CLUB EVENTS (CLUB FAIRS, SERVICE EVENTS, FUNDRAISERS, SOCIALS, ETC.).		<input type="checkbox"/> SUBMIT THE NEW ELECTION RESULTS AT THE END OF YOUR TERM.
<input type="checkbox"/> PROVIDE EVENT SIGN-UP SHEETS		<input type="checkbox"/> ASSIST THE INCOMING CLUB SECRETARY FOR THE NEW TERM

SECRETARY RESOURCES

SHOUTOUT TO THE MGRC COMMITTEE!

CLUB OFFICER SERVICE AGREEMENT

SECRETARY

PNW KEY CLUB SECRETARY SERVICE AGREEMENT

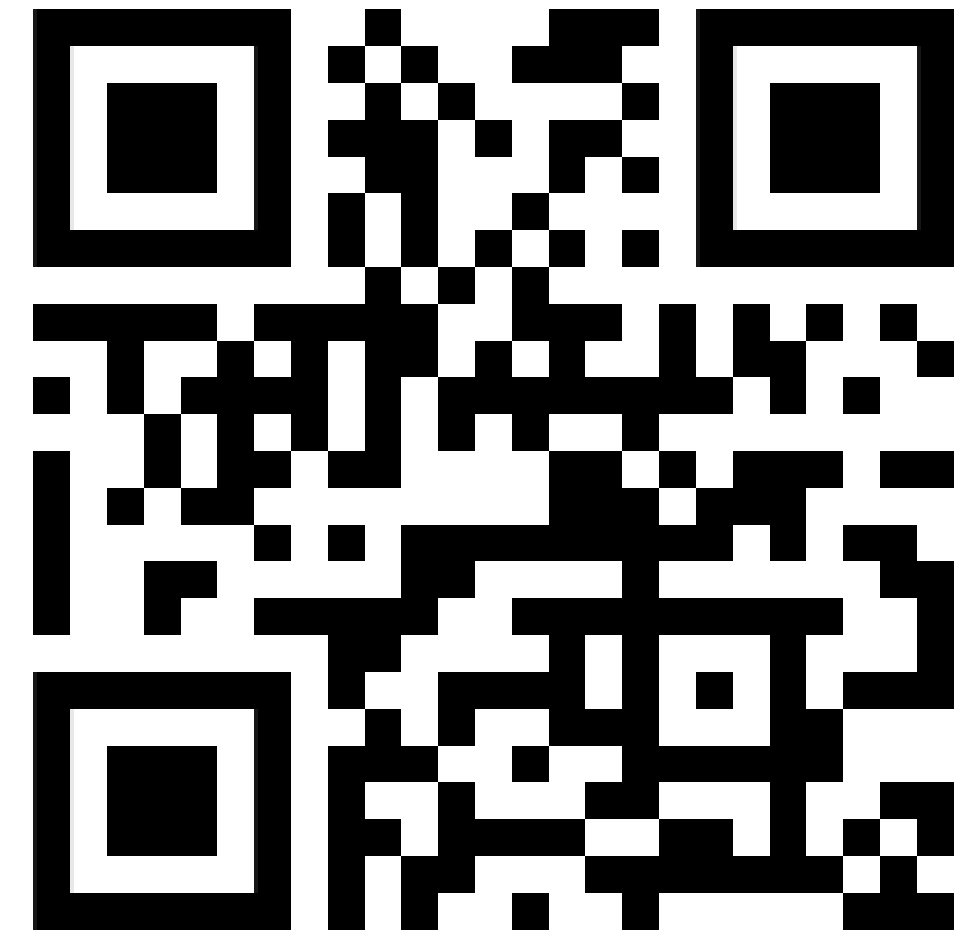


I, _____, do hereby declare myself willing to assume the duties and responsibilities of Secretary for my Pacific Northwest District high school Key Club.



I FULLY REALIZE I WILL:

- ❖ Strive to complete at least **50 hours** of service.
- ❖ Participate in my club's volunteer opportunities and projects.
- ❖ Serve as a leader and representative of my club.
- ❖ Strive to strengthen and build my club.
- ❖ Establish a climate of enthusiasm, support, and open communication.
- ❖ Work along with the President to ensure all club and board meetings are **well-planned** and executed.
- ❖ Keep members well informed and engaged.
- ❖ Complete the **Annual Achievement Report (AAR)**.
- ❖ Assist with applying for contests and awards and paying dues.
- ❖ Develop necessary relationships with school administrators, faculty advisors, and Kiwanis clubs.
- ❖ Establish or maintain an organizational system for club records including service hours.



SECRETARY RESOURCES

**IF YOU WANT RESOURCES ON HOW TO TRACK
ATTENDANCE, HOURS, FORMS, ETC...**



**CHECK OUT THE
2023-2024 SECRETARY TOOLKIT!**

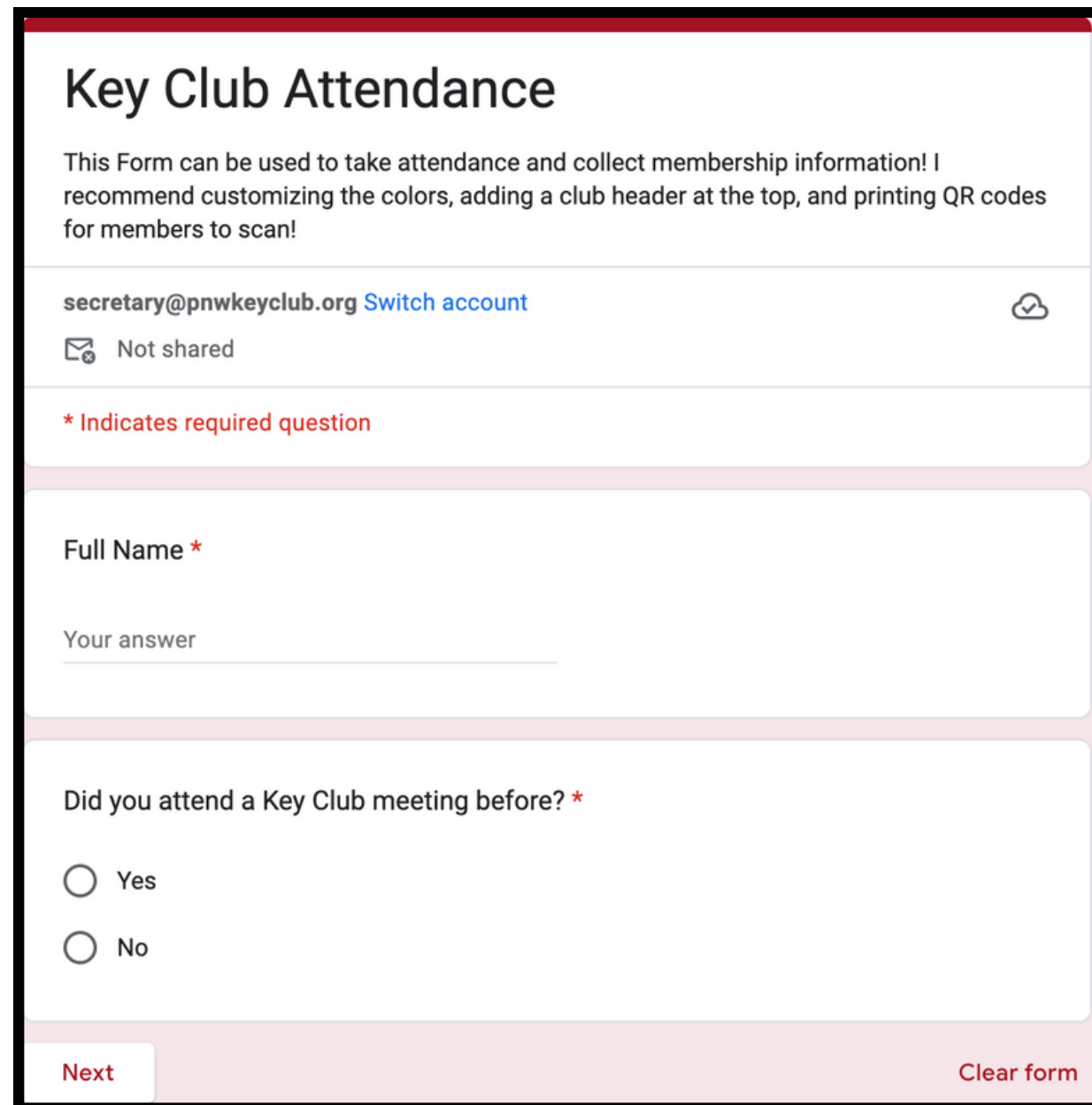


**I HAVE CREATED RESOURCES BASED ON MY
EXPERIENCE AS A CLUB SECRETARY! TO USE THESE,
MAKE A COPY AND THEN ADJUSTS FOR YOUR CLUB!**

LET'S TAKE A LOOK AT HOW EACH OF THESE CAN HELP!

SECRETARY RESOURCES

ATTENDANCE & MEMBERSHIP COLLECTION FORM



The screenshot shows a Google Form titled "Key Club Attendance". The form's purpose is to take attendance and collect membership information. It includes a header with the title and a brief description. Below the header, there is a section for the user's account, showing the email "secretary@pnwkeyclub.org" and a "Switch account" link. A "Not shared" status is also visible. A red asterisk indicates a required question. The first question is "Full Name *", with a text input field below it. The second question is "Did you attend a Key Club meeting before? *", with radio button options for "Yes" and "No". At the bottom of the form, there are "Next" and "Clear form" buttons.

- AN ADAPTIVE GOOGLE FORM THAT COMBINES ATTENDANCE AND MEMBERSHIP COLLECTION
- FIRST TIME ATTENDING A MEETING? GUIDES THEM TO A MEMBERSHIP COLLECTION FORM.
- NOT THEIR FIRST TIME? GUIDES THEM TO A QUICK CHECK IN IF THEY ARE KEY-CONNECTED!
- NOW, YOU HAVE TRACKED MEETING ATTENDANCE AND COLLECTED A NEW MEMBER'S INFORMATION!

SECRETARY RESOURCES

THE SECRETARY SPREADSHEET

PART 1: AN AUTOMATED ATTENDANCE TRACKER

TRACKS ATTENDANCE BY MEMBER

TOTAL MEETING ATTENDANCE (BY # AND % OF TOTAL MEMBERS)

F28	A	B	C	D	E	F	G
1	NAME	NUMBER OF MEETINGS ATTENDED	April			May	
2			3	17	31	14	28
3			4 Members	2 Members	3 Members	0 Members	0 Members
4			100.00%	50.00%	75.00%	0.00%	0.00%
5	Nola Stenstrom	3	x	x	x		
6	Tin Vo	2	x		x		
7	Eric Li	2	x		x		
8	Luke Wentzien	2	x	x			
9		0					
10		0					

SECRETARY RESOURCES

THE SECRETARY SPREADSHEET

PART 2: MEETING OUTLINES

A PLACE TO PUT YOUR GENERAL MEETING MINUTES, AND SOME EXAMPLES!

	A	B	C	D
1	OVERVIEW	04.03.2023	04.17.2023	
2	INCLUDE THE DATE, % OF MEMBERS PRESENT, NUMBER OF KIWANIANS PRESENT, AND A BRIEF DESCRIPTION OF THE MEETING	IN PERSON 4/3; 100% (4 Members), 0 Kiwanians, Pledge, DCON Recap, Introducing The New Board, Service Opportunities, Chant, Service Activity (Counselor Appreciation Notes)	ONLINE 4/17; 75% (3 Members), 0 Kiwanians, Pledge, Service Opportunities, Fundraiser Announcement, Chant, Service Activity (Paper Bridges)	
3				

SECRETARY RESOURCES

THE SECRETARY SPREADSHEET

PART 3: HOUR LOG

TRACKS HOURS BY MEMBER, BY EVENT, AND PROVIDES THE TOTAL HOURS OF THE ENTIRE CLUB! ALSO INCLUDES AN AUTOMATIC “COPY AND PASTE” SECTION!

1	HOUR TRACKING	COPY & PASTE INTO HOURS SECTION >	05.03.2023, Lindbergh SAT Set Up, 3 Members, 6 Total Hours	05.05.2023, Park Clean Up, 1 Members, 8 Total Hours	05.07.2023, Example Project C, 0 Members, 0 Total Hours
2	TOTAL CLUB HOURS	DATE	05.03.2023	05.05.2023	05.07.2023
3	14	EVENT NAME	Lindbergh SAT Set Up	Park Clean Up	Example Project C
4	TOTAL HOURS PER EVENT		6	8	0
5	TOTAL VOLUNTEERS PER EVENT		3	1	0
6	VOLUNTEER NAMES	VOLUNTEER TOTAL HOURS			
7	Nola Stenstrom	0			
8	Tin Vo	2	2		

SECRETARY RESOURCES

SECRETARY REPORT OUTLINE

IF YOU EVER WANT TO PLAN AHEAD!

SECRETARY REPORT FORM OUTLINE FOR THE MONTH OF _____

This outline can be completed prior to submitting the Secretary Report Form. Make a copy!

DISTRICT PROJECT CONTRIBUTIONS

The District Project for the 2023-2024 Service Year is The SEAD: Ending Youth Houselessness Initiative. The SEAD Initiative aims to support youth experiencing houselessness throughout the Pacific Northwest. If no contributions towards the SEAD Initiative were made this month, please leave this section blank. Please ensure that the following information is as accurate as possible, as the District relies on this information to measure our progress made towards our goal.

Please list all projects/events related to the District Project the club has participated in this month. Include the date of the project, number of members involved, and the total number of hours for that project (number of members multiplied by hours). ex. food bank volunteering, clothing drive, etc.

- 1)
- 2)
- 3)
- Can add more if needed!

Total Service Hours dedicated towards the District Project for the month	Insert hours here!	
Amount of funds donated directly through PNW Key Club for the month	Insert funds here!	Date donated through PNW Key Club!
Amount of funds donated to	Insert funds here!	Date donated to local food

SECRETARY RESOURCES

OFFICER MEETING MINUTES EXAMPLE

OFFICER MEETINGS MINUTES ARE DIFFERENT THAN THE GENERAL MEETING MINUTES FOR THE SECRETARY REPORT!

4.13.22 Key Club x ASC Meeting Minutes

Location: Career Center

Time Started: 2:15pm

Time Adjourned: 4:30pm

Members Present: Tin Vo, Natalie Tang, Dalena Duong, Ava Chinn, Isis Bustillos, Celia Nguyen, Allison Fung, Amanda Duong, Katie Duong, Jessica Do

Advisor Present: Quan Nguyen

PROMOTIONS

- [Instagram Graphic](#) - Post on Friday, April 15th, 2022 [[ISIS](#)]
 - Caption: An egg-cracking collaboration. Feeling fried? Join Key Club and ASC's school-wide egg hunt after school in the cafeteria on Monday, April 18th! With over 400 prizes, ranging from candy, fidget toys, gift cards, and squish-mallows, be sure to come to win and have an eggcellent time with your friends!
- Canvas Announcements - Post on Friday, April 15th & Monday, April 18th [[JESSICA](#)]
 - 4.15: "Meeting Announcement! Ft. Hazen Asian Student Coalition"
 - Caption: Key Club x ASC. An egg-cracking collaboration. Feeling fried? Join us Monday, April 18th, after school in the Cafeteria for a school-wide egg hunt activity! With over 400 prizes, ranging from candy, fidget toys, gift cards, and squish-mallows, be sure to come to win and have an eggcellent time with your friends!
 - 4.18: "Calling All EGGsplorers!"
 - Caption: Dear EGGsplorers, we need your help. A terrifying disaster has wreaked havoc, and we no longer have the golden egg in our hands. We have been boiled, poached, and fried. Only YOU can find the golden egg and save the eggverse. Meet us after school in the Cafeteria today, the eggs await.
- Remind Announcements - Post on Friday, April 15th & Monday, April 18th [[JESSICA](#)]
 - 4.15: Join us after school in the Cafeteria next Monday for a school-wide egg

**LOOKING VERY
FAR AHEAD...**

**THE MEMBERSHIP
UPDATE CENTER
(FALL)**

MEMBERSHIP UPDATE CENTER

**THE MEMBERSHIP UPDATE CENTER IS THE
INTERNATIONAL DATABASE WE USE TO PAY DUES!**

YOUR ROLE

**AS THE TREASURER COMMUNICATES WITH
THE BOOKKEEPER TO SET UP PAYMENT,
THE SECRETARY IS THE ONE WHO INSERTS
THE CLUB ROSTER INTO THE MUC!**

**YOUR ADVISOR SHOULD HAVE THE LOGIN
INFORMATION FOR YOUR CLUB!**

The screenshot shows a web interface for a club's membership update center. The header is 'KEY CLUB'. Below it, there are navigation links for 'Dashboard | Members | Finances' and the current page title 'Membership update center'. The main content is organized into several sections:

- Club Info:** Club Name: Water Academy Charter (492098), District: Florida, Club Status: Active, Club Charter Date: November 01, 2006, Sponsors: Miami-Latin (807689).
- Club Officers (2012 - 2013):** President: Vacant (add), Vice President: Vacant (add), Secretary: Vacant (add), Treasurer: Vacant (add).
- Advisors:** Mary E. Piro (Faculty). A note states: 'For changes to advisor information contact Kiwanis at 800-kiwanis or memberservices@kiwanis.org.'
- School Contact Info:** School Address: 7901 NW 103rd St, Hialeah, FL, USA 33016-2419, School Phone Number: (305) 826-1888, School Website: (add), Club Website: (add).
- Meeting Location:** Meeting Location: (add), Meeting Date/Time.
- Financial:** Amount Owed: \$880.00.

DUES DEADLINE

NOVEMBER 1ST: EARLY BIRD DEADLINE

CLUBS THAT PROCESS DUES BY **NOVEMBER 1ST** ARE CONSIDERED **EARLY BIRD**, AND WILL BE RECOGNIZED AT **DCON 2025!**

DECEMBER 1ST: REGULAR DEADLINE

CLUBS THAT PROCESS DUES BY **DECEMBER 1ST** ARE RIGHT ON TIME!

FEBRUARY 1ST: SUSPENSION DEADLINE

CLUBS THAT DO NOT PROCESS DUES BY **FEBRUARY 1ST** WILL ENTER A "SUSPENDED" CLUB STATUS, ARE UNABLE TO ATTEND DCON, ETC.

RESOURCES

CHECK OUT THE PNWKC WEBSITE!

A GUIDE TO PAYING DUES

VIDEO TUTORIAL

Every October, clubs must update their information and membership roster using the Membership Update Center (MUC). Email memberservices@kiwanis.org or call 1-800-KIWANIS (1-800-549-2647), ext. 411, if you have questions.

Preparation

1. The club treasurer and secretary should collect each new and existing member's first name, last name, graduation year, and email. Members should submit non-school and regularly checked emails.
2. The club treasurer should work with the school bookkeeper or finance manager to track dues payments. Dues are \$12.50 (\$7.00 to Key Club International, \$5.50 to PNW Key Club) per member.

Payment on the Membership Update Center

Watch a video tutorial here: youtu.be/0tfAvudii-w.

1. Visit keyclub.org/muc and log in. Your advisor or club secretary should have access to the login information (email memberservices@kiwanis.org or call 1-800-KIWANIS (1-800-549-2647), ext. 411, if you have a new advisor or need this information).
2. In the Dashboard, fill out officer, meeting, advisor, and additional information.
3. Click on the Members tab in the top left to update the member roster.
4. In the Finances tab, check the box to print an invoice and pay by mail or online with a credit card. If paying by mail, give the invoice to the school's bookkeeper or financial manager to send a check on the club's behalf.

IMPORTANT: Only the club secretary and faculty advisor have access to the Membership Update Center. The club treasurer does not.

The screenshot shows the 'KEY CLUB' website interface for the 'Membership update center'. The page has a blue header with 'KEY CLUB' and a navigation menu with 'Dashboard | Members | Finances'. The main content area is divided into several sections:

- Club Info:** Club Name: Water Academy Charter (492006), District: Florida, Club Status: Active, Club Charter Date: November 01, 2006, Sponsors: Hans-Lahn (307689).
- Club Officers (2012 - 2013):** President: Vacant (add), Vice President: Vacant (add), Secretary: Vacant (add), Treasurer: Vacant (add).
- School Contact Info:** School Address: 7901 NW 103rd St, Hialeah, FL, USA 33016-2419, School Phone Number: (305) 828-1888, School Website: (add), Club Website: (add).
- Financial:** Amount Owed: \$880.00.
- Advisors:** Mary E. Finn (Faculty).
- Meeting Location:** Meeting Location (add), Meeting Date/Time.

At the bottom, there is a note: 'For changes to advisor information contact Kiwanis at 800-kiwanis or memberservices@kiwanis.org.'

HAVING TECHNICAL ISSUES?

CALL 1-800-KIWANIS

BETWEEN 5:00 AM - 1:30 P.M. PST!

**DO NOT WAIT FOR AN EMAIL REPLY FROM
MEMBER SERVICES. CALLING WILL ENSURE YOUR
ISSUE IS ADDRESSED IMMEDIATELY!**

**THE ANNUAL
ACHIEVEMENT REPORT
(WINTER)**

ANNUAL ACHIEVEMENT REPORT

- **THE ANNUAL ACHIEVEMENT REPORT QUALIFIES CLUBS ATTENDING DCON 2025 FOR DCON AWARDS/CONTESTS. DUE FEBRUARY 1ST.**
- **REPORT CLUB INFORMATION, ADMINISTRATION, SERVICE, MEMBERSHIP, LEADERSHIP DEVELOPMENT, KIWANIS INVOLVEMENT, ETC.**
- **SIMILAR TO A SECRETARY REPORT, BUT REPORTS INFORMATION OVER THE ENTIRE TERM! YOUR ROLE? ASSIST THE PRESIDENT AS THE ORGANIZATIONAL ROLE OF YOUR CLUB!**



2023-2024 PNW Key Club Annual Achievement Report

DUE BY FEBRUARY 1, 2024 AT 11:59PM

Each Key Club is required to complete and submit this report prior to its District Convention, according to the guidelines set by its own district. Please read the rules before completing this form.

Key Club International Distinguished Club Rules

1. The filing of the report is required for every Key Club, per Key Club International Board policies.
2. Part Two report attachments must be produced as computer-printed documents.
3. Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification.
4. The report should contain club activities occurring between the 2023 and 2024 district conventions.
5. Upon completion of the report, the club may score its own report according to the scoring directions; tabulate the scores from each section in Part Three.
6. This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district official(s).
7. The district may recognize clubs achieving predetermined scores as "Distinguished Club" or "Distinguished Club-Diamond Level."

The report is broken down into the following parts:

- Part 1: Club Information
- Part 2: Club Service
- Part 3: Scoring

QUESTIONS?

**FILL OUT THIS GOOGLE
FORM FOR THE SLIDES!**



THANK YOU FOR LISTENING!



REMEMBER, THE ROLE IS
WHAT YOU MAKE OF IT! YALL GOT
THIS, YOU WILL ALL BE AMAZING!

GRAB A STICKER ON YOUR WAY OUT!

IN LOVE AND SERVICE,

TIN VO (HE/HIM)

DISTRICT SECRETARY

E: SECRETARY@PNWKEYCLUB.ORG

IG: @IM.TINCAN

