

Michigan District of Key Club International



{Monthly Report}

1. Complete monthly and obtain signatures
2. Make **6** copies of the form, your club's newsletters, and meeting minutes
3. File all original documents.
4. Send a copy of each document to the:

District Governor (governor@mikeyclub.org)

District Secretary (secretary@mikeyclub.org)

District Treasurer (treasurer@mikeyclub.org)

District Bulletin Editor (editor@mikeyclub.org)

Division Lieutenant Governor ([ltgdiv @mikeyclub.org](mailto:ltgdiv@mikeyclub.org))

Faculty Advisor

{Date} {2012} {2013}

January

April

July

October

February

May

August

November

March

June

September

December

Submitted by _____ from the Key Club of _____

High School in Division # _____ . My email address is _____.

Date of Meeting (mm/dd/yy):					
Members Present:					
Faculty Advisor Present?	[Y / N]	[Y / N]	[Y / N]	[Y / N]	[Y / N]
Kiwanis Advisor Present?	[Y / N]	[Y / N]	[Y / N]	[Y / N]	[Y / N]
Total Kiwanians present:					
Guests present:					

{Membership Information}

Total number of members: _____

Number of new members: _____

Number of membership cancellations: _____

{Fundraising}

*Would you like help coming up with club fundraiser ideas? (Circle One) [Y / N]

*If so, what area would you like them to focus on? _____

{Board of Directors}

Have there been any changes in Board members, including club officers? [Y / N]

If so, please file an Election Report form and send to secretary@mikeyclub.org

{Club & Community Communication}

Does your Club have a website? [Y / N]

If yes, what is its address? _____

If yes, is the Website maintained and by whom? _____

Please send website information to the district website chair (website@mikeyclub.org)

{Communication with the District}

Has your division's Lieutenant Governor contacted the club this month? [Y / N]

Was a Presidents' Council Meeting or Divisional Council Meeting held? [Y / N]

If so, please list dates and attendees:

Have you contacted the District this month? [Y / N]

If yes, please list dates and officer(s) addressed:

Did you receive a reply? [Y / N]

Did you receive helpful feedback? [Y / N]

Please state any problems, comments or questions you may have for the District Board:

{Club Activities}

Key {Contact District Secretary for Details of Each Activity Type}:

CS: Community Service

FD: Fundraising

SS: School Service

MEP: Major Emphasis Project

IN: Interclub

DE: District Event

SO: Social (e.g.: dance)

KF: K-Family

GP: Governor's Project

DP: District Project

Date	Type	Activity	# of Members participated	Total hours per member	K-Family Involved?	Successful?
					[Y / N]	[Y / N]
					[Y / N]	[Y / N]
					[Y / N]	[Y / N]
					[Y / N]	[Y / N]
					[Y / N]	[Y / N]
					[Y / N]	[Y / N]
					[Y / N]	[Y / N]

{Comments}

Do you have any service projects, advice, or knowledge you would like to share with other Key Clubs?

Is there information that you would like to request (e.g. other clubs' contact info)?

{Monthly Check List}

- Distribute all meeting minutes taken this month (to District as well as to club board)
- Distribute all newsletters published this month (to District as well as club members)
- Send copies of the monthly, minutes, and any bulletins published to the appropriate individuals appropriate individuals (District Governor, District Secretary, Division Lt. Governor, Faculty Advisor, Kiwanis Advisor, Club President, Club files)

{Signatures}

Club President: _____ Faculty Advisor: _____

Club Secretary: _____ Kiwanis Advisor: _____

