

Secretary's Handbook



Year

Club Name

District No.

Zone No.

Club Computer No.

Secretary's Name

RURITAN CLUB MEETING PROCEDURE

Start On Time.

1. **Call to order** - president.
2. **Song**: "America" - club members.
3. **Invocation** - chaplain.
4. **Meal** (during meal: welcome new members; reading of minutes; roll call by first names or nicknames; and announcements).
5. **Approval** of secretary's minutes.
6. **Objectives Committee report** - vice president, as chair, will report on progress being made by various standing committees from information given by committee chair, or may have each committee chair make own report.
7. **Report of special committees** - committee chair.
8. **Report of board of directors** - secretary.
9. **Report of treasurer** - treasurer.
10. **Unfinished business** - secretary will provide president with a list of unfinished business, taken from minutes.
11. **New business** - secretary will provide president with a list of possible new business, taken from communications or correspondence received from the district or Ruritan National during month, and from provisions in the bylaws of the local club. (Use form in secretary's book.)
12. **Program and entertainment**.
13. **Pledge of allegiance** to flag and adjournment.

Stop On Time.

Ruritan Mission

Ruritan is a national organization dedicated to improving communities and building a better America through Fellowship, Goodwill, and Community Service.

Important Note

The materials in this book should be used after 2015. Replace any previous editions of the Club Secretary's Handbook. Please destroy all previously existing copies held by your club officers. Changes from previous editions reflect new Ruritan National Board action or new National Board policies.

Ruritan National Office

5451 Lyons Road, P.O. Box 487
Dublin, Virginia 24084

<http://ruritan.org>

Toll Free (877) 787-8727

FAX: (540) 674-2304

E-Mail: office@ruritan.org

Ruritan Supply

(800) 223-2203 #1143

<http://ruritan.shumskypromo.com>

This Edition

If you are a club secretary who has access to a computer and the internet, you can now manage almost all of your club data online and turn a once time-consuming task into a virtually paperless process. All club secretaries have access to Ruritan's new Member Management System (**MMS**) and can change member addresses and phone numbers, add and drop members, change member status, and even record meeting attendance and projects on this web-based application. Using the online **MMS** makes many of the forms in this handbook unnecessary – however, club secretaries who do not use the new system may still use the forms in this book. The Ruritan National office staff will process and update your club information as they always have.

Monthly, the Ruritan National staff produces membership **Audit and Invoice** reports and sends them to each club secretary. If the secretary has an e-mail address in the **MMS**, the report will be e-mailed automatically to the secretary and other club officers. If e-mails addresses for the club officers are not noted in the system, the report will be printed by the Ruritan National Office staff and mailed to the secretary. Review these carefully and either make any needed changes online in the **MMS** or use the yellow envelopes (provided in your club kit) to send marked-up copies of the report. Any money owed on that membership **Audit and Invoice** report may be sent in the same yellow envelope. Your national dues owed will be based on the number and types of members listed on those audit reports.

On a quarterly basis, please complete and send in the Activities and Attendance reports in this book or update information on the **MMS**. Retain one for your files. You will also need to complete Ruritan of the Year; Youth Member of the Year; and Community Service Reports if your club wishes to participate in these awards programs. **Note that the four quarterly reports each now offer a column for total active club members. That way the active members attending a meeting can be divided by the total active members to determine a % attendance at the meeting.**

Also, please update your new club officers in the **MMS** after your elections in October or mail in the new officer report in this book. All of these forms are available on line at <http://ruritan.org> under "resources". These forms often ask for your "club number". If you do not know your club number it is listed on the monthly audit invoice report received from Ruritan National.



Ruritan

Secretary's Handbook

Ruritan Club Meeting Procedure (inside front cover)
Instructions to Club Secretary
Ruritan Club Tax Information
Roster of Club/District Officers & Club Committees
Monthly Attendance Record Pages
Growth Award and Dues Rebate Request Forms
Invitation to the Ruritan National President
Membership change forms (6 pages)
Grid of Membership Types
Sample Quarterly Activities and Attendance Report

Monthly Forms and Quarterly Reports:

Use the following pages, in order, to organize your record keeping for the year. Once complete they can be saved in a binder.

January Board Meeting Minutes form
January Club Meeting Minutes form
January Meeting Procedures form
February Board Meeting Minutes form
February Club Meeting Minutes form
February Meeting Procedures form
March Board Meeting Minutes form
March Club Meeting Minutes form
March Meeting Procedures form
First Quarter Activities and Attendance

Report

April Board Meeting Minutes form
April Club Meeting Minutes form
April Meeting Procedures form
May Board Meeting Minutes form
May Club Meeting Minutes form
May Meeting Procedures form
June Board Meeting Minutes form
June Club Meeting Minutes form
June Meeting Procedures form
Second Quarter Activities and Attendance

Report

July Board Meeting Minutes form
July Club Meeting Minutes form
July Meeting Procedures form
August Board Meeting Minutes form
August Club Meeting Minutes form
August Meeting Procedures form
September Board Meeting Minutes form
September Club Meeting Minutes form
September Meeting Procedures form
Ruritan of the Year instructions
Ruritan of the Year points
Ruritan of the Year application
Rudy Youth of the Year points
Rudy Youth of the Year application
Third Quarter Activities and Attendance

Report

Community Service Merit System Information
Community Service Merit Points
Community Service Merit Work Log
Community Service Merit Sample Application
Community Service Merit Award Application
October Board Meeting Minutes form
October Club Meeting Minutes form
October Meeting Procedures form
New Club Officers Information report
November Board Meeting Minutes form
November Club Meeting Minutes form
November Meeting Procedures form
December Board Meeting Minutes form
December Club Meeting Minutes form
December Meeting Procedures form
Fourth Quarter Activities and Attendance

Report

Instructions for Club Secretary

Using the Member Management System (MMS)

As a club secretary, you are certainly free to use the forms provided in this Club Secretary's Handbook to do your job. However, it is important that you know that you have an automated system at your disposal to carry out many if not all of your duties as secretary. The system allows you to update club and member data in real time in the actual Member Management System (MMS) database. This is the very same database into which your changes are entered if you send in paper reports and forms. See access information at the end of these instructions.

The **MMS** allows all Ruritans access to edit and update individual information and view summary data about Ruritan. The only requirement to set up an individual member access, or a club or district officer access, is a current e-mail address in the system.

The **MMS** was introduced to staff and national officers early in 2009 and after a beta testing period with a limited number of test clubs was introduced to district officers in late May 2009. Throughout the early summer district and zone officers were invited to participate in using the system. In July 2009 all club officers with e-mail addresses in the system were sent e-notices inviting them to use the system and giving them their security access information. These same officers were encouraged to turn on security clearance for all of their club members, provided e-mail addresses were in the system.

Today, any Ruritan member who wants to be able to update his or her information may do so directly. All club officers who want to update club officer roles and add and drop members may make those changes themselves.

National staff continues to process information for clubs and individuals who do not have computer access to the information or who prefer not to make those changes on line.

Ruritan Executive Director Michael Chrisley noted that the new system increases efficiency in a number of ways. "First of all, individual members know their personal information – phone numbers, mailing addresses, and so on – better than anyone else. It only makes sense to have them responsible for making those corrections and updates. Second, club officers are in the best position to make changes when members add, drop, or change status – so it makes sense for them to correct that information."

Chrisley added, "Every time a member or an officer updates their club or individual information directly, it frees up our staff to focus on those members and



When you are granted access to the MMS (by a current club or district officer - or the Ruritan National Office) you will be sent an e-mail with your log on password. Your "username" is your Ruritan member number.



Club home page shows members, officers, and general information about the club.



Using the "roles" function you can assign and update club officer roles. With those roles comes increased access to club information on the MMS. While members can see only their personal data, club officers can see all club data.

clubs who do not choose to use the automated system. Because of the **MMS** we are nearly current with our part of the posting – entering changes today that came in yesterday’s mail, instead of being weeks, even months behind.”

However, Chrisley noted, “We are always willing to make the changes that clubs ask us to make. Our goal is to be as accurate as possible and keep our data as current as possible.”

The system also provides summary data to Ruritan leaders including membership growth trends.

Again, anyone who would like access to the **MMS** is invited to contact their club or district officers who can update their e-mail information and then grant them access to the system. The web address for the system is <http://mms.ruritan.org>. Club and district officers who need assistance are invited to call Ruritan Member Services Coordinator toll free at 877-787-8727 ext. 303.

Using this Club Secretary’s Handbook

If you choose not to manage your club data on the **MMS**, you may use the forms in this handbook to maintain your club records. These forms work best if put into a 3-ring binder. The club officers’ and the district officers’ names and addresses and committee members should be listed in the appropriate places on the page entitled “Ruritan Club Officers.”

The attendance record should be kept accurately for each member of the club using the code as indicated at the bottom of the page. When a person makes up a meeting, an “M” to indicate a make-up, should be written on the line showing the absence made up. Twelve (one for each month) Board of Directors Meeting Minutes pages are provided so that you will have a permanent place in which to keep the minutes of these board meetings. These are located behind each monthly report form.

Twelve (one for each month) Monthly Meeting Minutes pages are included for your convenience. This could be kept in long-hand at the meeting but must be written legibly so that it will be a proper historical record. Some secretaries choose to type this after keeping notes at the meeting. These are located behind each monthly report form.

In keeping the minutes of the monthly club meeting or the board meeting, it is important to keep track of all the formal motions that are made and notes of discussion when it is important for future reference or for historical interest. A good set of minutes is a good record of history that will be very valuable to your club in the future.

Twelve (one for each month) Ruritan Meeting Procedure pages follow the Monthly Meeting Minutes pages. The Meeting Procedure page is to be completed by the secretary before the meeting starts, so that the president may use this page as a

guide (or agenda) during the meeting. A secretary who conscientiously completes the blanks on this sheet will help the president to see that the meeting is conducted well and completed on time. These are located behind each monthly report form.

If you have been a club secretary in the past, you will be pleased to see a reduced number of forms in this book that need your attention. The Ruritan National Office will be producing monthly Audit and Invoice forms and mailing them to YOU. Please review them carefully and use your yellow envelopes (provided in your club kit) to send back any changes in members or in a member’s status. Any money owed on that Audit and Invoice report may be sent in the same yellow envelope. Your national dues owed will be based on the number and types of members listed on those audit reports.

On a quarterly basis, please complete and send in the Activities and Attendance reports in this book. You will also need to complete Ruritan of the Year; Youth Member of the Year; and Community Service Reports if your club wishes to participate in these awards programs. Also, please send in your new club officers after your elections in October. These forms ask for your “club number.” If you do not know your club number, it is listed on the monthly audit invoice report received from Ruritan National.

These forms are also all available on the Ruritan website at <http://ruritan.org> under “resources.”

You can also find all these forms online under Club Resources at <http://ruritan.org>.

Secretary’s Yellow Envelopes

Each year, Ruritan National provides each club secretary with yellow pre-addressed envelopes for returning with yellow Audit and Invoice forms, sending in change forms, mailing quarterly Activity and Attendance reports, or paying national dues. Do not use these envelopes for other correspondence that is not intended for Ruritan National. These envelopes are bar-coded for delivery.

If you address these envelopes to someone other than the Ruritan National Office, your envelope may become missing or destroyed. The Ruritan National Office will not forward or return non-Ruritan mail that is delivered in these yellow envelopes.

TAX INFORMATION

This information on club taxes is taken directly from the most recent version of the Ruritan Club Treasurer's Handbook. However club secretaries should also be aware of these requirements for tax forms and record keeping.

ALL CLUBS BELONGING TO RURITAN NATIONAL ARE EXEMPT FROM PAYING FEDERAL INCOME TAX.

Because your club is affiliated with Ruritan National, it is exempt from paying federal income tax under Section 501 (c) (4) of the 1954 Internal Revenue Code. Ruritan National was notified of its exemption on January 22, 1964. The letter was signed by R.J. Staken, Acting Chief, Exempt Organization Branch of the U.S. Treasury Department. Exemption under this section not only relieves the club of responsibility for paying federal income tax on funds raised, but also from paying federal excise taxes on members' annual dues. Ruritan National's Group Exemption Number (GEN) is 1615.

THE CLUB IS REQUIRED, HOWEVER, TO DO FOUR THINGS:

(1) To keep accurate records of all its financial transactions. The format of this Treasurer's Handbook will help keep appropriate records for the club. Keep this handbook as a historical record of the club's finances during each treasurer's term of office.

(2) To send the names and addresses of officers to the Ruritan National Office as soon as they are elected. Any changes in officers should be reported by the club secretary as soon as such changes occur. A form is provided in the Ruritan Secretary's Handbook for recording officer changes.

(3) BE AWARE THAT EACH RURITAN CLUB IS REQUIRED TO FILE SOME FORM OF THE 990 "RETURN OF ORGANIZATIONS EXEMPT FROM TAX" BY MAY 15 EACH YEAR. See more at the bottom of this page.

(4) TO PAY STATE SALES AND USE TAX, except clubs that are exempted from such taxes by the State Department of Taxation in the state in which the club resides. The federal income tax exemption does not exempt Ruritan clubs from paying state and local sales and use taxes. Each club should determine local requirements and conform with them. If there are questions about the club's state sales and use tax status, contact your State Department of Taxation.

Ruritan National must submit copies of the national, district, and club directory each year to the IRS as the official roster of clubs affiliated with Ruritan National. NOTE: All club records should be kept together along with Employer Identification Number, copies of the 990 forms which have been filed, as well as copies of all correspondence with the Internal Revenue Service. *****These records are not personal property but belong to the club.***** Retiring officers should see that their successors get these official records.

EACH CLUB NEEDS AN EMPLOYER IDENTIFICATION NUMBER: The employer identification number is like an individual's social security number and is used to identify the club with Internal Revenue Service. A club should have only one such number.

If the employer identification number is not known, check with last year's officers. If a 990 form was filed last year, this number will appear on that form. Each club should file its number with the Ruritan National Home Office.

If the club does not seem to have an employer identification number, please check with the Ruritan National Office. If there is no employer identification number, fill out application form SS4 and apply for a number. This form is available at most banks.

CONTRIBUTIONS TO RURITAN CLUBS ARE NOT TAX DEDUCTIBLE: Individual contributions to Ruritan clubs are not tax deductible on the individual's income tax return. Tax exemption under 501 (c) (4) does not allow individuals to claim tax deductions on contributions to Ruritan clubs. However, contributions to the RURITAN NATIONAL FOUNDATION CAN BE DEDUCTED ON THE INDIVIDUAL'S INCOME TAX RETURN. For more information on the Ruritan National Foundation, write to: Ruritan National Foundation, P.O. Box 487, Dublin, VA 24084.

NEW -- IRS 990 FILING: Beginning in 2008, small tax-exempt organizations like Ruritan clubs, that previously were not required to file returns, will be required to file an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006. Organizations that do not file the notice will lose their tax-exempt status. Many Ruritan clubs, whose gross receipts are normally \$25,000 or less, were not required to file Form 990, Return of Organization Exempt From Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. With the enactment of the Pension Protection Act of 2006 (PPA), these small tax-exempt organizations will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually. According to the IRS, the form should be filed by the fifteenth day of the fifth month after the close of your tax year (for most Ruritan clubs that will be May 15th). Visit <http://www.irs.gov/eo> for complete details and copies of the **990**, **990 EZ** and **990 N**.

Roster of Ruritan Club Officers & District Officers

Club Officers

President _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Vice President _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Secretary _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Treasurer _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

3rd Year Director _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

2nd Year Director _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

1st Year Director _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Past President _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

District Name & Number

District Officers

District Governor _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Lt. Dist. Governor _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Zone Governor _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

National Board Representative _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Found. Prom. Chair _____

Address _____

City _____

State _____ ZIP _____

Phone _____

Growth & Dev. _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Publicity Chair _____

Address _____

City _____

State _____ ZIP _____

Phone _____ Email _____

Ruritan Club Committee Members

Objectives

Public Services

Fellowship

Membership

Social Development

Special Committees (appointed by Club President)

Membership Objective: _____

Business & Professions

Program and Entertainment

Citizenship & Patriotism

Finance

Environment

Public Relations

Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1														
2														
3														
4														
5														
6														
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25														
26														
27														

Change CODES:
 AL - At Large Member
 AM - New Associate Member
 AMR - Associate Member renewing
 AR - Associate Member becoming an Active Member
 D - Active Member Dropped
 E - Active Member Deceased
 F - Former Member Reinstated
 H - Honorary Member
 L - Leave of Absence
 N - New Active Member
 RA - Active Member moving to Associate
 RH - Active Member moving to Honorary
 RS - Ruritan Student Program or Youth in Regular Club
 T - Transfer from Another Club
 YA - Youth to Active Member

Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
28														
29														
30														
31														
32														
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Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
55														
56														
57														
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80														
81														

Change CODES:

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Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
82														
83														
84														
85														
86														
87														
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108														

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 YA - Youth to Active Member

Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
109														
110														
111														
112														
113														
114														
115														
116														
117														
118														
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121														
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134														
135														

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Invitation to the Ruritan National President or President-Elect

Mail to: Ruritan National Office, P.O. Box 487, Dublin, VA 24084, at least six (6) months before your scheduled event.

1. Requested By: _____ Club, District, Rally, Other. (circle one).

2. State clearly if your first choice is the National President or President-Elect: _____

3. Date(s) Requested: _____

4. Key Contact Person for this Event:

Name: _____

Address: _____ City _____ State _____ Zip _____

Area Code + Telephone _____ Email: _____

Cell Phone for last minute contact on date of event _____

5. Briefly Describe the Event: _____

6. What time does the Event start? _____

7. Address Where Event Will Be Held (Please include directions): _____

8. Will the Media be Present to Cover This Event? If so, Please List:

9. What Role Will the National President/President-Elect Be Expected to Fulfill (speaker, presenter, etc.)?

If Expected to Speak, Please List Preferred Topic: _____

Length of Speech: _____ Estimated Attendance: _____

Estimated Starting Time of Speech: _____

Dress Expected for the Event (formal, casual, etc.): _____

10. If a Conflict Exists, Will Another National Officer Be Acceptable? ___ yes ___ no

11. If the President/President's-Elect travel budget is limited, is your group willing to help with lodging and travel costs? ___ yes ___ not

Note: Every effort will be made to honor this request. However, because of the many requests for the Ruritan National President/President-Elect, consideration must be given to each request based on:

1. Prior Commitments,
2. Number of Visits Planned This Year to Your District,
3. Other Extenuating Circumstances

Complete this Invitation Form and mail to: Ruritan National Office, P.O. Box 487, Dublin, VA 24084, at least six (6) months before your scheduled event.
A response will be forthcoming as soon as possible.

Member Information Change Forms

Changes can be made directly to your club data on line through the Ruritan Member Management System (**MMS**) or marked on the membership **Audit and Invoice Report** that is mailed from the Ruritan National Office monthly. For directions on using the **MMS** see page five of this handbook.

However, you can also update records by recording changes on this form and sending to P.O. Box 487, Dublin, VA 24084. Use the codes listed above to show what changes have been made. Remember that Ruritan Forever is not a membership type - but rather a payment option for all membership types. This form is also available on line at <http://ruritan.org> under "resources".

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____
 _____ (date submitted) _____ (submitted by) _____

Change CODES:	
AL - At Large Member	L - Leave of Absence
AM - New Associate Member	N - New Active Member
AMR - Associate Member renewing	RA - Active Member moving to Associate
AR - Associate Member becoming an Active Member	RH - Active Member moving to Honorary
D - Active Member Dropped	RS - Ruritan Student Program or Youth Member in a Regular Club
E - Active Member Deceased	T - Transfer from Another Club
F - Former Member Reinstated	YA- Youth to Adult Member
H - Honorary Member	

Codes

Use extra sheets of paper if you have more changes.

See above

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any forwarding addresses for members dropped above.

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any club officer changes that apply this month.

Change	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____

Please list any address changes for club members below.

Name	Street/Box #	City	State	Zip
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____

Please list any changes in club officers.

Office Held	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____
 _____ (date submitted) _____ (submitted by) _____

Change CODES:	
AL - At Large Member	L - Leave of Absence
AM - New Associate Member	N - New Active Member
AMR - Associate Member renewing	RA - Active Member moving to Associate
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Codes

Use extra sheets of paper if you have more changes.

See above

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any forwarding addresses for members dropped above.

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any club officer changes that apply this month.

Change	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____

Please list any address changes for club members below.

Name	Street/Box #	City	State	Zip
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____

Please list any changes in club officers.

Office Held	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Member Information Change Forms

Changes can be made directly to your club data on line through the Ruritan Member Management System (**MMS**) or marked on the membership **Audit and Invoice Report** that is mailed from the Ruritan National Office monthly. For directions on using the **MMS** see page five of this handbook.

However, you can also update records by recording changes on this form and sending to P.O. Box 487, Dublin, VA 24084. Use the codes listed above to show what changes have been made. Remember that Ruritan Forever is not a membership type - but rather a payment option for all membership types. This form is also available on line at <http://ruritan.org> under "resources".

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____

 _____ (date submitted) _____ (submitted by) _____

Change CODES:	
AL - At Large Member	L - Leave of Absence
AM - New Associate Member	N - New Active Member
AMR - Associate Member renewing	RA - Active Member moving to Associate
AR - Associate Member becoming an Active Member	RH - Active Member moving to Honorary
D - Active Member Dropped	RS - Ruritan Student Program or Youth Member in a Regular Club
E - Active Member Deceased	T - Transfer from Another Club
F - Former Member Reinstated	YA- Youth to Adult Member
H - Honorary Member	

Codes

Use extra sheets of paper if you have more changes.

See above

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any forwarding addresses for members dropped above.

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any club officer changes that apply this month.

Change	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____

Please list any address changes for club members below.

Name	Street/Box #	City	State	Zip
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____

Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____

Please list any changes in club officers.

Office Held	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Member Information Change Forms

Changes can be made directly to your club data online through the Ruritan Member Management System (MMS) or marked on the membership **Audit and Invoice Report** that is mailed from the Ruritan National Office monthly. For directions on using the **MMS** see page five of this handbook.

However, you can also update records by recording changes on this form and sending to P.O. Box 487, Dublin, VA 24084. Use the codes listed above to show what changes have been made. Remember that Ruritan Forever is not a membership type - but rather a payment option for all membership types. This form is also available on line at <http://ruritan.org> under "resources".

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____
 _____ (date submitted) _____ (submitted by) _____

Change CODES:	
AL - At Large Member	L - Leave of Absence
AM - New Associate Member	N - New Active Member
AMR - Associate Member renewing	RA - Active Member moving to Associate
AR - Associate Member becoming an Active Member	RH - Active Member moving to Honorary
D - Active Member Dropped	RS - Ruritan Student Program or Youth Member in a Regular Club
E - Active Member Deceased	T - Transfer from Another Club
F - Former Member Reinstated	YA- Youth to Adult Member
H - Honorary Member	

Codes

Use extra sheets of paper if you have more changes.

See above

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any forwarding addresses for members dropped above.

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any club officer changes that apply this month.

Change	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____

Please list any address changes for club members below.

Name	Street/Box #	City	State	Zip
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____

Please list any changes in club officers.

Office Held	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Member Information Change Forms

Changes can be made directly to your club data online through the Ruritan Member Management System (**MMS**) or marked on the membership **Audit and Invoice Report** that is mailed from the Ruritan National Office monthly. For directions on using the **MMS** see page five of this handbook.

However, you can also update records by recording changes on this form and sending to P.O. Box 487, Dublin, VA 24084. Use the codes listed above to show what changes have been made. Remember that Ruritan Forever is not a membership type - but rather a payment option for all membership types. This form is also available on line at <http://ruritan.org> under "resources".

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____
 _____ (date submitted) _____ (submitted by) _____

Change CODES:	
AL - At Large Member	L - Leave of Absence
AM - New Associate Member	N - New Active Member
AMR - Associate Member renewing	RA - Active Member moving to Associate
AR - Associate Member becoming an Active Member	RH - Active Member moving to Honorary
D - Active Member Dropped	RS - Ruritan Student Program or Youth Member in a Regular Club
E - Active Member Deceased	T - Transfer from Another Club
F - Former Member Reinstated	YA- Youth to Adult Member
H - Honorary Member	

Codes

Use extra sheets of paper if you have more changes.

See above

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any forwarding addresses for members dropped above.

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any club officer changes that apply this month.

Change	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____

Please list any address changes for club members below.

Name	Street/Box #	City	State	Zip
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____

Please list any changes in club officers.

Office Held	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Member Information Change Forms

Changes can be made directly to your club data on line through the Ruritan Member Management System (**MMS**) or marked on the membership **Audit and Invoice Report** that is mailed from the Ruritan National Office monthly. For directions on using the **MMS** see page five of this handbook.

However, you can also update records by recording changes on this form and sending to P.O. Box 487, Dublin, VA 24084. Use the codes listed above to show what changes have been made. Remember that Ruritan Forever is not a membership type - but rather a payment option for all membership types. This form is also available on line at <http://ruritan.org> under "resources".

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____
 _____ (date submitted) _____ (submitted by) _____

Change CODES:	
AL - At Large Member	L - Leave of Absence
AM - New Associate Member	N - New Active Member
AMR - Associate Member renewing	RA - Active Member moving to Associate
AR - Associate Member becoming an Active Member	RH - Active Member moving to Honorary
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E - Active Member Deceased	T - Transfer from Another Club
F - Former Member Reinstated	YA- Youth to Adult Member
H - Honorary Member	

Codes

Use extra sheets of paper if you have more changes.

See above

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any forwarding addresses for members dropped above.

Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any club officer changes that apply this month.

Change	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____

Please list any address changes for club members below.

Name	Street/Box #	City	State	Zip
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____
Old Address	_____	_____	_____	_____
New Address	_____	_____	_____	_____

Please list any changes in club officers.

Office Held	Name	Street/Box #	City	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Ruritan Membership				
	Active		Honorary	Associate
	Regular Adult & Youth members in regular clubs (May include Ruritan Forever)	Leave of Absence and/or At Large Status (May include Ruritan Forever)	NOTE: These are members still on national roll.* (May include Ruritan Forever)	Adult and Youth Members in Ruritan Clubs. (May include Ruritan Forever)
Dues				
Pays National Dues? (NOTE: any may be Ruritan Forever participants with no annual national dues.)	Yes, quarterly.	Yes, quarterly	Yes, quarterly.	Yes. Note that clubs may collect annually but Ruritan National will bill the club quarterly.
Pays Club Dues?	Yes	No	No	No, but may be asked to pay for meal if attending.
Pays District Dues (in districts where there are dues.)?	Varies by district and may be paid by member or by club for member.	Varies by district and may be paid by member or by club for member.	Varies by district and may be paid by member or by club for member.	Varies by district and may be paid by member or by club for member.
Attendance				
Requirements:	Must attend at least 4 regular meetings per year.	Not required, but status should be reviewed annually.	No attendance requirements	No attendance requirements
Makeup meetings:	30 days before or after absence	NA	NA	NA
Types of makeup:	Attend any club, zone, district, board, or national Ruritan meeting or 4 hours approved community service.	NA	NA	NA
Club Participation				
Membership	Approved by club and board	Approved by club and board	Approved by club and board	Approved by club and board
Business membership	No	No	No	May be a business or an individual
Counts toward charter strength 16	All	All	All	25% of the 16 may be Associate (4 members)
Counts on roll of total club membership	All	All	All	All
Counted to determine # of delegates to conventions as provided in the bylaws	Yes	Yes	Yes	Yes
Office eligible	Yes	No	Yes	No
Voting	Yes	No	Yes	No
May serve as a convention delegate	Yes	No	Yes	No
Awards	All	No	No	Community Service Awards: if member's hours are counted, include them in member count as well.
* Clubs may still have "local" honorary members who do not pay dues, but they are not on the national roll and receive no benefits.				
Ruri-Teen Clubs pay a \$100 association fee.				

FIRST QUARTER ACTIVITIES AND ATTENDANCE REPORT

Please type or print; send attached NCR pages to the appropriate district officers.

January through March

Club Name Home TOWN VA 25 2 272715
State Dist. No. Zone No. Club No.
 Date 4-2-09 Secretary's Signature Jane Doe
(completed date) (Secretary's Signature)

NOTE: You should be receiving regular membership **Audit and Invoice** reports from the Ruritan National Office. Use those to note membership and/or members status changes and pay dues and other fees.

FIRST QUARTER CLUB FUNDRAISING ACTIVITIES:

(Continue On Additional Sheets If Needed)

Held pancake breakfast to benefit local family who had a house fire - Raised \$1,000.

FIRST QUARTER CLUB DONATIONS:

(Continue On Additional Sheets If Needed)

Donated 20 lbs. of flour to Fire Dept in Jan.
 Donated \$200 to Police Squad in Feb.

FIRST QUARTER CLUB CELEBRATIONS:

(Continue On Additional Sheets If Needed)

Celebrated Club's 25th anniversary in February.

FIRST QUARTER COMMUNITY SERVICE PROJECTS:

(Continue On Additional Sheets If Needed)

Maintained flower bed at Veterans Memorial.
 Cleaned up Little League field for New Season.

OTHER CLUB ACTIVITIES DURING THE FIRST QUARTER:

(Continue On Additional Sheets If Needed)

Sponsored a community forum on Long Term Care insurance & issues.

Club Officers: Trained (check all trained by March 1)	
<input checked="" type="checkbox"/>	President
<input checked="" type="checkbox"/>	Vice President
<input checked="" type="checkbox"/>	Secretary
<input checked="" type="checkbox"/>	Treasurer

UPCOMING ACTIVITIES:

(Continue On Additional Sheets If Needed)

Come to our Summer Family picnic July 18 at Home Town Park - 11am.

Was your club represented at the District Convention?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Did your club complete your 990, 990EZ, or 990N electronic postcard for the IRS last year?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Attendance Records - First Quarter				
	Active Members Attending Meetings	Meetings turned in by members as "make up"	Board Meeting held	Total Membership
January	27	5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	30
February	24	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	30
March	26	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	32

January Club Board of Directors' Meeting Minutes

Date

January Monthly Club Meeting Minutes

Date

January Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) or another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

February Club Board of Directors' Meeting Minutes

Date

February Monthly Club Meeting Minutes

Date

February Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary.

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

March Club Board of Directors' Meeting Minutes

Date

March Monthly Club Meeting Minutes

Date

March Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary.

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

FIRST QUARTER ACTIVITIES AND ATTENDANCE REPORT

January through March

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____

(completed date) _____ (Secretary's Signature) _____

NOTE: You should be receiving regular membership Audit and Invoice reports from the Ruritan National Office. Use those to note membership and/or members status changes and pay dues and other fees.

FIRST QUARTER CLUB FUNDRAISING ACTIVITIES:

(Continue On Additional Sheets If Needed)

FIRST QUARTER CLUB DONATIONS:

(Continue On Additional Sheets If Needed)

FIRST QUARTER CLUB CELEBRATIONS:

(Continue On Additional Sheets If Needed)

FIRST QUARTER COMMUNITY SERVICE PROJECTS:

(Continue On Additional Sheets If Needed)

Club Officers Trained (check all trained by March 1)

___ President

___ Vice President

___ Secretary

___ Treasurer

OTHER CLUB ACTIVITIES DURING THE FIRST QUARTER:

(Continue On Additional Sheets If Needed)

UPCOMING ACTIVITIES:

(Continue On Additional Sheets If Needed)

Did your club complete your 990, 990EZ, or 990N electronic postcard for the IRS last year?

Yes _____ No _____

Attendance Records - First Quarter					
	Active Members Attending Meetings	Meetings turned in by members as "make up"	Board Meeting held	Total Membership	Total Active Members
January			___ Yes ___ No		
February			___ Yes ___ No		
March			___ Yes ___ No		

Divide the Active Members Attending by Total Active Members to get the Attendance % at meetings.

Send copies to District Governor, District Lt. Governor, Zone Governor, and National Rep. Retain one copy for your club files as shown. Please send this copy to the National Office POSTMARKED by the 10th of April..

April Club Board of Directors' Meeting Minutes

Date

April Monthly Club Meeting Minutes

Date

April Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary.

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

May Club Board of Directors' Meeting Minutes

Date

May Monthly Club Meeting Minutes

Date

May Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretaryng.

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

June Club Board of Directors' Meeting Minutes

Date

June Monthly Club Meeting Minutes

Date

June Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

SECOND QUARTER ACTIVITIES AND ATTENDANCE REPORT

April through June

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____

(completed date)

(Secretary's Signature)

NOTE: You should be receiving regular membership Audit and Invoice reports from the Ruritan National Office. Use those to note membership and/or members status changes and pay dues and other fees.

SECOND QUARTER CLUB FUNDRAISING ACTIVITIES:

(Continue On Additional Sheets If Needed)

SECOND QUARTER CLUB DONATIONS:

(Continue On Additional Sheets If Needed)

SECOND QUARTER CLUB CELEBRATIONS:

(Continue On Additional Sheets If Needed)

SECOND QUARTER COMMUNITY SERVICE PROJECTS:

(Continue On Additional Sheets If Needed)

OTHER CLUB ACTIVITIES DURING THE SECOND QUARTER:

(Continue On Additional Sheets If Needed)

UPCOMING ACTIVITIES:

(Continue On Additional Sheets If Needed)

Attendance Records - Second Quarter					
	Active Members Attending Meetings	Meetings turned in by members as "make up"	Board Meeting held	Total Membership	Total Active Members
April			___ Yes ___ No		
May			___ Yes ___ No		
June			___ Yes ___ No		
Divide the Active Members Attending by Total Active Members to get the Attendance % at meetings.					

Send copies to District Governor, District Lt. Governor, Zone Governor, and National Rep. Retain one copy for your club files as shown. Please send this copy to the National Office POSTMARKED by the 10th of July.

July Club Board of Directors' Meeting Minutes

Date

July Monthly Club Meeting Minutes

Date

July Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary.

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

August Club Board of Directors' Meeting Minutes

Date

August Monthly Club Meeting Minutes

Date

August Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

Ruritan of the Year

Guidelines and Instructions

National Officers Are Not Eligible

Club

To be selected by the club in September of each year.
(Note: Clubs in Areas submit their club winners to the Ruritan National Office)

Award: Club's choice of type of award (club pays for this award) is presented at an appropriate club meeting by the Club President.

The application of the club's Ruritan of the Year must be postmarked to the District Governor by October 1 for District competition. **Clubs in Areas must also postmark applications to Ruritan National by October 1.**

District

The District Ruritan of the Year will be selected from club applications postmarked by October 1.
(Note: Area winners will be selected by Ruritan National)

Award: Plaque (provided by Ruritan National, paid for by District) presented at an appropriate Club meeting, Area Zone function or District Convention. Presentation by District Governor and/or Area Zone Governor.

District Ruritan of the Year applications will be postmarked to Ruritan National for national competition by November 1.

National

The National Ruritan of the Year will be selected from applications postmarked from Districts by November 1. The National Advancement Committee will verify the applications for the National Ruritan of the Year.

Award: Plaque and lodging (reimbursed for three nights) for the National Convention, paid by Ruritan National. Also all District and Area winners present at the National Convention are recognized. The National Ruritan of the Year winner will be announced and the award presented by the Ruritan National President.

Judging

A standard point system will be used by the Club, District and Ruritan National. Point system used for judging applications is on next page.

Forms are mailed to clubs along with Community Service Report forms. Proper certification must be made on all forms and proper deadlines made as outlined above.

Plaques and certificates for Club and District winners are available from Ruritan Supply. Clubs and District are responsible for placing orders for plaques or certificates.

Other

Club pays for Club Award for Ruritan of the Year.

District pays for District Award for Ruritan of the Year.

Ruritan National pays for National Award for Ruritan of the Year.

NOTE: A member may apply for only one "of the year"* award in any given year.

*Ruritan of the Year, Ruri-Teen of the Year, Rudy Youth of the Year

Ruritan of the Year

Judging Point System

	<u>Points</u>	<u>Maximum Points</u>
I. Attendance		
A. Perfect Attendance	<u>15</u>	<u>15</u>
If not perfect attendance, each meeting attended.....	<u>1</u>	<u>11</u>
B. Zone Meeting (each attended)	<u>5</u>	<u>10</u>
C. Attending District Convention	<u>10</u>	<u>10</u>
D. Attending National Convention	<u>20</u>	<u>20</u>
E. Visits to Other Clubs (each visit)	<u>3</u>	<u>15</u>
II. Club Activities		
A. Serving as Committee Chair	<u>2</u>	<u>2</u>
B. Projects Completed (each x 3)	<u>3</u>	<u>75</u>
C. Hours of Club Projects by individual (each hour).....	<u>1</u>	<u>300</u>
D. Club Office Held	<u>2</u>	<u>2</u>
III. Growth and Development		
A. Responsible for forming a New Club	<u>40</u>	<u>Unlimited</u>
B. Assisting in forming a New Club	<u>15</u>	<u>Unlimited</u>
C. New Members recruited (each)	<u>10</u>	<u>Unlimited</u>
IV. Other Activities		
Points awarded for each activity	5	25

Note:

For District competition, application (on form provided in Secretary's Handbook) must be certified by the Club President and Club Secretary, and postmarked to the District Governor by October 1.

NOTE: A member may apply for only one "of the year"* award in any given year.

*Ruritan of the Year, Ruri-Teen of the Year, Rudy Youth of the Year



Ruritan of the Year



National Officers Are Not Eligible

Application

The following information is being submitted on our club's "Ruritan of the Year," for the

_____ Ruritan Club, _____ District, and Ruritan National.

Full Name _____ Address _____ Year _____

City _____ State _____ ZIP _____ Area Code + Telephone Number _____

I. Attendance (September through August)

- A. Monthly Club Meetings attended _____ Number of Monthly Club Meetings
- B. Zone Meetings attended _____ Number of Zone Meetings
- C. District Convention attended (Yes/No) _____
- D. National Convention attended (Yes/No) _____
- E. Visits to Other Clubs _____ Number of Club Visits (List Below)

II. Activities (September through August)

- A. Committee Chair _____ Committee
- B. Number of Projects Completed by Applicant's Committee _____ Projects Completed
- C. Hours spent on total club projects _____ Hours Spent
- D. Club Officer _____ Office Held

III. Growth and Development (September through August)

- A. Responsible for Organizing a New Club _____ Club Name
- B. Assisted in Organizing a New Club _____ Club Name
- C. Responsible for New Members _____ Names

IV. Other Activities (Non-Ruritan)

Explain in detail: _____

We certify the above information to be accurate and we hereby submit the above named member of the _____ Ruritan Club, in _____ District, for District Ruritan of the Year and National Ruritan of the Year.

Club President _____ Club Secretary _____ Date _____

District Governor's Signature Below:

District Governor _____ Date _____

This application(s) will be used to determine the Club Ruritan of the Year. Also, the winning applicant's form must be signed and post-marked to the District Governor by October 1 for District Competition. District winners must be certified and postmarked to the Ruritan Home Office for National Competition by November 1.



Rudy Youth Award

National, District and Club Youth of the Year

Judging Point System

	Points	Maximum Points
I. Attendance		
A. Perfect Attendance	<u>25</u>	<u>25</u>
If not perfect attendance, each meeting attended.	<u>1</u>	<u>11</u>
B. Zone Meeting (each attended)	<u>5</u>	<u>10</u>
C. Attending District Convention	<u>10</u>	<u>10</u>
D. Attending National Convention	<u>10</u>	<u>10</u>
E. Visits to Other Clubs (each visit)	<u>3</u>	<u>15</u>
 II. Club Activities		
A. Serving as Committee Chair	<u>2</u>	<u>2</u>
B. Projects Completed (each x 3)	<u>2</u>	<u>20</u>
C. Hours of Club Projects by individual (each hour).....	<u>1</u>	<u>300</u>
D. Club Office Held	<u>2</u>	<u>2</u>
 III. Growth and Development		
Recruiting a youth member	5	Unlimited
Recruiting an adult member	10	Unlimited
 IV. Other Activities		
a. Community Service provided through recognized youth programs (e.g. church youth, Scouts, 4-H, FFA, FHA, etc.)	5	15
b. Cooperative Education Program participation (e.g. Ruritan Youth Leadership Conference)	5	5

Application and responsibility for verification

Club Level: Club president and club secretary verifies and submits application to District Governor. Applications must be postmarked by October 1 to District Governor.

District Level: District Governor determines overall District Youth of the Year. District Youth of the Year is then submitted to the Ruritan National Advancement Committee (forward original entry form) postmarked by November 1. Send the form to the Ruritan National Office, P.O. Box 487, Dublin, VA 24084.

National Level: National Advancement Committee makes this determination.

NOTE: A member may apply for only one “of the year”* award in any given year.

*Ruritan of the Year, Ruri-Teen of the Year, Rudy Youth of the Year



Rudy Youth of the Year Application

The following information is being submitted on our club's "Youth of the Year," for the

_____ Ruritan Club, _____ District, and Ruritan National.

Full Name _____ Address _____ Year _____

City _____ State _____ ZIP _____ Area Code + Telephone Number _____

I. Attendance (September through August)

- A. Monthly Club Meetings attended _____ Number of Monthly Club Meetings
- B. Zone Meetings attended _____ Number of Zone Meetings
- C. District Convention attended (Yes/No) _____
- D. National Convention attended (Yes/No) _____
- E. Visits to Other Clubs _____ Number of Club Visits (List Below)

II. Activities (September through August)

- A. Committee Chair _____ Committee
- B. Number of Projects Completed by Applicant's Committee _____ Projects Completed
- C. Hours spent on total club projects _____ Hours Spent
- D. Club Officer _____ Office Held

III. Growth and Development (September through August)

- A. Responsible for New Adult and Youth Members _____ Names

IV. Other Activities (Non-Ruritan)

Explain in detail: _____

We certify the above information to be accurate and we hereby submit the above named member of the _____ Ruritan Club, in _____ District, for District Youth of the Year and National Youth of the Year.

Club President _____ Club Secretary _____ Date _____

District Governor's Signature Below:

District Governor _____ Date _____

This application(s) will be used to determine the Club Youth of the Year. Also, the winning applicant's form must be signed and post-marked by the District Governor by October 1 for District Competition. District winners must be certified and postmarked to the Ruritan Office for National Competition by November 1.

September Club Board of Directors' Meeting Minutes

Date

September Monthly Club Meeting Minutes

Date

September Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary.

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

THIRD QUARTER CLUB ACTIVITIES AND ATTENDANCE REPORT

July through September

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____

(completed date)

(Secretary's Signature)

NOTE: You should be receiving regular membership Audit and Invoice reports from the Ruritan National Office. Use those to note membership and/or members status changes and pay dues and other fees.

THIRD QUARTER CLUB FUNDRAISING ACTIVITIES:

(Continue On Additional Sheets If Needed)

THIRD QUARTER CLUB DONATIONS:

(Continue On Additional Sheets If Needed)

THIRD QUARTER CLUB CELEBRATIONS:

(Continue On Additional Sheets If Needed)

THIRD QUARTER COMMUNITY SERVICE PROJECTS:

(Continue On Additional Sheets If Needed)

OTHER CLUB ACTIVITIES DURING THE THIRD QUARTER:

(Continue On Additional Sheets If Needed)

UPCOMING ACTIVITIES:

(Continue On Additional Sheets If Needed)

Attendance Records - Third Quarter					
	Active Members Attending Meetings	Meetings turned in by members as "make up"	Board Meeting held	Total Membership	Total Active Members
July			___ Yes ___ No		
August			___ Yes ___ No		
September			___ Yes ___ No		
Divide the Active Members Attending by Total Active Members to get the Attendance % at meetings.					

Send copies to District Governor, District Lt. Governor, Zone Governor, and National Rep. Retain one copy for your club files as shown. Please send this copy to the National Office POSTMARKED by the 10th of October.

District Governor

RURITAN NATIONAL
Form R-4 Community Service
Committee Report



Middletown Ruritan Club: Reporting Period; Sept. 1, 2009; Aug. 31, 2010

Citizenship & Patriotism Committee:

No. of Active Club Members: Sept. 35 Aug. 34

Send copy to District Governor and keep one copy for club files

PROJECT	Active Members Hours	Dollars Spent
1. <u>Sponsored boy to "Boys State" and girl to "Girls State"</u>	<u>3</u>	<u>550</u>
2. <u>Replaced flag and rope at community center</u>	<u>5</u>	<u>50</u>
3. <u>Presented flags to area veterans</u>	<u>1</u>	<u>300</u>
4. <u>Sponsored student to Model General Assembly</u>	<u>8</u>	<u>200</u>
5. <u>Sponsored Patriot Essay Contest</u>	<u>6</u>	<u>115</u>
6. <u>Sponsored 4-H member to Citizenship Washington Focus</u>	<u>1</u>	<u>250</u>
7. <u>Displayed U.S. flags on holidays in downtown</u>	<u>14</u>	<u>0</u>
8. <u>Provided fireworks on July 4th</u>	<u>6</u>	<u>4000</u>
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____

SAMPLE

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

Jack Back, Secretary 9/25/10
 Club Officer's Name and Title Date

Jean Ford, Treasurer 9/25/10
 Club Officer's Name and Title Date

This Section To Be Completed by the District Cabinet

No. of projects	<u>8</u>	x 2	=	<u>16</u>
No. of hours	<u>44</u>	x 5	=	<u>220</u>
No. of dollars	<u>5465</u>	x 2.5	=	<u>13663.50</u>
Total Points Above			=	<u>13898.50</u>
Divided by Average No. of Active Club Members			=	<u>35</u>
(from box at right)			=	<u>397.10</u>
				Total Points Per Member

Calculate Average No. of Active Club Members

Add the membership numbers for September and August listed at the top of this form. Divide that number by 2 to get the Average No. of Active Club Members needed at left.

Average No. of Active Club Members: 35

Special Note (revised August 2005):
 You may count the hours worked by Associate Members, however, you then must also count them in the number of members divided into the hours

District Governor

RURITAN NATIONAL
Form R-4 Community Service
Committee Report



_____ Ruritan Club: Reporting Period; Sept. 1, 20 ____ ; Aug. 31, 20 ____

_____ Committee:

No. of Active Club Members: Sept. _____ Aug. _____

Send copy to District Governor and keep one copy for club files

	PROJECT	Active Members Hours	Dollars Spent
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

_____ Club Officer's Name and Title _____ Date
 _____ Club Officer's Name and Title _____ Date

This Section To Be Completed by the District Cabinet

No. of projects _____ x 2 = _____
 No. of hours _____ x 5 = _____
 No. of dollars _____ x 2.5 = _____
 Total Points Above = _____
 Divided by Average No. of Active Club Members = _____
 (from box at right) = _____
 Total Points Per Member

Calculate Average No. of Active Club Members
 Add the membership numbers for September and August listed at the top of this form. Divide that number by 2 to get the Average No. of Active Club Members needed at left.
 Average No. of Active Club Members: _____

Special Note (revised August 2005):
 You may count the hours worked by Associate Members, however, you then must also count them in the number of members divided into the hours

District Governor

RURITAN NATIONAL
Form R-4 Community Service
Committee Report



_____ Ruritan Club: Reporting Period; Sept. 1, 20 ____ ; Aug. 31, 20 ____

_____ Committee:

No. of Active Club Members: Sept. _____ Aug. _____

Send copy to District Governor and keep one copy for club files

	PROJECT	Active Members Hours	Dollars Spent
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

_____ Club Officer's Name and Title _____ Date _____
 _____ Club Officer's Name and Title _____ Date _____

This Section To Be Completed by the District Cabinet

No. of projects _____ x 2 = _____
 No. of hours _____ x 5 = _____
 No. of dollars _____ x 2.5 = _____
 Total Points Above _____ = _____
 Divided by Average No. of Active Club Members _____ = _____
 (from box at right) _____ = _____
 Total Points Per Member _____

Calculate Average No. of Active Club Members
 Add the membership numbers for September and August listed at the top of this form. Divide that number by 2 to get the Average No. of Active Club Members needed at left.
 Average No. of Active Club Members: _____

Special Note (revised August 2005):
 You may count the hours worked by Associate Members, however, you then must also count them in the number of members divided into the hours

District Governor

RURITAN NATIONAL
Form R-4 Community Service
Committee Report



_____ Ruritan Club: Reporting Period; Sept. 1, 20 ____ ; Aug. 31, 20 ____

_____ Committee:

No. of Active Club Members: Sept. _____ Aug. _____

Send copy to District Governor and keep one copy for club files

	PROJECT	Active Members Hours	Dollars Spent
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

_____ Club Officer's Name and Title _____ Date

_____ Club Officer's Name and Title _____ Date

This Section To Be Completed by the District Cabinet

No. of projects _____ x 2 = _____
 No. of hours _____ x 5 = _____
 No. of dollars _____ x 2.5 = _____
 Total Points Above _____ = _____
 Divided by Average No. of Active Club Members _____ = _____
 (from box at right) _____ = _____
 _____ Total Points Per Member

Calculate Average No. of Active Club Members
 Add the membership numbers for September and August listed at the top of this form. Divide that number by 2 to get the Average No. of Active Club Members needed at left.
 Average No. of Active Club Members: _____

Special Note (revised August 2005):
 You may count the hours worked by Associate Members, however, you then must also count them in the number of members divided into the hours

October Club Board of Directors' Meeting Minutes

Date

October Monthly Club Meeting Minutes

Date

October Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary.

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

New Club Officers Information

Year _____

Club Name: _____

Computer Number: _____

Notice to Club Secretary:

The information on this form is included as part of the official roster of clubs and officers recognized by the Internal Revenue Service in granting federal tax exemption for Ruritan clubs. It is important that we receive this report from you **IMMEDIATELY**. **If possible, please mail this form postmarked by November 10.**

Employer Identification Number (EIN): _____ Website (if applicable): _____

Regular Meeting: [] First [] Third _____ of each month
 [] Second [] Fourth (day of the week your club meets)

Physical Location of Club (for mapping purposes please provide the street address for club building or meeting place, including city, state, and zip code): _____

Regular Club Meeting Time and Day: _____

District Name and Number: _____ **Zone Number:** _____

Club President: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Vice President: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Club Secretary: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Treasurer: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Past President: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Director 3rd Year: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Director 2nd Year: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Director 1st Year: _____ Phone () _____

Mailing Address _____ E-mail address _____

City _____ State _____ ZIP Code _____

Send copies to District Governor, District Lt. Governor, Zone Governor, and National Rep. Retain one copy for your club files as shown. Please send this copy to the National Office POSTMARKED by the 10th of November.

November Club Board of Directors' Meeting Minutes

Date

November Monthly Club Meeting Minutes

Date

November Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

December Club Board of Directors' Meeting Minutes

Date

December Monthly Club Meeting Minutes

Date

December Ruritan Meeting Procedure

**** Before Meeting, Check with the Fellowship Committee****

(1) The _____ meeting of the _____ Ruritan Club is called to order.

(2) Ask Song Leader _____ to lead the Club in "America" (My Country 'Tis of Thee) and another song of choice.

(3) Invocation by _____, Club Chaplain, or visiting clergy.

(4) Meal: during the meal --

(a) Welcome new members and guests: _____

(b) Make announcements: _____

(c) Call the roll - club secretary.

(d) Read the minutes of the last meeting - club secretary

Are there corrections or amendments to minutes? _____ If not, the minutes stand approved as read.

(5) Call on the Vice President for a report from the Club's Objectives Committee:

(a) Business and Professions: _____

(b) Citizenship and Patriotism: _____

(c) Environment: _____

(d) Public Services: _____

(e) Social Development: _____

(6) Call on the chairs of Standing Committees:

(f) Growth & Development/Membership: _____

(g) Program & Entertainment: _____

(h) Finance: _____

(i) Public Relations: _____

(7) Reports from any special committees: _____

(8) Club Secretary reads the recommendations from the last Club Board of Directors Meeting:

Continued on reverse side

FOURTH QUARTER CLUB ACTIVITIES AND ATTENDANCE REPORT

October through December

Club Name _____ State _____ Dist. No. _____ Zone No. _____ Club No. _____

(completed date)

(Secretary's Signature)

NOTE: You should be receiving regular membership Audit and Invoice reports from the Ruritan National Office. Use those to note membership and/or members status changes and pay dues and other fees.

FOURTH QUARTER CLUB FUNDRAISING ACTIVITIES:

(Continue On Additional Sheets If Needed)

FOURTH QUARTER CLUB DONATIONS:

(Continue On Additional Sheets If Needed)

FOURTH QUARTER CLUB CELEBRATIONS:

(Continue On Additional Sheets If Needed)

FOURTH QUARTER COMMUNITY SERVICE PROJECTS:

(Continue On Additional Sheets If Needed)

OTHER CLUB ACTIVITIES DURING THE FOURTH QUARTER:

(Continue On Additional Sheets If Needed)

Was your club represented at the District Convention?

Yes _____ No _____

UPCOMING ACTIVITIES:

(Continue On Additional Sheets If Needed)

Attendance Records - FourthQuarter					
	Active Members Attending Meetings	Meetings turned in by members as "make up"	Board Meeting held	Total Membership	Total Active Members
October			___ Yes ___ No		
November			___ Yes ___ No		
December			___ Yes ___ No		
Divide the Active Members Attending by Total Active Members to get the Attendance % at meetings.					

Send copies to District Governor, District Lt. Governor, Zone Governor, and National Rep. Retain one copy for your club files as shown. Please send this copy to the National Office POSTMARKED by the 10th of January.

The Value of Ruritan Membership

Benefits and values that individuals and clubs receive for their Ruritan membership.

Income Tax Exemption

Each club affiliated with Ruritan National is automatically exempt from paying federal income tax on funds raised or donations received under a blanket exemption issued to Ruritan National.

This exemption saves Ruritan Clubs thousands of dollars each year. Each dollar saved in taxes can be used for community service. Many clubs also benefit by exemption from state sales taxes. Without the Ruritan National affiliation, community clubs may have difficulty obtaining tax-exempt status.

Ruritan National also provides instructions and guidance for clubs that file information returns with the Internal Revenue Service. Ruritan National maintains and handles all filings concerning the blanket tax-exemption.

Ruritan National can also help affiliated clubs that have problems related to the Internal Revenue Service.

Ruritan Liability Insurance & Protection

All clubs in good standing with Ruritan National are covered by general comprehensive legal liability insurance. Such insurance is critical to any group that deals with the public.

For example, if a member of the public is injured at a Ruritan-sponsored event covered by this insurance, the club will be protected if a lawsuit arises from the incident.

This liability insurance covers lawsuits arising from covered Ruritan-sponsored activities, up to \$1 million per occurrence.

Ruritan Awards & Recognition Program

Ruritan Clubs and members have the opportunity to earn recognition through national and district awards for outstanding community service. These awards frequently receive not only local but also regional and national publicity.

Because Ruritan has a systematic recognition program, individuals and clubs performing outstanding service do not go unnoticed. This recognition adds credibility and distinction to a club's community service efforts.

Ruritan Name and Reputation

Well-known for community service, the Ruritan name is a valuable asset to clubs. Ruritan enjoys a fine reputation among service clubs, other civic organizations, government agencies, and communities in general.

Serving America's communities since 1928, the Ruritan name automatically lends credibility to all club activities.

Ruritan community service activities usually receive much more support and recognition than projects carried out by an ad hoc group of citizens or a local club that is not affiliated with Ruritan National.

Ruritan National Foundation

Each year the Ruritan National Foundation issues many educational grants to students who wish to further their education beyond high school.

The Foundation offers a program that increases a Ruritan club's financial assistance to a student of the club's choice. Using this plan, a club can turn a \$300 scholarship into much more using the Build Your Dollar program.

The Ruritan National Foundation also assists victims of local disasters through Operation We Care. Operation We Care provides much needed benefits to disaster victims after the immediate crisis has passed.

Also, individuals or clubs can be honored in perpetuity by starting a "named fund" or "special permanent fund" through the Ruritan National Foundation. All donations to Ruritan National Foundation funds and Operation We Care are tax-deductible.

Educational Material to Help Serve Your Community

Club officers and committee chairs receive free handbooks and other materials to help them perform more efficiently as community leaders. Community Service Guides developed by Ruritan National help local clubs provide services to their communities and also help clubs discover what community services are needed. Club Officers' Handbooks are designed to help officers serve the club and community in the best possible way. Each club receives a packet of material in the fall with a wealth of information designed to help the club and its leaders serve their community.

Volunteer Leadership & Leadership Development

With the exception of a small national staff, all Ruritan officials at the club, district, and national levels are volunteers elected by Ruritan members. An elected National Board of Directors, together with club delegates at annual national conventions, create the policies and programs of Ruritan National. The leadership of Ruritan is chosen by Ruritan Club delegates to serve the needs and interests of Ruritan members and their communities.

Ruritan National also provides educational material to help community leaders and conducts free seminars, workshops, conferences, and other training. Through Ruritan's volunteer program, trained leadership is available to assist clubs with any situation.

RURITAN magazine

Ruritan magazine publishes the community service accomplishments of Ruritan Clubs and members.

All Ruritan members receive this quarterly magazine which features Ruritan Club news, Ruritan activities from across the nation, information about new Ruritan programs, and other items of interest to Ruritan members.

The magazine gives members community service ideas, proven fund-raising ideas from other clubs, and highlights the special projects of Ruritan Clubs. The magazine serves as a communications link that provides current information to all Ruritan members. Honorary members do not receive RURITAN magazine or other Ruritan National correspondence.

Networking and New Friends

Ruritan membership provides social as well as service opportunities. Ruritan Clubs are a cross section of the community the club serves. Ruritan membership is a unique way to make business contacts and friends while serving the community. Many Ruritans are community leaders and business leaders who share concerns about the community's future. Sharing concerns with others makes the community a better place for everyone.

This scope of friendship broadens at district and national conventions, where Ruritan members meet other members with common values and concerns.

Affiliate Partnerships and Community Service Partners

Ruritan National has a variety of ongoing Affiliate Partnerships that offer discounts and benefits to Ruritan members and clubs. For a current list of these Affiliate Partners, see the Ruritan National website at <http://ruritan.org>. Members who take advantage of even one of the programs can save the cost of their Ruritan National dues and much more.

In addition, Ruritan has many Community Service Partners who work with Ruritan clubs every day to extend the impact of a club's service program. Partners such as Hunters for the Hungry, Freedoms Foundation at Valley Forge, Boy Scouts of America, and the National D-Day Memorial know first-hand how important their Ruritan connection is. For a current list of these Service Partners, see the Ruritan National website at <http://ruritan.org>.

National Deadlines and Important Dates



Rudy Bears are available from Ruritan Supply. Ruritan Clubs donate Rudy Bears to police, rescue, and children's agencies for presentation to children involved in traumatic situations. Show you care by giving a bear!

**Ruritan Supply: 800-223-2203
ext. 1143 or visit us at:
<http://ruritan.shumsky promo.com>**

- January** Ruritan National Convention.
Dues payable to Ruritan National.
- February** Awards applications for Blue Ribbon and Outstanding Club President application postmarked to Ruritan National Office by the 10th.
- March** Club prepares information to file tax form 990, 990 EZ, or 990 N (electronic postcard) with IRS in May.
- April** Dues payable to Ruritan National.
Applications for Foundation grants and loans postmarked to Ruritan National Office by April 1.
- May** Club files tax form 990, 990 EZ, or 990 N (electronic postcard) with IRS by May 15.
Ruritan Founders' Day held week of May 21st.
- July** Dues payable to Ruritan National.
- August** President appoints Nominating Committee .
- September** Community Service Reports postmarked to district governors by October 1.
- October** Officers elected by club.
Dues payable to Ruritan National.
Clubs select delegates to district convention.
- November** Clubs select delegates to Ruritan National Convention. New club officers' training held.
New officers' names postmarked to Ruritan National Office by November 10.
- December** New club officers installed.

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