

Club Secretary Templates

The templates are provided for you to use (or not use) as you wish. They are Excel and Word documents and can be modified to suit your needs. You might use the minutes pages to keep your notes, and then transfer them to your electronic version for saving. Be sure to type in your own club name at the top of the page.

The Excel attendance page requires a bit of set-up. First, across the top, type in the dates of your meetings. Remember, if the month only has four weeks or you only meet for three weeks (a holiday might trump your meeting) leave that week blank. If you don't do that, Excel will calculate a "0" for that day and your attendance percentage will be greatly compromised. Second, add your club's name. Third, type in the names of your club members in the column provided. Excel should tabulate your attendance percentage automatically after you fill in the attendance columns.

You might use the attendance template as a weekly check-in. After your last meeting of the month, transfer the data into the electronic form by typing a "1" in the space under the date if the member was present that day. Leave it blank if the member was absent. After you have your attendance percentage for the month, be sure to log on to "My Club" on DACdb from the district homepage (www.rotary7610.org) to submit your attendance by clicking on the "Submit Attendance" button on the upper right side of the page. Click on "Submit Monthly Attendance." Fill out the page and click "Submit Attendance Report" and you are done!

For all of the templates, be sure to "Save As" with the appropriate title so you can reuse your template.