Welcome to the new **Circle K International Monthly Report Form** for clubs. This report will allow you to report information such as total number of service hours and the service partners and preferred charities you’ve worked with during the month to Circle K International. We also hope this Monthly Report Form helps to provide a more direct connection between your club and Circle K International. We invite you to share your concerns and questions with us on the report form as they arise so we can provide resolution and assistance.

Here are a few things you’ll need to know prior to logging in:

1. To access the Membership Update Center and the Monthly Report Form **your member record needs to reflect your status as club secretary or secretary/treasurer**. The login is the same for both, so if you’ve logged into the MUC, you will be able to access the Monthly Report Form. If you’re not listed as the secretary or secretary/treasurer in your club roster, you will not be able to set up a login and password. If you’re unsure, contact Member Services at 1-800-549-2647 ext. 411.
2. If your member record is marked correctly, you can set up your login.
3. When completing your monthly report, you will report the information from the previous month. For example, when you complete the report for April, you will tell us about your club activities from March.
4. You can edit all submitted reports during the administrative year. You can edit a report and update the information on any reports from April 1 (the start of the CKI year) to March 31 (the end of the CKI year.) So, if you forgot to add a member’s service hours to your club total or that project with March of Dimes slipped your mind, you can add them at any time.
5. The following leaders will have access to your completed reports:
   a. Circle K District Administrator
   b. Circle K District Governor
   c. Circle K District Secretary or Secretary/Treasurer
   d. Circle K International Board
   e. Circle K International Staff
6. You are urged to send a copy of your completed monthly report to the following:
   a. Circle K Lieutenant Governor (if applicable)
   b. Kiwanis Advisor
   c. Faculty Advisor
   d. Circle K Zone Advisor (if applicable)

   *Instructions on sending the report to these individuals is included in this instruction manual.*
7. If you have questions concerning the Monthly Report Form, contact the Circle K Staff at 1-800-549-2647 and ask to speak with Circle K staff. If you have problems with accessing the Monthly Report Form, contact Member Services at 1-800-549-2647 ext. 411.
ACCESSING THE MUC

To access the Monthly Report Form visit: [www.circlek.org/MUC](http://www.circlek.org/MUC)

- If you have never accessed the MUC before, you will need to set up your own login credentials (see next page).
- If you have accessed the MUC before, enter the email listed in your member record and your password.
SETTING UP YOUR LOGIN CREDENTIALS

To set up your own login credentials, scroll down until you see the information in the red box below to click on “here” and follow the directions to setup your login credentials.

Once you’ve established your login credentials, you’ll be ready to login and complete your Monthly Report and access the MUC to update your club roster.

If you continue to have trouble establishing your login credentials, contact Member Services at 1-800-549-2647 ext. 411 for assistance or via email at MemberServices@Kiwanis.org
AFTER YOU LOGIN

Once you have logged in, you will see your name, your club name and your member ID at the top of the page.

See an example in the red box below:
ACCESSING THE MONTHLY REPORT FORM DASHBOARD

Look at the red box on the left of the screen. In this box you will see three icons:

- **Me:** which includes your profile information
- **Membership Update Cntr:** Clicking this icon will take you to the Membership Update Center where you can update your club roster and pay club dues.
- **Monthly Report:** Clicking this will take you to the Monthly Report form.

**Note:** You can disregard this information concerning Background Checks. This is specifically for Kiwanis clubs. However, since we are on the same platform, you will see messages such as this from time to time.
MONTHLY REPORT LAUNCH PAGE


- You will see the monthly reports available for completion.
- On the 1st of each month, a new report will appear on this page for that month.
- Any previous month’s report (beginning in April) will be available for review or updating at any time during the administrative year (April 1 - March 31.)
- The April Report will always at the top of the list and each subsequent month will populate below it, as you can see in the example:
REPORT STATUS

Let’s take at the specific parts of the report that you’ll need to be familiar with before you begin completing your first form. After the “Year” and the “Month”, you’ll see “Status” of your report. This will help you keep track of what reports you have or have not completed.

The status can be:
- Not Started
- In Progress
- completed
The next you see “Edit” and a pencil icon or Go button. Clicking on either of these will allow you to enter or edit information in your report.
Report Review

Next, you see “Review”. Clicking on the *magnifying glass* will allow you to review the information in any completed report.
SEND A REPORT COPY

After “Review,” you see “Send Copy” and an envelope icon. Clicking on the envelope allows you to enter email addresses of individuals you would like to receive a copy of your completed reports.

If your district utilizes lieutenant governors, your report should be sent to your lieutenant governor each month.

Consult with your district leadership for others who should be copied on your completed reports.
The last field on the screen is “Submitted”. This field will be empty until a report has been completed and submitted.

Once a report is submitted, you will see a green circle with a white check in this field.
For this walk through, we will complete the March 2017 report.

When you want to start a report, click the “Go” button.
REPORT WALKTHROUGH: Verify Month

The screen below shows the actual report. At the top of the page you’ll see CKI Monthly Report, the “month and year”, and your “club’s ID number”. Verify this is the correct month you want to edit.
REPORT WALKTHROUGH: Service Hours

The first question you will always see on the report asks for the “total number of service hours” completed for the month for all members.

You must enter a number. In this example, we’ve entered “40” for the total number of hours.
REPORT WALKTHROUGH: Interclubs

The next question asks about the “number of interclubs completed”. Again, this must be a number.

Notice the blue circle with the question mark to the right of the box? When you see this, it indicates an explanation is available for that question (see next page).
If you move your cursor over the circle with the question mark, the **explanation** of an interclub appear.
REPORT WALKTHROUGH: Kiwanis Family Relations

The next question asks the “number of Kiwanis Family Relation events/meetings”. Again, this must be a number. And you’ll notice the blue circle with the question mark again.
Again, if you hover over the circle and question mark, you’ll see the **explanation** of a Kiwanis Family Relation.
REPORT WALKTHROUGH: Service Partners/Preferred Charities

The next question asks which of our “service partners/preferred charities your club has worked with during the month”.

- Check all that are applicable
- If your club didn’t work with any of those service partners/preferred charities check none of the above

<table>
<thead>
<tr>
<th>Number of Kiwanis Family Relation events/meetings?</th>
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<td>1 '?'</td>
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<table>
<thead>
<tr>
<th>Which of our service partners/preferred charities have you worked with this month?</th>
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<tbody>
<tr>
<td>• Unicef</td>
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<td>• JCI</td>
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<td>• March of Dimes</td>
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<tr>
<td>• Better World Books</td>
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<td>• Students Team Up To Fight Hunger</td>
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<tr>
<td>• St. Baldrick’s Foundation</td>
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<td>• Up With People</td>
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<tr>
<td>• None of the above</td>
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Other service partners/preferred charities

- Did your club participate in WASH campaign?
- Has your club elected new officers?

Name one member who has gone above and beyond in the last month. Explain why they should be validated. Please provide their name and contact information:

<table>
<thead>
<tr>
<th>Member Name</th>
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<table>
<thead>
<tr>
<th>Member Email</th>
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<table>
<thead>
<tr>
<th>Explanation</th>
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</table>
REPORT WALKTHROUGH: Other Service Partners/Preferred Charities

The next question asks for the name of other service partners/preferred charities your club has worked with during the month.

This could include any local agency such as an animal shelter, Boys and Girls Club, food bank, etc. We’ve entered “Gleaners Food Bank”.

- Other service partners/preferred charities
  - Gleaners Food Bank

- Did your club participate in WASH campaign?
- Has your club elected new officers?

Name one member who has gone above and beyond in the last month. Explain why they should be validated. Please provide their name and contact information:

Member Name

Member Email

Explanation

Additional comments or concerns:

Submit
REPORT WALKTHROUGH: Other Specific Questions

From time to time, specific questions will be added to the report. You’ll see the specific questions on this report include:

- “Did your club participate in WASH campaign?”
- “Has your club elected new officers?”

These specific questions will vary from month to month, but will only require you to check a box, enter a number, or provide a brief explanation.
REPORT WALKTHROUGH: Member Recognition

The final question on the report asks you to submit a “member who has gone above and beyond” in the last month.

This is not required; however, we do enjoy hearing what exceptional things members are doing in their local communities and may reach out to that individual to spotlight them in the future.
REPORT WALKTHROUGH: Member Recognition member name

If you choose to complete this section, as you start typing names of those club members on your roster, their name will **automatically populate**.

Notice below, as we entered “J-E-S” the name “Jessica James” populated.

A name will only populate if the person is listed on your club roster.
REPORT WALKTHROUGH: Member Recognition email address

If the member you’ve entered has an email address listed in their profile, it will also automatically populate, as you see below.

Two things about the email address function:

- If an email address doesn’t populate, you will need to input the email address
- If the email address is incorrect, you can update it here and the email address will be updated in the member record and roster
Then, you will enter an explanation of how this member has gone above and beyond.

Note: All three fields (name, email, explanation) are required if you choose to complete this question on the report.

- Member Name: James, Jessica
- Member Email: jajames2@bsu.edu
- Explanation: Jessica is amazing! She organized all the snacks for our after school reading program.
REPORT WALKTHROUGH: Additional Comments or Concerns

The final section allows you to add “additional comments or concerns”. This is not required.

Once you’re satisfied with the information you entered for each question, click submit at the bottom of the report.
REPORT WALKTHROUGH: Save as a PDF

Once you click submit you will see a copy of your completed Monthly Report as shown below.

Notice you can “save as a PDF” of your report if wish by clicking on the PDF icon.

Now go back to the left side of the screen and click “Monthly Report” to return to the launch page.
REPORT WALKTHROUGH: Report Submitted

Now that you’re back on the launch page, you’ll see a green circle with a check next to your submitted report.

As you can see from this instructional manual, the monthly report is not complicated nor should it be time consuming, especially if you have all the information you need to input into the form prior to beginning it. As you have seen, most the questions involve entering numbers or checking boxes.

Remember if you have any questions concerning the Monthly Report Form please contact Circle K staff.