## OFFICIAL MONTHLY REPORT

of	dsburg	California (State)				
	Mor	th of Sept	ember	1928_		1075
Secretary J.	. Alexande	*				
Address	Box 135	Healdgbur	g, Cal		IZ.Io	
Club meeting place	Legion Na	11		_ Day_Tues		our
	MEMBE	ERSHIP AND A	ATTENDA		nb meetings du	lo-result to trope.
	Membership Active, Reserve & Privileged	Attendance Members Only			Membership Active, Reserve & Privileged	Attendance Members Only
First Week	35	32	Fourth	Week	34	31
C 1 W-1-	35	33	Fifth W	/eek		

Percentage of Attendance (for month) 905
(Divide Total Attendance by Total Membership)

Second Week....

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 1 and July 1. Each club as provided in the constitution is billed for Magazine subscriptions on the basis of January 1 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 Internation	nal policies	or district	activities:
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None

Report of inter-club meetings during month:

None

Club Programs in charge of standing committees:

Clarence F. Lea

Local

H. L. Slater

Re-apportionment Diversified The Far East

Proposed Ammendments

Outstanding speakers: Mailing address:

All membership information (additions and deletions) is to be forwarded to Headquarters on this monthly report

Membership" give the total number of active, reserve and privileged members on vour roll e

a. Do not report by letter or send in rosters at various intervals in booklet form of otherwise, as this is confusing and

Subject of talk:

Public activities:

Began securing a full Registration

Billing for International dues is made a cording to the provision of the constitution, based on semicennual membership ions made by each secretary as of January I and July I. Each club as provided in the constitution is billed senior the basis of January I reports, after which credit is given for deletions, and new charges made senior to the actual number of Magazines ordered sent or stopped, as regulated by your monthly reports.

## Change of Classification

		Procent		Date	Kind of
Name of Member	Former Classification	Present Classification	Address	of Change	Kind of Membership
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nor reeges Lighton eighbe even i				- Annual Carlotte	
(Non-members	Additional libraries, clubs,	l Subscriptions to	o Magazine ganizations and in	stitutions only)	
Name of Subscriber	Former Subscriber (Yes—No)	onA set	Address	Marylow	Annual or Permane (Until Notice)
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M	embers Compla	ining of Non-Re	ceipt of Magazi	ne	
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		(Si	gned) W.J.J	Whitney	President
		400	nam	Miran	61
				JINCTUCTOR	
		(5)	gned		Secretary

auon Date Name of Member Classification New Address Old Address Change of Address A. Forrest Stevens Lumber 48 uosuqoe 6Th er , rgse seirisu deorge E. Day Creameries Hesydsburg Sept. 4th. A Name of Member Classification Address Deletions Mone Kind of Memberlo stad noitibba If former Kiwanian—Club Classification Name of Member веэтььА \*noitibbA Date Forwarded Kiwanis Club of Healdsburg Month of September MEMBERSHIP REPORT