



# CERF Frequently Asked Questions (F.A.Q)

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## BASICS

### **Q. What does CERF stand for?**

Club Event Report Form

### **Q. What is a CERF and why do we need to fill one out?**

A CERF is a record of vital event details. In addition to keeping records of member attendance and hours, the CERF form keeps organized records and information that could benefit future event planning. The CERF form is used for the Monthly Report Form (MRF) and Member Recognition Program (MRP) to be compiled by the club Secretary. It can also be used by other board members for the development of the scrapbook, website, and newsletter for instance.

### **Q. Who fills them out?**

It is recommended that the chair of the project fill out the CERF since they know the event best.

### **Q. Where do we send them?**

Once you've completed the CERF, you must submit them to your club secretary and the president.

### **Q: When do we turn the CERF in?**

The club secretary sets his/her own personal deadlines for CERF collection. Consult your secretary for more information.

### **Q. Does the District require that we use the CERF?**

The CERF is entirely optional and its use is decided by the club officers. Each club can choose to modify it as they see fit. The form provided by the District is a good guideline to begin with.

## GENERAL INFORMATION

### **Q. Why is it important to record mileage?**

Mileage is particularly important when it comes to end-of-the-year awards. According to the International Policy Code, mileage is not counted for less than two participants. Keep in mind that the interclub award is highly dependent on mileage!

## ACRONYMS 101

### **Q. What do all the acronyms mean?**

They are explained separately on the acronym list.

### **Q. How do I know what acronyms are appropriate for a certain project?**

On the acronym list, it has examples. Otherwise, ask your District Secretary!

### **Q. What if a project is ongoing, how should I fill out the CERF?**

CERFs for ongoing events should be filled on separate forms. If it's possible, there should be one for each day spent at the project. (So, an event on Monday will be on a separate form from an event for Friday.) Also, in the rare cases where we have overnight events and sleepovers, make separate CERFs.

### **Q. Define the types of fundraisers.**

A fundraising activity is one for which payment, profit, or donations are received. A fundraiser that benefits a charitable entity can be counted for service hours. Fundraising where the proceeds raised are for the general club budget are considered administrative hours, not service hours.

### **Q. Who is considered Kiwanis Family?**

K-Kids (elementary), Builder's Club (middle school), Key Club (high school), Circle K (college), Aktion Club (disabled persons), and Kiwanis (adult).

### **Q: What are the requirements for an interclub?**

Minimum number of members present needed are:

- clubs with 15-20 members: 2 members
- clubs with 21-30 members: 3 members
- clubs with 31 members or more: 4 members

If the event is a service project, both clubs get the interclub

If the event is a social, only the traveling club gets the interclub

If the event is a meeting, only the traveling club gets the interclub

### **Q. If I attend a service project hosted by another school in my division, does this count as a divisional event?**

It depends. The divisional (DV) tag applies to events endorsed by the division. Typically, it is an event that the Lieutenant Governor formally invites other clubs to. If the LTG does not formally invite the clubs, this event can be a Kiwanis Family or Interclub depending on the requirements.

## SUMMARY OF EVENT

### **Q. Do I have to answer the questions at the bottom?**

YES. Most importantly, fill out which clubs were present (very important for KFamily awards), and the summary of the event (used for scrapbook). Also, if club money spending/raising is involved (or if you spend your money and have discussed with your club treasurer, you will get reimbursed), you must include the amount and net amount.

## RECORDING HOURS

### **Q. How strict are people when it comes to checking over the hours?**

Created by 2009-2010 District Secretary Kathleen Wong

Adapted from CERF FAQ by Jeannie Ong & Amanda Ramond and Circle K International Policy Guide

Not really strict, but for someone who is borderline platinum MRP, 1 hour means a lot. Also, 1 service hour can make a difference with District Awards. Each hour counts, but please fill it out with integrity (don't count an hour long lunch in the middle of an event as part of the time spent at a service event, and don't just make up hours).

**Q. Do we only record hours for paid members on the CERF or does it not matter?**

Please only list paid Circle K members. Prospective members that have not paid yet are OK to be listed on the CERF, as long as they promise to pay. If you are unsure about their membership status, the Treasurer is your best resource to ask since he/she has the roster. Keep in mind that membership dues start over in October, so from that point onward, you must only add people who have paid the dues for the next school year.

*Travel Hours*

**Q. What exactly counts as travel hours? Do we account for traffic?**

Yes it counts. The total project time includes travel to the event, time spent at the event, and travel back regardless of traffic.

**Q. If a project is cancelled after we've arrived at the site, do traveling hours count?**

If the event is cancelled upon arrival, only travel hours should be counted. Even if the event is cancelled due to uncontrollable circumstances, the time members take out of their busy schedules to go to projects is still meaningful.

*Project Planning Hours*

**Q. What about Admin Hours? Where do we log those?**

Admin hours is anything you do as a board member/chairperson (ie. Phone calls, emails, filling out paperwork, etc). You log these hours in a CERF form under planning hours.

**Q. How are hours recorded for joint projects with other student organizations (ie. APO/Roteract)?**

In projects that are in collaboration with other organizations at your school, only list the Circle K members in the CERF. Think of the event as a whole and only isolate the Circle K portion of it.

**Q: How should a social/service, social/fundraiser, meeting/social etc be recorded?**

Ex/Service project followed by DCM, DCM followed by social, DCM during STC...

These events were publicized together as a sort of "package" and should be documented on the same CERF form. When recording hours on the MRF, you should allot each individual's time (service & other hours) according to the portion of the event they attended.

Here's an example of a snippet from a CERF for an example DCM & service project event:

	Name of Attendee (Bold if dues paid)	If K-Family member, list club	Service Hours at event	Service planning hours	Other Hours
1	Johnny		2	0	0
2	Liz		0	0	3
3	Alex		2	0	3

Total Number Attendees	3
Total Kiwanis Family Attendees	0
Total Service Hours	4
Total Other Hours	6