

Club Secretaries



Circle K International

Live to Serve, Love to Serve

Monday, April 20, 2015

# Introductions

- Name
- School you are from
- One thing you are looking forward to for the upcoming Circle K year

# Basic Dues as Club Secretary

- Take Minutes at Club Meetings
- Take Minutes at Board Meetings
- Submit Monthly Report Forms at the 5<sup>th</sup> of Each Month
- Submit Club Officer Information to the District Secretary for District Directory

# Minutes

- Who- Who is in attendance?
- What- What all happened at the club and/or board meeting?
- When- Dates of activities and events

# Meeting Minutes Example

- **Kent State University Circle K**  
Thursdays, 7 p.m.

Room 309, Kent State Student Center  
General Meeting Minutes, October 15, 2009  
Meeting called to order by President Olivia Colony

**Members in attendance:** Olivia Colony, Lindsay Ridinger, Megan Mounts, Brian Adams, Alison Dickerhoof, Steve Kiel, Kristen Camputaro, Tearina Menning

- **Guests in attendance:** Laura Enders, Jori Blume (student)

- **Introductions:** Steven invited a student, Jori Blume, to attend the meeting.

- **Old Business**

- Olivia, Lindsay, Steven, Kristen, Brian and Alison all attended the Memory Walk on Saturday. They helped fold t-shirts, set-up tents and clean-up.

- **New Business**

- **Make a Difference Day:** Circle K will be helping Kiwanis at the Maplewood Career Center on October 24 with unpacking bags and boxes of donated canned food. They will need help from about noon - 4 p.m. Please let us know if you will for sure be there!

- **Halloween Extravaganza:** Kent Kiwanis asks for volunteers at this event which will be held at Fred Fuller Park in Kent on October 24. They need volunteers from 12:30 p.m. - 4 p.m. Let us know if you can make it!

- **Bowling:** Jen DeFrance from Kent Kiwanis offered Circle K 20 free games of bowling coupons. We could go bowling on a Thursday night instead of having a meeting, possibly October 29.

- **MAC:** Members who are attended MAC can bring their medical forms with them to the event November 6-7. Rides will be provided by Wayne and Laura, and possibly Kristin, and thanks to Kiwanis, the entrance fee will be covered as well. Thank you Kiwanis!

- **Service Project Ideas:** Everyone shared some service project ideas they had. Steven said his fraternity will be passing out hot food to visitors at a church in Cleveland on Thanksgiving. Laura mentioned the Kiwanis winter accessory drive. They will be collecting hats, scarves, mittens and children's boots. The gift tree at Chapel Hill was also mentioned. Kristen said she would look into making and donating fleece blankets to a children's hospital.

**Upcoming Events:** [people signed up so far]

- **Make a Difference Day:** Oct. 24; members signed up: Brian, Alison, Cory, Greta, Steven, Kristen, Megan, Olivia (maybe), Lindsay, Annie, Kristin (maybe)

- **Halloween Extravaganza:** Oct. 24; members signed up: Megan, Alison, Cory, Steven, Kristin, Olivia (maybe), Lindsay, Jenny

- **MAC:** Nov. 6-7 at Marietta College; members signed up: Steve, Lindsay, Olivia, Brian, Megan, Alison, Walter, Annie, Kristin, Greta, Jenny

# What's a Monthly Report Form

- A Monthly Report Form (MRF)
- Tracks Monthly Service Hours
- Tracks Membership Participation
- Allows Your Lieutenant Governor and District Board to be Aware of Any Issues Your Club May Be Facing

# MRF is submitted

- Send you a link to MRF using Google Spreadsheets

<https://docs.google.com/spreadsheets/d/1FQb9-D6gcqhxlz6FI0pJmkSXA45Qq6rVIo4y-WpRgfU/edit#gid=947971556>

- Do not need a google account
- Anyone you share the link can edit the spreadsheet
- Due every 5<sup>th</sup> of the month

# MRF Terms

- Service Hour
  - 60 minutes of work performed by a dues-paid member of a CKI club on a service project approved by the club or club board of officers
  - On MRF, add up all service hours from each member during an event to get # of Hours Service Performed
    - i.e- Person A volunteer 3 hours, Person B volunteered 2 hours at the same event: 5 hours of service performed



# MRF terms cont.

- K-Family Relations

- There are at least two members of a Kiwanis family group (Key Club, Kiwanis, etc) at a Circle K meeting, service project, or other event, or two or more Circle K members at a K family event.

- On the report, if you have 2 Kiwanis Members from the Kiwanis Club A walking the dogs, this is 1 K-Family Relations. The Kiwanis are guest so there are 2 guests.

Monthly Secretary Report									
Circle K Club of:	School ABC	New Members:		Monthly Service Hours:	5	Monthly K-Family Relations:	1	Monthly Interclubs:	
For the Month Ending:	April 30, 2015	Total Member:	15	Total Service Hours:	5	Total K-Family Relations:	1	Total Interclubs:	
<b>Service Projects</b>									
Date	Service Description	# of Circle K Members	# Visitors	# Official Interclubs	# of Kiwanis Family Relations	# of Hours of Service Performed			
4/9/2015	walked dogs	3	2	0	1	5			

## MRF terms cont.

- Interclub
  - Take members (at least two from each club) from at least two Circle K Clubs together at an event (district events like fall rally and district convention DON'T count, sorry).
  - For this, you put how many other clubs were there. For example, if OSU a social and Kent and Akron were there, you'd put "two" for number of interclubs.

# Contact Me!

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