## OFFICIAL MONTHLY REPORT

| of   | the Kiwanis (                            | Club of Heal               |                   | fornia Landi<br>(State)                       | Work on Interna            |
|--|--|----------------------------|-------------------|---|----------------------------|
| Secretary  | M. Alexand                               | er                         |                   |   |                            |
| AddressP.  | OP Box 135<br>Legion B                   |                            | Tuesd             | ay  | 2.10                       |
| Club meeting place   |  |                            | Day               |   | our                        |
|  | MEMBI                                    | ERSHIP AND                 | ATTENDANCE RECORD | lub meetings du                               | teport of inter-c          |
| And the second s | Membership. Active, Reserve & Privileged | Attendance<br>Members Only | tion met with Old | Membership<br>Active, Reserve &<br>Privileged | Attendancs<br>Members Only |
| First Week   | 36                                       | 3.2                        | Fourth Week       | 36  | 34                         |
| Second Week  | 36                                       | 3/5                        | Fifth Week        | 37  | 36                         |

Percentage of Attendance (for month) 9 4 4 4 (Divide Total Attendance by Total Membership)

30

Third Week ...

#### Instructions to Secretaries

Total.

- 1. This monthly report should be forwarded as early as possible following the final meeting—the white blank to International Headquarters, the pink blank to the district secretary, the yellow blank to be retained by the secretary.
- 2. Statement of club activities for the month. Give details if an unusual and very successful activity. If you will fill out this form carefully, you can assist your district and International organizations in passing your good ideas along to other clubs. Material for "Kiwanis Activities" and The Kiwanis Magazine is compiled from this monthly report.
- 3. Spaces are provided in this report for the reporting of additions, deletions, changes of address, changes of classification and reinstatements. The sending of this information each month regularly prevents loss of mail and many other difficulties.
- 4. All membership information (additions and deletions) is to be forwarded to Headquarters on this monthly report form, with the exception of the semi-annual report submitted on July 1 giving a complete roster of the club membership as of that date.
  - a. Do not report by letter or send in rosters at various intervals in booklet form or otherwise, as this is confusing and necessitates duplicate checking.
- 5. Be careful to list all information under proper heads. Especially do not omit full classifications and complete addresses because omission of either means added correspondence and unnecessary work for the club secretary and Headquarters.
  - 6. Be sure to indicate the class of membership; namely, active, reserve, privileged or honorary.
  - 7. Under "Membership" give the total number of active, reserve and privileged members on your roll each week.
  - 8. Under "Attendance" give the total number of active, reserve and privileged members in attendance each week.
  - 9. Should no meeting be held give the total number of members on the roll that week and record a zero for attendance.
- 10. The receipt of the proper form at Headquarters on or before the 10th of each month, will insure the delivery of the Magazine for the following month to members added. If received after the 10th, your new members will not receive the Magazine until the second month after the current issue.
- 11. Report regularly each month any complaints received concerning non-delivery of the Magazine in space provided. Your co-operation in this matter will mean a prompt check which will insure the delivery of the Magazine.
- 12. A prompt notice of change in address sent on this report form is imperative. The old as well as the new must be given in the space provided. Postal authorities request that where possible, name of street and street number be listed rather than building or room number in building. Unless we are notified of new change magazine is mailed to former address. Post office does not forward magazines.
- 13. Billing for International dues is made according to the provision of the constitution, based on semi-annual membership certifications made by each secretary as of January I and July I. Each club as provided in the constitution is billed for Magazine subscriptions on the basis of January I reports, after which credit is given for deletions, and new charges made for additions, according to the actual number of Magazines ordered sent or stopped, as regulated by your monthly reports.

(DO NOT DETACH)

# ACTIVITIES REPORT

| Work on Interna    | tional policies or d | Istrict activities:                                      | Tub of   | the Kiwania (   | lo .                        |
|--------------------|----------------------|--|--|---|-----------------------------|
|                    |                      | 82   |  |   |                             |
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|                    |                      |  |  |   | ecretary                    |
| DI.                |                      | DOT  |  |   | Address                     |
|                    | Н                    |  |  |   |                             |
| Report of inter-c  | lub meetings during  | month:   |  |   |                             |
|                    | Delegati             | on met with Club   | at Santa   | Rosa.   |                             |
|                    | Privileged           |  |  |   |                             |
|                    |                      |  | 7.0  | 38  |                             |
|                    |                      |  |  | 38  |                             |
| 171                |                      |  |  | 90  |                             |
| to blank to later- | I5th, Ad             | dress by Rev. To   | Fisher on om Watt of your Dog                              | the "Redwe Williams Co  | ood Empire".<br>al. subject |
| Outstanding spea   |                      | Mailing address:   |  | Subject of talk   |                             |
|                    |                      | ) is to be forwarded to He<br>f giving a complete roster |  | information (additi   |                             |
|                    |                      | ous intervals in booklet for                             |  | t by letter or send<br>haplicate checking.                        |                             |
|                    |                      | Especially do not omit for necessary work for the cli    | der proper heads.<br>espondence and u                      | t all information un  |                             |
| Public activities: |                      |  |  |   |                             |
|                    | Subscribed           | \$%0.00 to send  | Camp Fire  | Girls to th   | eir Summer                  |
|                    | Vacation Ca          | members on the roll that                                 | total number of<br>leadquarters on or<br>re added. If rece | ing be held give the<br>he proper form at it<br>g month to member |                             |
|                    |                      |  | omplaints received   |   |                             |
| nadi tenter bemil  |                      | port form is imperative. I                               |  |   |                             |

13. Billing for international dues is made according to the provision of the constitution, based on semi-annual memberahip contributions made by each secretary as of January 1 and July 1. Each club as provided in the constitution is billed seminary secretary as of January 1 reports, after which credit is given for deletions, and new charges made to according to the setual number of Magazines ordered sent as stopped; as regulated by your monthly reports.

### Change of Classification

| Name of Member   | Former<br>Classification                       | Present<br>Classification | Address  | Date of Change   | Kind of<br>Membership              |
|--|--|---------------------------|--|--|------------------------------------|
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| Name of Member   | Classification                                 | to be story to those.     | Address  | Kind of Membership   | Date<br>Re-instated                |
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| (NI  | Additiona                                      | al Subscriptions          | to Magazine  | ions only)   |                                    |
| Name of Subscriber   | Former   | Hospitals, other c        | Address  |  | Annual or Perman<br>(Until Notice) |
| Mile of   Manchers   Research  | (Yes—No)                                       | 16A                       | Classification                                     | 700427971  | (Onen Ivolen)                      |
|  |  | read to sention           |  |  |                                    |
| None   | THE PLANTS                                     | (guota 10)                |  |  |                                    |
| None   | P P P P  | (unical roj)              | Display to sen                                     |  |                                    |
| None   |  | aining of Non-Re          | eceipt of Magazine                                 |  |                                    |
| None  Name of Member   | Members Comple                                 | aining of Non-Re          | eceipt of Magazine Address                         |  | Remarks                            |
|  |  | aining of Non-Re          |  |  | Remarks                            |
| Name of Member   | Issue Not<br>Received                          |                           |  | Todano M   | Remarks                            |
| Name of Member   | Issue Not<br>Received                          |                           | Address  | Today Manday   |                                    |
| Name of Member   | Issue Not<br>Received                          |                           | Address  | TodasM   |                                    |
| Name of Member   | Issue Not<br>Received                          |                           | Address  |  |                                    |
| Name of Member   | Issue Not<br>Received                          | Make a season             | Address  | THE LAW STOCK STOC |                                    |
| Name of Member   | Issue Not<br>Received                          | Make a season             | Address  | THE LAW STOCK STOC | o and A                            |
| Name of Member   | Issue Not<br>Received                          | Make a season             | Address  | THE LAW STOCK STOC | o and A                            |
| Name of Member   | Issue Not<br>Received                          | Make a season             | Address  | THE LAW STOCK STOC | o and A                            |

GINTED GUNDA

## MEMBERSHIP REPORT

| Kiwanis Club of Healdsbur  | S Mo   | onth of May D                   | ate Forw  | arded                      | nne V  |
|--|--|---------------------------------|---|----------------------------|--|
|  | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  | Additions                       |   | 0                          |  |
| Name of Member   | Classification Address   |                                 | Date of Member- addition Kind of Member- ship Kiwanian Clu      |                            |  |
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|  |  | Cumo Re-Instatement             | ign.  |                            |  |
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|  |  | COM LANGE MANAGEMENT            |   |                            | September 1970   |
| (vino sanitution   | o Magazine<br>geattations and in   | Deletions good adult strendil s | edmom-no  | И)                         |  |
| Name of Member   | Classification   | Address                         | Date of deletion  | Kind of<br>Member-<br>ship | Reason   |
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| PARTY OF STATES  | rence J. T   | TO AND TO A MANAGE              | 1383  | Ava                        |  |
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| None   |  |                                 |   |                            |  |
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| Manufacture risk to a first announce of the control | And the state of t | Change of Address               |   | Old Addres                 | Date   |
| Name of Member   | Classification   | Now Please                      |   |                            | Effectiv   |
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| The second secon |  |                                 |   |                            | •  |
|  |  |                                 |   |                            |  |
| None Stan  | F. W. (bonn  | 2)                              |   |                            |  |
| None   | St. M. (bons   | 2)                              |   |                            |  |