

Standardized Club Monthly Report Form



Monthly reporting is changing! Starting in April 2017, every single Circle K Chapter will submit their Monthly Report Form (MRF) through the Membership Update Center Portal (MUC). This will ensure reporting is accurately transcribed and allow for better data analytics for districts and Circle K International.

Getting started: Quick Facts

- Monthly report forms are due on the 5th of each month. Club's access to each report starts on the 1st of the same month.
- Each Club Secretary should complete their clubs MRF every month. As a club secretary, you will also have access to view and edit past reports.
- In order for Club Secretaries to access the Monthly Report Form, their officer information must **be up to date in the MUC**. This means that the old Club Secretary **MUST** make sure the new officers are updated in the MUC as they are elected. If officer information is not updated, those officers will not be able to access the MUC or their report.

First Time Login

- You will only be able to login if your information is up to date as an officer in the MUC.
- Club secretaries will head to **www.circlek.org/muc** and click on the "first time login" button.
- You will then be directed to input your email. Shortly after inputting your email, you will receive an email allowing you to set up a password and start your account.

Monthly Reporting System Walk Through

Monthly Report Launch Page

The screenshot shows the 'Monthly Report Launch Page' interface. At the top, there are logos for Kiwanis, Key Club, CKI, and Action Club, along with the text 'Indiana University' and a 'Revert Impersonation' button. Below the logos, there is a 'Select Year:' dropdown menu set to '2016 - 2017'. The main content is a table with columns: Year, Month, Status, Edit, Currency, Review, Send Copy, and Submitted. The table lists reports for each month from April 2016 to March 2017. The 'Submitted' column contains green checkmarks for reports from April 2016, May 2016, June 2016, October 2016, December 2016, February 2017, and March 2017. Reports for July, August, September, November, and January 2017 are marked as 'In Progress'. Reports for April, May, and June 2017 are marked as 'Submitted'.

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2016	April	Submitted		USD			
2016	May	Submitted		USD			
2016	June	Submitted		USD			
2016	July	In Progress		USD			
2016	August	In Progress		USD			
2016	September	In Progress		USD			
2016	October	Submitted		USD			
2016	November	In Progress		USD			
2016	December	Submitted		USD			
2017	January	In Progress		USD			
2017	February	Submitted		USD			
2017	March	Submitted		USD			

This page will show:

- All the reports available to complete
- All the submitted reports
- All reports in progress

Info on each section:

- **Select year** - when we have multiple years, the secretary will be able to review all the previous years reports
- **Status** - will show if the report has been submitted or is in progress.
- **Edit** - click the pencil to compete a new report make edits to any completed or in progress report for the administrative year
- **Review** - click the magnifying glass to look at submitted report
- **Send copy** - will allow the secretary to send a pdf copy of a report to selected people
- **Submitted** - A green circle with a white checkmark will appear once a report has been submitted

All club secretaries or secretary/treasurers will see when they launch the report page.



Starting your Report

- When the secretary clicks on "edit", they will be redirected to this screen.
- Clubs will be asked to submit their service hours, Kiwanis Family events, and their interclub events for the preceding month.
- There may be one or two new questions each month ranging from International Preferred Charities and Service Partners to International Marketing Campaigns, etc.
- Each club will also nominate their "Member of the Month" at the bottom of the report.
- The member's name will auto-populate as you type in their name and email.
- If the email in your records does not match the email provided for the member in the MUC, you will be given the option to update that member's information.

Kiwanis KEY CLUB CKI AKTION CLUB Indiana University

Membership Update Ctr

Monthly Report

Cki Monthly Report
July 2016 - C72606

Total number of service hours completed for the month:
0

Number of interclubs completed?
0

Number of Kiwanis Family Relation events/meetings?
0

Which of our service partners/preferred charities have you worked with this month?

- Unicef
- JCI
- March of Dimes
- Better World Books
- Students Team Up To Fight Hunger
- St. Balduick's Foundation
- Up With People
- None of the above

Other service partners/preferred charities

Name one member who has gone above and beyond in the last month. Explain why they should be validated. Please provide their name and contact information:

Member Name

Member Email

Explanation

Additional comments or concerns:

Submit

Definitions: When the Club Secretary hovers over the blue arrow next to the blank, a call out box appears with definitions of that section of the MRF. Below are definitions for Kiwanis Family Events and Interclub Events.

Kiwanis KEY CLUB CKI AKTION CLUB Indiana University

Membership Update Ctr

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July 2016 - C72606

An interclub shall be defined as a meeting or event organized by two or more CKI clubs, including CKI clubs-in-formation, in which at least two members from each CKI club attend. Please let us know how many interclubs your district has had this month. (If there are two or more CKI clubs present at a Kiwanis Family Relation event or meeting with at least two members from each CKI club, it shall count as one interclub and one Kiwanis Family Relation.)

Number of interclubs completed?
0

Number of Kiwanis Family Relation events/meetings?
0

Which of our service partners/preferred charities have you worked with this month?

- Unicef
- JCI
- March of Dimes
- Better World Books

Definition for an interclub event.

Kiwanis KEY CLUB CKI AKTION CLUB Indiana University

Membership Update Ctr

Cki Monthly Report
July 2016 - C72606

Total number of service hours completed for the month:
0

A Kiwanis Family Relation (KFR) shall be defined as a meeting or event organized by at least one CKI club and at least one other level of the Kiwanis Family, including clubs-in-formation, in which at least two members from each club attend. The other levels of the Kiwanis Family are Kiwanis Kids, Builder's Club, Key Club International, Key Leader, Kiwanis International, Aktion Club, Young Professionals, and Golden K. Please let us know how many Kiwanis Family Relations you have had this month in your district. (If there are two or more CKI clubs present at a Kiwanis Family Relation event or meeting with at least two members from each CKI club, it shall count as one interclub and one Kiwanis Family Relation.)

Number of interclubs completed?
0

Number of Kiwanis Family Relation events/meetings?
0

Which of our service partners/preferred charities have you worked with this month?

- Unicef
- JCI
- March of Dimes
- Better World Books
- Students Team Up To Fight Hunger
- St. Balduick's Foundation
- Up With People
- None of the above

Definition for a Kiwanis Family event.