## Secretary's Handbook



	Year	
	Club Name	
District #	Zone #	Club #
	Secretary's Name	

#### **RURITAN CLUB MEETING PROCEDURE**

#### Start On Time.

- 1. Call to order president.
- 2. Song: "America" club members.
- 3. Invocation chaplain.
- Meal (during meal: welcome new members; reading of minutes; roll call by first names or nicknames; and announcements).
- 5. Approval of secretary's minutes.
- 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 EMail: office@ruritan.org

Supply:

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 datavase 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 <u>Audit</u> 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 <u>quarterly</u> basis, please complete and send in the <u>Activities and Attendance</u> 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 Club Meeting Procedure
(inside front cover)
Instructions to Club Secretary
Ruritan Club Tax Information
Club/District Officers & Club Committees Roster
Monthly Attendance Record Pages
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
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

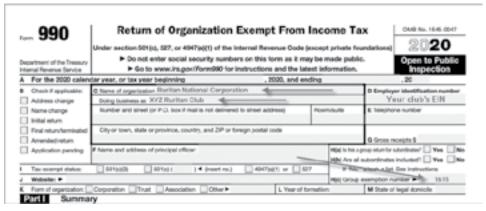
Community Service Merit System Information Community Service Merit Points Community Service Merit Work Log Community Service Merit Sample Community Service Merit Award Application October Board Meeting Minutes form October Club Meeting Minutes form October Meeting Procedures form New Club Officers Information 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 (postacard) 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

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

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.

#### **Roster of Ruritan Club Officers & District Officers**

#### **Club Officers**

#### President Address City \_\_\_ ZIP Email Vice President \_\_\_\_\_ Address City \_\_\_\_\_ State ZIP \_\_\_\_\_ Phone \_\_\_ \_\_\_\_\_Email Secretary \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_ ZIP State \_\_\_\_\_ \_Email\_ Phone \_\_ Treasurer \_\_\_\_\_ Address City \_\_\_\_ ZIP State \_\_Email\_\_\_\_ Phone 3rd Year Director Address City \_\_\_\_ \_\_\_\_\_ZIP \_\_\_\_\_ State Email Phone \_\_ 2nd Year Director\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State ZIP \_\_\_\_\_Email\_\_\_\_ Phone \_\_\_\_ 1st Year Director Address City \_ZIP State Phone \_\_\_\_\_\_Email\_\_\_\_\_ Past President Address City \_\_\_\_ State \_\_\_\_\_ZIP Email Phone \_\_\_

#### **District Officers**

#### **District Name & Number**

District Governor	
Address	
City	
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Phone	Email
Lt. Dist. Governor	
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Zone Governor	
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Found. Prom. Chair	
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Growth & Dev.	
Address	
City	
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Publicity Chair	
Address	
City	
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#### **Ruritan Club Committee Members**

Objectives	Public Services	Fellowship
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Membership	Social Development	Special Committees
		(appointed by Club President)
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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 cho	ice is the National President or President Elect:
3. Date(s) Requested:	
4. Key Contact Person for this	Event:
Name:	
	City State Zip
Area Code + Telephone	Email:
Cell Phone for last minute contac	et on date of event
5. Briefly Describe the Event: _	
	art?
7. Address Where Event Will B	e Held (Please include directions):
8. Will the Media be Present to	Cover This Event? If so, Please List:  President/President Elect Be Expected to Fulfill (speaker, presenter, etc.)?
If Expected to Speak, Please Lis Length of Speech:	t Preferred Topic: Estimated Attendance:
Estimated Starting Time of Spee	ch:
Dress Expected for the Event (fo	rmal, casual, etc.):
10. If a Conflict Exists, Will And	other National Officer Be Acceptable? yes no
11. If the President/President's and travel costs? yes	Elect travel budget is limited, is your group willing to help with lodgingnot
•	e 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.

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

Youth Member in Ruritan Club Youth Member to Adult Member Zone Transfer to Another Club New Phone Number District New Email Change Code ΧA NE NP RY Н Former Member Reactivated District Name Leave Of Absence Member Honorary Member New Address Full Member Change Code NA  $\mathbf{F}\mathbf{R}$ ᅜ Ħ Н ClubMember Business Associate Associate Member Deceased Member At Large Member Dropped Member Change Club Name Code AAL State BA ď Д 闰

Use the codes listed above to show changes being made.

	New Members						
Code	Code Name	Address	City	State	Zip	Phone	Email
Curren	Current Member Changes						
Code	Code   Name/Member #	Address	City	State Zip		Phone	Email

			Deceased Date		
			Deceas		
			Drop Date		
			Member #		
		: Members			
		Drop Current Members	Name		
			Code		

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

Club Name		Club #	District Name		District #	Zone #
State						
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Code	Code Change	Code	Change	Code	Code Change
AAL	At Large Member	<b>.</b>	Full Member	NE	New Email
A	Associate Member	FR	Former Member Reactivated	NP	New Phone Number
BA	Business Associate Member	н	Honorary Member	RY	Youth Member in Ruritan Club
D	Dropped Member	т	Leave Of Absence Member	T	Transfer to Another Club
ы	Deceased Member	NA	New Address	YA	Youth Member to Adult Member
	Use the cod	codes	es listed above to show changes being made	ing mad	.0

	New Members					
Code	Code Name	Address	City	State Zip	Phone	Email
Curren	Current Member Changes					
ماري	Code   Name/Member #	a databa	Ci + \$\$	State   Zin	Phone	Fmail

	Deceased Date		
	Drop Date		
	Member #		
Drop Current Members	Name		
	Code   N		

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

District # District Name clubClub Name State

Code	Code Change	Code	Change	Code	Code Change
AAL	At Large Member	£.	Full Member	NE	New Email
Ą	Associate Member	FR	Former Member Reactivated	NP	New Phone Number
ВА	Business Associate Member	н	Honorary Member	RY	Youth Member in Ruritan Club
Ω	Dropped Member	т	Leave Of Absence Member	T	Transfer to Another Club
田	Deceased Member	NA	New Address	YA	Youth Member to Adult Member
	Use the code	codes	es listed above to show changes being made	ing mad	ο.

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State				Decease		
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Code				Code		

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

Zone District District Name ClubClub Name State

Code	Code Change	Code	Change	Code	Code Change
AAL	AAL   At Large Member	F	Full Member	NE	New Email
A	Associate Member	FR	Former Member Reactivated	NP	New Phone Number
ВА	Business Associate Member	н	Honorary Member	RY	Youth Member in Ruritan Club
Д	Dropped Member	ı	Leave Of Absence Member	T	Transfer to Another Club
闰	Deceased Member	NA	New Address	YA	Youth Member to Adult Member

Use the codes listed above to show changes being made.

7	New Members	4	2: 1-2	24.24.5	1	12.0	
Code	Name	Address	Cıty	State	Zıp	Phone	Emaıl
Currer	Current Member Changes						
Code	Name/Member #	Address	City	State	diz	Phone	Email
	Drop Current Members	t Members					

Deceased Date Drop Date Member # Name Code

		Ruritan	Membership	<u> </u>	
	Activ	ve	Honorary	Associate	Affiliate
	Regular Adult & Youth members in regular clubs. (May include Ruritan Forever.)	Leave of Absence (May include Ruri- tan Forever.)	NOTE: These are members still on national roll.* (May include Ruritan Foever.)	Adult and Youth Members in Ruritan Clubs. (May include Ruritan Forever.)	Members who wish to stay affiliated with Ruri- tan National (May include Ruritan Forever)
			Dues		
Pays National Dues? (NOTE: any may be Ruritan Forever participants with no annual national dues.)	Yes, quarterly.	Yes, quarterly	Yes, quarterly.	Yes. Note that clubs may collect annually but Ruritan National will bill the club quarterly.	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
		-	Attendance		
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
		Club	Participation		
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 con- ventions 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" honorar		pay dues, but they are not o s pay a \$100 association fe	n the national roll and receive	no benefits.

<b>January Club Board of Dir</b>	rectors' Meeting Minutes
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Date

### **January Monthly Club Meeting Minutes**

Date

### January Ruritan Meeting Procedure \*\* Before Meeting, Check with the Fellowship Committee\*\*

(1) The	meeting of the	Ruritan Club is called to order.
(2) Ask Song Leader Thee) or another song of choice		to lead the Club in "America" (My Country 'Tis of
(3) Invocation by		, Club Chaplain, or visiting clergy.
(4) Meal: during the meal		
(a) Welcome new members a	ind guests:	
(b) Make announcements: _		
(c) Call the roll - club secretar		
(d) Read the minutes of the la	ast meeting - club sec	eretary
Are there corrections or an	nendments to minutes	s? If not, the minutes stand approved as read.
(5) Call on the Vice President fo	r a report from the Clu	ub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism:		
(c) Environment:		
(d) Public Services:		
(e) Social Development:		
(6) Call on the chairs of Standin	g Committees:	
(f) Growth & Development/Mer	nbership:	
(g) Program & Entertainment:		
(h) Finance:		
(i) Public Relations:	<del> </del>	
(7) Reports from any special co	nmittees:	
(8) Club Secretary reads the rec	commendations from t	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

<b>February</b>	Club	Board	of	Directors'	Meeting	Minutes
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Date

### **February Monthly Club Meeting Minutes**

Date

### February Ruritan Meeting Procedure \*\* Before Meeting, Check with the Fellowship Committee\*\*

(1) The	meeting of the	Ruritan Club is called to order.
(2) Ask Song Leader Thee) and another song of cho	pice.	to lead the Club in "America" (My Country 'Tis of
(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 secret		
(d) Read the minutes of the	last meeting - club sed	cretary.
Are there corrections or a	amendments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President	for a report from the Cl	lub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism	n:	
(c) Environment:		
(e) Social Development:		
(6) Call on the chairs of Standi	ng Committees:	
(f) Growth & Development/M	embership:	
(g) Program & Entertainment	:	
(h) Finance:		
(i) Public Relations:		
(7) Reports from any special c	ommittees:	
(8) Club Secretary reads the re	ecommendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

### **March Monthly Club Meeting Minutes**

# 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 Thee) and another song of cho	pice.	to lead the Club in "America" (My Country 'Tis of
(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 secret		
(d) Read the minutes of the	last meeting - club sed	cretary.
Are there corrections or a	amendments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President	for a report from the Cl	lub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism	n:	
(c) Environment:		
(e) Social Development:		
(6) Call on the chairs of Standi	ng Committees:	
(f) Growth & Development/M	embership:	
(g) Program & Entertainment	:	
(h) Finance:		
(i) Public Relations:		
(7) Reports from any special c	ommittees:	
(8) Club Secretary reads the re	ecommendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

#### Club Quarterly Report – 1st 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 grow	rth?			
In what areas	s do you feel your club is str	uggling at this time?			
Please list you activities for	ur club's fundraising activition this quarter.	es, donations, comm	unity service	projects, and (	upcoming
How many vo	olunteer hours and total am	ount of donations ha	s your club p	provided for thi	s quarter?
	en contact between your Cluve? Please note the intende	•		•	

	Have your quarterly dues been paid? Y/N					
		Atte	endance Repo	rt for 1 <sup>st</sup> Quarte	r	
	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 N	าembers Attending	Meeting by Total	Full Members to get F	Percentage of Full Me	ember Attendance

Officers Handbook: Clubs – Zone Governors – District Cabinet – National Representative.

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

#### **Quarterly Dues Calculation Worksheet**

1st 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
Adult						x \$13	
Youth						x \$3.75	
Bus/Org	Х		х	х	Х	x \$13	
Ruritan Forever						x \$0	
Total number of members						Total Dues amount for 1 <sup>st</sup> qtr	

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

<b>April Club</b>	<b>Board</b>	of	<b>Directors</b> '	Meeting	Minutes
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### **April Monthly Club Meeting Minutes**

# 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 Thee) and another song of choice		to lead the Club in "America" (My Country 'Tis of
(3) Invocation by		, Club Chaplain, or visiting clergy.
(4) Meal: during the meal		
(a) Welcome new members and	d guests:	
(b) Make announcements:		
(c) Call the roll - club secretary.		
(d) Read the minutes of the las	t meeting - club sed	cretary.
Are there corrections or ame	endments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President for a	a report from the Cl	ub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism: _		
(c) Environment:		
(d) Public Services:		<del>-</del>
(e) Social Development:		
(6) Call on the chairs of Standing	Committees:	
(f) Growth & Development/Memb	pership:	
(g) Program & Entertainment:		
(h) Finance:		<del>-</del>
(i) Public Relations:		
(7) Reports from any special com	nittees:	
(8) Club Secretary reads the reco	mmendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	d.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair			
		<del></del>	
(b) Thank excellent program for our meeting.	of the _	Committee for an	ranging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

<b>May Club Board of Directors</b>	' Meeting Minutes
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### **May Monthly Club Meeting Minutes**

# 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 Thee) and another song of cho	pice.	to lead the Club in "America" (My Country 'Tis of
(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 secret		
(d) Read the minutes of the	last meeting - club sed	cretaryng.
Are there corrections or a	amendments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President	for a report from the Cl	lub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism	1:	
(c) Environment:		
(e) Social Development:		
(6) Call on the chairs of Standi	ng Committees:	
(f) Growth & Development/M	embership:	
(g) Program & Entertainment	:	
(h) Finance:		
(i) Public Relations:		
(7) Reports from any special c	ommittees:	
(8) Club Secretary reads the re	ecommendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

<b>June</b>	Club	<b>Board</b>	of	<b>Directors</b> '	Meeting	Minutes
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### **June Monthly Club Meeting Minutes**

# 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 Thee) and another song of choice		to lead the Club in "America" (My Country 'Tis of
(3) Invocation by		, Club Chaplain, or visiting clergy.
(4) Meal: during the meal		
(a) Welcome new members and	d guests:	
(b) Make announcements:		
(c) Call the roll - club secretary.		
(d) Read the minutes of the las	t meeting - club sed	cretary
Are there corrections or ame	endments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President for a	a report from the Cl	lub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism: _		
(c) Environment:		
(d) Public Services:		
(e) Social Development:		<del>-</del>
(6) Call on the chairs of Standing	Committees:	
(f) Growth & Development/Memb	pership:	
(g) Program & Entertainment:		<del>-</del>
(h) Finance:		<del>-</del>
(i) Public Relations:		
(7) Reports from any special com	nittees:	
(8) Club Secretary reads the reco	mmendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

#### 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 clu	b doing to focus on grow	th?			
In what areas do	o you feel your club is stru	uggling at this time?			
Please list your of activities for this	club's fundraising activities quarter.	es, donations, commu	inity service	e projects, and u	upcoming
How many volui	nteer hours and total amo	ount of donations has	s your club រ	provided for thi	s quarter?
	contact between your Clu Please note the intende				

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*
April						
May						
June					· · · · · · · · · · · · · · · · · · ·	

Officers Handbook: Clubs – Zone Governors – District Cabinet – National Representative.

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

### 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						x \$13	
Youth						x \$3.75	
Bus/Org	Х		х	х	х	x \$13	
Ruritan Forever						x \$0	
Total number of members						Total Dues amount for 2 <sup>nd</sup> qtr	

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

July Club Board of Directors' Meeting Mi	nutes
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### **July Monthly Club Meeting Minutes**

# 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 Thee) and another song of choice	 e.	to lead the Club in "America" (My Country 'Tis of
(3) Invocation by		, Club Chaplain, or visiting clergy.
(4) Meal: during the meal		
(a) Welcome new members ar	nd guests:	
(b) Make announcements:		
(c) Call the roll - club secretary		
(d) Read the minutes of the las	st meeting - club sec	cretary.
Are there corrections or am	endments to minutes	s? If not, the minutes stand approved as read
(5) Call on the Vice President for	a report from the Cl	ub'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/Mem	bership:	
(g) Program & Entertainment: _		
(h) Finance:		
(i) Public Relations:		
(7) Reports from any special com	ımittees:	
(8) Club Secretary reads the reco	ommendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:		
Are there any questions about the report?	 If not, the report stands approved as read.	
(10) Unfinished Business:	 	
(11) New Business:		
	 <del>-</del>	
(12) Program Chair	 will introduce our speaker/program.	
		nging this
excellent program for our meeting.	 Committee for arrar	
(13) Pledge Allegiance to the Flag.		
Meeting is Adjourned:	(time\//date\	

## **August Monthly Club Meeting Minutes**

Date

# August Ruritan Meeting Procedure \*\* Before Meeting, Check with the Fellowship Committee\*\*

(1) The	meeting of the	Ruritan Club is called to order.
(2) Ask Song Leader Thee) and another song of cho	pice.	to lead the Club in "America" (My Country 'Tis of
(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 secret		
(d) Read the minutes of the	last meeting - club sed	cretary
Are there corrections or a	amendments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President	for a report from the Cl	lub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism	1:	
(c) Environment:		
(e) Social Development:		
(6) Call on the chairs of Standi	ng Committees:	
(f) Growth & Development/M	embership:	
(g) Program & Entertainment	:	
(h) Finance:		
(i) Public Relations:		
(7) Reports from any special c	ommittees:	
(8) Club Secretary reads the re	ecommendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

### Ruritan of the Year

# Guidelines and Instructions National Officers Are Not Eligible

#### Club

To be selected by the club in September of each year.

(Note: Clubs in Areas submit their club winners to the Ruritan National Office)

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

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

#### **District**

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

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

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

#### **National**

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

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

#### **Judging**

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

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

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

#### Other

Club pays for Club Award for Ruritan of the Year.

District pays for District Award for Ruritan of the Year.

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

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

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

### Ruritan of the Year

### **Judging Point System**

	Points	Maximum Points
I. Attendance		
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
II. Club Activities		
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
III. Growth and Development		
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
IV. Other Activities		
Points awarded for each activity	5	25

#### 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

<sup>\*</sup>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.



## 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	ub, District, and		l Ruritan National.	
Full Name		Address		Year	
City	State	ZIP	Area Code + Tele	ephone Number	
I. Attendance (September throu A. Monthly Club Meetings atter			(Number of Monti	hly Club Meetings)	
B. Zone Meetings attended			(Number of Zone	Meetings)	
C. District Convention attended	l (Yes/No)	<del></del>			
D. National Convention attende	ed (Yes/No)				
E. Visits to Other Clubs			(Number of Club	Visits - List Below)	
II. Activities (September throug A. Committee Chair	h August)		(Committee)		
<b>B.</b> Number of Projects Complet by Applicant's Committee	ted		(Projects Compl	eted)	
C. Hours spent on total club projects			(Hours Spent)		
D. Club Officer			(Office Held)		
III. Growth and Development (S A. Responsible for Organizing				_ (Club Name)	
B. Assisted in Organizing a New	w Club			_ (Club Name)	
C. Responsible for New Member	ers			_ (Names)	
IV. Other Activities (Non-Rurita	ŕ				
	n Club, in	and we hereby sub	mit the above named r District, for District		
and National Ruritan of the Yea	r.				
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 postmarked to the district governor by October 1 for district competition. <u>District winners must be certified and postmarked to the Ruritan National Office for national competition by November 1.</u>



# **Rudy Youth Award**

# National, District and Club Youth of the Year Judging Point System

	Points	Maximum Points
I. Attendance		
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
II. Club Activities		
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
III. Growth and Development		
Recruiting a youth member	5	Unlimited
Recruiting an adult member	10	Unlimited
IV. Other Activities		
a. Community Service provided through recognized youth program	S	
(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

<sup>\*</sup>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 Nation		
Full Name		Address		Year	
City	State	ZIP _	Area Code + Telephone	Number	
S.,			, a sa seas - , e e e e e e e e e e e e e e e e e e		
I. Attendance (September through A. Monthly Club Meetings attended			(Number of Monthly Clu	b Meetings)	
B. Zone Meetings attended			(Number of Zone Meetin	igs)	
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 A. Committee Chair	August)		(Committee)		
<b>B.</b> Number of Projects Completed by Applicant's Committee	I		(Projects Completed)		
C. Hours spent on total club proje	cts		(Hours Spent)		
D. Club Officer			(Office Held)		
III. Growth and Development (Se A. Responsible for New Adult and				(Names)	
IV. Other Activities (Non-Ruritan)	)				
Explain in detail:					
NOTE: Only youth members Ruri-Teen clubs should			e eligible for this award. of the Year award on pa		
We certify the above information Ruritan		and we hereby subm	nit the above named membe District, for District Youth		
National Youth of the Year.					
Club President		Club Secretary	Date	<del></del>	
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 postmarked 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
- 4. Type of Award: Club choice, paid by the
- 5. Award Presentation: Club president
- 6. When Presented: At an appropriate club

#### District Ruri-Teen of the Year

- 1. Eligibility: Must be Club RuriTeen of the
- 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 When Presented: At district convention.

area zone function or club meeting.

the following year.

National Ruri-Teen of the Year

2. Requirements: Point system. 3. Time Period: September 1-August 31 of

1. Eligibility: Must be District Ruri-Teen of the

- 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

1.Attendance		
A. Perfect Attendance at each meeting	15	15
(if not perfect attendance, each meeting attended)	1	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
2.Club Activities		
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
3. Growth and Development		
A, Recruiting New Members	10	unlimited
4.Other Activities		
A. Community Service Provided Through Recognized		
Youth Programs (e.g. church youth program, Scouts, 4-H,	10	327
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 a n 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 Nation
Full Name	Address	Year
City State	ZIP	Area Code + Telephone Number
See accompanyin	g point sheet to evalu	uate 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)		
<b>D.</b> 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>B.</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 thr A. Responsible for Organizing a New Club	• • ·	Club Name
B. Assisted in Organizing a New Club		Club Name
NOTE: Only members of RURI-TEEN Collubs should be honored with IV. Other Activities (Non-Ruritan)  Explain in detail:	n the Rudy Youth of	f the Year award on page 77.
We certify the above information to be accura Ruri-Teen Club, in _ Year and National Ruri-Teen of the Year.	te and we hereby sub	
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. <u>District winners must be certified and postmarked to the Ruritan National Office for national competition by November 1.</u>

<b>September Club Board of Directors</b>	' Meeting	Minutes
--	-----------	---------

Date

September	Monthly	Club	Meeting	<b>Minutes</b>
-----------	---------	------	---------	----------------

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 Thee) and another song of choice		to lead the Club in "America" (My Country 'Tis of
(3) Invocation by		, Club Chaplain, or visiting clergy.
(4) Meal: during the meal		
(a) Welcome new members and	d guests:	
(b) Make announcements:		
(c) Call the roll - club secretary.		
(d) Read the minutes of the las	t meeting - club sed	cretary.
Are there corrections or ame	endments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President for a	a report from the Cl	ub's Objectives Committee:
(a) Community Engagement:		
(b) Citizenship and Patriotism: _		
(c) Environment:		
(d) Public Services:		<del>-</del>
(e) Social Development:		
(6) Call on the chairs of Standing	Committees:	
(f) Growth & Development/Memb	pership:	
(g) Program & Entertainment:		
(h) Finance:		<del>-</del>
(i) Public Relations:		
(7) Reports from any special com	nittees:	
(8) Club Secretary reads the reco	mmendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

### 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 grow	th?			
In what areas	s do you feel your club is stru	uggling at this time?			
Please list yo activities for	ur club's fundraising activitie this quarter.	es, donations, commu	unity service	e projects, and	upcoming
How many vo	olunteer hours and total amo	ount of donations has	s your club p	provided for thi	s quarter?
Representati	en contact between your Cluve? Please note the intended	d path for communic	ation as pro	vided on page	5 of the Club

	Have your quarterly dues been paid? Y/N						
		Atte	endance Repo	rt for 3 <sup>rd</sup> Quarte	r		
	Full Members Attending Meeting	"Made Up" Meetings	Board Meeting Held Y/N	Total Membership	Total Full Members	Percentage of Full Member Attendance*	
July	July						
August							
September							
·	*Divide Full N	1embers Attending	g Meeting by Total	Full Members to get F	Percentage of Full Me	ember 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
Adult						x \$13	
Youth						x \$3.75	
Bus/Org	Х		х	Х	Х	x \$13	
Ruritan Forever						x \$0	
Total number of members						Total Dues amount for 3 <sup>rd</sup> qtr	

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

### Ruritan Club Work Log - Duplicate as Needed

Reporting Period	d: September 1, 20 to August 31, 20 _		
Committee or Me	ember Name:		
Date	Project Name	Member Hours	Dollars Spent

Totals:\_\_\_\_\_

District G	overnor



	Committee Report		45 KH
Middletown	Ruritan Club: Reporting Period; Sept	. 1, 20 <u><i>09</i> </u> ;Aug. 3	31, 20 <i><u>10</u></i>
Citizenship & Patriotism		Committee:	
No. of Active Club Members: Se	ept. <u>35</u> Aug. <u>34</u>		
Send copy to	District Governor and keep one copy	for club files	
C 11 ( "D	PROJECT	Active Members Hours	Dollars Spent
	State" and girl to "Girls State"		550
2. Replaced flag and rope a			50
3. Presented flags to area v	eterans		300_
4. Sponsored student to Mo	del General Assembly	8	200
5. <u>Sponsored Patriot Essay</u>	Contest	6	115
6. <u>Sponsored 4-H member t</u>	to Citizenship Washington Focus	1	250_
7. Displayed U.S. flags on h	holidays in downtown	14	0
8. Provided fireworks on Ju	ly 4th	6	4000
9			
10	SAMPLE		
11			
12			
13.			
14.			
I certify this to be a true and Jack Back, Secretary  Club Officer's N  Jean Ford, Treasurer  Club Officer's N	lame and Title	s must sign below. $9/25/10$ Date $9/25/10$ Date	
This Section To Be Completed by	y the District Cabinet Calculate Average	ge No. of Active Club	Members
No. of projects 8 x 2	= <u>16</u> Add the members	ship numbers for Septe	mber and
No. of hours <u>44</u> x 5	= <u>220</u> number by 2 to ge	the top of this form. Doet the Average No. of Ac	
No. of dollars <u>5465</u> x 2.5	Average No. of Acti	2	5
Total Points Above	= <u>13898.50</u> Average No. 51 Acts		
Divided by Average No. of Active Club Members (from box at right)	= 397.10 You m  Association for the first series of the first seri	al Note (revised Auguay count the hours we iate Members, howev nust also count them i	orked by er, you in the num-
	per or	members divided into	une nours

District	Governor



				Comm	ittee:	
No. of Active C			Aug			
			rnor and keep o		lub files	
		PROJECT			Active Members Hours	Dollars Spent
1				<del></del>		
2		· · · · · · · · · · · · · · · · · · ·				
14						
I certify	this to be a true and a	ccurate report. A	At least two (2) Clu	ub Officers must	sign below.	
	Club Officer's Na	me and Title		Date		
	Club Officer's Na	me and Title		Date		
his Section	To Be Completed by	the District Ca	hinet [			
lo. of projects	-	=	Calcu	late Average No. of the membership num		
lo. of hours	x 5	=	Augus	st listed at the top er by 2 to get the A	of this form. D	ivide that
lo. of dollars	x 2.5	=		pers needed at left.	· ·	
,	Total Points Above	=	Avera	ge No. of Active Club	Members:	
	Divided by Average No.				, ,	
C	of Active Club Members  from box at right)	=		You may coul	revised Augu at the hours w	orked by
,		=	Total Points	Associate Me	mpers, nowev	er, you

Per Member

then must also count them in the number of members divided into the hours

District G	Sovernor

# **RURITAN NATIONAL**



Form R-4 Community Service **Committee Report** 

				Committee:	
No. of Active Club Mem			Aug		
	•			— ne copy for club files	<b>;</b>
		PROJECT	•	Active Members Hours	Dollars Spent
1					
2				·····	<u> </u>
3					<u> </u>
l					
5					
3					
7					
3					<del></del>
					<del></del>
) 0					<del></del>
0					
1					<del></del>
					<del></del>
3					<del></del>
					<del></del>
I certify this to be	e a true and ac	curate report. A	At least two (2) Clu	b Officers must sign belo	DW.
	Club Officer's Nan	ne and Title		Date	
	Club Officer's Nan	ne and Title		Date	
his Section To Be C	completed by t	the District Ca	binet Colour	ete Avenere No. of Active C	Plub Mambaga
	. x2	=	Add th	ate Average No. of Active Communication of Active Communication of States at the Average No. of Active Communication of Active	eptember and
lo. of hours	x 5	=	numbe	t listed at the top of this form or by 2 to get the Average No.	
lo. of dollars	x 2.5	=		ers needed at left.	
Total Poin	ts Above	=	Averag	e No. of Active Club Members: _	
	/ Average No. Club Members right)	=		<b>Special Note</b> (revised A You may count the hour Associate Members, ho	rs worked by
		=	Total Points Per Member	then must also count th	

District (	Governor



		D	de de Demontino	Desired Court 4 C	<b>A</b>	24.00
		Ruritan C		Period; Sept. 1, 2		31, 20
					milee.	
No. of Active Club Members:		i			alub filas	
Sena co	ру то ц	District Gover	rnor and kee	p one copy for	Active	
	1	PROJECT			Members Hours	Dollars Spent
1		······································				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						<del> : - : - : - : - : - : - : - : - : -</del>
13						
14		<del> </del>	<del> </del>	<del></del>		<del></del>
I certify this to be a true	e and ac	curate report. A	At least two (2)	Club Officers mus	st sign below.	
Club Off	icer's Nam	ne and Title		Date	· · · · · · · · · · · · · · · · · · ·	
Club Off	ioor'o Nom	ne and Title		Date	<del> </del>	
Club Oli	icei s ivaii	ne and mie		Date		
This Section To Be Comple	ted by t	the District Ca	binet Ca	Iculate Average No.	of Active Club	Members
No. of projects	x 2	=		dd the membership nu Igust listed at the top		
No. of hours	x 5	=	nu	imber by 2 to get the <i>i</i> embers needed at left.	Average No. of A	
No. of dollars	x 2.5	=		rerage No. of Active Clui		
Total Points Abov		=				
Divided by Averag of Active Club Me		=			<b>e</b> (revised Augunt the hours w	
(from box at right)		=	Total Points Per Member	Associate M then must al	embers, howevers count them	ver, you in the num-

District	Governor



		Ruritan Clu	ub: Reporting	Period; Sept. 1, 2	0 ;Aug.	31, 20
				Comi	mittee:	
No. of Active Club Members:	Sept		Aug			
Send c	opy to D	istrict Govern	nor and kee	p one copy for	club files	
	ı	PROJECT			Active Members	Dollars
1					Hours	Spent
2						
3						
4						
5						
6						
7						
8						
9						
10					<del></del>	
11					<del></del>	
12						
13						
14						
I certify this to be a tru		curate report. A	t least two (2)	Club Officers mus	st sign below.	
Club O	fficer's Nam	ne and Title		Date		
Γhis Section To Be Compl	eted by t	he District Cab	oinet Ca	Ilculate Average No	of Active Club	Mombors
No. of projects	_ x 2	=	Ac	dd the membership n	umbers for Septe	ember and
No. of hours	_ x 5	=	nu	ugust listed at the to umber by 2 to get the	Average No. of <i>A</i>	
No. of dollars	_ x 2.5	=		embers needed at left verage No. of Active Clu		
Total Points Abo Divided by Avera of Active Club M (from box at right)	ge No.	=	^ <u>^`</u>	Special No. You may co	te (revised Aug unt the hours w	orked by
, J,		=	Total Points Per Member		lembers, howe Iso count them	-

District	Governor



		Ruritan Cli	ub: Reporting Pe	eriod; Sept. 1, 20 ;	Aug. 31, 20
				Committee:	
No. of Active Club Members	s: Sept	·	Aug		
Send	copy to D	istrict Gover	nor and keep	one copy for club fil	es
	ı	PROJECT		Active Membe	
1				Hours	Spent
2					
3					
4					
5					
6					
7					
8					<del></del>
9					
10					
11					
12				· · · · · · · · · · · · · · · · · · ·	
13					
14					
·	Officer's Nam	·	t least two (2) C	lub Officers must sign b  Date	elow. —
Club	Officer's Nam	e and Title		Date	_
This Section To Be Com	pleted by t	he District Cab	oinet Calcu	ulate Average No. of Activ	a Club Mambars
No. of projects	x 2	=	Add	the membership numbers fo	r September and
No. of hours	x 5	=	numl	ust listed at the top of this per by 2 to get the Average N	
No. of dollars	x 2.5	=		bers needed at left.  age No. of Active Club Members	<b>:</b>
Total Points Ab Divided by Ave of Active Club (from box at right)	rage No. Members	=	Total Points	Special Note (revise You may count the h Associate Members, then must also count	d August 2005): ours worked by however, you

District Governor					

# **RURITAN NATIONAL**



Form R-4 Community Service **Committee Report** 

				Committee:	
No. of Active Club Mem			Aug		
	•			— ne copy for club files	<b>;</b>
		PROJECT	•	Active Members Hours	Dollars Spent
1					
2				····	<u> </u>
3					
1					
5					
3					
7					
3					<del></del>
					<del></del>
) 0					<del> </del>
0					
1					
					<del></del>
3					
				·····	
I certify this to be	e a true and ac	curate report. A	At least two (2) Clu	b Officers must sign belo	DW.
	Club Officer's Nan	ne and Title		Date	
	Club Officer's Nan	ne and Title		Date	
his Section To Be C	completed by t	the District Ca	binet Colour	ete Averene No. of Active C	lub Mambara
	. x2	=	Add th	ate Average No. of Active Communication of Active Comm	eptember and
lo. of hours	x 5	=	numbe	t listed at the top of this form or by 2 to get the Average No.	
lo. of dollars	x 2.5	=		ers needed at left.	
Total Poin	ts Above	=	Averag	e No. of Active Club Members: _	
	/ Average No. Club Members right)	=		<b>Special Note</b> (revised A You may count the hour Associate Members, ho	s worked by
		=	Total Points Per Member	then must also count th	

## **October Monthly Club Meeting Minutes**

# 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 Thee) and another song of ch	pice.	to lead the Club in "America" (My Country 'Tis of
(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 secret		
(d) Read the minutes of the	last meeting - club sed	cretary.
Are there corrections or a	amendments to minute	s? If not, the minutes stand approved as read.
(5) Call on the Vice President	for a report from the Cl	ub's Objectives Committee:
(a) Community Engagement		
(b) Citizenship and Patriotisn	n:	
(c) Environment:		
(e) Social Development:		
(6) Call on the chairs of Stand	ing Committees:	
(f) Growth & Development/M	embership:	
(g) Program & Entertainment	t:	
(h) Finance:		
(i) Public Relations:		
(7) Reports from any special c	ommittees:	
(8) Club Secretary reads the re	ecommendations from	the last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	l.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thankexcellent program for our meeting.	of the _	Committee for arr	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

#### **New Club Officers Information**

					Year		
Club Name:						Computer Nur	mber:
	nis fo dera	rm is included Il tax exemptio	n for	Ruritan clu	bs. It is importai		zed by the Internal Revenue ort from you <u>IMMEDIATELY</u> .
Employer Identification	on N	umber (EIN): _				Website (if applicable):	
Regular Meeting:	]	] First ] Second		] Third ] Fourth	(day of the	week your club meets)	of each month
						he street address for club	building or meeting place,
Regular Club N	leeti	ng Time and	Day	::			
District Name and Nu	mbe	r:				Zone Num	ber:
Club President:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code _	
Vice President:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code _	
Club Secretary:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code_	
Treasurer:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code _	
Past President:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code _	
Director 3rd Year:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code _	
Director 2nd Year:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code _	
Director 1st Year:						Phone (	)
Mailing Address						E-mail address	
City					_ State	ZIP Code _	

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

November	Club	Board	of Dir	ectors'	Meeting	Minutes
-						
			Date			

<b>November Monthly Cl</b>	ub Meeting Minutes
----------------------------	--------------------

# November Ruritan Meeting Procedure \*\* Before Meeting, Check with the Fellowship Committee\*\*

<b>(1)</b> The	_ meeting of the	Ruritan Club is called to order
( <b>2)</b> Ask Song Leader Thee) and another song of choice	).	_ to lead the Club in "America" (My Country 'Tis of
(3) Invocation by		, Club Chaplain, or visiting clergy.
(4) Meal: during the meal		
(a) Welcome new members an	d guests:	
(b) Make announcements:		
(c) Call the roll - club secretary.		
(d) Read the minutes of the las	t meeting - club secr	etary
Are there corrections or ame	endments to minutes	? If not, the minutes stand approved as read.
(5) Call on the Vice President for a	a report from the Clu	b'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/Memb	bership:	
(g) Program & Entertainment:		
(h) Finance:		<del>-</del>
(i) Public Relations:		
(7) Reports from any special com	mittees:	
(8) Club Secretary reads the reco	mmendations from th	ne last Club Board of Directors Meeting:

(9) Treasurer's Report:		
Are there any questions about the report?	 If not, the report stands approved as read.	
(10) Unfinished Business:	 	
(11) New Business:		
	 <del>-</del>	
(12) Program Chair	 will introduce our speaker/program.	
		nging this
excellent program for our meeting.	 Committee for arrar	
(13) Pledge Allegiance to the Flag.		
Meeting is Adjourned:	(time\//date\	

December	Club Board of Directors'	Meetir	ng Minutes
	Date		

<b>December Mor</b>	thly Club	Meeting	<b>Minutes</b>
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# December Ruritan Meeting Procedure \*\* Before Meeting, Check with the Fellowship Committee\*\*

<b>(1)</b> The	meeting of the	Ruritan Club is called to order.
(2) Ask Song Leader Thee) and another song of choic	e.	_ to lead the Club in "America" (My Country 'Tis of
(3) Invocation by		, Club Chaplain, or visiting clergy.
(4) Meal: during the meal		
(a) Welcome new members a	nd guests:	· · · · · · · · · · · · · · · · · · ·
(b) Make announcements:		
(c) Call the roll - club secretary	y.	
(d) Read the minutes of the la	st meeting - club sec	retary
Are there corrections or am	endments to minutes	? If not, the minutes stand approved as read.
(5) Call on the Vice President for	a report from the Clu	ub'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/Men	nbership:	
(g) Program & Entertainment: _		
(h) Finance:		
(i) Public Relations:		
(7) Reports from any special con	nmittees:	
(8) Club Secretary reads the reco	ommendations from t	he last Club Board of Directors Meeting:

(9) Treasurer's Report:			
Are there any questions about the report?		If not, the report stands approved as read	d.
(10) Unfinished Business:			
(11) New Business:			
(12) Program Chair		_ will introduce our speaker/program.	
(a) Thank speaker/program participants:			
(b) Thank	of the _	Committee for an	anging this
(13) Pledge Allegiance to the Flag.			
Meeting is Adjourned:		(time)/(date)	

## Club Quarterly Report – 4th 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 c	lub doing to focus on growth	?			
In what areas (	do you feel your club is strugg	gling at this time?			
Please list your activities for th	r club's fundraising activities, nis quarter.	donations, comm	unity service	projects, and	upcoming
How many vol	unteer hours and total amou	nt of donations ha	s your club p	provided for thi	s quarter?
Has there beer	n contact between your Club	and your Zone, yo	ur District ar	nd/or your Nati	onal
Representative	2 Please note the intended r	ath for communic	ation as pro	apen no habiy	5 of the Club

	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*		
October								
November								
December								
	*Divide Full Members Attending Meeting by Total Full Members to get Percentage of Full Member Attendance							

Officers Handbook: Clubs – Zone Governors – District Cabinet – National Representative.

# 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	
Total number of members						Total Dues amount for 4 <sup>th</sup> qtr	

<sup>\*</sup>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 Ruritansponsored 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

n 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**

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