



GUIDELINES FOR PREPARING THE ANNUAL CLUB REPORT

Shortly after the close of the administrative year, each Kiwanis club is required to submit an annual report covering certain activities during that administrative year. Part I - ACTIVITY REPORT FORM is mandatory; Part II - SERVICE PROGRAM REPORT FORM with supporting narrative is required to be eligible in district and International competition.

Forms and instructions for preparing the Annual Club Report, accompanied by a pre-addressed envelope with the deadline for submission, will be sent to each club secretary by mid-September. The white copy is to be submitted to the person in the district who has been designated to receive it. Please retain the copy page of the report for the club's files. To be eligible for grading in competition, the completed report must be postmarked no later than **October 15th**.

Please read the instructions carefully. Upon completion of the Annual Club Report, please notify your lieutenant governor when the report has been mailed to the designated district person.

PART I - Activity Report Form Instructions:

- Insert the name of your Kiwanis club, key number, and district.
 - Indicate the beginning number of active, privileged, and senior members (excluding honorary) as of October 1st of the administrative year covered by the report.
 - Indicate the ending number of active, privileged, and senior members (excluding honorary) as of September 30th of the administrative year covered by the report.
- Supply the requested information on service project and fund-raising statistics:
- Statistics regarding club's service involvement, such as number of projects sponsored and total estimated hours spent in support of requested service projects.
 - Club's involvement in the Young Children: Priority One program.
 - Information on sponsored organization and program groups.
 - Information related to the public relations projects completed by the club.
 - Information related to the education of club officers, membership retention, recruitment, and new club building.
 - Information related to the support of the International and District foundations and attendance at the International and District conventions.
- **Be certain** that the president and secretary sign in the spaces provided at the top of the page.

PART II - Service Program Report Form Instructions:

Part II with supporting narrative will be graded and is the basis for judging club participation in district competition and in the *Kiwanis International Honor Club program*, which recognizes the outstanding clubs that have made significant service contributions to their communities.

The club has the option of reporting its service program under one of two categories: **Multiple Service** or **Single Service**. If the club chooses Multiple Service, it will report on a total of its best five (5) individual service projects performed during the administrative year. If the Single Service option is chosen, the report will be made on **only one** major project.

Review the report form and proceed as follows:

- Insert the name of your Kiwanis club, key number, district, and division.
 - Indicate the number of active, privileged, and senior members (excluding honorary) as of October 1 of the administrative year covered by the report.
 - Check the section to which your club belongs based upon the club membership on October 1 of the administrative year covered by the report: **Diamond** (76 or more members), **Ruby** (46 to 75 members), **Emerald** (30 to 45 members), or **Coral** (less than 30 members).
 - Check either **Multiple Service Projects** or **Single Service Project** and attach a narrative report.
 - List the projects in the same order as reported in the narrative; check (N) if it is a new project or (C) if it is a continuing project; and, for each project, give the service hours, funds expended, percentage of club members involved, and number of persons benefited.
- **Be certain** that the president signs in the space provided at the bottom of the page.

NARRATIVE REPORT - required if competing for district and International awards. This must be attached to Part II; **do not** submit any supportive materials (photographs, newspaper articles, etc.) with report.

- Must be **typewritten, double-spaced, and one-sided**. For uniformity, use 8 1/2" x 11" paper.
- For reporting **Multiple Service**, use no more than five (5) pages (one page per project); for reporting **Single Service**, use no more than three (3) pages.
- Title each project reported (name and number each of the five (5) Multiple Service projects), and report on projects in the same order as named on Part II.

Follow the sample format enclosed, and describe each project by **NEED**, **PLAN**, and **HIGHLIGHTS AND EVALUATION**, using the appropriate headings defined below:

--- **NEED**: Conditions that motivated the project.

--- **PLAN**: Committee organization of manpower, methods of financing, and project promotion; extent of cooperation with sponsored program groups and/or any other community organizations.

--- **HIGHLIGHTS and EVALUATION**: Scope and significance of project, major features, funds expended, member participation, number of people benefited, and evidence of immediate and long-range effect upon community involvement.

Describe only definitive service projects. A service project is an activity consistent with the Objects, objectives, and policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee, and performed by members of the club for the benefit of others. Individual contributions or services are not reportable unless they are the result of committee planning and arrangement.

A club **may** report on projects performed under:

- Young Children: Priority One program, addressing the needs of children prenatal through age five;
- Sponsored Programs (defined as organizations that are recognized by Kiwanis International and the districts), i.e., Key Club, Circle K, Builders Club, K-Kids, Aktion Club, and Kiwanis Junior (if applicable in your region - including the formation of new clubs and related projects in these areas);
- Community Services, i.e., agriculture and conservation, international relations, youth, vocational guidance, public and business affairs, and related projects.

A club **may not** report on activities performed under:

- Administration committee functions, such as Club Meeting (programs, music, house and reception); Inter-club Relations; Membership Development; Public Relations; Fund Raising (an activity organized to raise funds as its sole purpose is not primarily a service project; what is done with the funds constitutes the primary service).
- Officially, new club building is considered an administration function. However, building a new Kiwanis club may be an entry as one of the five (5) Multiple Service projects, but is not permitted as an entry in the Single Service category.

GRADING OF REPORTS

The report will be judged on quality rather than quantity. Grading is primarily subjective in nature for both **Single Service** and **Multiple Service**. For example, the nature of a project will often indicate the relationship of service hours compared to funds required. In some cases, there are projects that require only limited service hours but do involve financial expense.

SINGLE SERVICE

A report entered in the Single Service* category can earn a possible total of 100 points, according to the following breakdown:

NEED **maximum of 10 pts**

PLAN **maximum of 30 pts**

HIGHLIGHTS and EVALUATION **maximum of 60 pts**

➤ PLEASE NOTE: Clubs reporting on more than one specific project under the Single Service category will be eliminated from competition.

MULTIPLE SERVICE

A report entered in the Multiple Service* category can earn a possible total of 125 points. Grading is based on the reporting of five (5) projects, each of which may earn a maximum of 25 points. If a club reports on more than five (5), only the first five as numbered will be graded for a total possible 125 points earned.

➤ PLEASE NOTE: If a club reports on fewer than five (5) projects, it will automatically lose 25 points for each of the five not reported. For example: If four (4) projects are reported, the total possible points earned would be 100 (125 minus 25); if three (3) were reported, the total possible points would be 75 (125 minus 50).