

Missouri-Arkansas

The purpose of this report form is to provide the Missouri-Arkansas District Board and Kiwanis Committee with information about your Key Club. In addition, it will also be used to help plan various district directives and initiatives.

Instructions:

- ✓ The report should be completed together by all club officers and submitted by the Club Secretary. Insert additional rows for sections as needed.
- ✓ Save the report form as a Microsoft Excel file. Save the report form with the month, year, and club name. For example: "April 2012 - ABC High School Key Club".
- ✓ When the report is completed, it should be e-mailed with the subject line of saved report form name as noted above. The file, with all attachments, should be sent to your Lt. Governor, Faculty and Kiwanis advisors. All forms should be submitted electronically, if possible. A hard copy may be mailed to your Lt. Governor as a last resort.
- ✓ In addition, you should save this report in your club files and use the information to complete the annual Key Club International Club Achievement Report Form at the end of the Key Club Year.
- ✓ If you have any questions about the report form, you should contact your Lt. Governor or the District Secretary.

General Club Information

Key Club Name		Report Month	
Sponsoring Kiwanis Club Name		Number of Members	
Division			

I. Meeting Attendance Rec

Date	# Members Attended	Had a speaker or a program?	Was this a special meeting? (e.g. banquet, etc.)	Was this a club board meeting?	Did a Faculty Advisor(s) Attend?	Did a Kiwanis Advisor(s) Attend?	Were other Kiwanians Present?

II. Club Service Hours

Date	Project Name/ Brief Description	K-Family Participation (Individual Club, Divisional, Kiwanis, K-Kids, etc.)	# of Members Participated	# of Service Hour Per Member	Total for Project
					0.0
					0.0
					0.0
					0.0
					0.0
					0.0
					0.0
					0.0
				TOTAL MONTH HOURS	0.0

IV. District Officer Contact

Lt. Governor	
Has your club been contacted by your Lt. Governor?	If yes, how? (e.g. e-mail, phone, etc.)
What can your Lt. Governor do to better serve your club?	
Has your club received a monthly division newsletter?	

V. Service Fundraising (opt)							
Date	Amount Raised	Name of Project/Event					

VI. Service Spotlight (Opti							
-----------------------------	--	--	--	--	--	--	--

Please write at least one detailed, professional article describing one project that your club did this past month. If your article is descriptive, of high quality, and represents a good project, your article may be published in either The Key Way and/or Key Club International publication or online. Please include information about how the project was developed, the name of the specific organization(s) partnered with (if applicable), and any other information that would interest readers. Whenever possible attach photographs of the project perferably "action-type" not "posed". Also, reference online newspaper and publication articles.