

Secretary Duties and OPR Training



Duties of Club Secretary

1. Keep Officer Information Form (OIF) and reports updated
2. Be prompt, organized, and efficient
3. Take roll and minutes at meetings
4. Track service hours and point system through Excel or Google sheets

Duties of Club Secretary

5. Maintain roster of dues paid members
6. Assist Club President with needed tasks such as planning club and board meetings
7. Attend Key Club activities (meetings, KCKC, SZR, DCON)
8. Work with OPR system

Reports

- Online Pride Reports (OPR): Informs your Lieutenant Governor about your club's meetings, projects, and activity every month
- Officer Information Forms (OIF): Provides contact information for your Lieutenant Governor
- Annual Achievement Form (AAR): Required application for Distinguished Club Award and Club of the Year
- School Related Reports: Any forms for your school's bookkeeper

Taking Minutes at Meetings

- Meeting Minutes: brief descriptions of what was discussed/achieved at a meeting
- Helps members/officers catch up on important information (send to members, officers, advisors, and sponsoring Kiwanis Club)
- Officers who could not attend a meeting can always be aware of what they missed
- Template meeting minutes: floridakeyclub.org -> Documents and Resources -> Club Secretaries

Attendance at Meetings/Events

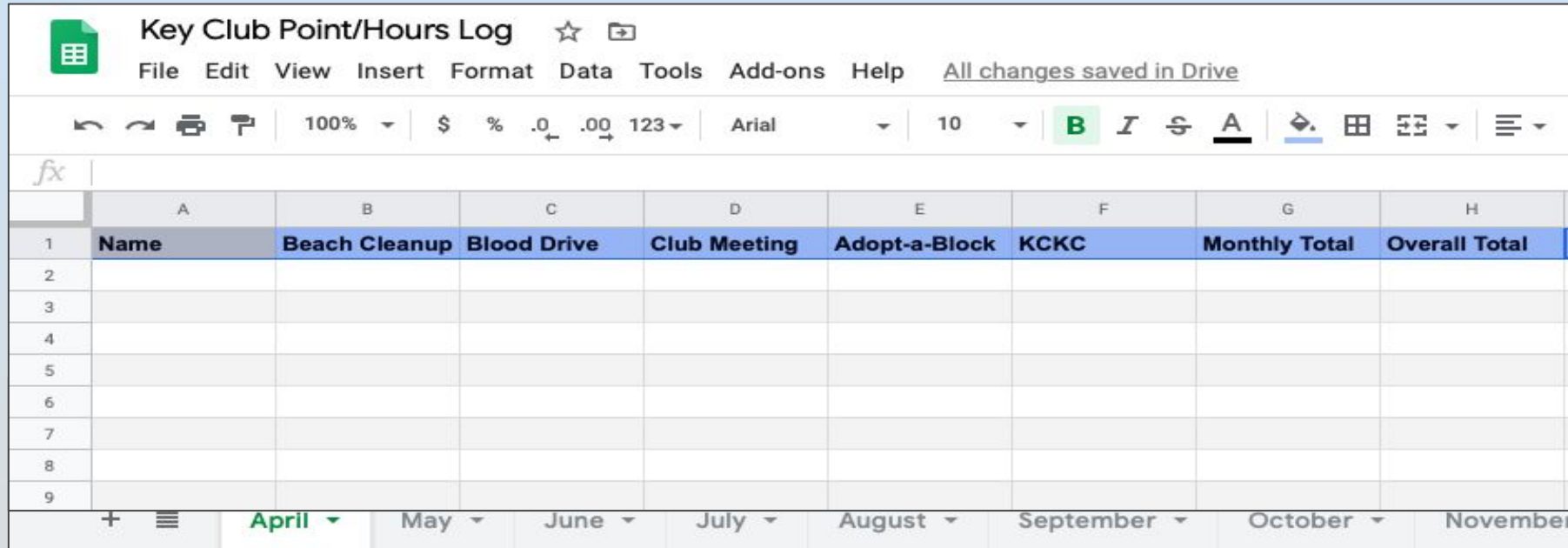
Record members for attendance

- Use for membership requirements in Pride Reports

Sign in guests at club/board meetings and events

- Guests - any non-member
- Record the number of guests on Pride Reports

Sample Tracker



The screenshot shows a Google Sheets spreadsheet with the following structure:

	A	B	C	D	E	F	G	H
1	Name	Beach Cleanup	Blood Drive	Club Meeting	Adopt-a-Block	KCKC	Monthly Total	Overall Total
2								
3								
4								
5								
6								
7								
8								
9								

The spreadsheet interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with various icons, and a formula bar. The bottom of the spreadsheet shows a month selector with 'April' selected and other months (May, June, July, August, September, October, November) available as dropdown options.

An example of a simple tracking sheet for points or hours

Implementing a Point System

A point system can be used to:

- Set a standard for involvement and dedication
- Increase cooperation in your club
- Help foster club spirit
- Provide a competitive atmosphere to promote growth and involvement
- Increase participation on an individual or grade level basis
- Provide more flexibility and choice to members
- Be FUN!

Each individual club can decide how to implement a point system based on the preferences and what works best. You can set different minimum requirements, assign various point values, and decide on how to best track points.

Sample Point System

Points can be awarded for:

- Attending service projects- 10 pts
- Attendance at club meetings- 5 pts
- Attendance at board meetings- 5 pts
- Attendance at Kiwanis Family events- 8 pts
- Attendance at Divisional events- 15 pts
- Attendance at District events- 25 pts
- Social events- 5 pts

A club is encouraged to set requirements regarding points. Examples could be having a certain number of points in order to attend a club holiday party or DCON.

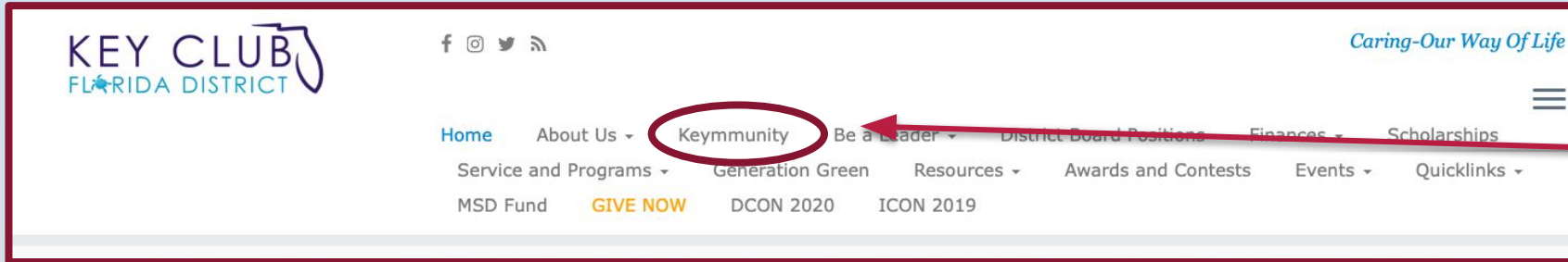
Awards

- Don't forget to apply for awards such as Distinguished Club Secretary
- To be a Distinguished Club Secretary, you must complete service hours, submit Pride Reports, and overall, be a member in good standing.
- They look amazing on college applications!
- Contact the Awards Chair if you have any questions at:

awards@floridakeyclub.org

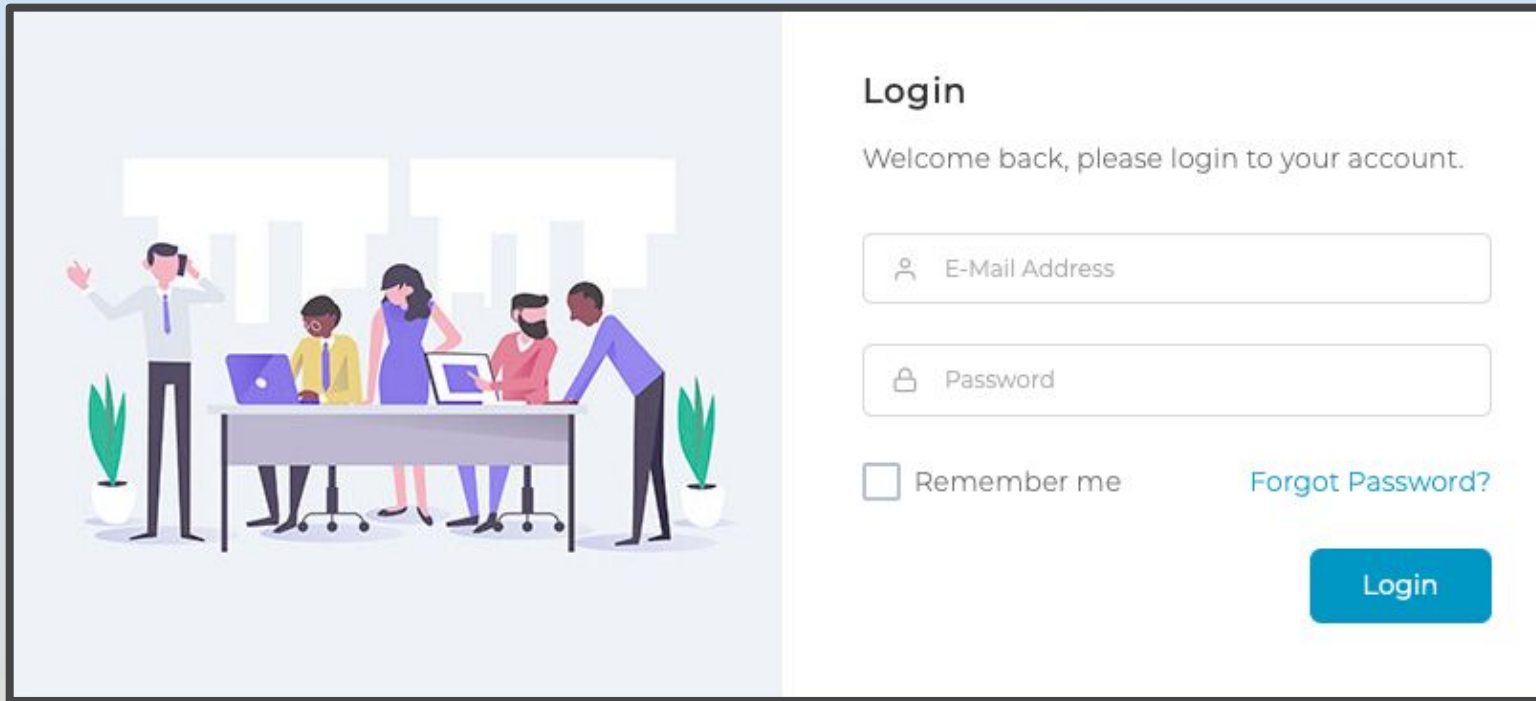
The Keymunnity System: Pride
Reports and OIFs can be
Completed Here

Accessing Keymunnnity



Access the Florida Key Club website, then click on Keymunnnity or type in the link: member.floridakeyclub.org

Logging in to Keymunnnity



Type in your email and password.

- If your club advisor has not reset their account yet, they should type in their email click “forgot password.”

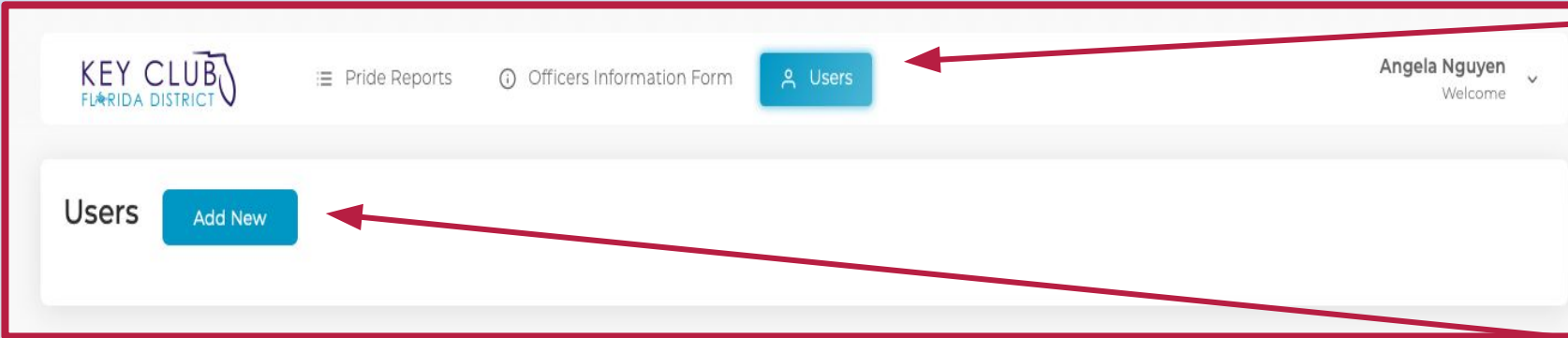
Logging in to Keymunnity

- Each club advisor can login with their email and password
- The club advisor can add the club secretary as a user
- Create your own password
- If you and your advisor cannot login to Keymunnity, please email the District Technical Assistant:
tech@floridakeyclub.org

Adding a User

First, Go to the
“Users” Tab

Then, Click
“Add New”



Adding a User

Create User

Profile Info

First Name

Last Name

Email

Password

Password should be at least 8 characters in length and should include at least one upper case letter, one lowercase letter, one number, and one special character.

Permissions

Role

Fill out all required fields and click “Create User.”

- Name
- Email
- Password
- Permission

Officer Information Form (OIF)

KEY CLUB
FLORIDA DISTRICT

Pride Reports Officers Information Form Users

Officers Information Form 2020-2021

Key Club: Test Club (ID: H12345)
(Division: Division 13, Zone: Zone E)

Save

Club Info

Instagram
Username

Website
URL

Presidents

President
First Name Last Name
Email Phone

Vice President
First Name Last Name
Email Phone

Secretaries

Secretary
First Name Last Name

OIFs are updated through the new Keycommunity system. Make sure to complete all required fields for each officer and advisor:

- Name
- Email
- Phone Number
- Club Instagram and website if applicable

Advisors Information

Advisors

Primary Faculty Advisor

First Name

Last Name

Email

Phone

Second Faculty Advisor

First Name

Last Name

Email

Phone

Primary Kiwanis Advisor

First Name

Last Name

Email

Phone

Second Kiwanis Advisor

First Name

Last Name

Email

Phone

In order to submit, you are not required to put in any particular person. However, you should input as much information as possible and update it as it changes.

Submitting OIF

Officers Information Form 2020-2021

Key Club: Test Club (ID: H12345)

(Division: Division 13, Zone: Zone E)

Save

- When you complete the OIF, click “Save” and the OIF will be submitted
- The OIF can be updated after submission, so please update the OIF throughout the year if there are any club officer or advisor changes.

Pride Reports

- Due the 10th of the following month
- Ex. November Pride Report is due December 10th
- Exception: February Pride Report is due March 5th (including any updates to prior reports)

Accessing the Pride Report

KEY CLUB FLORIDA DISTRICT

Pride Reports Officers Information Form Users

Angela Nguyen Welcome

Year: 2020-2021 Export 2020-2021

0 Participating Members For Test Club (Club)

0 Service Hours For Test Club (Club)

0.00 Hours per Member For Test Club (Club)

Test Club (43 Paid Members)

Hours/Member Service Hours Participating Members

April 2020 Due on 05/10/2020

March 2020 Due on 04/10/2020

This is where you view and update Pride Reports

Completing the Pride Report

April 2020 Pride Report

Key Club: Test Club (ID: H12345)

0 Paid Members

Save for Later

Submit

Lieutenant Governor

- Has your Lieutenant Governor contacted your club this month?
- Did your club receive a Monthly Electronic Bulletin from your Lieutenant Governor?

Suggestions for your Lieutenant Governor:

Membership

Number of paid members who participated this month ⓘ

General Comments

Starting a report will bring you to “Lt. Governor” and “Membership.” Fill out all required information.

Meetings Information

Meetings

Type:

Number of Members Present: Date:

Was your Kiwanis Advisor present? Yes No

Was your Faculty Advisor present? Yes No

Was a guest present? Yes No

Comments:

Scroll down to enter as many meetings as necessary **and name them.** Choose from 12 different meeting types.

Types of Meeting

Type:



Single Club

- Club Meeting
- Club Board Meeting
- Club Social/Other

Multiple Clubs

- Divisional Council Meeting (DCM)
- Key Club Kick-off Conference (KCKC)
- Spring Zone Rally (SZR)
- District Board Meeting

Kiwanis Family

- K-Kids Meeting
- Builder's Club Meeting
- Circle K Meeting
- Aktion Meeting
- Kiwanis Meeting

Completing the Pride Report

Projects

Project Name:

Date:

Number of Members Present:

Total Hours Performed: ⓘ

⊕ Add Project Date

If your project took place over multiple days, click here to add the dates and information

Description:

Additional Comments:

Governor's Project ⓘ

Type:

Hands-On Project ⓘ Donation Drive ⓘ Charity Fundraiser ⓘ

Scroll further to enter all of your projects **and name them.**

Projects are categorized through 3 different types and each category has its own specific questions.

Project types:

Projects are categorized through 3 different types:

- **Hand-On Project:** Members work actively to help the community (ex. cleaning classrooms)
- **Donation Drive:** Members collect items for a charitable cause (ex. book drive)
- **Charity Fundraiser:** Members fundraise money to donate to a charitable cause (ex, Trick-or-Treat for UNICEF)

Multi-Day Projects

Projects

Project Name:

Date: Number of Members Present: Total Hours Performed:

If your project took place over multiple days, click here to add the dates and information

Description:

Additional Comments:

Governor's Project

Type: Hands-On Project Donation Drive Charity Fundraiser

Projects can also be multi-day:

- Click the “Add Project Date” button with the plus sign
- Add more lines for days, members, and hours

Completing Pride Report

- Upon completion, you can **“Save for Later”** or you can **“Submit”** it to the District
- Your Pride Report will be considered late if it is not submitted by the 10th, even if it is saved.

April 2020 Pride Report

Key Club: Test Club (ID: H12345)

0 Paid Members

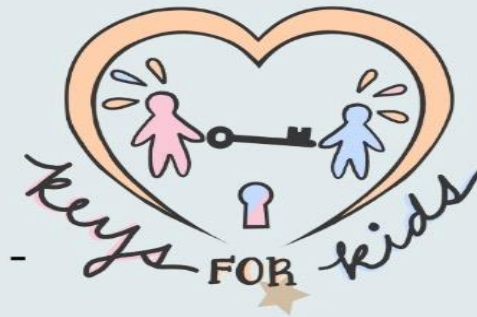
Save for Later

Submit

GOVERNOR JOEY'S PROJECT IS...

Keys For Kids!

- UNLOCKING A BETTER FUTURE -



KINDNESS TO KIDS

Motivating future leaders through doing acts of kindness and spreading positive messages!

Service Projects:

- High school survival kits
- Positive sticky-notes on students' lockers
- Mental awareness posters
- Letters to younger students
- Chalk-up your school with motivational messages



EMPOWERING FUTURE LEADERS

Empowering our current youth and fellow students to become life-long leaders of the world. This is the overall goal of the entire project.

Through Keys For Kids our future will be better and led by confident and strong-minded individuals!



YOUTH CONNECTIONS

Connecting with K-Kids (Kiwanis Kids) and Builder's Club programs near you and collaborating on projects in order to encourage future service with Key Club.

Service Projects:

- Any project done in conjunction with Kiwanis Kids or Builder's Club programs in your area
- Mentorship programs with our younger Kiwanis branches



SUPPORTING CHILDREN IN NEED

Supporting children in need through projects that directly help improve their lives!

Service Projects:

- Care packages for underprivileged children
- Hosting meaningful celebrations for foster children in your area
- Inclusive leadership workshops
- Making blankets for your local children's hospitals

Service Hour Reminder

- What is and what is not a service hour?
 - Yes: Projects that improve the community, the actual time spent working or collecting items for a drive, time spent at Divisional, District, and International events
 - When reporting hours on Pride Reports, only hours that are for Key Club can be recorded, no outside hours

Definition of a Service Hour

- A service hour is defined as the actual time worked to collect, count, package, and/or deliver the objects. Hours are not based on items provided.

Examples of service hours:

- Projects pre-approved or organized by the individual Key Club
- Any project that improves the community
- The time worked on book drives, food drives, or any other drive benefiting others
- Serving as a host club at Zone/District events
- Conventions/Conferences (the time worked, not the time spend attending)
- The time spent planning a project
- The time spent participating in service projects

Important Reminders

- Online Pride Reports are due the 10th of the following month
- Work closely with your Club President and faculty advisor
- Attend divisional, zone, and district events
- Always contact your Lieutenant Governor or the District Secretary if you have any questions or concerns
- As Club Secretary, you are the backbone of your club!!!

Helpful Resources

- Your Lieutenant Governor
- District Secretary: secretary@floridakeyclub.org
- District Webmaster: tech@floridakeyclub.org

Questions or Comments?

