

Monthly Report 2016-2017

The official EC&C Monthly report is available at the ECC Portal <https://kiwanis.cpdesk.ca> and can be completed by the Secretary or President of the Club. The report will be available by the 29th of each month and should be completed by the 10th-15th of the next month.

Why should my club complete a monthly report?

Each club is encouraged to report their activity and member engagement then share it with their club members. This will also allow the Lieutenant Governor and Club Counsellor to review activity. It provides the District the ability to accumulate statistics on volunteer hours and money raised/donated and populate the Club Health Card.

When? By the 15th of the month following

How? Log on to <https://kiwanis.cpdesk.ca> and click on monthly report

Who? The club Secretary or President

Share? The report should be shared with club and/or Board members

Rewards? The Club Recognition Program progress is tracked by the Monthly report
The Club Health Report is fed by the Monthly report

NOT SURE HOW?

DETAILS: Remember, everything is measured from October 1, the start of this Kiwanis Year.

Begin Here this page contains a series of questions that you answer only once, but not all in the same month. Each month, as you go forward, you should review each the questions to see if you can check one off.

To clarify the dates:

- December 31, 2016
- September 30, 2016
- October 31, 2016
- The Conventions and DCM are between October 1, 2016 and September 30, 2017
- The Financial review is of the 2015-2016 year and is required by your by-laws
- When we refer to US dollars you should use the equivalent in your local currency

Page 2 Attendance: this is where you list your meetings and the attendance at the meeting. Please do not use makeups that would take an individual over 100% attendance. Makeups are not transferrable.

A program is where the meeting has a business session or a speaker.

Page 3 Volunteer:

This page tracks your service projects and club fundraising activity.

A **Service Project** is where club members provide service to the community. Only track the number of Kiwanis members and volunteers who worked on the project, plus the total hours those members spent on the project.

This reporting should be done only when the project is complete. Projects that repeat every month can be marked as occurring monthly and considered completed each month. Do not put *Fund Raising* projects in this section. You can have as many projects as needed to report the hours and participation correctly.

Fundraising Projects: This reporting should be done only when the project is complete. Projects that repeat every month can be marked as occurring monthly and will be considered completed. Do not put *Service Projects* in this section. You can have as many projects as needed to report the hours and money raised or donated correctly.

Money Donated to a cause should be considered a separate project and should be reported in the Fundraising section.

Page 4 Education: is a series of questions to be answered once as they occur.

Page 5 SLP: is a series of questions to be answered once as they occur.

Page 6 Question: will contain a question asked by the Governor.

Summary: will summarize the month report. You can click on 'print' to produce a PDF file. Save the file and attach it to your emails.

Service Project examples:

Bingo should be reported in the Fundraising section not Service project

Please click the ADD button in order to add Service Projects. Click on the Name in to edit.

				ADD	Export to Excel
Name	Number of Kiwanians	Total Hours of Service	DELETE		
St. Mark Key Club	2	6	X		
Blood Donor Clinic	4	12	X		
Charity Bingo	22	420	X		
Community Key Club	5	15	X		

Volunteer Engagement - Fundraising / Donations

Totals Displayed in Canadian dollars.

Unique fundraising projects completed this month: 1
 Total amount of money that you raised this month: \$ 2,500.00
 Total amount of money that you donated this month: \$ 2,000.00
 (e.g., Childrens' Programs, Global Service Projects, playgrounds, etc.)

Please click the ADD button in order to add Fundraising Projects and Club Donations.

						ADD
Name	Attendance	Total Hours	Raised Funds (CAD)	Money Donated (CAD)	DELETE	
Bingo	22	420	2,500.00	2,000.00	X	

