

Kiwanis Club of the Horse Heaven Hills MONTHLY REPORTING GUIDELINES

Month-end reports from committee leadership are to include:

- a. **Club Committee Chair Report**
- b. **Committee meeting minutes – copy**
- c. **Project sign-up sheets – copy**

The month-end report that our secretary submits for our club **MUST be submitted no later than the 10th each month.**

1. When your committee meets – please take meeting minutes that include:
 - a. Date of meeting
 - b. Time called to order and time adjourned
 - c. Record of business discussed and motions passed.
 - d. Attendees

2. When your committee provides support for a project – create a sign-up sheet that includes:
 - a. Project name and location
 - b. Date of project activity
 - c. Individual names and hours contributed

Project sign-up sheets are very important for specific reasons:

- a. Risk Management
- b. Club Performance

3. **Submit the monthly committee chair report no later than the 5th of each month.** Reports can be e-mailed to Kathyekilgore@yahoo.com, turned in at a regular Monday club meeting, or given to me at the Board Meeting.

4. The committee pages our club website lists the chairpersons responsible for submitting the reports.