

Welcome to the new **Circle K International Monthly Report Form** for clubs. This report will allow you to report information such as total number of service hours and the service partners and preferred charities you've worked with during the month to Circle K International. We also hope this Monthly Report Form helps to provide a more direct connection between your club and Circle K International. We invite you to share your concerns and questions with us on the report form as they arise so we can provide resolution and assistance.

Here are a few things you'll need to know prior to logging in:

1. To access the Membership Update Center and the Monthly Report Form ***your member record needs to reflect your status as club secretary or secretary/treasurer***. The login is the same for both, so if you've logged into the MUC, you will be able to access the Monthly Report Form. If you're not listed as the secretary or secretary/treasurer in your club roster, you will not be able to set up a login and password. If you're unsure, contact Member Services at 1-800-549-2647 ext. 411.
2. If your member record is marked correctly, you can set up your login.
3. When completing your monthly report, you will report the information from the previous month. For example, when you complete the report for April, you will tell us about your club activities from March.
4. You can edit all submitted reports during the administrative year. You can edit a report and update the information on any reports from April 1 (the start of the CKI year) to March 31 (the end of the CKI year.) So, if you forgot to add a member's service hours to your club total or that project with March of Dimes slipped your mind, you can add them at any time.
5. The following leaders will have access to your completed reports:
 - a. Circle K District Administrator
 - b. Circle K District Governor
 - c. Circle K District Secretary or Secretary/Treasurer
 - d. Circle K International Board
 - e. Circle K International Staff
6. You are urged to send a copy of your completed monthly report to the following:
 - a. Circle K Lieutenant Governor (if applicable)
 - b. Kiwanis Advisor
 - c. Faculty Advisor
 - d. Circle K Zone Advisor (if applicable)

Instructions on sending the report to these individuals is included in this instruction manual.
7. If you have questions concerning the Monthly Report Form, contact the Circle K Staff at 1-800-549-2647 and ask to speak with Circle K staff. If you have problems with accessing the Monthly Report Form, contact Member Services at 1-800-549-2647 ext. 411.

ACCESSING THE MUC

To **access the Monthly Report Form** visit: www.circlek.org/MUC

- If you have never accessed the MUC before, you will need to set up your own login credentials (see next page).
- If you have accessed the MUC before, enter the email listed in your member record and your password.



Kiwanis Connect

 Remember me[Forgot Password?](#)

LOGIN

SETTING UP YOUR LOGIN CREDENTIALS

To set up your own **login credentials**, scroll down until you see the information in the **red box** below to click on “here” and follow the directions to setup your login credentials.

Email

Password

Remember me [Forgot Password?](#)

LOGIN



First time logging in?

You'll need to set your login credentials by registering your email address and password. [Click here to get started.](#)

Login not working?

If your current or previous KiwanisOne credentials will not work, re-register to reset your login for the new system. This is a one-time adjustment.

Still not working? [Get help.](#)

Once you've established your login credentials, you'll be ready to login and complete your Monthly Report and access the MUC to update your club roster.

If you continue to have trouble establishing your login credentials, contact Member Services at 1-800-549-2647 ext. 411 for assistance or via email at MemberServices@Kiwanis.org

AFTER YOU LOGIN

Once you have logged in, you will see your **name**, your **club name** and your **member ID** at the top of the page.

See an example in the **red box** below:

The screenshot shows the KiwanisOne user dashboard. At the top, there is a navigation bar with the Kiwanis logo, 'KEY CLUB', 'CKI', and 'AKTION CLUB' on the left, and 'Ball State University', 'Sarah Hapner', and a 'Sign Out' button on the right. A left sidebar contains icons for 'Me', 'Membership Update Cntr', and 'Monthly Report'. The main content area features a red-bordered box containing the user's profile information: 'Sarah Hapner', 'Ball State University(C72758) | Member ID: 00000', and an 'Edit Profile' link. Below this, there are two paragraphs of text: one explaining the Club Management System and another about the Member Resources section. A 'Background Checks' section follows, containing a paragraph about safe hiring, a 'STOP!' warning with a bulleted list of purposes where the link should not be used, a paragraph about proceeding for other purposes, and a final paragraph about the cost and process of a background check.

Kiwanis KEY CLUB CKI AKTION CLUB

Ball State University Sarah Hapner Sign Out

Sarah Hapner
Ball State University(C72758) | Member ID: 00000 | [Edit Profile](#)

This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact kiwanisone@kiwanis.org for assistance.

The Member Resources section of the KiwanisOne website has moved to <http://www.kiwanis.org/kiwanisone>. All reporting tools are accessible via the menu at left. The Annual Report is now a tab on the secretary dashboard (top).

Background Checks

Need a background check? The link below will connect you to the Safe Hiring Solutions' Safe Visitor application for Kiwanis background checks.

STOP! Before going further, please note: if you are needing a background check for the following purposes, do not use this link.

- Key Leader
- Key Club or CKI International Convention
- Governor-elect candidate
- International trustee candidate

If you are needing a background check for purposes other than mentioned above, please proceed.

The link below is encoded for use by Sarah Hapner, and cannot be shared. Please click this link to begin the background check process. The cost of this background check is US\$25. You will need to provide credit card information at the end of the application.

ACCESSING THE MONTHLY REPORT FORM DASHBOARD

Look at the **red box** on the left of the screen. In this box you will see three icons:

- **Me:** which includes your profile information
- **Membership Update Cntr:** Clicking this icon will take you to the Membership Update Center where you can update your club roster and pay club dues.
- **Monthly Report:** Clicking this will take you to the Monthly Report form.

Kiwanis KEY CLUB CKI ACTION CLUB

Ball State University Sarah Hapner Sign Out

Sarah Hapner
Ball State University(C72758) | Member ID: 00000 | [Edit Profile](#)

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Note: You can disregard this information concerning Background Checks. This is specifically for Kiwanis clubs. However, since we are on the same platform, you will see messages such as this from time to time.

MONTHLY REPORT LAUNCH PAGE

Once you've clicked on the Monthly Report Form icon, you will arrive on the **Monthly Report Launch Page**.

- You will see the monthly reports available for completion.
- On the 1st of each month, a new report will appear on this page for that month.
- Any previous month's report (beginning in April) will be available for review or updating at any time during the administrative year (April 1-March 31.)
- The April Report will always be at the top of the list and each subsequent month will populate below it, as you can see in the example:

Monthly Report Launch Page

Select Year:
2016 - 2017

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2016	April	In Progress		USD			
2016	May	In Progress		USD			
2016	June	Not Started	Go	USD			
2016	July	Not Started	Go	USD			
2016	August	Not Started	Go	USD			
2016	September	Not Started	Go	USD			
2016	October	Not Started	Go	USD			
2016	November	Not Started	Go	USD			
2016	December	Not Started	Go	USD			
2017	January	Not Started	Go	USD			
2017	February	Not Started	Go	USD			
2017	March	Not Started	Go	USD			

REPORT STATUS

Let's take at the specific parts of the report that you'll need to be familiar with before you begin completing your first form. After the "Year" and the "Month", you'll see "**Status**" of your report. This will help you keep track of what reports you have or have not completed.

The status can be:

- Not Started
- In Progress
- completed

The screenshot shows the "Monthly Report Launch Page" interface. On the left is a vertical navigation bar with icons for "Me", "Membership Update Cntr", and "Monthly Report". The main content area features a "Select Year:" dropdown menu set to "2016 - 2017". Below this is a table with columns for Year, Month, Status, Edit, Currency, Review, Send Copy, and Submitted. The "Status" column for April 2016 is highlighted with a red box and contains the text "In Progress". Other months from June to December 2016 are marked as "Not Started" and include a "Go" button. The "Submitted" column contains envelope icons.

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2016	April	In Progress		USD			
2016	May	In Progress		USD			
2016	June	Not Started	Go	USD			
2016	July	Not Started	Go	USD			
2016	August	Not Started	Go	USD			
2016	September	Not Started	Go	USD			
2016	October	Not Started	Go	USD			
2016	November	Not Started	Go	USD			
2016	December	Not Started	Go	USD			

REPORT EDITING

The next you see “**Edit**” and a *pencil icon* or **Go** button. Clicking on either of these will allow you to enter or edit information in your report.






























Me

Membership Update Cntr

Monthly Report

Monthly Report Launch Page

Select Year:
2016 - 2017 ▼

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2016	April	In Progress		USD 			
2016	May	In Progress		USD 			
2016	June	Not Started	Go	USD 			
2016	July	Not Started	Go	USD 			
2016	August	Not Started	Go	USD 			
2016	September	Not Started	Go	USD 			
2016	October	Not Started	Go	USD 			
2016	November	Not Started	Go	USD 			
2016	December	Not Started	Go	USD 			

Report Review

Next, you see "Review". Clicking on the *magnifying glass* will allow you to review the information in any completed report.

Me

Membership Update Cntr

Monthly Report

Monthly Report Launch Page

Select Year:
2016 - 2017

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2016	April	In Progress		USD			
2016	May	In Progress		USD			
2016	June	Not Started	Go	USD			
2016	July	Not Started	Go	USD			
2016	August	Not Started	Go	USD			
2016	September	Not Started	Go	USD			
2016	October	Not Started	Go	USD			
2016	November	Not Started	Go	USD			
2016	December	Not Started	Go	USD			

SEND A REPORT COPY

After “Review,” you see “**Send Copy**” and an *envelope icon*. Clicking on the *envelope* allows you to enter email addresses of individuals you would like to receive a copy of your completed reports.

If your district utilizes lieutenant governors, your report should be sent to your lieutenant governor each month.

Consult with your district leadership for others who should be copied on your completed reports.

Monthly Report Launch Page

Select Year:
2016 - 2017 ▼

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2016	April	In Progress		USD			
2016	May	In Progress		USD			
2016	June	Not Started	Go	USD			
2016	July	Not Started	Go	USD			
2016	August	Not Started	Go	USD			
2016	September	Not Started	Go	USD			
2016	October	Not Started	Go	USD			
2016	November	Not Started	Go	USD			
2016	December	Not Started	Go	USD			

Me
Membership Update Cntr
Monthly Report

SUBMITTED REPORT

The last field on the screen is “Submitted”. This field will be empty until a report has been completed and submitted.

Once a report is submitted, you will see a green circle with a white check in this field.

Me

Membership Update Cntr

Monthly Report

Monthly Report Launch Page

























Select Year:
2016 - 2017

Year	Month	Status	Edit	Currency	Review	Send Copy	Submitted
2016	April	In Progress		USD			
2016	May	In Progress		USD			
2016	June	Not Started	Go	USD			
2016	July	Not Started	Go	USD			
2016	August	Not Started	Go	USD			
2016	September	Not Started	Go	USD			
2016	October	Not Started	Go	USD			
2016	November	Not Started	Go	USD			
2016	December	Not Started	Go	USD			

REPORT WALKTHROUGH: Start a Report

For this walk through, we will complete the March 2017 report.

When you want to start a report, click the “Go” button.

2016	August	Not Started	Go	USD 		
2016	September	Not Started	Go	USD 		
2016	October	Not Started	Go	USD 		
2016	November	Not Started	Go	USD 		
2016	December	Not Started	Go	USD 		
2017	January	Not Started	Go	USD 		
2017	February	Not Started	Go	USD 		
2017	March	Not Started	Go	USD 		

REPORT WALKTHROUGH: Verify Month

The screen below shows the actual report. At the top of the page you'll see **CKI Monthly Report**, the "month and year", and your "club's ID number". Verify this is the correct month you want to edit.

Kiwanis KEY CLUB **CKI** ACTION CLUB

Ball State University Sarah Hapner [Sign Out](#)

CKI Monthly Report
March 2017 - C72758

Total number of service hours completed for the month:

Number of interclubs completed?
 ?

Number of Kiwanis Family Relation events/meetings?
 ?

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

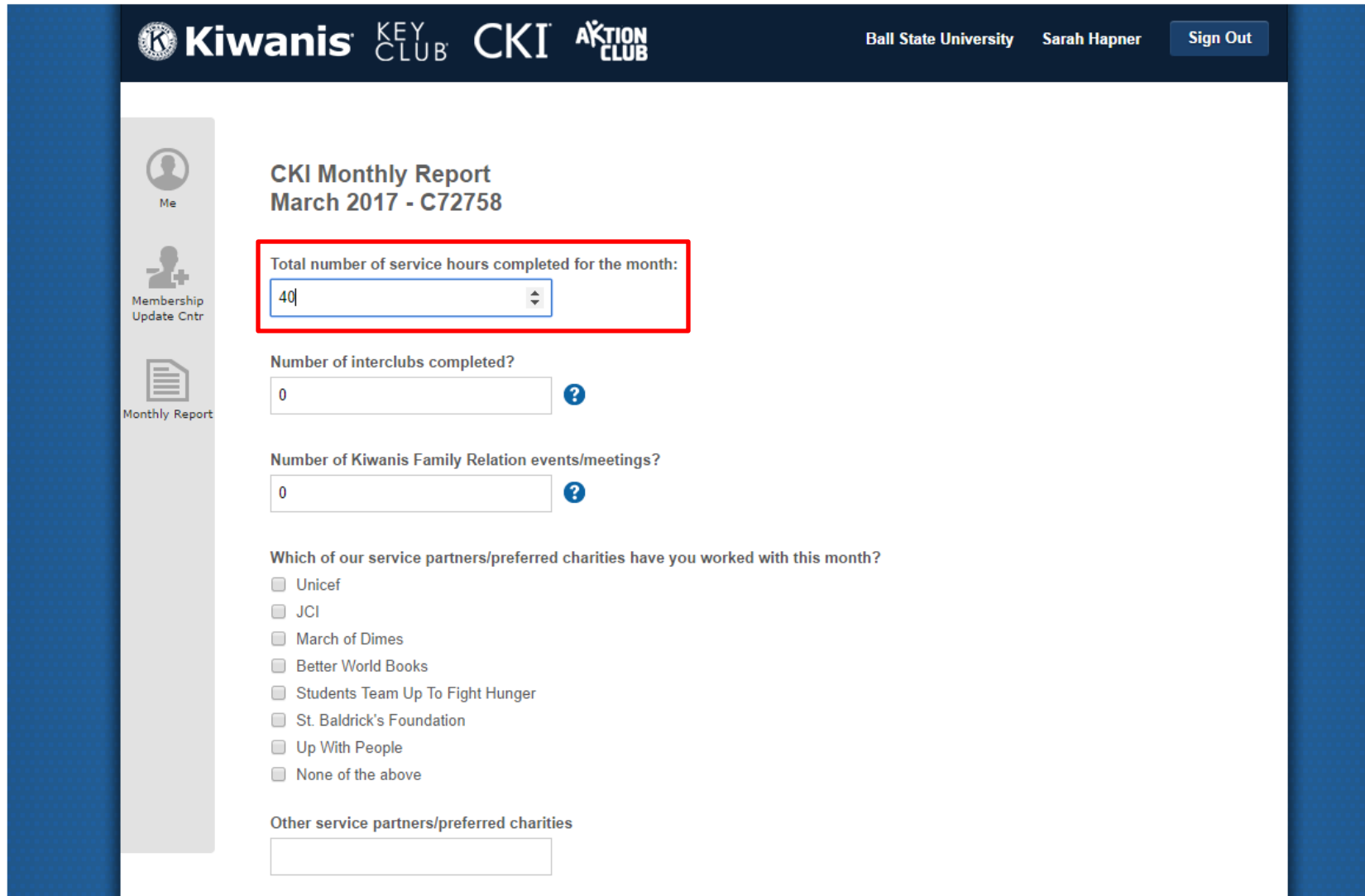
- Unicef
- JCI
- March of Dimes
- Better World Books
- Students Team Up To Fight Hunger
- St. Baldrick's Foundation
- Up With People
- None of the above

Other service partners/preferred charities

REPORT WALKTHROUGH: Service Hours

The first question you will always see on the report asks for the “**total number of service hours**” completed for the month for all members.

You must enter a number. In this example, we’ve entered “40” for the total number of hours.



The screenshot shows the 'CKI Monthly Report' for March 2017, club C72758. The interface includes a top navigation bar with the Kiwanis Key Club CKI Action Club logo, the user's name 'Sarah Hapner', and a 'Sign Out' button. A left sidebar contains navigation icons for 'Me', 'Membership Update Cntr', and 'Monthly Report'. The main content area contains the following form fields:

- CKI Monthly Report**
March 2017 - C72758
- Total number of service hours completed for the month:**
A text input field containing the number '40', which is highlighted with a red rectangular box.
- Number of interclubs completed?**
A text input field containing the number '0' and a help icon (?) to its right.
- Number of Kiwanis Family Relation events/meetings?**
A text input field containing the number '0' and a help icon (?) to its right.
- Which of our service partners/preferred charities have you worked with this month?**
A list of checkboxes with the following options:
 - Unicef
 - JCI
 - March of Dimes
 - Better World Books
 - Students Team Up To Fight Hunger
 - St. Baldrick's Foundation
 - Up With People
 - None of the above
- Other service partners/preferred charities**
A text input field for additional entries.

REPORT WALKTHROUGH: Interclubs

The next question asks about the “**number of interclubs completed**”. Again, this must be a number.

Notice the *blue circle with the question mark* to the right of the box? When you see this, it indicates an explanation is available for that question (see next page).

Kiwanis KEY CLUB CKI ACTION CLUB

Ball State University Sarah Hapner Sign Out

Me

Membership Update Cntr

Monthly Report

CKI Monthly Report March 2017 - C72758

Total number of service hours completed for the month:

Number of interclubs completed?

 ?

Number of Kiwanis Family Relation events/meetings?


 ?

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. Baldrick's Foundation
- Up With People
- None of the above

Other service partners/preferred charities

If you move your cursor over the circle with the question mark, the **explanation** of an interclub appear.

 **Kiwaniis** KEY CLUB CKI ACTION CLUB

Ball State University Sarah Hapner [Sign Out](#)

 **CKI Monthly Report**
March 2017 - C72758

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? ?

Number of Kiwanis Family Relation events/meetings? ?

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. Baldrick's Foundation
- Up With People
- None of the above

Other service partners/preferred charities

REPORT WALKTHROUGH: Kiwanis Family Relations

The next question asks the “**number of Kiwanis Family Relation events/meetings**”. Again, this must be a number. And you’ll notice the *blue circle with the question mark* again.

The screenshot shows a web interface for a Kiwanis report. At the top, there is a navigation bar with the Kiwanis logo, 'KEY CLUB', 'CKI', and 'AKTION CLUB' on the left, and 'Ball State University', 'Sarah Hapner', and a 'Sign Out' button on the right. A left sidebar contains icons for 'Me', 'Membership Update Cntr', and 'Monthly Report'. The main content area is titled 'CKI Monthly Report March 2017 - C72758'. It contains several input fields: 'Total number of service hours completed for the month:' with a text box containing '40'; 'Number of interclubs completed?' with a text box containing '1' and a blue question mark icon; 'Number of Kiwanis Family Relation events/meetings?' with a dropdown menu containing '1' and a blue question mark icon, which is highlighted with a red border; and a section titled 'Which of our service partners/preferred charities have you worked with this month?' with a list of checkboxes for Unicef, JCI, March of Dimes, Better World Books, Students Team Up To Fight Hunger, St. Baldrick's Foundation, Up With People, and None of the above. Below this is a text box for 'Other service partners/preferred charities'.

Kiwanis KEY CLUB CKI AKTION CLUB

Ball State University Sarah Hapner Sign Out

Me

Membership Update Cntr

Monthly Report

CKI Monthly Report March 2017 - C72758

Total number of service hours completed for the month:
40

Number of interclubs completed?
1 ?

Number of Kiwanis Family Relation events/meetings?
1 ?

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. Baldrick's Foundation
- Up With People
- None of the above

Other service partners/preferred charities

Again, if you hover over the circle and question mark, you'll see the **explanation** of a Kiwanis Family Relation.

Kiwanis KEY CLUB CKI AKTION CLUB

Ball State University Sarah Hapner Sign Out

Me

CKI Monthly Report March 2017 - C72758

Total number of service hours completed for the month:

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 Kiwanis Family Relations (KFR) meetings:

1

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. Baldrick's Foundation
- Up With People
- None of the above

Other service partners/preferred charities

REPORT WALKTHROUGH: Service Partners/Preferred Charities

The next question asks which of our “**service partners/preferred charities your club has worked with during the month**”.

- Check all that are applicable
- If your club didn't work with any of those service partners/preferred charities check **none of the above**

Number of Kiwanis Family Relation events/meetings?

1 

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. Baldrick's Foundation
- Up With People
- None of the above

Other service partners/preferred charities

- Did your club participate in WASH campaign?
- Has your club elected new officers?

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

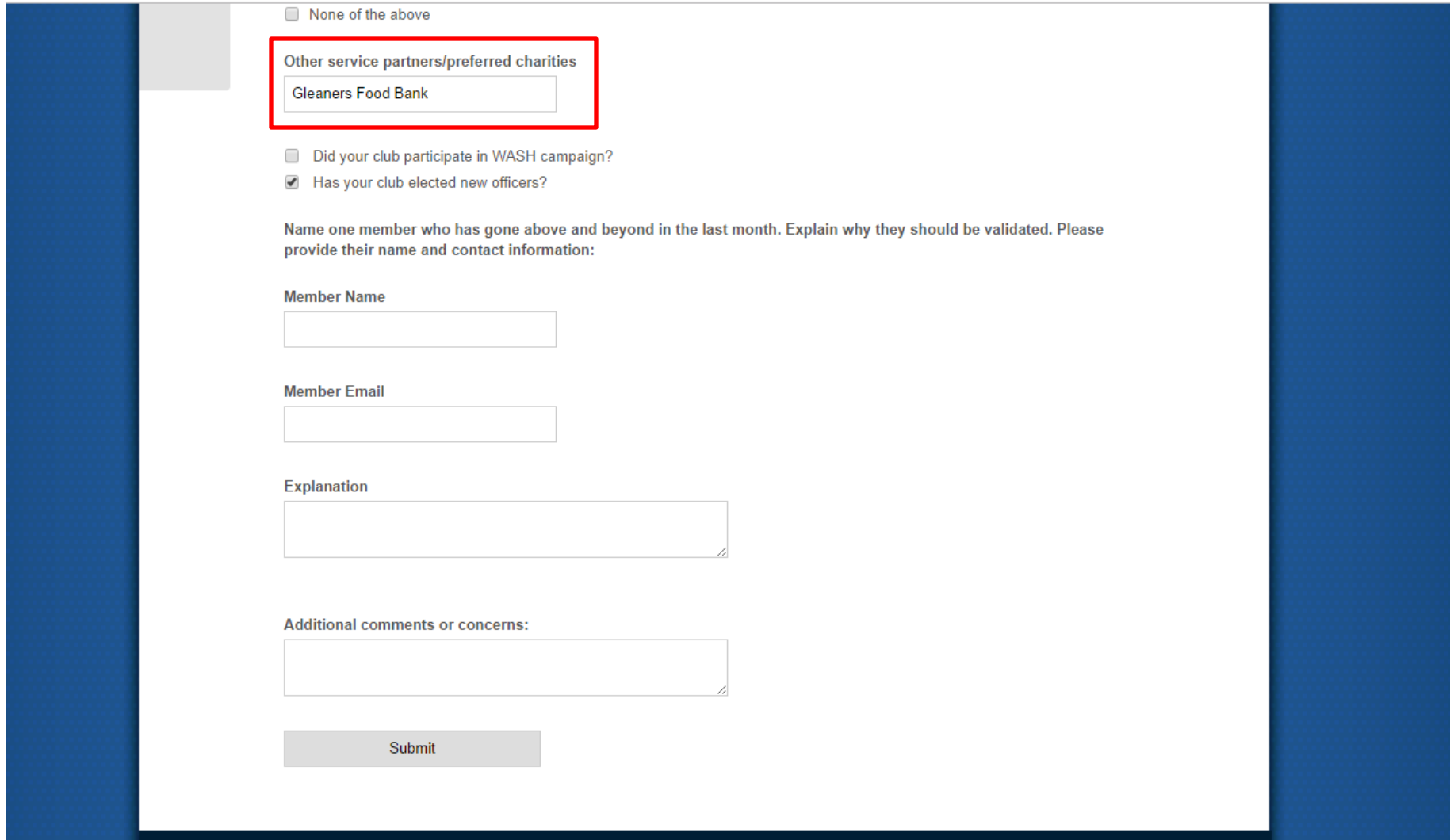
Member Email

Explanation

REPORT WALKTHROUGH: Other Service Partners/Preferred Charities

The next question asks for the name of other service partners/preferred charities your club has worked with during the month.

This could include any local agency such as an animal shelter, Boys and Girls Club, food bank, etc. We've entered "Gleaners Food Bank".



None of the above

Other service partners/preferred charities
Gleaners Food Bank

Did your club participate in WASH campaign?
 Has your club elected new officers?

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

REPORT WALKTHROUGH: Other Specific Questions

From time to time, **specific questions** will be added to the report. You'll see the specific questions on this report include:

- "Did your club participate in WASH campaign?"
- "Has your club elected new officers?"

These specific questions will vary from month to month, but will only require you to check a box, enter a number, or provide a brief explanation.

The screenshot shows a web form with a white background and blue sidebars. At the top left, there is a grey square. Below it, a radio button is labeled "None of the above". Underneath, the text "Other service partners/preferred charities" is followed by a text input field containing "Gleaners Food Bank". A red rectangular box highlights two radio button questions: "Did your club participate in WASH campaign?" (unchecked) and "Has your club elected new officers?" (checked). Below these questions, the text reads: "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:". This is followed by three input fields: "Member Name", "Member Email", and "Explanation". At the bottom, there is an "Additional comments or concerns:" label above another input field, and a "Submit" button.

REPORT WALKTHROUGH: Member Recognition

The final question on the report asks you to submit a “**member who has gone above and beyond**” in the last month.

This is not required; however, we do enjoy hearing what exceptional things members are doing in their local communities and may reach out to that individual to spotlight them in the future.

- Did your club participate in WASH campaign?
- Has your club elected new officers?

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

REPORT WALKTHROUGH: Member Recognition member name

If you choose to complete this section, as you start typing names of those club members on your roster, their name will **automatically populate**.

Notice below, as we entered “J-E-S” the name “Jessica James” populated.

A name will only populate if the person is listed on your club roster.

- Did your club participate in WASH campaign?
- Has your club elected new officers?

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

James, Jessica

James, Jessica

Member Email

Explanation

Additional comments or concerns:

Submit

REPORT WALKTHROUGH: Member Recognition email address

If the member you've entered has an **email address** listed in their profile, it will also automatically populate, as you see below.

Two things about the email address function:

- If an email address doesn't populate, you will need to input the email address
- If the email address is incorrect, you can update it here and the email address will be updated in the member record and roster

- Did your club participate in WASH campaign?
 Has your club elected new officers?

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

James, Jessica

Member Email

jajames@██████████

Explanation

Jessica is amazing! She organized all the snacks for our after school reading program.

Additional comments or concerns:

Submit

REPORT WALKTHROUGH: Member Recognition explanation

Then, you will enter an **explanation** of how this member has gone above and beyond.

Note: All three fields (name, email, explanation) are required if you choose to complete this question on the report.

- Did your club participate in WASH campaign?
- Has your club elected new officers?

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

James, Jessica

Member Email

jajames2@bsu.edu

Explanation

Jessica is amazing! She organized all the snacks for our after school reading program.

Additional comments or concerns:

Submit

REPORT WALKTHROUGH: Additional Comments or Concerns

The final section allows you to add “**additional comments or concerns**”. This is not required.

Once you’re satisfied with the information you entered for each question, click **submit** at the bottom of the report.

- Did your club participate in WASH campaign?
- Has your club elected new officers?

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

James, Jessica

Member Email

jajames2@bsu.edu

Explanation

Jessica is amazing! She organized all the snacks for our after school reading program.

Additional comments or concerns:

Submit

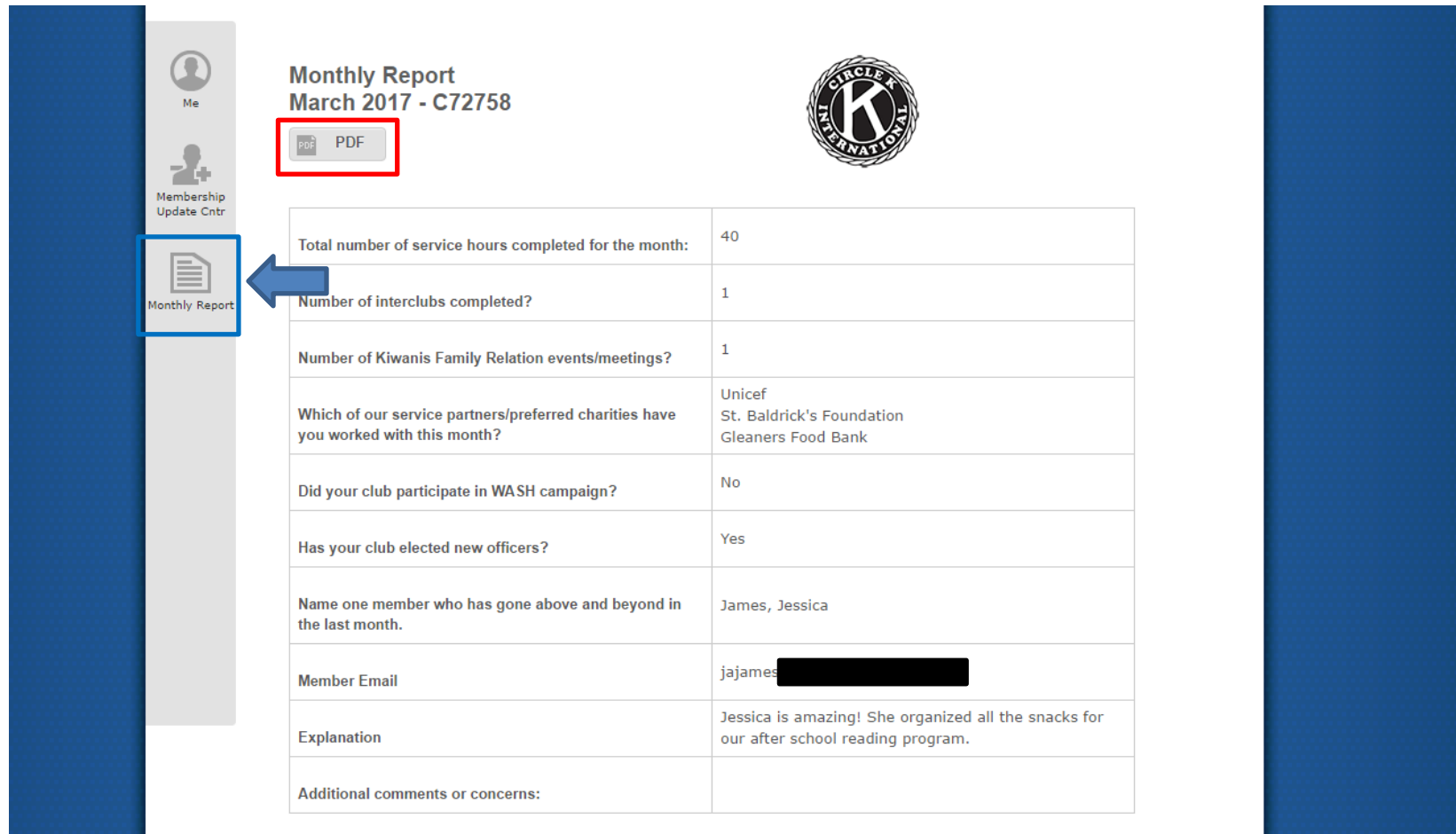


REPORT WALKTHROUGH: Save as a PDF

Once you click submit you will see a copy of your completed Monthly Report as shown below.

Notice you can “**save as a PDF**” of your report if wish by clicking on the **PDF icon**.

Now go back to the left side of the screen and click “**Monthly Report**” to return to the launch page.



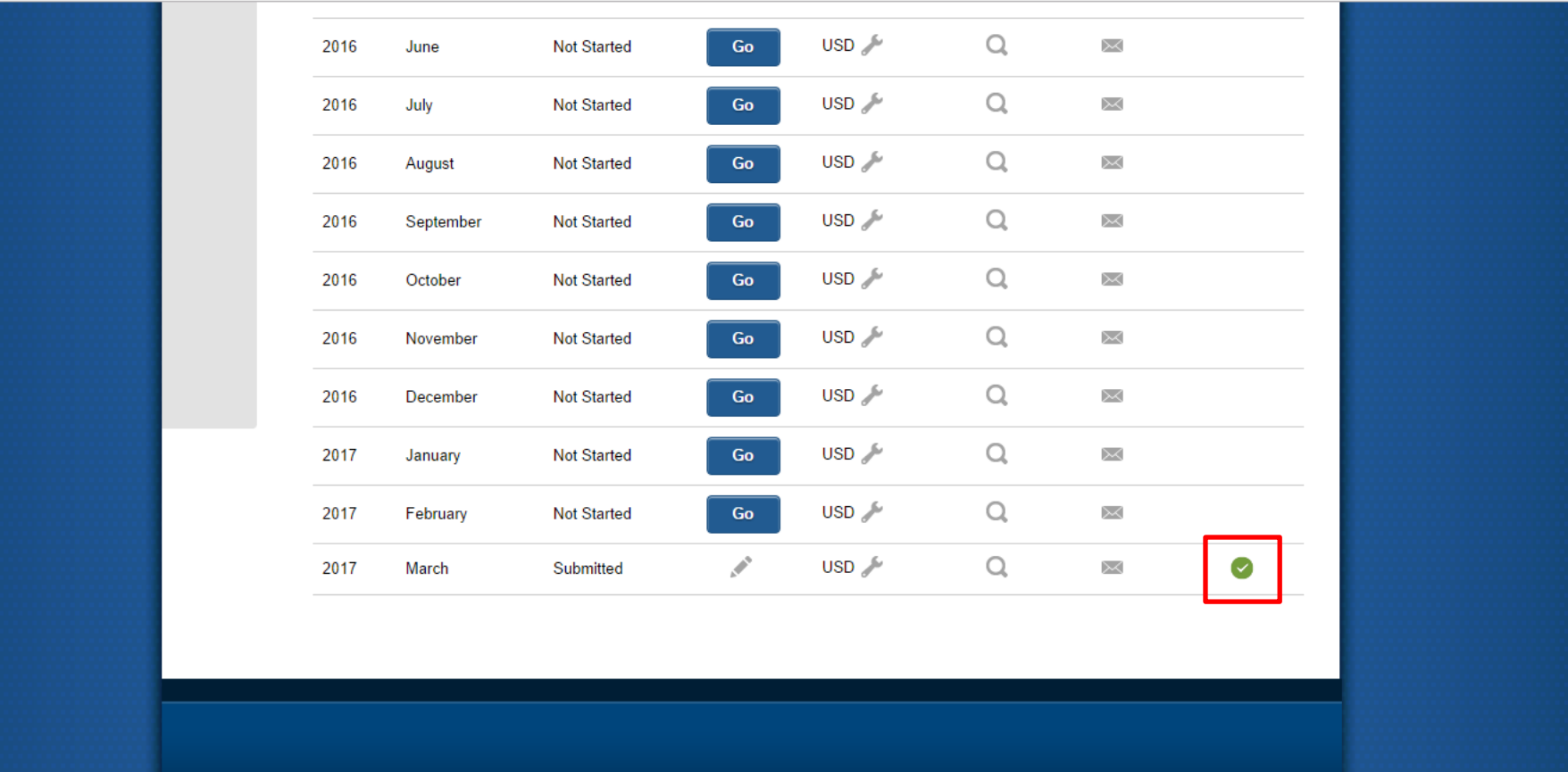
Monthly Report
March 2017 - C72758

PDF PDF

Total number of service hours completed for the month:	40
Number of interclubs completed?	1
Number of Kiwanis Family Relation events/meetings?	1
Which of our service partners/preferred charities have you worked with this month?	Unicef St. Baldrick's Foundation Gleaners Food Bank
Did your club participate in WASH campaign?	No
Has your club elected new officers?	Yes
Name one member who has gone above and beyond in the last month.	James, Jessica
Member Email	jajames [REDACTED]
Explanation	Jessica is amazing! She organized all the snacks for our after school reading program.
Additional comments or concerns:	

REPORT WALKTHROUGH: Report Submitted

Now that you're back on the launch page, you'll see a **green circle with a check** next to your submitted report.



2016	June	Not Started	Go	USD		
2016	July	Not Started	Go	USD		
2016	August	Not Started	Go	USD		
2016	September	Not Started	Go	USD		
2016	October	Not Started	Go	USD		
2016	November	Not Started	Go	USD		
2016	December	Not Started	Go	USD		
2017	January	Not Started	Go	USD		
2017	February	Not Started	Go	USD		
2017	March	Submitted		USD		

As you can see from this instructional manual, the monthly report is not complicated nor should it be time consuming, especially if you have all the information you need to input into the form prior to beginning it. As you have seen, most the questions involve entering numbers or checking boxes.

Remember if you have any questions concerning the Monthly Report Form please contact Circle K staff.