

# Kiwanis

Eastern Canada & the Caribbean District, Kiwanis International

*"Serving the Children of the World"*

[www.kiwanisecc.org](http://www.kiwanisecc.org)

## **THE DST REPORT**

October 1, 2009

In the first week of each month, as District Secretary Treasurer, I will write regarding the activities in the District that are of specific importance to the Club Secretary and President. This information can always be found on the EC&C website [www.kiwanisecc.org/clubofficers](http://www.kiwanisecc.org/clubofficers) a page dedicated to Club Officers like you. (Coming in October)

This month I want to tell you about new address and phone numbers for the District Office and the on-line Monthly Report that will replace the old Quarterly Report this Kiwanis year.

### **New Numbers**

#### **EC&C DISTRICT OFFICE**

P.O. Box 26040

260 St. Paul Ave

BRANTFORD Ontario N3R 7X4

Tel: 519-304-0745

Fax: 519-756-3183

1-888-921-9054 (Canada only)

Email: [district@kiwanisecc.org](mailto:district@kiwanisecc.org)

### **Monthly reports to be used in 2009-10**

Starting with the report due November 10, 2009 (for October 2009) the District will be using the On-Line Monthly Report available in English and French on the 'Kiwanis One' website. By using this reporting process the Club Secretary, Lieutenant Governor, Governor, and District Office can all see the same report without emails or photocopying. Scoring the clubs is automatic and the clubs will know what their score is at anytime. In addition the club will not have to complete an annual report.

The process begins with the Secretary (and President) having access to the Club Management system. Many of you already have this access; if that is the case you are ready to go. If you

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currently do not have access to the 'Kiwanis One' Club Management page you will need to register with the 'Kiwanis One' website.

Click on this link and you will be taken to the Online Reporting page. From here you can learn how to get online by reading and watching the videos.

<http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=235> or you can go directly to the login page by clicking the link below: <https://www.kiwanisone.org/common/login.aspx>

Once you are able to login you will see the Monthly Reports menu. I strongly urge you to go to the 'Monthly reports Setup' menu and proceed to enter the static information about your club and its' projects. This will save you a lot of typing when you go to complete the report. If you sponsor an SLP club be sure to use the 'Sponsorship Statement' menu to ensure all of your SLP clubs are included.

Completing the report can be done at one sitting or in pieces as the month unfolds. A report can be changed anytime. The report is in two parts. You should work with Part 1 then Part 2. Once the report parts have been saved you can access either part for additions or editing.

When you are satisfied the report is complete you should submit it. This will automatically send an email to your Lieutenant Governor confirming that you have submitted the report. No further action is necessary. Should you remember something you didn't report simply correct the report and resubmit it.

Good Luck!  
DST Jim

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## FAQ

[When is the report due?](#)

[How is it scored?](#)

[How can I see our club score?](#)

[How do we get points?](#)

[What are the rewards?](#)

[Do we report kilometres or miles?](#)

[In what currency do we report?](#)

[Can I add more information to my report?](#)

[To which Foundation do we need to donate?](#)

[What happens to this information?](#)

[What if I don't have access to the internet?](#)

[How do I print this report?](#)

### **When is the report due?**

You should submit your report no later the 10th of each month following the month you are reporting on. You can submit anytime the report is complete. Your Lieutenant Governor will be reviewing the reports after the 10<sup>th</sup> of the month.

[Back to top.](#)

### **How is it scored?**

Scoring is automatic based on the 'Distinguished Club' criteria which you can see by going to the '[View Distinguished Club Points](#)' menu. In addition the District has added a question on HIV/AIDS.

[Back to top.](#)

### **How can I see our club score?**

You can see your Club's score at anytime by going to the '[View Distinguished Club Points](#)' menu.

[Back to top.](#)

### **How do we get points?**

Only by completing the requirements under the 'Distinguished Club' criteria can your Club get points. However you are encouraged to report all club activity.

[Back to top.](#)

### **What are the rewards?**

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Within each Division the Club with the highest number of points at the end of each quarter will be presented with the Lieutenant Governor's Divisional ribbon.

[Back to top.](#)

## **Do we report distance in kilometres or miles?**

Report all distances in km do not convert to miles.

[Back to top.](#)

## **In what currency do we report?**

You can report in Canadian Dollars or US dollars you will be prompted for this when you set up the report.

[Back to top.](#)

## **Can I add more information to my report?**

Yes there is provision to add as many projects and fundraisers as you wish. Simply click on the 'Add Rows' button.

[Back to top.](#)

## **To which Foundation do we need to donate?**

To get the points you need to donate to the Kiwanis International Foundation. For clubs in Canada send the money to the Kiwanis Foundation of Canada and mark it for KIF. On the monthly report indicate you have donated to the District Foundation. If you are in Jamaica then you should follow the same process only send the contribution to the Kiwanis Foundation of Jamaica. All other clubs should send the money directly to the Kiwanis International Foundation.

[Back to top.](#)

## **What happens to this information?**

The information you place in this report is summarized by Kiwanis International to provide statistics about volunteer hours and dollars. Information about the success of KI programs is also derived from your answers. Locally your Lieutenant Governor reviews your club's activity and reports (in summary) to the Governor.

[Back to top.](#)

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## **What if I don't have access to the internet?**

If you don't use a computer or have access to the internet we would urge you to find someone in your club who can assist you in filing these reports. Failing that you may complete the report on paper and mail or fax it to your LG. If you require a paper version please contact your LG.

[Back to top.](#)

## **How do I print this report?**

All of us are very conscious of the environment and we would urge you not to print the report. Provision is made to email the report to any member of your club who should see it. Use the 'Send Preview' button. The report can be viewed at anytime. If you really must print the report do so from the email for best results.

[Back to top.](#)