

How to fill out an MRF



New York District Key Club

The Monthly Report Form is a crucial communication device that is filled out by club secretaries on the 7th of every month. It allows the district to see the accomplishments and progress of clubs and divisions. This packet will help you fill out the Monthly Report Form correctly and easily! Please refer to this as much as possible. If you have further questions feel free to email me, District Secretary Grace Na, at gracena.sec@nydkc.org.

So here we go!

Monthly Report Form

The MRF is to be filled out each month by the club secretary. *Please double check to ensure that all required fields (marked with an asterisk *) are filled in. Otherwise, the form will not be submitted successfully.*

Key Club of *

* It is important to fill out **all** the boxes with the asterisk (*), or the submission will not go through.

Division *

Remember to fill in projects that were done in the **previous month**. Please do not submit projects that were completed in the current month.

Month of *

IT IS IMPORTANT SECRETARIES FILL OUT THIS SECTION AND SUBMIT THE MRF EVEN IF THERE WERE NO EVENTS FOR THE MONTH.

Number of Members to Date *

Secretary Name *

First Last

Phone Number *

(###) ### - ####

Secretary's Email *

I may need to contact you, so please fill in the **correct information**. If you do not fill in your correct email, the submission will not go through.

with the new online submission form please do not put in dash marks for your phone number

Project #1

1. Project Name (opt.)

Date of Project *

 / / 

Total Hours (or) (Members present)
X (Number of Hours)
E.g., 15 members X
2 hrs = 30 hrs

Amount Raised (or)

\$.

Dollars Cents

Advocacy Points

Every signature on
letter/petition = 1 point;
every hour of advocacy
project = 5 points

REMINDER: District Projects are strictly fundraisers only, so the money recorded will be totaled in that area. The hours that are submitted for District Projects will go towards general service hours. It is important to send in both.

The 10 district projects will be marked with a * in the service category section.

Service Category (required) *

- Advocacy
- Children's Miracle Network
- Governor's Project: "Keys to Education"
- Pediatric Lyme Disease Foundation
- Kamp Kiwanis*
- Kiwanis Family*
- Kiwanis Pediatric Trauma Center*
- Local Causes*
- Doctors Without Borders*
- The American Cancer Society*
- Make-A-Wish Foundation*
- Down-Syndrome Society*
- The Fisher House*
- St. Jude Children's Research Hospital*
- UNICEF
- Other (state in explanation)
- Unsure*

Explanation (required)



It is important to describe the event as detailed as possible because if you fill out the information above incorrectly, I can categorize the totals according to this information.

Other Information

Dates of all meetings this month *

EACH TEXT BOX MUST CONTAIN 20 CHARACTERS FOR THE ONLINE SUBMISSION TO GO THROUGH

Please be honest in this section, it is important that we try to work out all the problems in Key Club so it can run as smoothly as possible.

Explain problems with your club, if any



Did your club fill out a Lt. Governor Evaluation Form this month? *

- Yes
- No (If not, please fill one out now by [clicking here](#)).
Form will open in a new window.



The evaluation is completely anonymous and easy to fill out. It is important that you complete it because the board constantly has room for improvement and we want to hear your comments and concerns.

Comments?

Additional service projects, et cetera



If you did not have enough room for your remaining projects please fill in the information here. Also, if you have any comments or questions please feel free to leave them in this box.

Approved by Club President

- Yes

Approved by Club Faculty Advisor

- Yes

ALMOST DONE...

Submit

**ALL YOU NEED TO DO
IS CLICK SUBMIT AND
YOU'RE ALL DONE!**

***There are also other ways to submit the MRF. You may fill out the PDF MRF and save it to your desktop then attaching it to an email and emailing it to the District Secretary. You should be getting a confirmation of the MRF within a week. You may also snail mail the PDF MRF to my address which is:

8 Mountain View Terrace #12
Latham, NY 12110.

I hope this sheet helped you fill out your MRF more quickly and accurately than before! If you have any questions or concerns please email me at:
gracena.sec@nydkc.org