



# Monthly and Annual Reporting

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# Why Is Reporting Important



Reporting is important because it gives us Data. This Data can be used to benefit your club and to demonstrate all that your club has done and is doing. If your club is struggling, these reports help us help you!

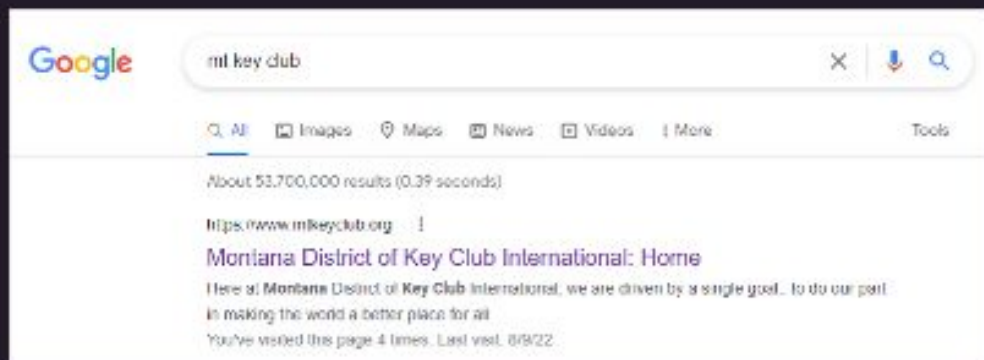


# Different Kinds of Reports

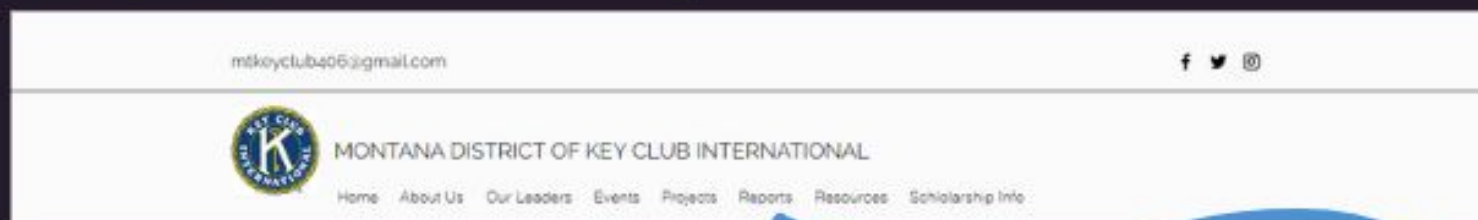


All the reports are available to you on the [mtkeyclub.org](http://mtkeyclub.org) website under the reports tab. The reports you will find there include the Secretary Reports, Election Report, LTG Report and the Club Visitation Report. We will go more into detail about each report shortly.

# How to Access the Reports



Google our website



Go to the reports tab once you have clicked the website



# Here you will find all of the reports at your convenience.



## MONTHLY REPORTS & CLUB ELECTIONS

Typically the club Secretary is in charge of filling out the report, but if the Secretary cannot, any other board member can fill out monthly reports. They are due on the 20th of each month, but each form's information and deadline pertains to the prior month. For example, the September report is due on October 20th. You can even earn points from various things like holding club meetings, having faculty and Khems advisors at the club meetings, and supporting the Governor's project. Then, at DCCN the club with the highest points are awarded!

One of the best things about monthly reports is that your club can really look back to see where there can be growth and where you are thriving. With all the fun and so much gain, why wouldn't you want to take advantage of monthly reports? As always, if you are having any trouble with the reports or have any questions at all, please contact your 3 Texas any district board members.



SECRETARY REPORT

Election  
Results



CLUB OFFICER  
ELECTION REPORT



IG REPORT



CLUB VISITATION REPORT



# The Secretary Report



The Secretary Report is my main goal to complete this year. Everytime your club secretary completes this report, I get information on what your club did for the past month. I then use this information, and numbers, to calculate points. The club with the most points and/or all the reports turned in, recieve an award at DCON!



# The Secretary Report



## Service Projects This Month

This section is for volunteering and direct service towards home, school, community.  
Please reserve for hands-on service projects and events

### Service Project #1

Please answer in this format: Description of project..... # people involved..... total hours...

Your answer



## Fundraising Projects This Month

This section is for any fundraising events and projects your club was involved in this month.  
Please reserve for events designed to gather donations for non-profit and charities

### Fundraising Project #1

Please answer in this format :#.....description of project..... # people involved..... total hours..... money raised

Your answer

# The Secretary Report



## Service Partner Involvement This Month

What Projects Did Your Club Participate In This Month?

- AidSpirt
- Children's Miracle Network
- Governor's Project
- K-Family Relations
- March of Dimes
- Project Life
- Thirst Project
- Unicef

## This Months Club Meeting Details

Whole Club Meetings- Date, Members per Meeting, Length of Meeting

Your answer

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# The Secretary Report: Who Is In The Lead?



Total points earned based off  
of what these clubs have  
done so far this service year

- 1- Dawson County . . . . . 6860
- 2- Skyview . . . . . 4165
- 3- Custer County . . . . . 3340



**CONGRATS!!**



Total Ladder Points earned  
this year

- 1- Dawson County . . . . 457 pts
- 2- Belgrade . . . . . 249 pts
- 3- Skyview . . . . . 208 pts

# Club Officer Election Reports



This report is due once a year, in the early fall or spring, depending on when your club holds elections for upcoming officers. This report is very important. We can see who is running for your school, and it gives us contact information for these individuals so we can better communicate and spread information more effectively!

# LTG Reports



The LTG report is for the board members. Each month, every Lieutenant Governor fills out this form to talk about what they have done each month. It is a good way for LTG's to keep track of goals, accomplishments, and what clubs they have contacted or have been in contact with that month.



# Club Visitation Report



Club Visitation Reports are also done by the board members. Any time that we visit a key club meeting that is outside of our home districts, we can observe all that they are doing for their communities!



# Annual Report

March

18

Found on the Key Club International website, the annual report is done once a year before DCON in March. This report is a receipt of what your club has done over the past year. Your club can earn patches from this report from participating in certain projects. Your secretary reports are helpful when filling this out!

# Annual Report Continued

Scored through Club Membership, Leadership Development, K-Family Involvement, and Service Hours



## 2022-2023 Key Club Annual Achievement Report

Each Key Club is required to complete and submit this report to its district board, prior to its district convention, according to the guidelines set by its own district. Please read the rules before completing this form. If you complete this form on Adobe, totals will be automatically calculated.

### Key Club International distinguished club rules

1. The filing of the report is required for every Key Club, regardless of total points, per Key Club International Board policies.
2. Both parts of the report must be printed in black or blue ink or typed using Adobe.
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 district conventions or March to February each year.
5. Upon completion of the report, the club may score its own report according to the scoring directions shown in the right-hand column on each page; 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."

Club contact information



# Overview

We will just say that reports are important. They help us improve our ways of communication and tell us all about the amazing things you and your club are doing for your communities!



# Questions

If you have any questions on  
the Secretary Report or the  
Election Report, please feel  
free to ask!





# Up Next:

Contests, Awards and  
Scholarships with Ali,  
Sophie and Shenae!

