

Manuals and Documents:

MANAGEMENT & LEADERSHIP:

[Club Organization: Board of Directors](#)

[Club Reporting Schedule](#)

[Club Presidents Manual \(Elect & V.P. also\)](#)

[Club Secretary Manual](#)

[Form115 Membership Information Form](#)

[Form116 Quarterly Activities Report](#)

[Form 117 Quarterly Dues Report](#)

[Form130 Club Officer Reporting Form](#)

[Club Treasurer Manual](#)

[Sample Budget Worksheet](#)

[Annual Activities Report](#)

[Quarterly Dues Report](#)

[Insurance Manual.pdf](#)

[Special Event Scenarios](#)

Committee info:

[Committee Functions](#)

The Big 3 Committees: [Program, Sponsorship, & Membership](#)

[Other Club Committees](#)

Governing Documents:

[Sertoma Bylaws](#)

[Sertoma Policy Statements](#)

[Sertoma Procedures](#)

Organizational Standards

[Sertoma Brand Standards manual](#)

[Code of Ethics](#)

Training:

Awards:

Arapahoe Club Bylaws

Audit Verification Sheet (fill in the blank)

Sertoma International Club Manual.pdf **This is the MAIN Manual.**

Club Evaluation Worksheet

Club Officers Online Guide

Financial Spreadsheets

Forms Schedule & Guidelines

Mission Statement & Code of Ethics.doc

New Member Induction Examples

New Member Orientations Examples

Project Plan Outline

Recruitment Manual

Robert's Rules

Running a Board Meeting - Parliamentary Procedures

Sample Agenda

Sample Agendas

Sample Article of Incorporation

Sample Minutes

Sertoma Purpose

Sertoma Recruitment Manual

Sertoma Retention Manual

Sertoma Volunteer Manual