

# Form 116 Rev. 03/09 - Quarterly Activity Report Instructions

This document details the correct procedures for completing the Form 116 Rev. 03/09. Each section on the form is discussed in detail below and explains what is expected within it. The final page of these instructions contains an FAQ section that addresses some of the most common questions and mistakes.

## Example Form:

**SERTOMA** Quarterly Activities Report

Club #: 99999 Club Name: Never Never Land Club  
District: Second Star District Region: Far Far Away Region  
Signature of Individual completing form: \_\_\_\_\_ Date: 03/31/09  
Deadline: Due postmarked no later than the 10th of the month following the end of the quarter.

QUARTER BEING REPORTED:  
1st Qtr  2nd Qtr  3rd Qtr  4th Qtr   
Note: If your club needs more room, make copies of this form or attach a separate sheet.

Freedom & Democracy/National Heritage   
Other   
Service to Mankind   
Speech & Hearing   
Youth

Gross Dollars Raised 50000  
Net Dollars Raised 15000  
Total Dollars Donated 13000  
Total Hours Volunteered 1450  
Reporting Period mm/dd/yyyy 03/31/2009  
(Please enter the last day of the quarter you are reporting)

Please refer to the Sertoma Web site, "Login", "Member Services", "National Volunteers and Club Officers Directory" for addresses of your District Governor and Director. For 1st, 2nd and 3rd quarter, remit to current officer. For 4th quarter, remit to incoming officer. It is not necessary to wait for your invoice from Sertoma Headquarters to submit this form. Do not send Region or District dues to Sertoma Headquarters.

Distribution  
Sertoma Headquarters, Director with Region dues and Form 117: Quarterly Dues Statement;  
District Governor with District dues and Form 117: Quarterly Dues Statement; one copy retained by club.

Form 116 Rev. 03/09 Sertoma - 1912 E. Meyer Blvd. - Kansas City, MO 64132-1174  
Fax (816) 333-4320 - Phone (816) 333-8300 - E-mail info@sertoma@sertomahq.org

(In this section, fill in the club's ID Number, Name, District, Region, and the date you are completing the form.)

(In this section, mark which quarter's activity is being reported on this form. Remember that July 1<sup>st</sup> is the beginning of the new fiscal year.)

(In this section, please mark the club's primary sponsorship focus for the quarter. We realize that the club may participate in more than one type of sponsorship but only need you to mark the one receiving the most support.)

**The majority of the information that needs to be reported is contained in the portion of the form shown below. This section takes a detailed look at each line and explains exactly what information is required and how to calculate it. Remember to only include information for the quarter being reported on.**

**Example Section:**

Gross Dollars Raised	50000
Net Dollars Raised	15000
Total Dollars Donated	13000
Total Hours Volunteered	1450
Reporting Period	mm/dd/yyyy 03/31/2009
(Please enter the last day of the quarter you are reporting)	

**Gross Dollars Raised:** This line is asking for the total amount of money brought in by your fundraising efforts this quarter. This amount should not have any deductions in it for the costs of the fundraising activity.

*Example: This quarter the club sells 500 bobble for \$100.00 a piece and collects \$50,000.00 for their bobble sales. This \$50,000 is the Gross Dollars Raised for this quarter.*

**Net Dollars Raised:** This line is asking for the amount of money remaining after you subtract the fundraising activity costs from the Gross Dollars Raised.

*Example: The club purchased the 500 bobble for \$70.00 a piece for a total purchase cost of \$35,000.00. We can subtract the \$35,000 purchase cost from the \$50,000 Gross Dollars Raised and find that the Net Dollars Raised is \$15,000.*

**Total Dollars Donated:** This line is asking for the total amount of money given out to sponsorships this quarter.

*Example: This quarter the club gave \$12,500 to a local hearing health foundation and also gave \$500 toward a new city park. The Total Dollars Donated is \$12,500 + \$500 for a total of \$13,000*

**Total Hours Volunteered:** This line is asking for the total amount of hours volunteered by club members this quarter for Sertoma only. This includes both time spent on fundraising efforts and sponsorship efforts.

*Example: The club spent 1000 hours selling bobble, 150 hours volunteering at the hearing health foundation, and 300 hours helping to build the new city park. The Total Hours Volunteered for this quarter is 1450 (1000+150+300=1450).*

**Reporting Period:** This line is asking for the last day of the quarter you are reporting on (i.e. 1<sup>st</sup> qtr = 09/30/2008, 2<sup>nd</sup> qtr = 12/31/2008, 3<sup>rd</sup> qtr = 03/31/2009, 4<sup>th</sup> qtr = 06/30/2009).

**Below is a side by side comparison of the new Form 116 Rev. 03/09 and the older version Form 116 Rev. 03/08 that was in use previously. This is to assist those who have experience with the old form to make the transition to the new more user friendly form.**

***Please note: All previous versions of the Form 116 are no longer in use and should not be submitted to fulfill your quarterly reporting responsibilities.***

**NEW FORM**

**OLD FORM**

**SERTOMA** **Quarterly Activities Report**

Club #: 99999 Club Name: Never Never Land Club  
 District: Second Star District Region: Far Far Away Region  
 Signature of individual completing form: \_\_\_\_\_ Date: 03/31/09  
 Deadline: Due postmarked no later than the 10th of the month following the end of the quarter.

---

QUARTER BEING REPORTED: 1st Qtr  2nd Qtr  3rd Qtr  4th Qtr   
 Note: If your club needs more room, make copies of this form or attach a separate sheet.

Freedom & Democracy/National Heritage   
 Other   
 Service to Mankind   
 Speech & Hearing   
 Youth

Gross Dollars Raised 50000  
 Net Dollars Raised 15000  
 Total Dollars Donated 13000  
 Total Hours Volunteered 1450

Reporting Period mm/dd/yyyy 03/31/2009  
 (Please enter the last day of the quarter you are reporting)

Please refer to the Sertoma Web site, "Login", "Member Services", "National Volunteers and Club Officers Directory" for addresses of your District Governor and Director. For 1st, 2nd and 3rd quarter, remit to **current** officer. For 4th quarter, remit to **incoming** officer. It is not necessary to wait for your invoice from Sertoma Headquarters to submit this form. Do not send Region or District dues to Sertoma Headquarters.

**Distribution**  
 Sertoma Headquarters, Director with Region dues and Form 117: Quarterly Dues Statement;  
 District Governor with District dues and Form 117: Quarterly Dues Statement; one copy retained by club.

Form 116 Rev. 03/09 Sertoma - 1912 E. Meyer Blvd. - Kansas City, MO 64132-1174  
 Fax (816) 333-4320 - Phone (816) 333-8300 - E-mail info@sertoma@sertomahq.org

**SERTOMA** **Quarterly Activities Report**

Club #: \_\_\_\_\_ Club Name: \_\_\_\_\_  
 District: \_\_\_\_\_ Region: \_\_\_\_\_  
 City/State/Province: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of individual completing form: \_\_\_\_\_ Date: \_\_\_\_\_  
 Deadline: Due postmarked no later than the 10th of the month following the end of the quarter.

---

QUARTER BEING REPORTED: 1st Qtr  2nd Qtr  3rd Qtr  4th Qtr   
 Note: If your club needs more room, make copies of this form or attach a separate sheet.

**Fundraiser Activity**

Type of Fundraiser	Number of Members Volunteering	Total Hours Expended	Gross Dollars Raised	Total cost of Fundraising Activity	Funds Available for Sponsorship
Bobble sales	15	1000	50000	35000	15000
Reporting Period: 01/01/09-03/31/09	15	Total: 1000	Total: 50000	Total: 35000	Total: 15000
Fiscal Year-To-Date: 07/01/08-03/31/09	25	Total: 3200	Total: 135000	Total: 92000	Total: 43000

**Sponsorship Activity**

Name of Sponsorship	Check type of Sponsorship					Dollars Donated	Volunteer Hours
	Freedom & Democracy	Speech & Hearing	Service To Mankind	Youth	Other		
Local Hearing Health Foundation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12500	150
City Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500	300
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reporting Period: 01/01/09-03/31/09						Total: 13000	Total: 450
Fiscal Year-To-Date: 07/01/08-03/31/09						Total: 37000	Total: 1500

Please refer to the Sertoma Web site, "Login", "Member Services", "National Volunteers and Club Officers Directory" for addresses of your District Governor and Director. For 1st, 2nd and 3rd quarter, remit to **current** officer. For 4th quarter, remit to **incoming** officer. It is not necessary to wait for your invoice from Sertoma Headquarters to submit this form. Do not send Region or District dues to Sertoma Headquarters.

**Distribution**  
 Sertoma Headquarters, Director with Region dues and Form 117: Quarterly Dues Statement;  
 District Governor with District dues and Form 117: Quarterly Dues Statement; one copy retained by club.

Form 116 Rev. 03/08 Sertoma - 1912 E. Meyer Blvd. - Kansas City, MO 64132-1174  
 Fax (816) 333-4320 - Phone (816) 333-8300 - E-mail info@sertoma@sertomahq.org

# **Frequently Asked Questions**

## **1. Can I complete this form online?**

Yes, if you are an officer in your club, you can complete the Form 116 Quarterly Activity Report online. You can find it on the member services page and the club member update page.

## **2. If I submit the form online, do I still need to mail in a copy to the national headquarters?**

No, if you fill out the online Quarterly Activity Report, you do not need to send a copy to the national headquarters. However, you do still need to send a copy of the report to your district and region officers.

## **3. What do I do if there is a mistake on a form I submitted online? Should I just do it over again?**

No, if you do make a mistake, as we are all likely to do at some point, please call headquarters and let us know what the mistake was so that it can be fixed in the database from our end. If you submit another copy of the form online it will cause duplication errors in your clubs record.

## **4. If my club is active in more than one type of sponsorship in the same quarter, should I submit a separate form for each sponsorship area?**

No, please do not submit more than one Quarterly Activity Report per quarter. We understand and appreciate the variety of activities that your club participates in but for our reporting purposes it is only necessary for you to mark the type of sponsorship that was your primary focus for that quarter. We use this information for IRS reporting purposes and do not need a complete itemized summary of all your clubs activity, a general overview will suffice.

## **5. When are the due dates for the Form 116 Quarterly Activity Report?**

Your Quarterly Activity Reports should be postmarked no later than the 10<sup>th</sup> of the month following the end of the quarter. For are current fiscal year set-up these dates are October 10<sup>th</sup>, January 10<sup>th</sup>, April 10<sup>th</sup>, and July 10<sup>th</sup>.

## **6. What Happens if my club does not submit it's Form 116 Quarterly Activity Report?**

Any club that fails to file a required report to Sertoma or the IRS within 60 days of its due date shall be considered Not in Good Standing. Furthermore, any club that is Not in Good Standing for two (2) or more quarters delinquent in required reports to Sertoma or the IRS shall be considered in Breach of Charter.

## **7. Why did we change the format of the form?**

The form was changed to simplify the reporting demands that were being put on our clubs. We realized that the old form was rather ponderous and complicated and was causing many errors in the information being reported by the clubs and was rather cumbersome for staff to work with. Furthermore, the new simpler form allowed us to listen to the requests of our members and arrange for online reporting of a club's quarterly activity.