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Kiwanis Club Monthly Reports (MR) are completed online each month by either the Kiwanis club secretary or president. This report provides Kiwanis International, the district, and the club with important data that will improve programming and educate volunteer leaders on the work and impact of our clubs and members in their communities. The information is also used to create a new Club Monthly Report Summary (CMRS) and District Monthly Report Summary (DMRS), which will be available to all club and district leaders from the Secretary Dashboard.

Each month’s MR is due by the 10th of the following month. For example, the October report is due by November 10.

The MR can be accessed from the Monthly Report Launch Page found in the Club Secretary Dashboard.

**Monthly Report Launch Page**

1. Log in at [https://reporting.kiwanisone.org](https://reporting.kiwanisone.org)

2. Click the Secretary Dashboard icon.

3. Click the Monthly Report tab near the top of the page.

To learn more about the MR, click the information bubble 📘 to read how the MR is organized.
Navigating the Monthly Report Launch Page

The current Kiwanis year is shown by default. Each report will appear on the first day of the month, along with its status (Not Started, In Progress, or Submitted). After a report has been submitted, a green checkmark will appear at the end of the row.

How it works

We coach you step-by-step to help get your report done quickly and accurately.

You tell us about your club’s achievements by answering simple questions, grouped together in these four areas:

1. Inspiration and engagement
2. Meaningful service
3. Kiwanis image
4. Financial viability

If you submit all 12 monthly reports using this online system, we will import your data into the Annual Report for you in November.

Reports can be edited and resaved/re-submitted at any time in the fiscal year. Reports can be reviewed on-screen while in progress or after submission. Submitted reports can be shared with others via email as a PDF.
VIEWING PAST REPORTS

To see reports from previous years, click the Select Year box and click the desired year. You may not edit these reports, but you can click the magnifying glass icon to see the data.

STARTING A NEW REPORT

Click the blue GO button to begin a new report.

Note: once a report has been started, the GO button will change to a pencil icon (to signify editing) the next time it’s accessed. Reports can be saved and returned to later. Sections of the report can be completed in any order you wish.
The MR questions are grouped into these four areas.

1. Engagement
2. Service
3. Image
4. Financials

ENGAGEMENT

The Engagement tab is found in the second row of tabs near the top of the page. This row helps you navigate the various sections of the MR. You may click in and out of these sections to complete them in any order.

Under the Engagement tab, you will see sub-categories to complete.

- Club meeting attendance
- Interclub activity
- Annual questions

Sometimes, one-time questions known as “custom questions” can be added to a monthly report by either your district leaders or Kiwanis International. Please look through each section carefully to be sure you’ve answered all questions, including custom questions. Each page can be saved only when all required questions are answered. (Required questions are marked with an asterisk.)

*If your club subscribes to the full version of the Portalbuzz club management system, you will have the additional option of importing all your club and interclub meeting dates and attendance. Simply click the Import button, and all club meeting data for the month you are reporting will be imported. The Import button is only visible for Portalbuzz subscribers.

As a Portalbuzz subscriber, if you need to adjust your meeting attendance information, click the magnifying glass icon to jump directly to the Attendance Management page in the Portalbuzz system. You may also make changes directly in the MR once your data has been imported.
**Inspiration and engagement - January 2019**

Please click Save before leaving this page, or your changes will be lost.

**Goal:** To build, retain and support a growing Kiwanis membership network (includes operation and management of clubs, districts, and divisions)

This section covers:
- Club meeting attendance
- Potential members
- Interclub activity
- Mentoring and education

* Required

**Club meeting attendance**

Please provide information about your club’s meeting(s) for this month. The system will automatically populate the number of members in your club as most recently reported to Kiwanis International.

*Members in club at beginning of the month: 21*

<table>
<thead>
<tr>
<th>Month / Day</th>
<th>Members in Attendance</th>
<th>Non-member guests in attendance</th>
<th>Makeups (optional)</th>
<th>Leave of Absence (optional)</th>
<th>Meeting program</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

**Interclub activity**

Please indicate your club’s interclub meeting dates for this month. Include the TOTAL NUMBER OF MEMBERS who participated in Interclub meetings EACH WEEK and the name of the club visited. Add rows as needed.

<table>
<thead>
<tr>
<th>Month / Day</th>
<th>Members</th>
<th>Clubs Visited</th>
<th>Within One Way</th>
<th>Within Home Division?</th>
<th>To SLP club?</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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**Club meeting attendance**

Import club meeting attendance from PortaBuzz

Please provide information about your club’s meeting(s) for this month. The system will automatically populate the number of members in your club as most recently reported to Kiwanis International.

<table>
<thead>
<tr>
<th>Month / Day</th>
<th>Members in Attendance</th>
<th>Makeups (optional)</th>
<th>Leave of Absence (optional)</th>
<th>Meeting program</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/17</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Members in club at beginning of the month: 0**

<table>
<thead>
<tr>
<th>Month / Day</th>
<th>Members in Attendance</th>
<th>Makeups (optional)</th>
<th>Leave of Absence (optional)</th>
<th>Meeting program</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNUAL QUESTIONS

New to the MR in 2019-20 is the Annual Questions feature. These are questions about your club and Kiwanis programs that don’t usually change from month to month. This feature is designed to streamline the MR process by asking certain questions one time at the beginning of each new club year. If your answer to an annual question hasn’t changed from October’s MR, you don’t have to answer it each subsequent month — unless the answer changes. At the beginning of each club year, your answers to these annual questions will be reset to “unanswered” or blank. You will then need to answer them for the new club year.

What is your club’s goal for new members added during the 2018-2019 club year?

How many regularly scheduled meetings does your club have each month?
(as stated in your club bylaws or formal agreement)

Number of Bug Programs your club sponsors

Number of Terrific Kids Programs your club sponsors

Does your club currently sponsor a new Kiwanis club?

What tools or sites does your club use to engage with potential members?
(check all that apply):

- Facebook
- Twitter
- LinkedIn
- Club website
- Club brochure
- Newsletter
- Service projects
- Club opener
- Membership chair or committee
- Other
- None
Under the Service tab, you will report club activities such as:

- Partnerships
- Service projects

Information about your club’s service projects should be reported in this section. Such information includes total service hours, participants, expenses, youth served, etc. You can also provide text details for your projects.

What constitutes a service project will vary from club to club — so use your best judgement! Service projects reported on the MR should be those directed by the club board of directors and club membership. Service hours can include both planning time and the time needed to execute the project.

Clubs that subscribe to the full version of the Portalbuzz club management system (as described in the Engagement section above) will also be able to import service project information. Please follow the instructions found there.
IMPORTANT: Always click the SAVE button at the bottom of each screen before you move to the next page or section. If you don’t, your work will not be saved, and you will need to enter it again.
Under the Image tab you’re asked to provide information about your club’s recognition of community leaders, and to confirm your club’s web site address is correct.

Custom questions from your district leaders or Kiwanis International may appear in this section from month to month as well.

<table>
<thead>
<tr>
<th>Kiwanis Image - January 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save</strong></td>
</tr>
<tr>
<td>Please click Save before leaving this page, or your changes will be lost.</td>
</tr>
<tr>
<td><strong>Goal:</strong> To enhance the Kiwanis image worldwide</td>
</tr>
<tr>
<td><strong>This section covers:</strong></td>
</tr>
<tr>
<td>Recognition</td>
</tr>
<tr>
<td>PR efforts</td>
</tr>
<tr>
<td>&quot; Required</td>
</tr>
</tbody>
</table>

**Recognition**

Which external community members does your club recognize through an awards program? (check all that apply)

- Athletics coach or staff
- Business owner/leader
- Chamber of Commerce or leader
- Mayor / Town Council
- Local non-profit or leader
- Parks and recreation staff or leader
- Public servants - fire, police, emergency
- School staff or leader
- Teacher PTA/PTO or leader
- Other
- Our club didn’t perform any external recognition this month.

**PR efforts**

An updated public website is a great public relations tool for your club. This website address also displays in the club locator’s results for your club when potential members search for a club to join. Take a moment to be sure this information is correct:

Your club’s public website: No website address on file.

If your club’s web address is incorrect or missing, the club secretary can add or edit this information on the secretary dashboard, on the right side under “Club Information.” The club meeting location, date and time are also edited in this area.

**IMPORTANT:** Always click the SAVE button at the bottom of each screen before you move to the next page or section. If you don’t, your work will not be saved, and you will need to enter it again.
Under the Financials tab, you will report club financial activities.

- Money raised and donated
- Scholarships awarded
- Foundation giving (club, district, and Kiwanis Children’s Fund)
- Other donations

Information about organizations supported by your club, money raised, money donated, etc., are reported in this section. Please indicate the various ways your club has used its funds this month. Use “Other” to list other causes/non-profits you’re supporting. There are only 30 characters allowed in the “Other” field, so please be sure to just list the name of the organization.

Custom questions from your district leaders or Kiwanis International may appear in this section from month to month.

**IMPORTANT:** Always click the SAVE button at the bottom of each screen before you move to the next page or section. If you don’t, your work will not be saved, and you will need to enter it again.
In the “Money raised” section, report only funds raised for club service projects.

If your club donated funds to the Kiwanis Children’s Fund, include all funding regardless of any specific campaign or project for which you might have earmarked your club’s donation.

**IMPORTANT:** Always click the SAVE button at the bottom of each screen before you move to the next page or section. If you don’t, your work will not be saved, and you will need to enter it again.
<table>
<thead>
<tr>
<th>Category</th>
<th>Amount Donated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships</td>
<td>0 USD</td>
</tr>
<tr>
<td>Club Foundation</td>
<td>0 USD</td>
</tr>
<tr>
<td>District Foundation</td>
<td>0 USD</td>
</tr>
<tr>
<td>Kiwanis Children’s Fund</td>
<td>0 USD</td>
</tr>
<tr>
<td>Boys &amp; Girls Clubs</td>
<td>0 USD</td>
</tr>
<tr>
<td>Boy Scouts of America</td>
<td>0 USD</td>
</tr>
<tr>
<td>Children’s hospital / Children’s Miracle Network Hospitals</td>
<td>0 USD</td>
</tr>
<tr>
<td>March of Dimes</td>
<td>0 USD</td>
</tr>
</tbody>
</table>

Add other monetary contribution
Under the Help tab, you will find direct links to Kiwanis International for support of the MR via email, phone, or Twitter. The Kiwanis Member Services team is ready to assist with any questions you have.
REVIEW AND SUBMIT

After you complete and save each section of the four-part MR, click the Submit report button. You will then see a status-update box showing your progress with check boxes. You can review your report at any time during the process by clicking the “Click here to review your report” link. This will display a summary of your report.

If any part of your report has not been saved, it will remain unchecked in the row of blue tabs. (See below.)

To complete the unsaved part of the report, click the blue button for that section. That part of the report will then open so you can finish editing it. (Don’t forget to save it!)

Once you have completed and saved all the sections of the report, you may submit report to Kiwanis International via the Submit report button. This button only appears when your report is ready to be submitted.
The Submit screen of the monthly report displays your club’s basic information. This information is shown whether your report is completed or not. This club information helps you confirm the data we have on file for your club’s report.

THE SUBMITTED REPORT

If you have completed and saved all parts of the report and you have clicked the Submit report button, you will see a date-and-time stamp confirmation on your screen. This shows that your report has been submitted.

You may click the link to review your completed report, or you may click the blue Monthly report home button to return to the Monthly Report Launch (admin) page.

If you go back to the Monthly Report Launch screen, you will be able to:

- Edit a submitted report or continue/finish a report.
- View the status of all reports for the current fiscal year or past year.
● Review a submitted or in-progress report.
● Download a PDF of your finished report to keep.
● Share a copy of the report with others.

**IMPORTANT**: You can go back into the MR for any month during the current club year to change any of your answers/information. No edits or updates to any month from the previous year can be made after November 10 of the following Kiwanis year.

**SHARING A COPY OF THE REPORT**

If you want to email a copy of the completed report to someone, click the envelope icon under Send Copy on the admin screen.

This will open a screen where you may add names and email addresses of recipients.

To add a new recipient, click the blue link named “Add new email” (shown below).

The “Add new email” box (see below) will display the name and email address of your club members and assigned lieutenant governor. As you begin typing the first few letters of the last name, a list of possible names will be automatically generated. If you see the correct name, select it and click the Save button — the name will be added to the recipients list.
You also may type in the full email address of an individual or organization not already in the system.

Check the boxes of the names to receive the copy, then click the Send Email button. These names and addresses will be saved in this list for you to use again to send next month’s MR. You can remove any of them by clicking the trash-can icon on the right side of the listed names.
Once the copy has been sent, you will automatically be returned to the Home (admin) screen.
MONTHLY REPORT TIPS

- The currency used for all your monthly reports will be automatically set for your club based on the currency in your part of the world.
- As previously discussed, reports may be edited, saved and submitted as many times as needed. If you submit a report with an error or simply need to make an adjustment, go back to the report and click the edit (pencil) icon. When you’re ready, save the changes then resubmit the report. Make sure to resubmit by November 10 of the following Kiwanis year (Kiwanis years end on September 30).
- The club Annual Report will be compiled automatically if you have filed each of your monthly reports for the Kiwanis year. This is a huge time-saver for Kiwanis club secretaries — it means you don’t have to keep 12 months of records or total all the data and add it to the Annual Report. Some club secretaries prefer to enter information into the Annual Report in November for the entire previous club year, but it must be submitted by November 10. You will have the chance to review and approve all the information before officially submitting it.