

Farwa Shakeel
New Jersey District of Key Club International
District Secretary
908-672-1084

Salutations, New Jersey District!

There have been some important changes to the Club Monthly Report Form (CMRF). This sheet will outline any changes and give detailed instructions on how to fill out the CMRF.

1. Fill out the name of your Key Club, the number of your division, Sponsoring Kiwanis, and **month for which you are reporting**.
 - a. If you do not know your sponsoring Kiwanis, please contact your Lieutenant Governor.
 - b. You fill out CMRF's for the **previous month**. For example, when you fill out your CMRF on September 10th, you are reporting all activities for the month of August.
2. For membership status, please indicate how many members your club has in the current year and how many in the year before. **Please do not right active**. If you are unsure of your paid membership, please visit the website given on the form or contact your Lieutenant Governor. If you are unsure of the date dues were paid, please contact your advisor of District Treasurer Bobbie Boettinger at: treasurer.boettinger@gmail.com
3. Under attendance, please indicate what date your club held a general meeting, an officer meeting, and indicate whether any of the people listed were at either.
4. Under divisional/district contact, please indicate how your Lieutenant Governor has contacted you. **You may place checks in the appropriate boxes OR put "Y" (for yes) and "N" (for no) in the appropriate boxes**.
 - a. Please indicate whether or not your Lieutenant Governor sent your club an email with a "Y" or "N."
 - b. If your club published any newsletters, please indicate on which dates they were published.
 - c. When your school receives any district mailing, please indicate the date it was received.
5. For special events: your Lieutenant Governor will often host Officer Training Conferences (OTC,) Divisional Events, and Divisional Council Meetings (DCM). Place the number of attendees for each in the appropriate box. The same instructions are in place for Regional Training Conferences (RTC), Fall Rally, District Convention, Key Leader, and International Convention.
6. For Project Report:
 - a. Please indicate the name of the project and give a short description of the project under "Description." **This does not have to be lengthy.**

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If the event was a social event where no service occurred and/or no funds were raised, please mark it with an (S) after the name of the project.

- b. Under funds and pounds, **indicate the number of funds and/or pounds raised by that individual project and continue the process as needed. You must also indicate how many members participated in the appropriate column. For service, you must write the TOTAL number of hours completed during the event and must continue the process as needed. You must also indicate how many members were involved in the project in TOTAL.**
- c. Under Focus:
 - i. Use a (D) to indicate if the project was focused around the District Project, which is fighting hunger and working with the New Jersey Federation of Food Banks.
 - ii. Use an (A) if the project was focused around the advocacy focus, which is Autism. This includes raising money for an Autism foundation, assisting Autistic children, or even educating members on Autism.
 - iii. Use a (P) if the project raised funds or participated in service with:
 1. March of Dimes
 2. Children's Specialized Hospitals
 3. UNICEF
7. In the boxes below the Project Report, please indicate the total number of service hours completed by month. **The service hours are counted across all projects and all initiatives.** Also, please indicate the amount of funds or pounds of food collected in the row below hours. **This is also a collective total of pounds or funds raised. If there are collective totals for both, please write list them with a slash in between. For example:**
 - a. 20 lbs/\$400
8. If there are any notes you wish to share with your LTG or any changes to your officer board, please indicate them in additional notes.
9. Finally, please be sure to have all appropriate people sign the CMRF as indicated. You **MUST** send the Report Form by the 10th of each month, unless otherwise noted by your LTG. **Also, please send your report forms to: njkeyclubcmrf@gmail.com. You do NOT have to send me the report form directly, but please make sure that you continue to send the forms to your Lieutenant Governor, Kiwanis Advisor, club advisor, Zone Administrator, sponsoring Kiwanis Club, and school administration if you are required to do so.**

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I hope you find these instructions helpful! Please contact myself or your respective Lieutenant Governor with any questions.

Yours in Caring and Service,
Farwa Shakeel