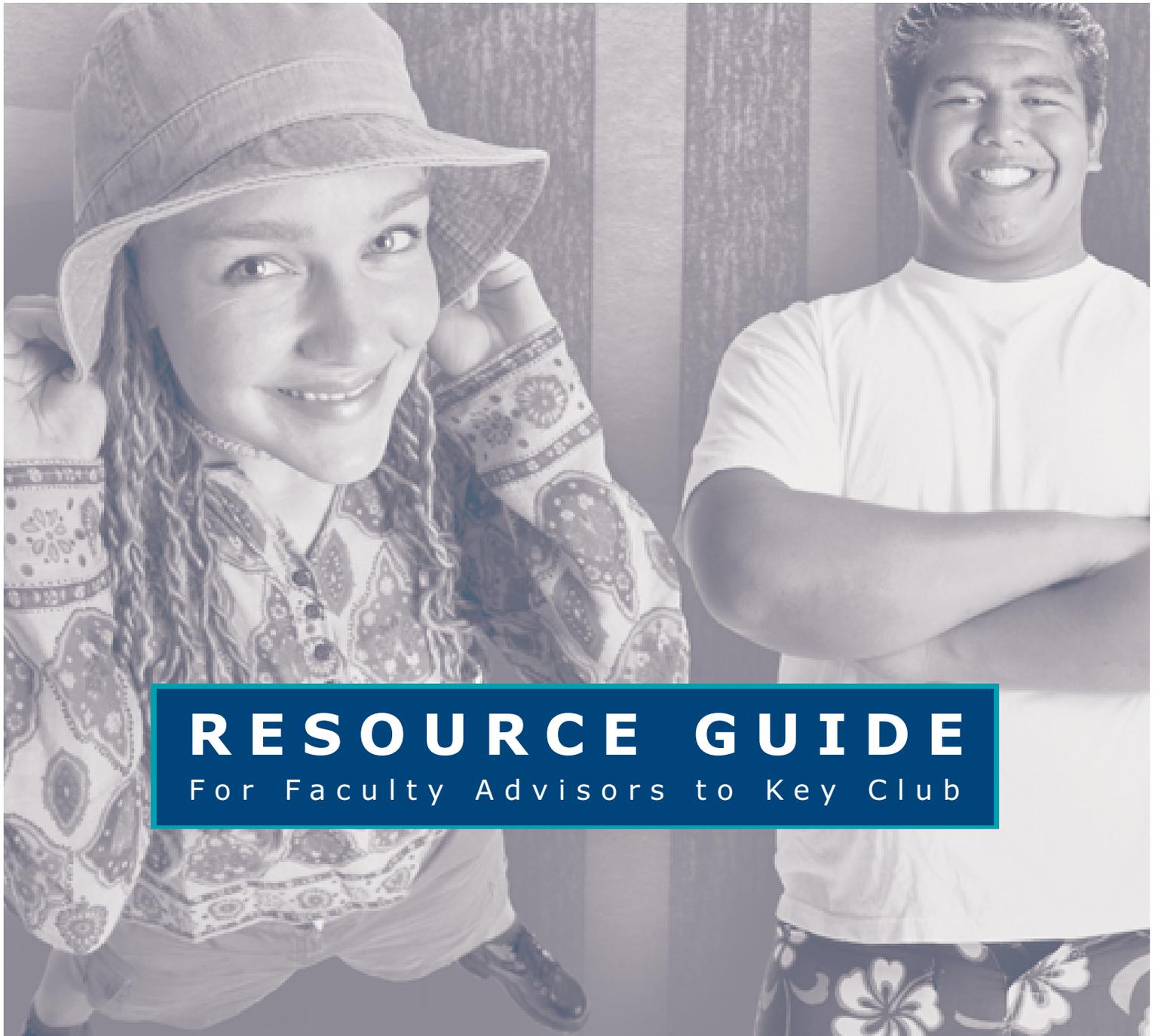


Key Club

International



RESOURCE GUIDE

For Faculty Advisors to Key Club

CARING • OUR WAY OF LIFE

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KIWANIS INTERNATIONAL FAMILY

Kiwanis International

Kiwanis is a worldwide service organization of individuals who want to improve their communities. As a group, they can achieve what they cannot do alone.

These men and women attend Kiwanis club meetings for fellowship and inspirations. They perform voluntary community service through committees—usually after hours.

Kiwanis is not a social club, nor a secret or political society. It does not prescribe a way of life for others. It often, however, acts as a forum for diverse ideas.

It performs service beyond the capability of an individual: assistance to the aging, the needy, and to youth; improvement of communities; and encouragement of international understanding.

Individuals of good standing in the community invited by the Kiwanis club itself are eligible for membership. The cost is low, considering the tremendous satisfaction Kiwanis membership provides.

Kiwanis was founded in Detroit, Michigan, January 21, 1915. It extended into Canada in 1916. Not until 1962 did it serve outside these two nations.

Today, Kiwanis numbers more than 250,000 members in more than 8,600 clubs. Though Kiwanis serves in countries around the world, the basic principles are the same.

Kiwanis sponsors five programs: K-Kids in elementary schools, Builders Club in junior high schools, Key Club in high schools, Circle K in colleges and universities, and Aktion Club for adults living with disabilities.

K-Kids

K-Kids, a local Kiwanis-sponsored community-service program for elementary school students, has experienced strong growth since its inception in 1990. Begun in Florida, the program soon spread to other districts. K-Kids became a sponsored program of Kiwanis International on October 1, 1998. K-Kids members annually pay a US\$3.50 membership fee to Kiwanis International.

K-Kids clubs operate under school regulations and draw members from the elementary school student body. A local Kiwanis club, working in concert with parents, teachers, and school administrators, sponsors K-Kids. It provides children, ages 8 to 12, their first experience in service learning, community service, leadership development, and partnering with organizations committed to the welfare of the community.

One or more faculty and Kiwanis advisors, parents, and a K-Kids committee from each sponsoring organization support each club. K-Kids may be sponsored by a Kiwanis club and a Circle K club or by a Kiwanis club and a Key Club.

K-Kids is structured only on the club level but is supported by the Kiwanis International Office in Indianapolis, Indiana. The International Office provides programs, literature, and opportunities to relate to elementary schoolchildren from countries all around the world.

New-club-building kits are available through the Kiwanis International Office.

Builders Club

A Builders Club is a coeducational service organization, sponsored by a Kiwanis club, which provides young people between the ages of 12 and 15 the opportunity to help others, serve their school and community, and build a positive future for them. It is ideally suited for students in grades six through nine, depending on the structure of the school. It has four objectives:

- To provide opportunities for working together in service to school and the community.
- To develop leadership potential.
- To foster the development of strong moral character.
- To encourage loyalty to school, community, and nation.

The Kiwanis club role is to initiate organization of a Builders Club in accordance with guidelines provided by Kiwanis International, obtain the approval of school officials for its establishments as a school organization, recruit initial members, schedule the organizational meetings, file the Petition for Charter, plan for the charter presentation events, and, after the club is fully operating, to provide continuous coordination, counsel, and assistance. Additional information, including a Petition for Charter, and the Standard Form for Builders Club Bylaws, is included in the Builders Club Building Kit, free upon request from the International Office.

Builders Club is a local organization only; there is no division, district, or International structure. A Builders Club member pays an annual US\$3.50 membership fee to Kiwanis International. A Builders Club may charge club dues, but it is recommended that dues not exceed US\$3.50 annually per member. The sponsoring club will incur certain expenses in connection with supplies items it chooses to provide for the Builders Club. A Builders Club can be co-sponsored by a Kiwanis club and a Key Club or a Kiwanis club and a Circle K club.

IMPORTANT NUMBERS TO KNOW

Call 1-800-KIWANIS (US and Canada) or 317-875-8755

For information regarding:
Key Club International
Extension 390
keyclub@kiwanis.org
www.keyclub.org

KEYNOTER magazine
Extension 171
keynoter@kiwanis.org

Youth Opportunities
Fund/G. Harold Martin
Fellowship
Extension 244
youthfunds@kiwanis.org

New Club Charters
Extension 125
spgclub@kiwanis.org

Dues Payment
Extension 153
spgdues@kiwanis.org

Builders Club/K-Kids/
Aktion Clubs
Extension 390
builders@kiwanis.org
kkids@kiwanis.org
aktion@kiwanis.org
www.kkids.org
www.buildersclub.org
www.aktionclub.org

Circle K International
Extension 390
cki@kiwanis.org
www.circlek.org

Key Club Supplies
Member Services
Extension 390

A Builders Club elects its own officers, determines the schedule for its regular club meetings, establishes its own committees, adopts its own bylaws, and determines the annual per member dues. Its board of directors meets monthly. Projects are carried out under the supervision and cooperation of a faculty advisor, school administrator, and sponsoring Kiwanis club. The club may select its own projects, but it also seeks opportunities to work with the sponsoring Kiwanis club, Key Club, or Circle K club in joint service or fund-raising activities. To learn more about Builders Club, visit its Web site at www.buildersclub.org.

Circle K International (CKI)

Circle K is a service, leadership development, and friendship organization, organized and sponsored by a Kiwanis club on a college or university campus. It is a self-governing organization and elects its own officers, conducts its own meetings, determines its own service activities, and establishes its own dues structure. Its Objects include the Objects of Kiwanis International.

Once organized, a CKI club continues to be sponsored by a Kiwanis club. Though the ultimate responsibility for CKI is that of the Kiwanis board of directors, the sponsorship function is most often directly carried out by the Kiwanis club committee on Circle K, assisted by the faculty advisor (who may or many not be a Kiwanian) designated by the college or university administration.

Circle K members provide more than 500,000 hours of service each year. Clubs choose projects and fund-raisers to meet the individual needs of their schools and communities. CKI members work with projects such as Special Olympics, underserved children, and the illiterate, as well as encourage citizens to vote, visit hospital patients, and promote positive life-styles to peers. CKI focus its programming in relation to the service initiative "Focus on the Future: Children."

District and International conventions are conducted each year. At the International convention, International officers are elected, the Constitution and Bylaws are amended, and members participate in a service project. For more information on Circle K International, visit its Web site, www.circlek.org.

Aktion Club

The Aktion Club program was created by the Florida District of Kiwanis International in 1987 to address the needs of citizens with disabilities. An Aktion Club is a community-service group of adults with disabilities, and it is co-sponsored by a Kiwanis club or division and an agency that serves people who have disabilities. An Aktion Club program has four primary goals for its members:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the community.
- To prepare for useful citizenship.

More information concerning Aktion Club may be obtained from the International Office.

KEY CLUB: PAST AND PRESENT

Origin: May 1925, in Sacramento, California, charter members comprising the first Key Club met for the inaugural meeting. Prior to that meeting came a full year's activity and thought, through which the idea of the Key Club developed and finally reached fruition.

In California during the 1920s, high school fraternities were banned by law and went underground, to be heard of only when their excesses received glaring publicity. The idea of junior service clubs, similar to Kiwanis and other civic clubs, was proposed as an alternative to the fraternities.

Two men in the Sacramento Kiwanis club, who were high school administrators, approached their club with the idea of a junior service club in the high school, to be patterned after Kiwanis to have its own classifications based on career interest and to conduct luncheon meetings. Through this group in the high school, the Kiwanis club hoped to provide vocational guidance, first to boys who had decided upon their future occupation, and then to the entire school. The Kiwanis club president liked the plan and appointed a committee to look into the matter. The principal of the high school was most receptive and assisted in finding boys

interested in joining such a group. Next, the plan was presented to the board of education upon the principal's request, and following its approval, the first Key Club meeting was conducted early in May 1925.

The club staged weekly luncheons in the school, where Kiwanians came to speak to the group on various vocations. Key Club members attended Kiwanis meetings as guests of the club to enhance the value of Key Club membership by bringing high school students into constant contact with the business and professional men of the community. As the experience of the Key Club grew, a noticeable trend toward expanding the original purpose and activity was found possible, and the club was soon a complete service organization for the whole school. It also offered a social program to balance its service activities.

Early Development: Through contact with the Sacramento Key Club and Kiwanis club, other Kiwanis groups soon became interested in the activity and sponsored similar organizations in their own communities. One source of expansion during these early years came through high school principals and other educators. The school men responsible for the Sacramento Key Club talked of it with their colleagues and wrote of its activities in various articles. This resulted in many requests for information being sent to the Sacramento Kiwanis club concerning the Key Club. Such information was sent out, and principals in various parts of the United States were responsible for organizing similar groups in their own schools with the help of local Kiwanis clubs. Practically all Key Club expansion, which took place during the next 15 years, was accomplished this way. By that time, 50 clubs were functioning in California, Florida, Kentucky, Louisiana, New Jersey, Pennsylvania, and Washington.

In 1939, the first plan for combining individual Key Clubs into federated groups was developed in Florida. With Kiwanis counsel, a convention was arranged, a state association formed, and officers elected. The purpose of the state association was to promote an exchange of ideas concerning the Key Club activity and to expand the number of Key Clubs. Conventions were scheduled each succeeding year.

Florida also was instrumental in promoting the formation of an International Association of Key Clubs to perform for the entire United States what the Florida Association had done for Key Clubs in that state. In 1943, at the invitation of the Florida boys, Key Club members from clubs in Alabama, Louisiana, South Carolina, and Tennessee were in attendance at the annual convention of the State Association in Sanford, Florida. The representatives voted to form an International Association of Key Clubs and elected Malcolm Lewis of West Palm Beach, Florida, as the first President.

Three formative years followed, during which the outline was developed of the present Key Club International organization. Lewis served one year and was followed in office by Eddie Richardson of Ft. Lauderdale, Florida, and Roger Keller of New Orleans, Louisiana. Keller presided over the 3rd Annual Convention in New Orleans on April 27, 1946, at which time delegates from all parts of the country approved the Constitution and Bylaws, officially launching Key Club International. The Florida Association became the first Key Club district.

During these years of early growth and increasing organization, Kiwanis International had not been idle. Key Club was recognized early as a local club project, and no attempt was made to control its overall organization. In 1942, the Kiwanis International Board of Trustees recommended the movement to all clubs and directed the Boys and Girls Committee to undertake the sponsorship of these clubs as an activity for students of high school age. In 1944, a special Kiwanis International Committee on Sponsored Youth Organizations was formed to look after Key Club work. Finally, in 1946, a separate Key Club Department was created in the Kiwanis International Office to serve as a clearing-house for Key Club information, to keep the records and handle correspondence of the organization, to provide an effective liaison between Key Clubs and Kiwanis, and to conduct the annual International convention. Now the Key Club Department also handles a monthly publication KEYNOTER magazine, which was first issued in May 1946. The Kiwanis International Committee on Key Clubs was formed on January 1, 1949.

REFERENCE MATERIALS:

Pamphlets, videos, pins, certificates, and posters are all available by calling the Key Club International Office or using the club support materials order form. You also may order online at the Key Club Web site.

FIVE QUESTIONS ADVISORS SHOULD ANSWER “YES” TO:

- 1. Do you “suggest” rather than “direct”?
- 2. Do you attend all weekly meetings?
- 3. Can you name advisors from at least two other schools in your Key Club division?
- 4. Do you know the Key Club lieutenant governor assigned to your school?
- 5. Do you enjoy your position and do the students enjoy working with you?

Present Status: Key Club continues to grow rapidly, and thousands of students are receiving training in leadership and service. The Key Club district organization is patterned after the original Florida District and its parent Kiwanis districts.

These organizations conduct their own annual conventions for fellowship, to coordinate the efforts of individual clubs, to exchange ideas on Key Clubbing, and to recognize outstanding service of clubs or individuals with appropriate awards.

Key Club is truly an “International” organization. In 1946, the first club was built in Canada, and since that time many more have been added. Key Clubs also have been formed in the Caribbean, and future growth is promising. Every year, led by the International officers, 200 or more new Key Clubs are added to this fast-growing organization, but emphasis is on permanent, active clubs, rather than on mere numbers as such. With this criterion as a guide, Key Clubs can expect a steady, healthy growth for many years to come.

KEY CLUB OBJECTS AND PURPOSE

Throughout its history, Key Club International has based itself on certain beliefs and principles. Listed below are the Pledge, Motto, and Objects, which have helped to shape this organization.

KEY CLUB PLEDGE

I pledge on my honor to uphold the Objects of Key Club International; to build my home, school, and community; to serve my nation and God; and combat all forces which tend to undermine these institutions.

KEY CLUB MOTTO

The Key Club Motto is “Caring—Our Way of Life.” Throughout Key Club’s work in the home, school, and community, Key Club members have learned that their organization is built around the concept of caring. With this concept as the foundation of the organization, Key Club will continue to be an effective and contributing organization in our schools and communities.

OBJECTS OF KEY CLUB INTERNATIONAL

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
 - To give primacy to the human and spiritual rather than to the material values of life.
 - To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
 - To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.
 - To cooperate in creating and maintaining that sound public opinion and high idealism which will make possible the increase of righteousness, justice, patriotism, and goodwill.

THE CLUB BOARD OF DIRECTORS

The board is composed of the officers and directors and is directly responsible for the administration of the club. Since most clubs prefer to have as little business as possible brought before regular club meetings, most of the administrative and planning activity of the club is carried on by the board of directors and the committees. The directors (one from each class and often called the class representatives) bring new viewpoints to board meetings. They assist the president with his/her duties by taking on special assigned tasks from time to time.

The following focuses on group function, and the duties listed are in addition to those each officer handles individually. As the club's governing body, the board of directors should:

- Conduct regular monthly meetings at a time determined by the board.
- Approve the budget and all club expenditures.
- Approve new members and membership deletions.
- Require that the chair of each committee or his/her representative be present at each meeting to give a report of the committee's activities.
- Make suggestions to the committees regarding their work; outline an active, continuous program of club service, social, and fund-raising activities.
- Discipline members when necessary. The board may suggest a member be suspended or expelled for nonpayment of dues, for unexcused absence at meetings, for conduct unbecoming a member, or for failing to meet the scholastic requirements of the school. Any decisions on discipline are subject to immediate review by the principal prior to final action.
- Request that the Kiwanis advisor or representative and the faculty advisor be present at all board meetings.
- Approve the president's appointment of members to all standing and special committees.
- Report to the club at the regular business meeting all action taken by the board of directors. Invite club members to attend board meetings at any time.
- Perform such other duties as may be referred to it by the club.

COMMITTEE DESCRIPTIONS

All Key Clubs are organized into committees. Key Club International recommends that each club establish a minimum of six committees: Kiwanis-family relations committee, Major Emphasis Program

committee, membership development committee, program committee, project committee, public relations committee, and social committee. Every member of the Key Club should participate on at least one committee, and each committee should be headed by a committee chair. It is recommended that the committee chair not be a member of the board of directors of the club; however, the vice-president of the club should be an ex-officio member of each committee to act as an advisor. The basic duties of the six club committees are explained below.

Kiwanis-family Relations Committee

The Kiwanis-family relations committee has the primary responsibility of preparing interclub activities with Kiwanis, Circle K, Builders Club, K-Kids, and Aktion Clubs. It plans joint service projects with other members of the Kiwanis family and ensures that two Key Club members are in attendance at each meeting of the sponsoring Kiwanis club. The committee additionally educates the membership of the Key Club about the Kiwanis family and keeps the membership of the sponsoring Kiwanis club informed of all Key Club activities.

Major Emphasis Program Committee

The Major Emphasis Program committee is responsible for ensuring that the club supports the Key Club International Major Emphasis Program during each administrative year. The committee should consult the Major Emphasis Project manual to implement the service theme through a variety of projects and activities. The manual and other materials are available from the International Office.

Membership Development Committee

The membership development committee is responsible for making sure the club maintains a strong level of membership. This committee should devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service. Ideally, the membership development committee would plan and conduct a membership drive at least two times per school year. Also, the committee should help to ensure that the

RESOURCE MATERIALS

Key Club International produces resource materials that are distributed via general mailings in the spring of each year. As an advisor, all club mailings are directed to you at the permanent school address. If you wish to verify your mailing address, please call the Key Club International Office and a staff member will assist you with this matter.

THE GUIDEBOOK

The Guidebook is mailed to each club in February. This all-inclusive manual contains the Key Club International Constitution and Bylaws and the Key Club International Policy Code. Forms needed to compete in the Key Club International contests are included in the Guidebook. Each club receives one complimentary copy, and additional ones may be purchased from Key Club International. It also is available on the Key Club Web site under the "Be Informed" section.

MAJOR EMPHASIS PROGRAM MANUAL

This manual is mailed to the club in February. It focuses on the Key Club International Major Emphasis Program “Children: Their Future, Our Focus.” It is an all-inclusive manual with project ideas and resources. Each club receives one complimentary copy and additional copies may be purchased from Key Club International.

CLUB OFFICER PLANNERS

Each club receives five copies of the Club Officer Planners in February. These copies should be distributed to your five officers for use in their year. These planners contain important information and dates as they pertain to Key Club International. Additional copies may be purchased from the Key Club International Member Services Department.

membership of the club is educated about all aspects of Key Club International and is informed of the many opportunities that Key Club is able to provide to each member. Membership posters and brochures are available from the Key Club International Office.

Program Committee

The program committee is responsible for planning speakers and programs at all regular meetings, club inductions, and inter-clubs with Key Club members and presenting programs to other service groups in the school and community. A program usually consists of a speaker or video that educates membership about some local interest or aspect of Key Club International. Also, this committee arranges for the club to have a regular meeting place and sees that the space is made orderly after each meeting.

Project Committee

The project committee is the busiest of all committees in Key Club. It is responsible for formulating worthwhile activities and recommending them to the club’s board of directors.

Each approved project should be initiated and completed under the direction of its own subcommittee, consisting of at least three to four members of the project committee. The project committee should strive to maintain activities performed by the club in the previous years while expanding the club’s opportunities with new service projects and fund-raisers. Service Bulletins #8 and #10 would be beneficial for review by this committee.

Public Relations Committee

The public relations committee is responsible for informing the public of the Key Club’s activities and goals through the use of articles, photographs, the local newspaper, talks with school officials, radio, television, and Internet. This committee should work closely with the project committee to ensure that each service project of the club is adequately publicized in the community. It also should consider publishing a club newsletter or designing a

club Web site. Additionally, this committee should submit articles for publication in the KEYNOTER magazine and the district newsletter.

A Public Relations Kit is available to clubs from the International Office.

Social Committee

The social committee is responsible for the planning of all social activities of the club, such as parent appreciation banquets, dances, parties, entertainment, etc. This committee should work to develop activities that will promote fellowship among club members. Additionally, it is responsible for planning a small amount of entertainment for each club meeting to promote attendance and membership. Overall, the social committee should ensure the Key Club is fun for its members.

FREQUENTLY ASKED QUESTIONS BY KEY CLUB ADVISORS

1. *What is Key Club’s role in the school?*

Key Club’s role in a school is determined by the number and kinds of other clubs established in that school. Some schools have each organization responsible for some aspect of service, and in others, Key Club covers them all. The amount of service preformed depends on the needs in the school and community and members in the club.

2. *What kind of students will I expect in this club?*

Each club determines its selection process. This ranges from requiring an application, invitation by member, or membership open to all interested. It should be defined in the club bylaws. (Membership cannot be denied based on religion, race, or gender. Membership should be open to all students who attend the school.)

3. *Is this going to be a lot of work and time for me?*

YES!

4. How do I get students to join?

This is not part of the advisor's job description or responsibility. This should be handled by the membership development committee. Your job is to guide and support their methods.

5. Is it my job to run the club meetings?

No! The advisor's job is to facilitate and provide encouragement. The advisor's job is to advise.

6. How does our Key Club determine when and where to conduct its meetings?

Determine what time is most convenient for a majority of the members. Remember to be flexible. Try to be consistent in your meeting place, and post meeting notices in common places. The meeting date and time should be consistent.

7. What kind of projects should we be doing?

These should be school and community projects determined by the needs of each club. The students should make the final decision on the projects after a needs assessment has been completed.

8. As an advisor, am I responsible to attend all of the club projects?

It is highly recommended that one or both of the advisors be present at all meetings and projects not only for support but for liability reasons.

9. Where do I get help?

- a) Sponsoring Kiwanis club
- b) Divisional Key Club lieutenant governor and other district officers
- c) District mailings sent to your club president or to the advisor
- d) District administrator and adult zone chairman
- e) Key Club International Office

10. How can we get Kiwanis members more involved in club projects?

Call them frequently. Invite them to everything. Have the club members approach them. Set up a buddy phone tree system with Kiwanis to increase communication and to provide one-on-one personal contact.

11. Where do I get information on fund-raisers?

Every school is different. Please check with your appropriate school administration for school rules and restrictions.

12. My school does not allow any club to have more than one fund-raiser. How can we raise money to support Key Club International programs, our own local programs, and support our participation in conferences and conventions?

Key Club is unique in the fact that it is supported by a community organization, Kiwanis. If your Kiwanis club has a fund-raiser and the Key Club participates, then the Kiwanis club should donate a portion of the funds to the Key Club. There also are other organizations and businesses in the community that are approachable for grants for leadership development and in joint fund-raisers outside the school.

13. What is my liability status in working with Key Club projects in the community?

Key Club is a high school organization and falls under school liability coverage in most cases. Extra coverage is provided through the Kiwanis organization, but specific areas need to be checked thoroughly for complete coverage knowledge.

14. The paperwork is overwhelming. How do I know what is really important?

This resource tool is organized to help you prioritize your week, month, and year. Suggested activities are provided in the form of checklists to help you and are found in a later part of this section.

MERCHANDISE

The Key Club Department offers merchandise for sale to active Key Clubs. You may order pins, certificates, T-shirts, shorts, caps, and club awards. One great item is the Key Club graduation stole, which we encourage all Key Club members to wear on graduation day.

As part of the Back-to-School Mailing in September, you will receive a Kiwanis Family Store catalog with all the merchandise listed. You also may order supplies on-line at the Key Club Web site.

TELEPHONE CONTACTS

To stay informed, it is important that you have a complete directory of key individuals. On page 2, we listed the resources available at the Key Club International Office in Indianapolis, Indiana. It also is recommended that you obtain the address, phone number, and e-mail address (if applicable) for each of the following:

- Club officers
- Sponsoring Kiwanis club president
- Sponsoring Kiwanis club secretary
- Kiwanis lieutenant governor
- Kiwanis advisor to the Key Club
- Key Club District Administrator
- Key Club lieutenant governor

15. Why should we report? To whom? When?

Reporting is required by the district. It helps the lieutenant governor and administrator to spot troubled clubs, check Kiwanis involvement and dues payments, and provides publicity ideas for the district publication. Reports also provide ideas for project forums and make application of annual International and district recognition a much easier process.

16. What are my responsibilities in leadership training of my officers? How can I train them when I don't completely understand what my position is?

If the club advisor or Kiwanis club does not have a program to train the officers, then it is their responsibility to get the officer to the training provided by the district at rallies, regional or divisional conferences, or at conventions. Districts provide training at various conferences and conventions. Contact the Key Club District Administrator for details.

17. How active is my club expected to be? Who sets the standards to be followed?

There are guidelines about certain activities: club meeting once a week; board meeting once a month; at least one service project a month; and regular social activities. In a later section, you will find monthly checklists. However, your club should do the number of activities that provides a comfortable level of involvement for the members and you. If you work toward increasing that number, your membership and stature in the school and community will grow.

18. How do I get my students involved at the district and International levels?

You can motivate members by providing them with information about elected positions and prior officers to contact. Make sure they attend district rallies and conventions. Bring them to Kiwanis events. Participate with them. Be supportive of their interest and encourage their enthusiasm.

19. How do I deal with an unreliable/unmotivated club officer?

Speak with the officer on a one-to-one

basis. If the problem continues, discuss the problem with the other officers and refer to the club bylaws for proper procedure to follow for remediation.

20. How do I explain to Key Club members that dues are important?

The money from each member's dues provide important resources such as literature and club support materials from both the International and district offices. It also funds the expenses of the district and International boards to operate and provide services to each club member, reinforcing Key Club as a student-led organization.

21. How do I encourage members to apply for awards and scholarships?

Go through the awards information in the Guidebook. Keep updated records to make the application process easier. Scholarships are open to all Key Club members; so, encourage your senior class members to apply. It is a simple application process and one that can be very rewarding.

22. What are the benefits of attending convention and how can we finance it?

Conventions provide attendees with the opportunity to elect district and International leadership, attend educational and officer-training forums, and get ideas for projects, meetings, and fund-raising. It is also a terrific tool to motivate members for next year. Start planning very early in the year. Ideally, one-third of the costs should be covered by the sponsoring Kiwanis club; one-third, the Key Club; and one-third, the individual member. This will vary according to each Kiwanis club's ability to support its Key Club.

23. How do we ask for financial assistance from our sponsoring Kiwanis club?

Most Kiwanis clubs will plan their budget for the upcoming year prior to September. Offer your sponsoring club a detailed list of how much you are requesting and why you need it.

Also, put on a presentation at a Kiwanis meeting explaining what you did with the funds.

24. So, why should I want to be a Key Club advisor? Are there any benefits?

It is fun! You get to work with terrific young people or young people who want to be terrific. It offers every advisor an opportunity to have an impact on students that may not be possible within a traditional classroom environment. It makes you feel like you can personally make a difference. You can see the immediate results of your efforts. Yes, there are lots of benefits, but every advisor has one that is his or her own which keeps them in it despite all the hard work. Remember, the advisor is the backbone of every great Key Club and its stability.

CODE OF ETHICS AND RESPONSIBILITIES FOR ADULTS

Working with Youth in Kiwanis-family Sponsored or Related Activities

Kiwanis International is a worldwide organization of men and women whose clubs serve children, develop youth leadership, and provide for social and business networking. To many Kiwanians, faculty advisors, school administrators, and parents of the sponsored programs members, the sequence of the three-part mission of Kiwanis demonstrates the highest priority Kiwanis places on the youth-related programs. Kiwanis International believes that youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between the youth impacted by the sponsored programs and those adults who so generously give of themselves to ensure the success of the Kiwanis-family organizations.

Realizing the lasting influence adults have as role models and mentors to youth, Kiwanis International has adopted the following Code of Ethics and Responsibilities for adults—both Kiwanians and school faculty—involved with Kiwanis-sponsored youth-oriented programs and projects.

ADVISEMENT (ORGANIZATIONAL OPERATION)

Sponsored programs organization advisors must allow the students to be the responsible decision-makers of their

organizations. The advisors are to provide continuity, guidance, training, stability, and historical perspective to develop students capable of making those sound, reasonable decisions.

CONFIDENTIALITY

Sponsored programs organizations must be permitted to create responsible partnerships between students and adults in matters of interpersonal relationships; medical and financial histories; and social, disciplinary, and legal issues.

ELECTIONS AND CAMPAIGNING

Sponsored programs organizations must be permitted to manage and determine their officer elections without outside influence by nonmembers.

INTERACTION WITH OTHER ADULTS

Sponsored programs organizations' advisors, chaperones, and administrators must embody the Objects of Kiwanis International in interactions with Kiwanis district and International Boards, non-Kiwanis associations and organizations, the public, and vendors serving the organization.

LEADERSHIP DEVELOPMENT

Sponsored programs organizations must be permitted to create a training environment through cooperation and leadership allowing officers and members to fulfill their responsibilities.

STUDENT/ADVISOR RELATIONSHIP

In sponsored programs organizations, relationships with students must be open and respectful while keeping in mind the advisor is a role model.

TRANSPORTATION AND CHAPERONING

Sponsored programs organizations' advisors, chaperones, and administrators must use common sense when traveling or arranging travel for or with students. Situations that can compromise the ethical and moral values reflected by Kiwanis International or the district must be avoided.

FORMS:

Resource forms to help faculty advisors with the administrative tasks of working with a Key Club may be found on the Key Club Web site under the "Advisors Only" section.

COMPREHENSIVE GENERAL LIABILITY INSURANCE

The Kiwanis International Comprehensive Liability Insurance Program provides legal liability for clubs, members, and sponsored programs organizations when they become legally obligated to pay damages to third parties for bodily injury or property damage arising out of a Key Club-sponsored function or activity.

This insurance provides coverage in the United States, Canada, and selected areas in the Caribbean. Clubs in these areas are insured.

The provisions of the policy apply to most normal liability exposures of Key Clubs. As with most insurance policies, there are exclusions, limitations, and restrictions. Claims arising out of liability for operation, use, or maintenance of aircraft; or automobiles owned by Key Club members or Key Club organizations; or bungee or Velcro jumping are excluded. Key Club International strongly urges its member clubs not to conduct events that would involve: (1) the use or operation of a mechanical amusement device or ride owned or operated by a Key Club or Kiwanis club member, or (2) the use of fireworks or explosive devices detonated directly by a Key Club, Key Club member, or other named insurer.

More information is contained in the General Liability Risk Management packet, which can be obtained without charge from Kiwanis International.

Owners of premises and other facilities used by Key Club are included as additional insured as respects their liability for the Key Club use of their property.

Key Club International's liability limit of US\$1 million for each occurrence is provided by the primary policy.

This summary contains only some of the principle provisions of this insurance and is not to be considered a contract of insurance. For more information, please contact Kiwanis International.

MONTHLY TO-DO LIST

March

- **AFTER ELECTION OF OFFICERS.** Make certain a list of new officers, advisor(s), and Kiwanis advisor(s) and their complete addresses are sent to the district administrator and lieutenant governor.
- **DISTRICT OFFICER ELECTIONS.** Are you encouraging qualified members of your club to seek the office of governor, secretary, treasurer, editor, or lieutenant governor? Are you sharing any campaign literature you received with members of your club?

- **VOTING DELEGATES.** Elect two voting delegates to attend the district convention.

- **CONVENTION FORMS.** Make sure all necessary forms are filled out for convention attendance.

- **DISTRICT CONVENTION.** Make final plans to attend your district convention.

- **PRESIDENT'S MATERIALS.** Make sure your outgoing president passes on his/her president's binder and other files to the incoming club president.

- **OFFICER TRAINING.** Help train new club officers.

- **CONTINUE** working on fund-raisers to send delegates to the International convention. The convention is the highlight of the year.

- **SEND** a New-Member-Add Form along with the dues to the district and International Offices for any new members joining this month.

April

- **DISTRICT CONVENTION.** Attend the district convention with club officers and as many club members as possible. (Some conventions are in March.)

- **MAKE SURE YOUR PRESIDENT** reports to your Key Club and Sponsoring Kiwanis Club on the district convention.

- **READ** and study all Key Club educational materials available to you.

- **HAVE THE PRESIDENT MAKE ARRANGEMENTS** with your lieutenant governor to come to one of your club meetings to induct new members, install officers, or as a guest.

- **CLUB OFFICER ADDRESSES.** Make certain that a list of new officers and their complete addresses have been filed with the district secretary for the directory. If any changes occur throughout the year, please notify the district as soon as possible.

- **SEND** a New-Member-Add Form along with the dues to the district and International Offices for any new members joining this month.

May

- **ORGANIZE YEAR.** Work on a plan for your year with your Key Club president.

- **MAKE SURE** your lieutenant governor has informed you and your officers when the date of the training session is planned for newly elected officers.

- **COMMITTEE CHAIRS.** Assist the president if needed to determine club member interests and begin committee assignments for the upcoming year.
- **MAKE SURE** that all files have been transferred intact from the old officers to the newly elected officers.
- **INSTALLATION CEREMONY.** Work with the club president on this. Order pins, awards, etc., and invite the incoming lieutenant governor to install the new officers. Order items early to make this function successful. Talk to your lieutenant governor for further ideas.
- **INTERNATIONAL CONVENTION.** Plan on attending the Key Club International convention, usually scheduled the first week in July. Check with the district administrator concerning district tour information.

June

- **COMMITTEES.** The president should ask incoming committee chairs to discuss tentative goals, internal committee responsibilities, and possible budgetary needs for the upcoming year.
- **BULLETIN EDITOR.** Make sure articles are being submitted to the district editor and KEYNOTER magazine.
- **BOARD TRAINING.** Confirm with the lieutenant governor on the date of the training conference for the club officers, board members, committee chairs, and special appointments. Determine the date, time, and location of your training session. Make sure all involved are aware of the training information.
- **ENCOURAGE** your club to carry out a Kiwanis-family summer activity.
- **CREATE** a budget for the coming year and present it to your sponsoring Kiwanis club board.

July

- **INTERNATIONAL CONVENTION.** Attend the Key Club International convention. Have at least two members from your club in attendance. Attend the forum for advisors at the convention.
- **KIWANIS CLUB MEETING.** Attend your sponsoring Kiwanis club meeting to report on the convention.
- **CLUB ACTIVITY.** Keep your club active over the summer months. Conduct a meeting, a picnic, or complete a project. Keep in touch.
- **FOLLOW UP.** Make sure every officer, board member, committee chair, and special appointment is prepared to hit the ground running when the school year begins. Relax and enjoy the year.

- **PLAN** a membership drive to be conducted during school registration.
- **CORRESPONDENCE.** Your club should mail club-recruitment information to all new students. Invite each to the first club meeting. Also, mail club information and a calendar to present members for the new school year.

August

- **BOARD MEETING.** Meet with your club officers and plan the membership drive.
- **ACTIVITY CALENDAR.** Have your club officers prepare a club activity calendar for the year. Consider its relationship to the International Service Initiative.
- **LIEUTENANT GOVERNOR'S TRAINING CONFERENCE.** Make sure your club officers attend.

September

- **COMMITTEE ASSIGNMENTS.** Assess the members' committee preferences and review the assignments if needed.
- **PUBLIC RELATIONS.** Make sure the president has designated a public relations committee chair to see that news and photographs of club activities are sent to the district bulletin editor and the KEYNOTER magazine, the school newspaper, and the local paper.
- **BACK TO SCHOOL MAILING.** Review and share with the club president and officers the materials you received from the International Office. If you did not receive the Back-to-School Mailing by mid-September, please contact the International Office.
- **FALL TRAINING CONFERENCE.** Become aware of the dates of your divisional fall training conference. Make sure your club officers and board members are made aware of the information as well. Fill out the necessary forms and return them promptly to the designated person. Encourage the Kiwanis advisor and the Kiwanis president to attend.
- **DUES.** Make sure you have received your confidential password and access information to update membership rosters and generate dues invoices online via a secure Web site. The treasurer should be collecting dues and ensuring that all deadlines for payment are met.
- **GET** into the habit of club members attending your sponsoring Kiwanis club's weekly meeting. A one-to-one relationship is the foundation for a strong Kiwanis-family bond.

October

- **DUES.** After a membership-recruitment program, collect district and International dues. Update the club membership roster and generate a dues invoice online. Dues should be submitted to Key Club International. If your club has dues, abide by the International policies for amounts allowed.
- **ATTEND** the zone, regional, or divisional training conference if scheduled this month.
- **KEY CLUB WEEK.** Make sure plans for celebrating Key Club Week are in progress. Key Club Week may be any week in November; however, it is traditionally celebrated the first full week.
- **DISTRICT PROJECT.** Assist the club in determining ways to support the district project, if applicable.
- **MOTIVATION.** Keep projects and committees moving.
- **INTER-CLUB.** Encourage your club officers to have an inter-club with your Kiwanis sponsors. Meet their officers and get to know them on a personal level. Jointly plan a Kiwanis-family project with your sponsoring Kiwanis club and local Circle K, Builders, K-Kids, and Aktion clubs.

November

- **KEY CLUB WEEK.** Key Club International suggests celebrating Key Club Week the first week of November. Involve every member of your club. Involve your Kiwanis club. Publicize the event. Plan a special celebration. It is an excellent opportunity to educate Kiwanis, Circle K, Builders, K-Kids, and Aktion club members about Key Club. Key Club Week is a good time to conduct a model Kiwanis program.
- **LIEUTENANT GOVERNOR.** Invite your lieutenant governor to speak during one of your meetings.
- **KIWANIS MEETING.** Make certain that Key Club members are attending the Kiwanis club meeting each week and that Kiwanians attend your weekly meeting. Plan inter-club holiday parties and service projects with members of the Kiwanis family in your area.
- **KIWANIS FAMILY MONTH** is a great time to ask members of the Kiwanis family to attend your meeting or for you to attend one of theirs. Ask them to present a program or volunteer to be their program. Keep working for strong Kiwanis-family relations.
- **COMMITTEE UPDATE.** Assess how the committees are functioning and determine how to strengthen certain problem areas, if necessary, with the board of directors.
- **DUES.** Make sure your club, district, and International dues have been paid.

December

- **EVALUATE** along with your club officers, your club's progress so far! What's been accomplished? How many service projects have been completed?
- **SOCIAL EVENTS.** Have a social event for the club such as a dance or party.
- **DUES.** Verify that dues have been paid to both the district and Key Club International.
- **RECRUITMENT.** Along with the board of directors, determine how membership development, growth, and retention is coming along. Analyze the results to date.
- **DISTRICT OFFICER ELECTIONS.** Are you encouraging qualified members of your club to seek the office of governor, secretary, treasurer, editor, or lieutenant governor? Are you sharing any campaign literature you have received with the members of the club?
- **SEND** a New-Member-Add Form along with the dues for any new members joining this month to the International Office.

January

- **DISTRICT CONVENTION.** Start planning for your club's participation in the district convention.
- **MEMBERSHIP DRIVE.** Conduct a membership drive. Take in new members. Send their names, addresses, and dues into the International Office.
- **INTER-CLUB.** Go on an inter-club or host an inter-club.
- **CLUB OFFICERS.** Start spreading the word about the upcoming elections. Encourage club members to consider running for an office.
- **START** planning fund-raisers to send delegates to the district and International conventions. The conventions are the highlight of the year, so start early.
- **DISTRICT OFFICER ELECTIONS.** Are you encouraging qualified members of your club to seek the office of governor, secretary, treasurer, editor, or lieutenant governor? Are you sharing any campaign literature you have received with members of your club?
- **SEND** a New-Member-Add Form along with the dues for any new members joining this month to the International Office.

February

- **ELECTIONS.** Your club should conduct elections to select the new club officers. Send in their names and addressees to the district so they may be included in the district directory.
- **TRAINING.** Start working with the newly elected officers so that when they take over their offices, they will know what is expected of them.
- **DIVISION MEETING.** If applicable, make sure delegates from your club attend the division meeting called by your lieutenant governor. Does your club have a candidate for lieutenant governor? Each club is entitled to two voting delegates for this meeting.
- **DISTRICT CONVENTION.** Continue your club's plans and fundraising for attending the Key Club district convention.
- **VOTING DELEGATES.** Elect two voting delegates to attend the district convention.
- **CONVENTION FORMS.** Make sure all necessary forms are filled out for convention attendance.
- **CONVENTION CONTESTS.** Is your club entering the contests during the district convention? Check your district deadlines for any contests offered.
- **ACHIEVEMENT REPORT.** Make sure that your club president and secretary complete your annual achievement report for the district convention.
- **DISTRICT OFFICER ELECTIONS.** Are you encouraging qualified members of your club to seek the office of governor, secretary, treasurer, editor, or lieutenant governor? Are you sharing any campaign literature you have received with members of your club?
- **SEND** a New-Member-Add Form along with the dues to the International Office for any new members joining this month.

MONTHLY REPORTS

Most Key Club districts require that each Key Club submit a report for its activities each month. These reports are used for a variety of reasons ranging from collecting statistical information regarding the amount of service done in a district to ranking clubs to find the most outstanding Key Club.

If you are unsure if your district requires monthly reports, contact your district administrator.

It is recommended that you keep your monthly reports on file for at least one year. This will help you with service programming, as well as making it easier to complete your annual club achievement report.

CREATING A CLUB NEWSLETTER

Your club might wish to create a monthly newsletter to apprise your club members of club activities, deadlines, important dates, and board action. A good newsletter will motivate members to participate in club projects.

Fancy or simple, the purpose of the club bulletin is to briefly remind members of the club's activities. The following topics should always be addressed in your club newsletter:

- Programs to be presented during meetings for the upcoming month.
- Service projects, social activities, and Kiwanis-family activities.
- Deadlines for submission of Committee Progress Report forms.
- Deadlines for project sign-ups.
- Important dates.
- District, division, and International events.
- Actions taken by the board.
- Names of new members.

You may want to liven up your newsletter by including special interest articles, such as Key Club education, Kiwanis club corner, and activities of other student organizations at the school.

When designing your newsletter, be creative, but keep it simple. Developing newsletters can be very time-consuming; the most important component of writing a newsletter is informing the members about club activities.

PREPARING THE BUDGET

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for the club's activities during the year.

When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut.

Key Club International is a nonprofit organization receiving much of its receipts from the general public. Therefore, in the US the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and the administrative account.

Service account — All monies collected from the general public must be returned to the general public. Such monies cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to nonservice projects.

Administrative account — The administrative account is the operating account for the club. It is used for those monies to be spent on club administration and/or members. Monies coming from the administrative account are collected from dues, Kiwanis-family members, and school subsidies. Monies in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds in this account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account.

It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

The treasurer should keep such books to give a full financial report whenever requested. The books should be open at all times to the club officers and directors, the Kiwanis advisor, and the school principal. During the year, the treasurer should:

- Upon election as treasurer, attend all meetings of the board of directors to become familiar with the duties of the office.
- Receive from the past treasurer the files and records of the office.
- Receive all dues for deposit. Write one check for International and district dues, have it countersigned and received at the International Office by December 1.
- Pay promptly, on order of the board of directors, all club bills. Have checks drawn and countersigned.
- Attend all monthly meetings of the board of directors and give a financial report.
- Collect all money derived from fund-raising or special projects, and keep a separate, accurate account of the income and expenses of each club project.
- Secure the advice of the Kiwanis advisor and faculty advisor on all financial matters.
- With the help and approval of the board of directors and adult advisors, work out a budget for the year's Key Club operation. This should include all sources of income and anticipated expenditures. Hold a reserve for unexpected emergencies.

TAX STATUS AND FILING FORM 990 WITH THE INTERNAL REVENUE SERVICE

This information applies only to clubs within the United States. Because Key Club is nonprofit, Key Clubs do not have to file any tax forms unless the club's gross receipts exceed US\$25,000, or unless the Internal Revenue Service requests the club to file. If such is the case, Form 990 should be completed and filed. The Form 990 can be obtained from any Internal Revenue Service Office. To complete Form 990, an Employer Identification Number is needed. This number can be easily obtained by filing Form SS-4 (Application for Employment Identification Number). Contact the International Office to obtain an application form. This number is permanent. If you are a member of a club outside the United States, consult your Kiwanis advisor and sponsoring club for the proper laws and restrictions in your area.

COLLECTING AND SUBMITTING DUES

A portion of the dues each member pays to belong to a Key Club is used by Key Club International to provide many services: service program materials, leadership training, conventions and conferences, professional development, fellowship opportunities, member support information, KEYNOTER magazine, club mailings, and literature on member development, membership recruitment, public relations, and club officer training. Each Key Club member must pay both International and district dues. In addition, clubs also may require that members pay dues to the club. The dues amount should be specified in the clubs bylaws. Members should be aware of the financial implications of membership prior to joining Key Club. The money they pay in dues allows Key Club to provide the services described above.

Your club will receive your confidential login information to update membership rosters and generate dues invoices online via a secure Web site. To make district and International dues payment as simple as possible, Key Club International has a single form that should be used when submitting both district and International dues payments. To pay your club's district and International dues, follow the simple steps listed online.

Your club may charge members dues to support club and member activities. If your club charges dues, the money can be used to benefit the club and members: purchase pins, pay for the administrative costs of club operations, finance events such as an induction ceremony and appreciation banquet, and send delegates to the district and International conventions and conferences.

International, district, and club dues are payable on October 1. If clubs do not pay dues by December 1, they will be considered past due. These clubs lose the right to seat delegates at the district and International conventions. Their

members are not eligible to serve as an elected or appointed officer on the district or International level, nor may they attend the Key Club International or district convention. In addition, members of clubs on past due status are not eligible to receive scholarships administered by Key Club International. These clubs are not eligible for awards or recognition in any program administered by Key Club International.

You must work with the club secretary and treasurer to ensure that the Dues Invoice and Membership Form is completed accurately and submitted on time. Before remitting dues, always double-check everything to be sure it is correct. Often, treasurers fail to ensure that the number of names submitted on the Dues Invoice and Membership Form corresponds to the amount of money enclosed.

Many clubs tend to delay the payment of dues until every prospective member has paid. Any dues collected before December 1 should be sent before the past due date. Dues always can be sent periodically as they are received. Additional forms are found in the back of the Guidebook or on the Key Club Web site.

When collecting dues, explain to the members where the money goes and what they get for it. The services provided for International dues are outlined above. It is advisable to mention through the aid of the Kiwanis district and Kiwanis International Foundation, they are actually receiving more money than most organizations offer.

INSTRUCTIONS FOR ONLINE CLUB ROSTER AND DUES PROCESSING

Every year in August to late September, your club will receive confidential password and access information to update the club's membership roster. Clubs can update this information and generate a dues invoice online via the secure Web site. *The confidential password and access information will only be sent to the listed school club advisor.* If your club does not receive its confidential password and access information, or the password becomes lost, **there is a link on the site that will allow you to request a new one to be sent to you. Please provide your club's name and key number.**

To update your club roster and generate a dues invoice visit the Web site and click on the button marked "*Online Roster and Dues Payment for Clubs.*" Please note that the confidential password and access information is case sensitive. **Be sure to read the instructions on this page carefully.** After you have updated your club's roster, you will then generate an invoice. The invoices will be in PDF (portable document format). **Make sure you have Acrobat Reader before proceeding.**

PDF format requires Adobe Acrobat Reader 5.0 or better. If you do not have this free program or if you have a previous version installed, you can download the newest version from our Web site and then install it.

After generating and printing an invoice (the invoice is zeroed out so that new members can be added and a new invoice for those new members can be generated) you will get a prompt that asks: "Did it print successfully?" Click YES. That will register the new members that you have just added. You will then need to send in the invoice along with the correct amount of dues for the club. Send invoice and payment to the address listed on the invoice.

Please allow 4-6 weeks from the time the International Office receives the payment for your club to receive the pins/cards/handbooks for the new members. **Only new members will receive these items.**

For questions or concerns, please call our Member Services Department at 317-875-8755 x390 or toll free in the U.S. & Canada at 1-800-KIWANIS x390; or contact via e-mail at memberservices@kiwanis.org.

MEMBER RECRUITMENT

Ideas on how to conduct a successful membership drive:

- Set up posters, announcements, etc.
- Set up a phone committee to call prospective members.
- Plan projects to involve people outside Key Club.
- Write the date, time, and place of your meetings, so it will be seen (i.e. use chalk to write messages on the sidewalk, use posters, etc.).
- Set goals for your club.
- Keep a good reputation in your school and community.
- Organize interesting meetings.

Other ways to recruit people:

- Go up and ask someone, "Hey, would you like to be in Key Club?"
- Seek teacher recommendations.
- Approach active people.
- Ask friends that are in other clubs.
- Get a spot in one of your school's pep assemblies.
- Work with other clubs within your school.
- Encourage graduating seniors to find a replacement member before they graduate.
- Go to your Builders Club and recruit members.

- Set up a booth at freshman orientation, registration, etc.
- When talking about Key Club, talk about both its service and social aspects.
- Use food! Rewards such as candy can hook anyone.

WORKING WITH YOUR KIWANIS CLUB

The job of the advisor usually is shared between the faculty advisor and the Kiwanis advisor. Key Club is unique in this way because it has two sources of support. It is important for you to utilize the Kiwanis club and Kiwanis advisor to your club's advantage. It also is important for you and the Kiwanis advisor to reach an agreement about the sharing of responsibility, guidance, training, and supervision. For the most part, Kiwanis clubs are eager and anxious to work with Key Club members. Your duty is to give them more opportunities to interact and work together.

THE ROLE OF KIWANIS

Kiwanis does not sponsor Key Clubs to build future Kiwanians. The activity is part of the Kiwanis objective of service to the community and by developing good citizens and leaders of the future.

On the local level, counsel and guidance provide the only affiliation between the Kiwanis club and the Key Club. The chair of the local Kiwanis committee on Key Club is assigned to the individual club, and he/she—or a member of the local Kiwanis committee—should attend every meeting as counselor. It often is beneficial to Key Club-Kiwanis relations if the chair is accompanied by another Kiwanian. In turn, two Key Club members should visit each Kiwanis meeting on a rotation basis to see and understand the functions of that organization. This system is invaluable to each organization because it creates a feeling of goodwill and understanding between them.

Through suggestions from the principal, the faculty advisor, the student body, or the Kiwanis committee, the Key Club will adopt projects for the betterment of the school and consequently for the community. Continuous suggestions, encouragement, and guidance by these people will ensure the Key Club success in its goals of service and building good citizens.

The Key Club, through its sponsoring Kiwanis club, acts as liaison between the school and the local business, civic, and professional leaders. These contacts are invaluable to the school, the Key Club, and the entire student body.

On the district and International level, the Kiwanis committees on Key Club are composed of outstanding business and professional leaders who constantly are devoting time and effort to the well-being of the organization. In addition, the International Office in Indianapolis is devoted entirely to the needs of the

individual clubs. This office keeps records, edits, and publishes the official publication KEYNOTER magazine, prepares other literature, stocks supplies, plans International conventions, and in general services the entire organization.

A “Kiwanis Sponsorship Resource Guide for Key Club” is available from the Key Club International Office. A guide was mailed to each sponsoring Kiwanis club in September.

ANNUAL REQUIREMENTS OF SPONSORSHIP

1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
2. Ensure Kiwanis members attend every meeting.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the club.
4. Meet with the school principal before the beginning of the school year.
5. Ensure that dues are paid for every member of the club.
6. Ensure club officers receive proper training following election.
7. Conduct a planning session involving the leadership of both clubs.
8. Host or participate in two joint activities involving the membership of both clubs.
9. Invite two members to attend every regular Kiwanis meeting.
10. Ensure members attend conventions and conferences.

KEY CLUB INTERNATIONAL OFFICES

One of the foundations of Key Club International is the development of leadership potential in young people. Key Club is a student-run organization and provides many opportunities for individuals to expand their leadership qualities by serving as officers on three different levels. The following is a list of offices available to Key Club members at the different levels.

Club

- President
- Vice-President
- Secretary
- Treasurer
- Editor
- Club Director(s)
- Committee Chair(s)

(Note: Some clubs might have additional officers. Check your club bylaws to see what your club recognizes as officers.)

District

- Governor
- Secretary
- Treasurer
- Editor (if applicable)
- Lieutenant Governor

(Note: Some districts might have additional officers. Check your district bylaws or policy code to see what your district recognizes as officers.)

International

- President
- Vice-President
- Trustees

RUNNING FOR INTERNATIONAL OR DISTRICT OFFICE

Is a member of your Key Club contemplating making a run for an International leadership position?

Such a challenge usually arouses the interest of but a few good men and women of Key Club. Though the majority of club members are content with the club level of involvement, there are those few members who view their club experience as only the beginning of their total Key Club experience. For those individuals who believe they have the opportunity, ability, and commitment to help shape the future of Key Club International, ask those members to consider the following questions:

- *Do you have the dedication it takes to succeed?*

The responsibilities that come with holding an International office by far outweigh the glamour and prestige of running for that position. For every moment in the spotlight, there are many hours of blood, sweat, and tears invested.

- *Do you have the time the job will require?*

You must be willing to make the difficult choice: football, band, choir, or cheerleading or the duties and obligations of holding a top Key Club office. You must plan your schedule to allow for the tremendous time commitment of a position, including time spent away from home and school.

- *Do you have your club's support?*

To succeed in any position, an office-holder must have a supportive team with which to work. No one can do it alone. You will be the officer, but your club members must be willing to take on the responsibility to serve as a staff of sorts to help with newsletters, mailings, and other correspondence. They also must be your top supporters during your term in office.

- *Are you financially prepared?*

Few, if any, volunteer positions have the luxury of 100 percent reimbursement of expenses. Your sponsoring Kiwanis club, home Key Club, family, or personal pocket may need to absorb such costs as postage, telephone calls, and maybe even some travel.

- *Do you have the understanding of your parents, friends, classmates, and teachers?*

A leadership position can become a full-time job. Time that once was dedicated strictly to school, family, Key Club, and social activities will be required to succeed in a leadership position. Persons need to know ahead of time that time away from home and school will become a part of your schedule.

- *Do you have the knowledge needed about Key Club in general and the specific office you are seeking?*

In a position of leadership, others will look to you for answers to Key Club-related questions, explanations about Key Club programs and contests, and information and advice to help them solve individual, club, or district problems. Along with the title of an office, leaders often inherit the title of expert.

- *Have you received advice from your lieutenant governor, district governor, or district administrator?*

These are the individuals who have been there. Do not hesitate to ask questions, shadow, and seek the advice of these persons. They will provide an insider's perspective as to the demands, responsibilities, and rewards of holding a Key Club office.

If you are set to pursue a Key Club International office, you have a busy and eventful time ahead and an opportunity to affect the future of the world's largest high school service organization. **Good luck!**

A SERVICE BULLETIN OF KEY CLUB INTERNATIONAL

Resource Guide

COMMUNICATION

- Internet Web site** Access www.keyclub.org to learn more about Key Club.
- E-mail** Communicate directly with the Key Club Department of Kiwanis International at keyclub@kiwanis.org.
- Telephone** Call the Key Club Department at 317-875-8755 (ext. 390) or 800-KIWANIS (ext. 390) between the hours of 8:30 a.m. and 4:45 p.m. Eastern Standard Time. Fax 317-879-0204
- Mail** Write to Key Club International, 3636 Woodview Trace Indianapolis, IN 46268 USA
- Supplies** Order a Key Club Supplies catalog at 317-875-8755 (ext. 390) or 800-KIWANIS (ext. 390).

ON-LINE RESOURCES

KC Series. Available via Key Club on-line at www.keyclub.org. These publications address Key Club topics such as duties of officers, service projects, fund-raising projects, etc.

PUBLICATIONS

Membership Development Materials. This material is available to Key Clubs and sponsoring Kiwanis clubs.

- **This is Key Club.** This marketing brochure provides a basic overview of Key Club (provided at no cost in quantities of 50 or fewer).
- **Membership Recruitment Poster.** This full-color poster advertises Key Club membership (provided at no cost in quantities of 5 or fewer).
- **Key Club in Brief.** A one-page overview of Key Club, this item easily reproduces on 8 1/2 by 11 inch paper.

Key Club Service Materials.

These are available to dues-paid Key Clubs.

- **Major Emphasis Program Guide.** A multi-color manual explaining the Key Club Major Emphasis Program, "Children: Their Future, Our Focus" is provided at no cost, one per club.
- **Youth Opportunities Fund Grant Application.** This package includes a brochure explaining how Key Clubs may prepare and submit a grant application for a club service project.

Club Administration Material.

This is available to dues-paid Key Clubs.

- **Key Club Guidebook.** Mailed to every club in April, this book is a compilation of club administrative forms, documents, and other information (provided at no cost, one per club).

Public Relations Materials.

These are available to dues-paid Key Clubs and sponsoring Kiwanis clubs.

- **Public Relations Kit.** Provided at no charge to each Key Club, this kit contains a variety of public relations information, examples and ideas.
- **Key Club in Your Community.** This booklet is designed for school administrators, community leaders, and others who want to know more about Key Club.

Club Advisor Resources.

These are available to club advisors.

- **Resource Guide for Faculty Advisors to Key Club.** This all-purpose manual covers many aspects of advising a Key Club.
- **Resource Guide for Kiwanis Advisors to Key Club.** This booklet provides information supporting a Kiwanis club's requirements for sponsoring a Key Club.

Other Publications available to dues-paid Key Clubs and sponsoring Kiwanis clubs.

- **Advisors/Sponsors Citation Nomination**
- **G. Harold Martin Fellowship Order Form**
- **International Convention Fliers**
(Available January through June)
- **Key Club Supplies Catalog**
- **Key of Honor Nomination Criteria**
- **Key Leader Information**

AVAILABLE THROUGH THE MEMBER SERVICES DEPARTMENT

Club Videos. These are available to Kiwanis clubs and Key Clubs during the club year. One VHS format videotape includes all three videos...US\$7.50

- **Caring - Our Way of Life Video.** This all-purpose educational and motivational tool gives an overview of the Key Club program and the impact Key Club can have on a community.
- **Major Emphasis Program Video.** This video explains the purpose of “Children: Their Future, Our Focus” and shares project ideas from around Key Club International.
- **Service at Seventy-Five Video.** A celebration of the history of Key Club from Sacramento, California, in 1925 to today.

Officer Planners. These planners are available to Key Club officers, committee chairs, and leaders.

- **Club Officer Planner.** Five planners are provided at no charge in the spring to each Key Club, these planner/guidebooks have been developed to assist club officers during the Key Club year...US\$5.95

KEY CLUB INTERNATIONAL SCHOLARSHIPS

Key Club International offers members more than US\$800,000 in academic scholarships. Interested members may apply for many different scholarships. Information about the scholarships may be accessed via the Key Club International Web site. Information is also included in the December/January issue of KEYNOTER magazine.

Qualifications and criteria for all Key Club International scholarships include:

- Applicant must be a graduating high school member.
- Applicant must be a college-bound student.
- Applicant must have a grade-point average of B or higher (equivalent to a 3.0 GPA on a 4.0 scale).

Some scholarships may have additional criteria, please read the explanation section of each scholarship carefully.

YOUTH OPPORTUNITIES FUND

The Youth Opportunities Fund (YOF) was established to help you take action. That action can be taken by you personally, your school, or your community. You need to look around and identify the things that need to get done in your life, your community, or your world. If no one else is doing it, then you should do it. Be the person who develops a concept for change and then commits to create that change or that solution.

Grants by the Key Club International Board from the Youth Opportunities Fund must conform to the Objects of Key Club International. The Youth Opportunities Funds are granted only to Key Clubs and/or club member(s).

Guidelines for filing YOF Grant Applications:

1. Service projects that relate to the objects and programs of Key Club International will be accorded top priority by the Key Club International Board of Trustees.
2. Commitments are made for one year only. Funds will not be granted to the same club or individual for more than three consecutive years.
3. Deadline for receipt of grant requests for the funding cycle is May 15.

4. Key Club International Board of Trustees Grant Review Committee will be appointed by the Key Club International President. The committee will review policies and procedures related to the YOF.

5. Notification of the Key Club International Board's decisions will be mailed no later than August 15.

6. The YOF Grant Review Committee will not consider applications for grants less than US\$200 or more than US\$2,000.

7. The recipient club or individual of an approved grant may spend up to and including the specified amount for the sole purpose of the project for which the amount was approved, and it will receive up to the approved amount after the receipts have been submitted to and verified by Key Club International.

8. Grant recipients must submit to the Manager of Youth Funds at the Key Club International Office a final report on the project.

9. Grant applications that are not approved will not be reconsidered during the same funding cycle. All grant approvals will be made by the Key Club International Board of Trustees.

More information regarding the Youth Opportunities Fund may be accessed via the Key Club International Web site. You also may call the Key Club International Office to request a Youth Opportunities Fund Packet, which includes an application.

G. HAROLD MARTIN FELLOWSHIP

The G. Harold Martin Fellowship Program offers you the opportunity to demonstrate your commitment to the Key Club program. By becoming a Martin Fellow, you and the many other dedicated Key Club supporters permanently maintain the Youth Opportunities Fund. Additionally, the Martin Fellowship can be used to recognize people who have unselfishly contributed to the Key Club program. This person may be a Key Club member, Kiwanian, faculty advisor, parent, teacher, anyone. Key Clubs, Kiwanis clubs, schools, parent groups, communities, individuals, Kiwanis-family members, or district can all donate to the Kiwanis International Foundation and in turn recognize someone as a Martin Fellow.

The US\$250 donation made to secure a Martin Fellow will be deposited directly into the Youth Opportunities Fund. Each Martin Fellow will receive a plaque and pin, as well as have his/her name permanently inscribed in the official records of Key Club International.

G. Harold Martin Order Form

Recipient Information

Recipient's Name *(as it will appear on the plaque)* _____

Address _____

City _____

State/Province _____ Postal Code _____

Date to be Engraved *(Presentation Date)* _____

(Check here if appropriate) Please do not send any correspondence to the recipient, as the Fellow award is a surprise.

Check here if recipient is deceased .

Mail the Plaque and Pin to:

Name _____

Address _____

City _____

State/Province _____ Postal Code _____

Phone _____

Donor Information

Name _____

Club Name _____

District _____

Address _____

City _____

State/Province _____ Postal Code _____

Phone _____

Method of payment

Check Credit Card

Type of credit card (if applicable) _____

Credit card number _____

Expiration Date _____

Name as it appears on credit card _____

Unless otherwise indicated by the donor, 50 percent of each donation will be placed into the Key Club International Youth Opportunities Fund and made available for grants to clubs. The remaining 50 percent will be placed into an endowment fund established within the Kiwanis International Foundation to create interest income revenue for the Youth Opportunities Fund.

Please return this completed form and attach your US\$250 check if applicable, made payable to the Kiwanis International Foundation and mail to:

**Youth Opportunities Fund
Kiwanis International Foundation
3636 Woodview Trace
Indianapolis, IN 46268-3196**

Please allow four weeks for delivery.

KEY CLUB INTERNATIONAL CONVENTIONS AND CONFERENCES

Divisional Rally

Divisional rallies are scheduled by your area Key Club lieutenant governor and are scheduled at various times throughout the year. Traditionally, a fall rally will be conducted to offer additional officer training and a spring rally will be staged to elect a new lieutenant governor. Contact your Key Club lieutenant governor for date, time, and location of these events.

District Convention

District conventions are conducted each spring. This is a great time to come together with other Key Club members from your district and celebrate your club accomplishments. There are contests to enter, awards to win, and a new district board to elect. Traditionally, conventions cover a weekend. For more information on your district convention, contact the district administrator.

Key Leader

Key Leader Weekends are planned throughout the year in different parts of the Key Club world. These weekends are designed to offer leadership growth opportunities to youth and Key Club members. For more information about the program, check the Key Leader Web site, www.key-leader.org, or call the Kiwanis International Office, 800-KIWANIS (ext. 330).

International Convention

The highlight of the Key Club year is the annual International convention. Staged each summer, Key Club members from around the world gather to celebrate the accomplishments of the past year. There are contests to enter, awards to win, and the election of a new Key Club International Board of Trustees, which will guide the organization for the following year. Brochures are mailed to each club in March, are available at your district conventions, and are featured in the March edition of the KEYNOTER magazine. For more information, check out the Key Club Web site, or call the Key Club International Office.

NOTES

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A Kiwanis-family Member

www.keyclub.org

3636 Woodview Trace Indianapolis, Indiana 46268 USA • keyclub@kiwanis.org
Worldwide: 1-317-875-8755, Extension 390 • USA and Canada: 1-800-KIWANIS, Extension 390