

Sponsoring Kiwanis Club Responsibilities to Key Club Pennsylvania District

All Kiwanis Clubs sponsoring a Key Club shall agree to annually support the following requirements:

1. Appoint a Kiwanian or committee of Kiwanians to be Key Club advisors.
2. See that all Kiwanians assigned to work with Key Club conduct Pennsylvania background checks as well as Kiwanis International background checks.
3. Attend Key Club meetings and events.
4. Maintain an expense line item in the service account for Key Club.
5. Meet with the school principal each year to ask how Key Club can be of help to the school and how Kiwanis and help ensure that this occurs.
6. Check with the faculty advisor and/or Kiwanis International to be sure that club dues are paid on time.
7. Make sure Key Club officers receive proper training.
8. Schedule an annual meeting with Kiwanis and Key Club leadership to review how the clubs will work together over the course of the upcoming year.
9. Invite Key Club members to attend Kiwanis meetings.
10. See that the Key Club Secretary supplies the Kiwanis Club with copies of their monthly report.
11. See that the club understands that they operate by a set of Bylaws and have a copy of such.
12. Ensure that the Key Club is following their Bylaws.
13. See that regular club meetings (ideally weekly) and board meetings (at least monthly) are being held.
14. Work with the club to see that club fundraising activities are taking place.
15. Make sure the club is holding social activities and having fun!
16. Check with the club secretary to ensure complete and accurate minutes are kept of all meetings.
17. See that the club is participating in divisional, district and international events.
18. Encourage the club to attend District Convention and participate in all awards and recognition opportunities.
19. Be sure that not only is the Key Club asked to assist in Kiwanis events but that Kiwanis members lend their support with Key Club events.