

# Secretary's Handbook



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Year

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Club Name

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District #

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Zone #

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Club #

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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.

## **Ruritan Mission**

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

## **Important Note**

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>

Phone: (540) 674-5431

E-Mail: [office@ruritan.org](mailto:office@ruritan.org)

<http://www.shumskyideas.com/ruritan/>

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 membership database 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 membership database makes many of the forms in this handbook unnecessary – however, club secretaries who do not use the 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 reports and sends them to each club secretary. If the secretary has an email address, the report will be e-mailed automatically to the secretary and other club officers. If email addresses for the club officers are not noted in the system, the report will be printed by the Ruritan National Office staff and mailed upon request. Review these carefully and either make any needed changes online in the membership database or send marked-up copies of the report to Ruritan National. 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 in the membership database. 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. Also, please update your new club officers in the database after your elections in October or mail in the new officer report in this book. All of these forms are available online at <http://ruritan.org> under "member 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

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Ruritan Club Meeting Procedure  
(inside front cover)  
Instructions to Club Secretary  
Ruritan Club Tax Information  
Club/District Officers & Club Committees Roster  
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 & 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 & 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 & 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  
Ruri-Teen of the Year points  
Ruri-Teen of the Year application  
Third Quarter Activities & Attendance Report

Community Service Merit System Information  
Community Service Merit Points  
Community Service Merit Work Log  
Community Service Merit Sample  
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 & Attendance Report

# TAX INFORMATION FOR CLUB TREASURERS

## 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. However, all Ruritan clubs must file some form of the IRS 990. The 990N (postcard) may be filed on line for clubs earning less than \$50,000 a year. **Clubs filing the 990EZ or the 990 should remember to show the group number (1615) on their return.**

### As the Ruritan Club Treasurer you must also:

- (1) 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) 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) 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 the 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. The Ruritan National staff can also provide you with your club's EIN. (The exception may be Ruri-Teen clubs associated with a school. those clubs often use the schools' EIN.)

**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 or call (540) 674-5431 #1302.

**ALL Ruritan Clubs are required to file SOME version of the Internal Revenue Service 990 form. Please visit <http://www.irs.gov/eo> to determine which form your club should file.**

# 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 Officers

**District Name & Number**

\_\_\_\_\_

**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

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## Public Services

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## Fellowship

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## Membership

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Membership Objective: \_\_\_\_\_

## Social Development

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## Special Committees

(appointed by Club President)

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## Community Engagement

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## Program and Entertainment

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## Citizenship & Patriotism

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## Finance

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## Environment

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## Public Relations

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### 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														
7														
8														
9														
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11														
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24														
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														
33														
34														
35														
36														
37														
38														
39														
40														
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44														
45														
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52														
53														
54														

**Change CODES:**

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



### Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
55														
56														
57														
58														
59														
60														
61														
62														
63														
64														
65														
66														
67														
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71														
72														
73														
74														
75														
76														
77														
78														
79														
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														
88														
89														
90														
91														
92														
93														
94														
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98														
99														
100														
101														
102														
103														
104														
105														
106														
107														
108														

**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.
109														
110														
111														
112														
113														
114														
115														
116														
117														
118														
119														
120														
121														
122														
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124														
125														
126														
127														
128														
129														
130														
131														
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133														
134														
135														

**Change CODES:**  
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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 Form

Send this form with any changes to your club's membership to P.O. Box 487, Dublin, VA 24084. Changes can also be made directly to your club data online through the Ruritan Member Management System (MMS). Ruritan Forever is not a membership type, but rather a payment option for all membership types. Additional Member Information Change Forms are available online at <http://ruritan.org> under "Resources."

Club Name \_\_\_\_\_ Club # \_\_\_\_\_ District Name \_\_\_\_\_ District # \_\_\_\_\_ Zone # \_\_\_\_\_  
 State \_\_\_\_\_

Code	Change	Code	Change	Code	Change
<b>AA</b>	At Large Member	<b>F</b>	Full Member	<b>NE</b>	New Email
<b>A</b>	Associate Member	<b>FR</b>	Former Member Reactivated	<b>NP</b>	New Phone Number
<b>BA</b>	Business Associate Member	<b>H</b>	Honorary Member	<b>RY</b>	Youth Member in Ruritan Club
<b>D</b>	Dropped Member	<b>L</b>	Leave Of Absence Member	<b>T</b>	Transfer to Another Club
<b>E</b>	Deceased Member	<b>NA</b>	New Address	<b>YA</b>	Youth Member to Adult Member

Use the codes listed above to show changes being made.

### New Members

Code	Name	Address	City	State	Zip	Phone	Email

### Current Member Changes

Code	Name/Member #	Address	City	State	Zip	Phone	Email

### Drop Current Members

Code	Name	Member #	Drop Date	Deceased Date





# Member Information Change Form

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Club Name \_\_\_\_\_ Club # \_\_\_\_\_ District Name \_\_\_\_\_ District # \_\_\_\_\_ Zone # \_\_\_\_\_  
 State \_\_\_\_\_

Code	Change	Code	Change	Code	Change
<b>AAI</b>	At Large Member	<b>F</b>	Full Member	<b>NE</b>	New Email
<b>A</b>	Associate Member	<b>FR</b>	Former Member Reactivated	<b>NP</b>	New Phone Number
<b>BA</b>	Business Associate Member	<b>H</b>	Honorary Member	<b>RY</b>	Youth Member in Ruritan Club
<b>D</b>	Dropped Member	<b>L</b>	Leave Of Absence Member	<b>T</b>	Transfer to Another Club
<b>E</b>	Deceased Member	<b>NA</b>	New Address	<b>YA</b>	Youth Member to Adult Member

Use the codes listed above to show changes being made.

## New Members

Code	Name	Address	City	State	Zip	Phone	Email

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Code	Name/Member #	Address	City	State	Zip	Phone	Email

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Code	Name	Member #	Drop Date	Deceased Date



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Club Name \_\_\_\_\_ Club # \_\_\_\_\_ District Name \_\_\_\_\_ District # \_\_\_\_\_ Zone # \_\_\_\_\_  
 State \_\_\_\_\_

Code	Change	Code	Change	Code	Change
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<b>A</b>	Associate Member	<b>FR</b>	Former Member Reactivated	<b>NP</b>	New Phone Number
<b>BA</b>	Business Associate Member	<b>H</b>	Honorary Member	<b>RY</b>	Youth Member in Ruritan Club
<b>D</b>	Dropped Member	<b>L</b>	Leave Of Absence Member	<b>T</b>	Transfer to Another Club
<b>E</b>	Deceased Member	<b>NA</b>	New Address	<b>YA</b>	Youth Member to Adult Member

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 State \_\_\_\_\_

Code	Change	Code	Change	Code	Change
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<b>A</b>	Associate Member	<b>FR</b>	Former Member Reactivated	<b>NP</b>	New Phone Number
<b>BA</b>	Business Associate Member	<b>H</b>	Honorary Member	<b>RY</b>	Youth Member in Ruritan Club
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## New Members

Code	Name	Address	City	State	Zip	Phone	Email

## Current Member Changes

Code	Name/Member #	Address	City	State	Zip	Phone	Email

## Drop Current Members

Code	Name	Member #	Drop Date	Deceased Date



## Ruritan Membership

	<b>Active</b>		<b>Honorary</b>	<b>Associate</b>	<b>Affiliate</b>
	Regular Adult & Youth members in regular clubs. (May include Ruritan Forever.)	Leave of Absence (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.)	Members who wish to stay affiliated with Ruritan National (May include Ruritan Forever)
<b>Dues</b>					
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.	Yes. Annually. Directly to Ruritan National unless Ruritan Forever.
Pays Club Dues?	Yes	No	No	No, but may be asked to pay for meal if attending.	No. Not associated with any Club or District
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.	No. Not associated with any Club or District
<b>Attendance</b>					
Requirements:	Not required but recommended	Not required, but status should be reviewed annually.	No attendance requirements	No attendance requirements	No attendance requirements
Makeup meetings:	NA	NA	NA	NA	NA
Types of makeup:	NA	NA	NA	NA	NA
<b>Club Participation</b>					
Membership	Approved by club and board	Approved by club and board	Approved by club and board	Approved by club and board	NA
Business membership	No	No	No	May be a business or an individual	NA
Counts toward charter strength 16	All	All	All	25% of the 16 may be Associate (4 members)	NA
Counts on roll of total club membership	All	All	All	All	NA
Counted to determine # of delegates to conventions as provided in the by-laws	Yes	Yes	Yes	Yes	NA
Office eligible	Yes	No	Yes	No	NA
Voting	Yes	No	Yes	No	NA
May serve as a convention delegate	Yes	No	Yes	No	NA
Awards	All	No	No	Community Service Awards: if member's hours are counted, include them in member count as well.	NA
* 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					





# January Club Board of Directors' Meeting Minutes

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Date



# January Monthly Club Meeting Minutes

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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) Community Engagement: \_\_\_\_\_

(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**

**(9) Treasurer's Report:**

Are there any questions about the report? \_\_\_\_\_ If not, the report stands approved as read.

**(10) Unfinished Business:** \_\_\_\_\_

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**(11) New Business:** \_\_\_\_\_

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**(12) Program Chair \_\_\_\_\_ will introduce our speaker/program.**

(a) Thank speaker/program participants: \_\_\_\_\_

(b) Thank \_\_\_\_\_ of the \_\_\_\_\_ Committee for arranging this excellent program for our meeting.

**(13) Pledge Allegiance to the Flag.**

**Meeting is Adjourned:** \_\_\_\_\_ **(time)/(date)**

# February Club Board of Directors' Meeting Minutes

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Date





# February Monthly Club Meeting Minutes

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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) Community Engagement: \_\_\_\_\_

(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

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Date



# March Monthly Club Meeting Minutes

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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) Community Engagement: \_\_\_\_\_

(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**



# Club Quarterly Report – 1<sup>st</sup> Quarter

A fillable version of this form is available on the Ruritan website under Member Resources/Fillable Forms. If you do not have access to the website, please send copies of this report to the District Governor, Lt. Governor, Zone Governor, and your National Rep. Keep a copy for your records and send this report in the yellow envelope provided to the National Office. Report should be POSTMARKED by the 10<sup>th</sup> of April.

**NOTE: You should be receiving monthly Membership Audit reports from the National Office. Please use those to note membership changes, or member status changes. Your club is invoiced for the members listed on that report, plus any added through the month.**

Club Name \_\_\_\_\_ Club # \_\_\_\_\_ State \_\_\_\_\_ District # \_\_\_\_\_ Zone # \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

What is your club doing to focus on growth?

In what areas do you feel your club is struggling at this time?

Please list your club’s fundraising activities, donations, community service projects, and upcoming activities for this quarter.

How many volunteer hours and total amount of donations has your club provided for this quarter?

Has there been contact between your Club and your Zone, your District and/or your National Representative? Please note the intended path for communication as provided on page 5 of the Club Officers Handbook: Clubs – Zone Governors – District Cabinet – National Representative.

Have your quarterly dues been paid? Y/N _____						
Attendance Report for 1 <sup>st</sup> Quarter						
	Full Members Attending Meeting	“Made Up” Meetings	Board Meeting Held Y/N	Total Membership	Total Full Members	Percentage of Full Member Attendance*
Jan						
Feb						
March						

\*Divide Full Members Attending Meeting by Total Full Members to get Percentage of Full Member Attendance

Club Officers that were trained by March 1: President \_\_\_\_\_ Vice President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

# Quarterly Dues Calculation Worksheet

1<sup>st</sup> Quarter

Ruritan Clubs are self-billed. Below is a tool to help accurately calculate quarterly national dues. Quarterly dues are due in advance of the quarter and should be based on the club roster at the close of club business for your January club meeting, as stated by the Bylaws of Ruritan National.

Please complete the information below in conjunction with your January Audit Report, sent by Ruritan National, with the conclusion of your January club meeting. If there are any adjustments to be made to the club roster, adjust the numbers below accordingly. Note: In order for adjustments to the club roster to be represented in the current dues amount, changes must be submitted or reported in the MMS by the tenth of February. Changes after this date will be reflected in the following quarter's dues amount.

## 1<sup>st</sup> Quarter Dues Calculation

	Full	Associate	On-Leave	At-Large	Honorary	Total Times Dues Per Qtr	Amount
<b>Adult</b>						_____	
						x \$13	
<b>Youth</b>						_____	
						x \$3.75	
<b>Bus/Org</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	_____	
						x \$13	
<b>Ruritan Forever</b>						_____	
						x \$0	
<b>Total number of members</b>						<b>Total Dues amount for 1<sup>st</sup> qtr</b>	

\*Ruritan Forever members have satisfied all national dues and are not included in quarterly dues amounts.

# April Club Board of Directors' Meeting Minutes

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Date



# April Monthly Club Meeting Minutes

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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) Community Engagement: \_\_\_\_\_

(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

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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) Community Engagement: \_\_\_\_\_

(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

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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) Community Engagement: \_\_\_\_\_

(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**



# Club Quarterly Report – 2<sup>nd</sup> Quarter

A fillable version of this form is available on the Ruritan website under Member Resources/Fillable Forms. If you do not have access to the website, please send copies of this report to the District Governor, Lt. Governor, Zone Governor, and your National Rep. Keep a copy for your records and send this report in the yellow envelope provided to the National Office. Report should be POSTMARKED by the 10<sup>th</sup> of July.

**NOTE: You should be receiving monthly Membership Audit reports from the National Office. Please use those to note membership changes, or member status changes. Your club is invoiced for the members listed on that report, plus any added through the month.**

Club Name \_\_\_\_\_ Club # \_\_\_\_\_ State \_\_\_\_\_ District # \_\_\_\_\_ Zone # \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

What is your club doing to focus on growth?

In what areas do you feel your club is struggling at this time?

Please list your club’s fundraising activities, donations, community service projects, and upcoming activities for this quarter.

How many volunteer hours and total amount of donations has your club provided for this quarter?

Has there been contact between your Club and your Zone, your District and/or your National Representative? Please note the intended path for communication as provided on page 5 of the Club Officers Handbook: Clubs – Zone Governors – District Cabinet – National Representative.

Have your quarterly dues been paid? Y/N _____						
Attendance Report for 2 <sup>nd</sup> Quarter						
	Full Members Attending Meeting	“Made Up” Meetings	Board Meeting Held Y/N	Total Membership	Total Full Members	Percentage of Full Member Attendance*
July						
August						
September						

\*Divide Full Members Attending Meeting by Total Full Members to get Percentage of Full Member Attendance

Did your club complete the 990, 990EZ, or 990N with the IRS for the prior year? Y/N \_\_\_\_\_

## Quarterly Dues Calculation Worksheet 2nd Quarter

Ruritan Clubs are self-billed. Below is a tool to help accurately calculate quarterly national dues. Quarterly dues are due in advance of the quarter and should be based on the club roster at the close of club business for your April club meeting, as stated by the Bylaws of Ruritan National.

Please complete the information below in conjunction with your April Audit Report, sent by Ruritan National, with the conclusion of your April club meeting. If there are any adjustments to be made to the club roster, adjust the numbers below accordingly. Note: In order for adjustments to the club roster to be represented in the current dues amount, changes must be submitted or reported in the MMS by the tenth of May. Changes after this date will be reflected in the following quarter's dues amount.

### 2<sup>nd</sup> Quarter Dues Calculation

	Full	Associate	On-Leave	At-Large	Honorary	Total Times Dues Per Qtr	Amount
Adult						<hr/> x \$13	
Youth						<hr/> x \$3.75	
Bus/Org	X		X	X	X	<hr/> x \$13	
Ruritan Forever						<hr/> x \$0	
<b>Total number of members</b>						<b>Total Dues amount for 2<sup>nd</sup> qtr</b>	

\*Ruritan Forever members have satisfied all national dues and are not included in quarterly dues amounts.



# July Club Board of Directors' Meeting Minutes

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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) Community Engagement: \_\_\_\_\_

(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

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Date





# August Monthly Club Meeting Minutes

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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) Community Engagement: \_\_\_\_\_

(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.**

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#### 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.

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#### 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.**

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#### 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.

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#### 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

	Points	Maximum Points
<b>I. Attendance</b>		
A. Perfect Attendance*	15	15
If not perfect attendance, each meeting attended	1	11
B. Zone Meeting (each attended)	5	10
C. Attending District Convention	10	10
D. Attending National Convention	20	20
E. Visits to Other Clubs (each visit)	3	15
<b>II. Club Activities</b>		
A. Serving as Committee Chair	2	2
B. Projects Completed (each x 3)	3	75
C. Hours of Club Projects by individual (each hour)	1	750
D. Club Office Held	2	2
<b>III. Growth and Development</b>		
A. Responsible for forming a New Club	40	Unlimited
B. Assisting in forming a New Club	15	Unlimited
C. New Members recruited (each)	10	Unlimited
<b>IV. Other Activities</b>		
<b>Points awarded for each activity</b>	<b>5</b>	<b>25</b>

*\*Perfect Attendance: (i) Attend each regular meeting of every club in which you are an active member. (ii) Any active member absent from a regular club meeting may make up such absence by attending a Ruritan National Convention, district convention, zone meeting, club Board of Directors meeting, regular meeting of another club of which you are not an active member, district cabinet meeting, other recognized Ruritan meeting or by performing a minimum of four (4) hours of approved club objective related community service work.*

### **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



# 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 National Office for national competition by November 1.*





# Rudy Youth Award

## National, District and Club Youth of the Year

### Judging Point System

	Points	Maximum Points
<b>I. Attendance</b>		
A. Perfect Attendance*	15	15
If not perfect attendance, each meeting attended.	1	11
B. Zone Meeting (each attended)	5	10
C. Attending District Convention	10	10
D. Attending National Convention	20	20
E. Visits to Other Clubs (each visit)	3	15
<b>II. Club Activities</b>		
A. Serving as Committee Chair	2	2
B. Projects Completed (each x 3)	3	75
C. Hours of Club Projects by individual (each hour)	1	750
D. Club Office Held	2	2
<b>III. Growth and Development</b>		
Recruiting a youth member	5	Unlimited
Recruiting an adult member	10	Unlimited
<b>IV. Other Activities</b>		
a. Community Service provided through recognized youth programs (e.g. church youth, Scouts, 4-H, FFA, FHA, etc.)	5	25
b. Cooperative Education Program participation (e.g. Ruritan Youth Leadership Conference)	5	5

*\*Perfect Attendance: (i) Attend each regular meeting of every club in which you are an active member. (ii) Any active member absent from a regular club meeting may make up such absence by attending a Ruritan National Convention, district convention, zone meeting, club Board of Directors meeting, regular meeting of another club of which you are not an active member, district cabinet meeting, other recognized Ruritan meeting, or by performing a minimum of four (4) hours of approved club objective related community service work.*

#### 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

National Officers Are Not Eligible

## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Only youth members of **REGULAR** Ruritan Clubs are eligible for this award. Members of Ruri-Teen clubs should be honored with the Ruri-Teen of the Year award on page 79.

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 National Office for national competition by November 1.

# Ruri-Teen of the Year Point System and Instructions

## Ruri-Teen of the Year

The Ruri-Teen of the Year application, instructions, and point system are located here in the Awards Book as well as on line. Winning applications are forwarded to the next level for competition.

The application for the Club Ruri-Teen of the Year should be forwarded to the district governor for District Ruri-Teen of the Year competition. Each of the winning District Ruri-Teen of the Year (one per district) should be forwarded to Ruritan National to be judged by the National Advancement Committee. The National Advancement Committee will choose the National Ruri-Teen of the Year. **National officers are not eligible.**

### Club Ruri-Teen of the Year

1. **Requirements:** Point system.
2. **Time Period:** September 1—August 31 of the following year.
3. **Responsible for Verifying:** Club verifies and then submits the application to the district governor. Applications must be received by October 1.
4. **Type of Award:** Club choice, paid by the club.
5. **Award Presentation:** Club president
6. **When Presented:** At an appropriate club meeting.

### District Ruri-Teen of the Year

1. **Eligibility:** Must be Club Ruri-Teen of the Year.
2. **Requirements:** Point system.
3. **Time Period:** September 1—August 31 of the following year.
4. **Responsible for Verifying:** District governor determines overall district winner. District Ruri-Teen of the Year information postmarked to the Ruritan National Advancement Committee by November 1.
5. **Type of Award:** Plaque, provided by Ruritan National, paid for by district.
6. **Award Presentation:** District governor/area governor.
7. **When Presented:** At district convention, area zone function or club meeting.

### National Ruri-Teen of the Year

1. **Eligibility:** Must be District Ruri-Teen of the Year
2. **Requirements:** Point system.
3. **Time Period:** September 1—August 31 of the following year.
4. **Responsible for Verifying:** National Advancement Committee.
5. **Type of Award:** Plaque, registration and lodging for National Convention, reimbursed by Ruritan National.
6. **Award Presentation:** Ruritan National President.
7. **When Presented:** National Convention.

## Ruri-Teen of the Year Judging Point System

	Points	Maximum Points
<b>1.Attendance</b>		
A. Perfect Attendance at each meeting (if not perfect attendance, each meeting attended)	15 1	15 8
B. Zone Meeting (each attended)	5	10
C. District Convention	10	10
D. National Convention	20	20
E. Other Club Visits (each visit)	3	15
<b>2.Club Activities</b>		
A. Serving as Committee Chair	2	2
B. Projects Completed (each x 3)	3	75
C. Hours Spent on Club Project (each hour)	1	750
D. Club Offices Held	2	2
<b>3. Growth and Development</b>		
A. Recruiting New Members	10	unlimited
<b>4.Other Activities</b>		
A. Community Service Provided Through Recognized Youth Programs (e.g. church youth program, Scouts, 4-H, FFA, FHA etc.)	5	15
B. Cooperative Education Program participant	5	5

*\*Perfect Attendance: (i) Attend each regular meeting of every club in which you are an active member. (ii) Any active member absent from a regular club meeting may make up such absence by attending a Ruritan National Convention, district convention, zone meeting, club Board of Directors meeting, regular meeting of another club of which you are not an active member, district cabinet meeting, other recognized Ruritan meeting or by performing a minimum of four (4) hours of approved club objective related community service work.*

Note: For district competition, application must be certified by the club president and club secretary and postmarked to the district governor by October 1.

A member may apply for only one "of the year" award in any given year: i.e. Ruritan of the Year, Ruri-Teen of the Year, Rudy Youth of the Year



# Ruri-Teen of the Year



National Officers Are Not Eligible

## Application

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

\_\_\_\_\_ Ruri-Teen Club, \_\_\_\_\_ District, and Ruritan National.

Full Name \_\_\_\_\_ Address \_\_\_\_\_ Year \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Area Code + Telephone Number \_\_\_\_\_

See accompanying point sheet to evaluate these criteria

### I. Attendance (September through April)\*

- 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 April)

- 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 April)

- A. Assisted in Organizing a New Club \_\_\_\_\_ Club Name

**NOTE: Only members of RURI-TEEN Clubs are eligible for this award. Youth members of Regular clubs should be honored with the Rudy Youth of the Year award.**

### 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 \_\_\_\_\_ Ruri-Teen Club, in \_\_\_\_\_ District, for District Ruri-Teen of the Year and National Ruri-Teen 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 Ruri-Teen 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 post-marked to the Ruritan National Office for national competition by November 1.

# September Club Board of Directors' Meeting Minutes

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Date



# September Monthly Club Meeting Minutes

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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) Community Engagement: \_\_\_\_\_

(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**



# Club Quarterly Report – 3<sup>rd</sup> Quarter

A fillable version of this form is available on the Ruritan website under Member Resources/Fillable Forms. If you do not have access to the website, please send copies of this report to the District Governor, Lt. Governor, Zone Governor, and your National Rep. Keep a copy for your records and send this report in the yellow envelope provided to the National Office. Report should be POSTMARKED by the 10<sup>th</sup> of October.

**NOTE: You should be receiving monthly Membership Audit reports from the National Office. Please use those to note membership changes, or member status changes. Your club is invoiced for the members listed on that report, plus any added through the month.**

Club Name \_\_\_\_\_ Club # \_\_\_\_\_ State \_\_\_\_\_ District # \_\_\_\_\_ Zone # \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

What is your club doing to focus on growth?

In what areas do you feel your club is struggling at this time?

Please list your club’s fundraising activities, donations, community service projects, and upcoming activities for this quarter.

How many volunteer hours and total amount of donations has your club provided for this quarter?

Has there been contact between your Club and your Zone, your District and/or your National Representative? Please note the intended path for communication as provided on page 5 of the Club Officers Handbook: Clubs – Zone Governors – District Cabinet – National Representative.

Have your quarterly dues been paid? Y/N _____						
Attendance Report for 3 <sup>rd</sup> Quarter						
	Full Members Attending Meeting	“Made Up” Meetings	Board Meeting Held Y/N	Total Membership	Total Full Members	Percentage of Full Member Attendance*
July						
August						
September						

\*Divide Full Members Attending Meeting by Total Full Members to get Percentage of Full Member Attendance

Did your club submit their community service reports to the District Governor by October 1? Y/N \_\_\_\_\_

## Quarterly Dues Calculation Worksheet

### 3<sup>rd</sup> Quarter

Ruritan Clubs are self-billed. Below is a tool to help accurately calculate quarterly national dues. Quarterly dues are due in advance of the quarter and should be based on the club roster at the close of club business for your July club meeting, as stated by the Bylaws of Ruritan National.

Please complete the information below in conjunction with your July Audit Report, sent by Ruritan National, with the conclusion of your July club meeting. If there are any adjustments to be made to the club roster, adjust the numbers below accordingly. Note: In order for adjustments to the club roster to be represented in the current dues amount, changes must be submitted or reported in the MMS by the tenth of August. Changes after this date will be reflected in the following quarter's dues amount.

#### 3<sup>rd</sup> Quarter Dues Calculation

	Full	Associate	On-Leave	At-Large	Honorary	Total Times Dues Per Qtr	Amount
<b>Adult</b>						<hr/> x \$13	
<b>Youth</b>						<hr/> x \$3.75	
<b>Bus/Org</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<hr/> x \$13	
<b>Ruritan Forever</b>						<hr/> x \$0	
<b>Total number of members</b>						<b>Total Dues amount for 3<sup>rd</sup> qtr</b>	

\*Ruritan Forever members have satisfied all national dues and are not included in quarterly dues amounts.





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>
<b>Total Points Above</b>			=	<u>13898.50</u>
<b>Divided by Average No. of Active Club Members</b>			=	<u>35</u>
(from box at right)			=	<u>397.10</u>
				<b>Total Points Per Member</b>

**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









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

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Date



# October Monthly Club Meeting Minutes

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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) Community Engagement \_\_\_\_\_

(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**







# November Club Board of Directors' Meeting Minutes

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Date



# November Monthly Club Meeting Minutes

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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

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Date



# December Monthly Club Meeting Minutes

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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) Community Engagement \_\_\_\_\_

(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**





# Club Quarterly Report – 4<sup>th</sup> Quarter

A fillable version of this form is available on the Ruritan website under Member Resources/Fillable Forms. If you do not have access to the website, please send copies of this report to the District Governor, Lt. Governor, Zone Governor, and your National Rep. Keep a copy for your records and send this report in the yellow envelope provided to the National Office. Report should be POSTMARKED by the 10<sup>th</sup> of January.

**NOTE: You should be receiving monthly Membership Audit reports from the National Office. Please use those to note membership changes, or member status changes. Your club is invoiced for the members listed on that report, plus any added through the month.**

Club Name \_\_\_\_\_ Club # \_\_\_\_\_ State \_\_\_\_\_ District # \_\_\_\_\_ Zone # \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

What is your club doing to focus on growth?

In what areas do you feel your club is struggling at this time?

Please list your club’s fundraising activities, donations, community service projects, and upcoming activities for this quarter.

How many volunteer hours and total amount of donations has your club provided for this quarter?

Has there been contact between your Club and your Zone, your District and/or your National Representative? Please note the intended path for communication as provided on page 5 of the Club Officers Handbook: Clubs – Zone Governors – District Cabinet – National Representative.

Have your quarterly dues been paid? Y/N _____						
Attendance Report for 4 <sup>th</sup> Quarter						
	Full Members Attending Meeting	“Made Up” Meetings	Board Meeting Held Y/N	Total Membership	Total Full Members	Percentage of Full Member Attendance*
July						
August						
September						

\*Divide Full Members Attending Meeting by Total Full Members to get Percentage of Full Member Attendance

## Quarterly Dues Calculation Worksheet

### 4th Quarter

Ruritan Clubs are self-billed. Below is a tool to help accurately calculate quarterly national dues. Quarterly dues are due in advance of the quarter and should be based on the club roster at the close of club business for your October club meeting, as stated by the Bylaws of Ruritan National.

Please complete the information below in conjunction with your October Audit Report, sent by Ruritan National, with the conclusion of your October club meeting. If there are any adjustments to be made to the club roster, adjust the numbers below accordingly. Note: In order for adjustments to the club roster to be represented in the current dues amount, changes must be submitted or reported in the MMS by the tenth of November. Changes after this date will be reflected in the following quarter's dues amount.

#### 4<sup>th</sup> Quarter Dues Calculation

	Full	Associate	On-Leave	At-Large	Honorary	Total Times Dues Per Qtr	Amount
Adult						_____	
						x \$13	
Youth						_____	
						x \$3.75	
Bus/Org	NA		NA	NA	NA	_____	
						x \$13	
Ruritan Forever						_____	
						x \$0	
<b>Total number of members</b>						<b>Total Dues amount for 4<sup>th</sup> qtr</b>	

\*Ruritan Forever members have satisfied all national dues and are not included in quarterly dues amounts.

# 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 scholarships 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.

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 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. 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. Show you care  
by giving a bear!**

**Ruritan Supply**

<http://www.shumskyideas.com/ruritan/>

**January** Ruritan National Convention.  
Dues payable to Ruritan National.

**February** Awards applications for Blue Ribbon, Outstanding Club President, and Outstanding Club Secretary applications postmarked (or submitted electronically) 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.

**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.

**June** Build Your Dollar Claim Form postmarked to Ruritan National Office by June 30.

**July** Dues payable to Ruritan National.

**August** Club President appoints Nominating Committee .

**September** Build Your Dollar Deposit Form Due September 1  
Community Service Reports postmarked (or submitted electronically) to district governors by October 1.

**October** Officers elected by club.  
Clubs select delegates to district convention.  
Dues payable to Ruritan National.

**November** Clubs select delegates to Ruritan National Convention.  
New club officers' training held.  
New officers' names added to the membership database or sent to Ruritan National Office by November 10.

**December** New club officers installed.

## **Ruritan National**

**5451 Lyons Road, Dublin, VA 24084 (UPS)**

**P.O. Box 487, Dublin, VA 24084**

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***<http://ruritan.org>***

**Phone: (540) 674-5431**

**E-Mail: [office@ruritan.org](mailto:office@ruritan.org)**

**National Foundation: (540) 674-5431 #1302**