



# California - Nevada - Hawaii District Circle K International

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

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

Club Event Report Form

### **Q. Why do we need to fill one out?**

I need to know how many people went and how long they were there. MRP Reports need them to know who went and for how long each person was there. The CERF makes it easier for both of us because it lists all the information we need for the MRF (Monthly Report Form) and MRP (Member Recognition Program). It's also for the Scrapbook Chair, since they will be using the "Summary" information for the scrapbook.

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

Anyone who is a board member can fill one out, but usually the person who set up the event fills one out.

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

They're explained separately on the acronym list.

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

On the acronym list, it has examples. Hopefully that helps, but if not, feel free to ask me what categories the event falls on.

### **Q. What is "Continuing Service" and its time period?**

"Continuing Service" is when an event is repeated at least once a month for three months. Examples include Boys & Girls Club, PRIDE, Simple Wishes for PALS...they are all continuing service.

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

I would like CERFs for events such as Boys & Girls Club to be filled on separate forms. If it's possible, there should be one for each day spent at the project. (So, B&GC on Monday will be on a separate form from B&GC for Friday.) Also, in the rare cases where we have overnight events and sleepovers, make separate CERFs.

### **Q. Who's K-Family?**

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

### **Q. Is anybody anal retentive when it comes to checking over the hours?**

Not really, but for someone who is borderline platinum, 1 hour means a lot. Also, 1 service hour can cost our club a District Award. So each hour counts, but please fill



it out with integrity (don't count an hour long lunch in the middle of an event as part of the time spent at a service event, and don't just make up hours). For totaling the hours at the bottom, right click the "0.00" field and select "Update Field." This will automatically calculate the total. Make especially sure that you have the correct hours for the "hours present" field.

**Q. When should I send the CERF to you?**

It would be GREAT if you send it to me as soon as the project is over (please!). However, I understand you are a busy college student just like me, so the CERFs are due by Sunday night (11:59pm) of each week.

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

**YES.** Most importantly, fill out which clubs were present (very important for K-Family awards), and the summary of the event (used for scrapbook). Also, if club money spending/raising is involved (or if you spend your money and have discussed with Matt that you will get a reimbursement for it), you must include the amount and net amount.

**Q. Do you prefer CERF submission as soon as the project is over, or all at once?**

I prefer to receive CERFs as soon as the project is over. That way, it's easier for you because sending them all at once right before the due date, you might forget one.

**Q. Does the person filling out the CERF have to be present at the event?**

Only if the person can swear to me that everyone listed on the CERF actually went and stayed for the entire time. Of course, it's great if they can be there at the event so they can see for themselves, but it's ok if they're not. I mean, they can just call someone who did go and ask them if everyone was there and stayed for the whole time.

**Q. Who can fill one out?**

Anyone who is involved in the event, but I prefer it to be a board member because they know how to fill one out.

**Q. Are there any CERFs that only certain people should fill out?**

No, there are not any CERFs that only certain people need to fill out. It would be best that the person filling out the CERF was at the event itself because they most likely know when everyone arrived and who was there. So even the person who chairs the event is not present, the chairperson may ask someone present at the event to fill out the CERF for the event.

**Q. How do we ensure no overlap of CERF submissions?**

The cut off time of the "CERFs of the week" is Sunday night 11:59pm. I doubt there are projects at 11:59pm, unless it's an overnight event, which it will be due the next Sunday.

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

Admin hours is anything you do as a BOARD member (ie. Phone calls, emails, writing up the F.A.Q. for a CERF workshop ;D, filling out paperwork, etc).



You log these hours in a CERF form. "Name of event" is "(your position) Hours", "date" is the Month, "time and location" is blank, "chair person" is your name, "total participants" is 1, check off "AD" for Admin, and in the grid below, you can record your hours by date (ie. 4/5/07 – Writing up F.A.Q. for CERF Workshop), time present can be how long you did it for, and just record your activities this way. **Do not include board meetings**, as I will fill out a CERF for those.

**Q. Are Admin hours included in the project CERF or a different CERF?**

If you are planning an event and also attend it, separate the two. Planning the event should go to your Admin Hour CERF, and attending the CERF is on the project CERF. The project CERF is only for the actual event. However, if this event is a service event, the planning time counts as service, and should be marked so on a CERF for service event planning hours.

**Q. What about projects that are cancelled after we've arrived at the site? Does traveling hours count?**

If the event is cancelled, the entire event (traveling and the actual event) is cancelled. Therefore, no, traveling to a cancelled event does not count. It sucks I know, but if I count the traveling hours, District will assume the event took place, when really it didn't.

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

Yes it counts. The time is when we leave PCU (or any other noted meeting place) and arrive back at school.

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

Please only list paid UCSD Circle K members. Members who want to be UCSD Circle K members that have not paid yet are OK to be listed on the CERF, as long as they promise to pay. If you are unsure about their membership status, ask the Treasurer for the roster. Also, because the Circle K year is a bit odd, membership dues apply to the year from October 1<sup>st</sup> to September 30<sup>th</sup> (2006-2007). Membership dues start over in October, so from that point onward, you must only add people who have paid the dues for the next year (2007-2008).

**Q. What about projects we do with other orgs (ie. APO/Roteract), what do they count as?**

In projects that are collaborated with other orgs in our school, only list the Circle K members in the CERF. Think of the event as a whole and only isolate the Circle K portion of it. Also do not include the other non-K-Family members as part of the total people present.

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

Once you've completed the CERF, you must e-mail them to me ([aramond@ucsd.edu](mailto:aramond@ucsd.edu)), and CC it to the President ([anam@ucsd.edu](mailto:anam@ucsd.edu)). Also, if you are filling the CERF out for the chairperson of the event, CC it to the chairperson as well.

