

# OFFICIAL MONTHLY REPORT

of the Kiwanis Club of Healdsburg, California,  
(State)

Month of August 1933

Secretary J. H. Alexander

Address P.O. Box 135

Club meeting place Legion Hall Day Tuesday Hour 12.10

## MEMBERSHIP AND ATTENDANCE RECORD

	Membership Active, Reserve & Privileged	Attendance Members Only		Membership Active, Reserve & Privileged	Attendance Members Only
First Week.....	36	31	Fourth Week.....	36	33
Second Week.....	36	32	Fifth Week.....		
Third Week.....	36	35	Total.....	144	131

Percentage of Attendance (for month) 90.9  
(Divide Total Attendance by Total Membership)

### Instructions to Secretaries

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

This copy to be retained for your files

### Change of Classification

Name of Member	Former Classification	Present Classification	Address	Date of Change	Kind of Membership
None					

### Re-Instatements

Name of Member	Classification	Address	Kind of Membership	Date Re-instated
None				

### Additional Subscriptions to Magazine (Non-members, libraries, clubs, hospitals, other organizations and institutions only)

Name of Subscriber	Former Subscriber (Yes—No)	Address	Annual or Permanent (Until Notice)
None			

### Members Complaining of Non-Receipt of Magazine

Name of Member	Issue Not Received	Address	Remarks
None			

(Signed) *W. B. Whitney* President

(Signed) *J. M. Alexander* Secretary



# MEMBERSHIP REPORT

Kiwanis Club of Healdsburg Month of August Date Forwarded Sept 4

## Additions

Name of Member	Classification	Address	Date of addition	Kind of Membership	If former Kiwanian—Club
None					

## Deletions

Name of Member	Classification	Address	Date of deletion	Kind of Membership	Reason
None					

## Change of Address

Name of Member	Classification	New Address	Old Address	Date Effective
None				