

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.
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

<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

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.**

Form 990		Return of Organization Exempt From Income Tax		OMB No. 1545-0047
Department of the Treasury Internal Revenue Service		Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)		2020 Open to Public Inspection
		Do not enter social security numbers on this form as it may be made public. Go to www.irs.gov/Form990 for instructions and the latest information.		
A For the 2020 calendar year, or tax year beginning , 2020, and ending , 20				
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending		C Name of organization Ruritan National Corporation Doing business as XYZ Ruritan Club Number and street (or P.O. box if mail is not delivered to street address) Room/suite City or town, state or province, country, and ZIP or foreign postal code		D Employer identification number Your club's EIN E Telephone number
		F Name and address of principal officer:		G Gross receipts \$
I Tax-exempt status: <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions		H(c) Group exemption number 1615
J Website: ▶		K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: M State of legal domicile:
Part I Summary				

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

[illegible]

Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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27														

Change CODES:	AR - Associate Member becoming an Active Member	RA - Active Member moving to Associate	T - Transfer from Another Club
AL - At Large Member	D - Active Member Dropped	RH - Active Member moving to Honorary	YA - Youth to Active Member
AM - New Associate Member	E - Active Member Deceased	RS - Ruritan Student Program or Youth in Regular Club	
AMR - Associate Member renewing			

Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
28														
29														
30														
31														
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Change CODES:			AR - Associate Member becoming an Active Member	F - Former Member Reinstated	RA - Active Member moving to Associate	T - Transfer from Another Club
AL - At Large Member			H - Honorary Member	RH - Active Member moving to Honorary	YA - Youth to Active Member	
AM - New Associate Member			L - Leave of Absence	RS - Ruritan Student Program or Youth in Regular Club		
AMR - Associate Member renewing			N - New Active Member			

Monthly Attendance Record

No.	Date Joined	Preferred Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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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
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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														
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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														
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Change CODES:	AR - Associate Member becoming an Active Member	F - Former Member Reinstated	RA - Active Member moving to Associate	T - Transfer from Another Club
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AMR - Associate Member renewing		N - New Active Member		

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 State	Club #	District Name	District #	Zone #
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Code	Change	Code	Change	Code	Change
AAL	At Large Member	F	Full Member	NE	New Email
A	Associate Member	FR	Former Member Reactivated	NP	New Phone Number
BA	Business Associate Member	H	Honorary Member	RY	Youth Member in Ruritan Club
D	Dropped Member	L	Leave Of Absence Member	T	Transfer to Another Club
E	Deceased Member	NA	New Address	YA	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
State

Club #

District Name

District #

Zone #

Code	Change	Code	Change	Code	Change
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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

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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

Ruritan Membership					
	Active		Honorary	Associate	Affiliate
	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)
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 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

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 _____ 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: _____

(11) New Business: _____

(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

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 _____ 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

(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: _____

(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)**

March Club Board of Directors’ Meeting Minutes

Date

March Monthly Club Meeting Minutes

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

(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: _____

(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)**

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 10th 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 st 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

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.

1st Quarter Dues Calculation

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

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

April Club Board of Directors’ Meeting Minutes

Date

April Monthly Club Meeting Minutes

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

(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: _____

(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)**

May Club Board of Directors’ Meeting Minutes

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

(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: _____

(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)**

June Club Board of Directors’ Meeting Minutes

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

(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: _____

(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)**

Club Quarterly Report – 2nd 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 10th 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 nd 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.

2nd 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	
Total number of members						Total Dues amount for 2nd qtr	

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

July Club Board of Directors’ Meeting Minutes

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

(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: _____

(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)**

August Club Board of Directors’ Meeting Minutes

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 _____ 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

(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: _____

(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)**

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

**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 postmarked 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
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 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 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 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
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, 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 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 postmarked 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.

Revised 8/2024

September Club Board of Directors’ Meeting Minutes

Date

September Monthly Club Meeting Minutes

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

(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: _____

(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)**

Club Quarterly Report – 3rd 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 10th 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 rd 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

3rd 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.

3rd 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	
Total number of members						Total Dues amount for 3rd qtr	

*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: September 1, 20____ to August 31, 20____

Committee or Member Name: _____

[illegible]

Totals: _____

District Governor

RURITAN NATIONAL

Form R-4 Community Service Committee Report



Middletown Ruritan Club: Reporting Period; Sept. 1, 20 09 ; Aug. 31, 20 10

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

Club Officer's Name and Title

9/25/10

Date

Jean Ford, Treasurer

Club Officer's Name and Title

9/25/10

Date

This Section To Be Completed by the District Cabinet

No. of projects 8 x 2 = 16
 No. of hours 44 x 5 = 220
 No. of dollars 5465 x 2.5 = 13663.50

Total Points Above

Divided by Average No.

of Active Club Members

(from box at right)

= 13898.50

= 35

= 397.10

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: 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. <div></div>	<div></div>	<div></div>
2. <div></div>	<div></div>	<div></div>
3. <div></div>	<div></div>	<div></div>
4. <div></div>	<div></div>	<div></div>
5. <div></div>	<div></div>	<div></div>
6. <div></div>	<div></div>	<div></div>
7. <div></div>	<div></div>	<div></div>
8. <div></div>	<div></div>	<div></div>
9. <div></div>	<div></div>	<div></div>
10. <div></div>	<div></div>	<div></div>
11. <div></div>	<div></div>	<div></div>
12. <div></div>	<div></div>	<div></div>
13. <div></div>	<div></div>	<div></div>
14. <div></div>	<div></div>	<div></div>

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. <div></div>	<div></div>	<div></div>
2. <div></div>	<div></div>	<div></div>
3. <div></div>	<div></div>	<div></div>
4. <div></div>	<div></div>	<div></div>
5. <div></div>	<div></div>	<div></div>
6. <div></div>	<div></div>	<div></div>
7. <div></div>	<div></div>	<div></div>
8. <div></div>	<div></div>	<div></div>
9. <div></div>	<div></div>	<div></div>
10. <div></div>	<div></div>	<div></div>
11. <div></div>	<div></div>	<div></div>
12. <div></div>	<div></div>	<div></div>
13. <div></div>	<div></div>	<div></div>
14. <div></div>	<div></div>	<div></div>

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

Date

October Monthly Club Meeting Minutes

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

(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: _____

(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)**

New Club Officers Information

Club Name: _____ Year _____ Computer Number: _____

Notice to Club Secretary:

The information on this form is included as part of the official roster of clubs and officers recognized by the Internal Revenue Service in granting federal tax exemption for Ruritan clubs. It is important that we receive this report from you **IMMEDIATELY**. If possible, please **mail this form postmarked by November 10.**

Employer Identification Number (EIN): _____ Website (if applicable): _____

Regular Meeting: ☐ First ☐ Third _____ of each month
 ☐ Second ☐ Fourth (day of the week your club meets)

Physical Location of Club (for mapping purposes please provide the street address for club building or meeting place, including city, state, and zip code): _____

Regular Club Meeting Time and Day : _____

District Name and Number: _____ **Zone Number:** _____

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 Directors’ Meeting Minutes

Date

November Monthly Club Meeting Minutes

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

(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: _____

(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)**

December Club Board of Directors’ Meeting Minutes

Date

December Monthly Club Meeting Minutes

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

(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: _____

(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)**

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 10th 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 th 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						

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.

4th 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	NA		NA	NA	NA	<hr/> x \$13	
Ruritan Forever						<hr/> x \$0	
Total number of members						Total Dues amount for 4th qtr	

*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/>

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| 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. |

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