



KiwanisONE Online Reporting System

An Introduction



What is the KiwanisONE Program?

- Online resource for Kiwanis clubs created by Club Resource, LLC and supported by Kiwanis International
- Components of KiwanisONE
 - Club management system (fee based)
 - Online club reporting (no cost to clubs)
 - Monthly Report
 - Club Election
 - Other reports available in 2007



Online Monthly Reports

- Monthly report submitted by clubs through web
- Once submitted it is instantly accessible by the district and Lt. Governor
- In 07-08 administrative year will provide tools to analyze club via monthly report data
- Maintains archive of past reports for quick access



Online Monthly Reports cont.

- Incorporates Annual Club Report and Distinguished Club criteria
 - If all reports filled out from 10/07 – 9/08 you will be exempt from ACR in October 2008
 - In 07-08 administrative year there will be monthly updates on Distinguished Club criteria



Part 1

Microsoft Internet Explorer window showing a web application interface for membership reporting.

Address: http://localhost:3266/OMS%20V3/Secretary/MonthlyReport/MonthlyReport.aspx

Membership Totals and Education

Active, Senior, and Privileged Members ONLY	#
TOTAL at end of previous month:	85
New Member ADDITIONS this month:	03
Total:	88
DELETIONS this month:	05
TOTAL at the end of this month:	83

Membership goal (total # of members in club): 80
 Membership goal progress (+ or - target number): 3

Our club conducted a membership campaign this month:
 Our club provided all new member(s) this month an orientation program:

(optional) If you would like to share a membership success story please enter it below.

Meeting Attendance

Meeting Date	Active Total on Roster	Active Present	Active On Leave Of Absence	Active Credits and Makeups	Meeting With Program
3/1	28	00	00	00	N
3/12	27	00	00	00	Y
3/19	27	00	01	00	Y
3/--	00	00	00	00	N
3/--	00	00	00	00	N

Inter-Clubs Meetings

Meeting Date	# Members	Club Visited	Miles One Way	Within Home Division?	To sponsored organization?
3/1	10	Joe	24	Y	N
3/--	00		00	N	N
3/--	00		00	N	N

Service Leadership Programs

Sponsored Organizations



Part 1 cont.

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Address http://localhost:3266/OMS%20V3/Secretary/MonthlyReport/MonthlyReport.aspx

Service Leadership Programs

Sponsored Organizations

Club Name	Club Type	Fulfilled Responsibilities?
Keene High School Key Club	Key Club	Y
Keene State College	Circle K	Y
St. Josephs Builders Club	Builders Club	Y

Services to Sponsored Youth (One activity per line)		Service Hours	# Kiwanians Involved	\$ Spent
Committee Activity?	N	# Projects Completed	0	
			00	0
			00	0
			00	0
			00	0

Our club supported the following programs this month:		
BUG (Bring Up Grades)	N	
Terrific Kids	N	
Our club supported the Kiwanis Key Leader Program this month by:		# Members or Students
Volunteered on-site	N	00
Sponsored a student	N	00

(optional) If you would like to share a service leadership success story please enter it below.

New Club Sponsoring

This month, our club sponsored a new (only indicate when club officially organizes):

Kiwanis club	N
K-Kids	N
Builders Club	N

Done Local intranet



Part 1 cont.

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Address http://localhost:3266/OMS%20V3/Secretary/MonthlyReport/MonthlyReport.aspx Go Google

Publicity

Our club promoted itself in the community this month the following ways:

- Kiwanis billboard
- Kiwanis radio or TV public service announcement
- Club brochure
- Club website
- Public relations chairman
- Localized news releases in a newspaper
- Public service ads in a newspaper
- Meeting announcements in a newspaper
- Publish a regular printed newsletter/bulletin
- Publish a regular email newsletter/bulletin

(optional) If you would like to share a marketing/PR success story please enter it below.

Fundraising

Net amount of money raised this month:

Hours spent on fundraising this month:

Please describe any fundraising efforts for the month

(optional) If you would like to share a fundraising success story please enter it below.

Save and Continue to Part 2

Save and Exit to Report Start Page

Save and Stay on this Page

Exit to Report Start Page Without Saving

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Local intranet



Part 2

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Address http://localhost:3266/OMS%20V3/Secretary/MonthlyReport/MonthlyReport1.aspx?Report=16&NewRepor

Programs Supported

Our club supported the following programs this month:

THRIVE

- Club Program
- Community Awareness
- Vaccination Event
- Read Around the World

Service activities – This includes services your club performed AND money your club donated.

Community Services (One activity per line)

Committee Activity? <input type="text" value="N"/>	# Projects Completed <input type="text" value="0"/>	Service Hours	# Kiwanians Involved	\$ Spent
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>

Youth Services (One activity per line)

Committee Activity? <input type="text" value="N"/>	# Projects Completed <input type="text" value="0"/>	Service Hours	# Kiwanians Involved	\$ Spent
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>

Human and Spiritual Values (One activity per line)

Committee Activity? <input type="text" value="N"/>	# Projects Completed <input type="text" value="0"/>	Service Hours	# Kiwanians Involved	\$ Spent
<input type="text"/>	<input type="text"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="0"/>

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Part 2 cont.

Microsoft Internet Explorer window showing a report form for "Young Children : Priority One (One activity per line)".

Address: http://localhost:3266/OMS%20V3/Secretary/MonthlyReport/MonthlyReport1.aspx?Report=16&NewRepor

Committee Activity?	# Projects Completed	Service Hours	# Kiwanians Involved	\$ Spent
N	0	00	00	0
		00	00	0
		00	00	0
		00	00	0

(optional) If you would like to share a service success story please enter it below.

Foundation Giving

Our club contributed the following amount to the Kiwanis Int'l Foundation this month (\$5/member for the year with a minimum of \$100 required for Distinguished Club award):

Our club contributed the following amount to our District Foundation this month (click here for required amount for Distinguished Club award):

Other Questions and Comments

Our club was visited by our Lt Governor this month: N

Please enter any additional information for this report below

Buttons:

- Save and Return to Part 1
- Save and Exit to Report Start Page
- Save and Stay on this Page
- Exit to Report Start Page Without Saving



Signup Process (only done once)

- If club has not previously registered
 - Secretary is given document (October) that will contain instructions and district code that will be needed
 - Navigate to web site provided in document
 - Enter the district code (click submit)
 - Enter the club key number (click submit)
 - Enter name, email address, and create password (click submit)
 - Now ready to log in
- If previous secretary entered new secretary in online club election report
 - New secretary given document (October) that will help get password set and logged in.
- If no change in secretary and secretary previously used reporting system
 - Nothing to do!



Login Process

- Once you are signed up go to login page and enter email address and newly created password
- From the menu choose 'Monthly Report'
- Select the month to fill out (reports must be filled out sequentially)
- Enter all required data
- Report may be saved for completion later or submitted



Other Information

- Beginning membership numbers will come from Kiwanis International and cannot be changed
- All of your Sponsored Organizations will be entered once at the beginning in a separate form
- Copy of report will be sent to you automatically



About the Project

- Created by 3 Kiwanians from the New England district as part of a larger initiative
- In October 2007 the reporting system will be in use by at least 28 of the 30 North American districts
- Integrates with robust web-based club management system designed specifically for Kiwanis clubs



Contact KiwanisONE Support

- For information or help send an email to:
 - kiwanisone@kiwanis.org