

The Shooting Stars Scoop

The Official Newsletter of Division 23

Issue 2
May 2009

A Note from Your Lieutenant Governor

Dear Division 23 Key Clubbers,

Hello! I hope you all did very well on your AP exams, SATs, and any other tests you have taken in May! Thank you for continuing to put the work and energy forward in terms of your Key Club duties.

Although many of you have been working very hard on the MRFs, some of you have not. Some of you have not turned in MRFs at all, and those of you who have are still confused about what needs to be filled out and to what extent. I understand that the form does seem overwhelming, but as I have said before, you have many resources at your fingertips and should utilize them. Your regional advisor, faculty advisor, district administrators, executive board members, and I are all available to you all hours of the day. There are numerous websites that can also be helpful to you as well.

Just as a quick reminder to all officers and members: deadlines are crucial to the success of any organization. When something is supposed to be turned in by a certain time, you must turn it in,

with no exceptions! The only way I can help you is if you help me.

As the summer approaches, you need to start collecting contact information for all of your members, so that you will be able to communicate with them throughout the summer. Key Club is a year-round activity, and volunteering never stops. It is always the right time to change the world; it just takes motivation and energy to make it happen.

Remember to continue checking the divisional website, and encourage your members to do so as well. It is a great resource for all Key Clubbers, and if you have any feedback, please fill out the form on the "Contact Us" page.

Please continue to work hard, and keep up the communication with me. Have a great month, and thank you again for your great performance! ☺

Sincerely in service,

Alexis Taitel

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Check out the new divisional website:

www.d23keyclub.weebly.com

The Regional Banquet will be in Reno High School's gym on Saturday, May 30, from 7:00 p.m. to 8:00 p.m. At the banquet, we will install new officers, reminisce on the past year, and have fun! Please bring food to this event, as it will be a potluck!

Our Clubs:

Albert Lowry · Damonte Ranch · Edward C. Reed · Elko · Galena · Hug North Valleys · Reno · Spanish Springs · Sparks · Spring Creek · Wooster

OFFICER DUTIES

Presidents/ Vice-Presidents

- Conduct and preside over a regular Key Club meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep officers and committees running smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Meet with faculty advisor to cover agenda points and current club issues.
- Make sure that members from your club are attending Kiwanis meetings.
- Attend as many Kiwanis meetings as possible.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Work alongside board members to ensure that they are doing their tasks.
- Arrange and conduct a board of directors meeting.
- Work with the committee chairs on their proposed projects for the coming month.
- Make sure all monthly reports are submitted on time.
- Keep in touch with the student council and school administration.
- Make a list of the coming month's activities and post it.
- Organize or participate in inter-clubs.
- Work toward a net increase in membership over the previous year.
- Set up good Kiwanis-family relations.
- Study your membership roster and form committees.
- Start projects shortly after school begins, if not sooner.
- Designate a public relations committee chair and make sure your club activities are sent into the district publication and KEYNOTER magazine.
- Make sure each member paid his/her dues to both district and International and received a membership card and Member Handbook in return.
- Work with the secretary in filing your club's annual and monthly reports.
- Conduct elections for new officers, and make certain they learn about their respective offices. Elections should be scheduled in February.
- Try to increase the number of members that attend District and International Convention.
- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Key Club. Invite potential members from the incoming class.

Secretaries

Secretaries' record files should contain:

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Minutes of all club meetings-regular and board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Club roster having the following information for each member:
 - Member's full name, home address, phone, and e-mail address
 - Date of birth
 - Date of joining Key Club
 - Committee assignments and offices held in Key Club
 - Chief interest in Key Club work and chief interest in sports and hobbies
- Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications.
- Complete set of printed material and Key Club literature.

Bulletin Editors

- Attend all meetings within the club and the club officer training conferences with the
- Post a calendar of events to publicize meetings.
- Make morning announcements, posters, signs, and banners to promote projects and meetings.
- Take pictures at meetings and events.
- Attend club board meetings.
- Attend Kiwanis club meetings and provide updates on club happenings.
- Update the club website.
- Produce a bimonthly or monthly newsletter.
- Receive all materials from past club editor.
- Save all published newsletters, signs, calendars, and banners.
- Take pictures and document club events, meetings, and overall work in a scrapbook to be entered in district and international contests.
- Publicize meetings by posting fliers and Key Club posters.

Treasurers

- Collect member dues. In coordination with the secretary, forward dues monies and the Invoice and Membership Roster to the International Office.
- Prepare the budget, present it to the board for approval, and ensure that club activities adhere to the budget.
- Maintain accurate financial records.
- Transact business through a bank or school account.
- File appropriate forms with the Internal Revenue Service by February 15
- Inform the Kiwanis club of the Key Club's financial status.
- Disperse funds and pay bills promptly as approved by the board of directors.
- Reconcile bank statements.
- Bill members for unpaid dues.
- Deposit club funds.
- Understand school and club policies regarding student financial accounts relating to school organizations.



“No matter how big and powerful government gets, and the many services it provides, it can never take the place of volunteers.”

~Ronald Reagan

Key Club Structure

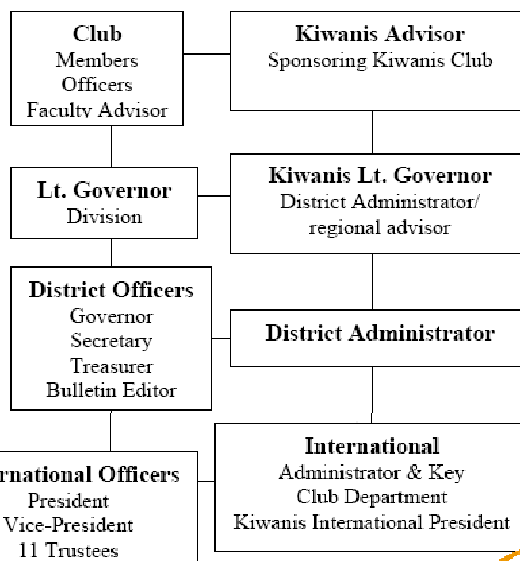
Key Club International is really international. There are clubs in 20 Countries with over 240,000 members in over 5000 clubs.

Club –Each club is a part of Key Club International and is the level that is most actively involved in service. The officers of this level are the President, Vice-President, Secretary, Treasurer, and Bulletin Editor. In addition, one representative from each class should serve on the Board of Directors.

Division – A division is a grouping of clubs within an area. A Lt. Governor is elected from and by the clubs in the division.

District – Multiple divisions make up a district. At the district level we elect a Governor, Secretary, Treasurer, and Bulletin Editor. Lt. Governors and the District Officers make up the district board. There are also some appointed positions as determined by the Governor.

International – This level is comprised of all the Districts in Key Club International. Elected positions are President, VP, & 11 Trustees.



Monthly Web Tip

- Are you looking for new shoes? Instead of buying them from a store or other online merchandiser, support a good cause and shop at www.tomshoes.com. For every pair of shoes that you buy, Tom's Shoes will donate a pair of shoes to a child in need.

Project Ideas

Are you running out of project ideas, but want to help your community? Participate in C.A.R.E., the District Project for 2009-2010, which focuses on the biggest problems facing our world today. These projects are great for helping people in a fun, easy way!

- Combat poverty
- Acknowledge everyday heroes
- Reduce global warming
- Encourage healthy living.

Each of the issues listed above has a specific week in which all Key Clubbers aim to do projects focusing on them. The weeks for each are as follows: Combat poverty, November 15-21; Acknowledge everyday heroes, September 6-12; Reduce global warming, June 21-27; and Encourage healthy living, January 17-23.

For a full list of project ideas for each of these weeks, please visit www.cnhkeyclub.org under the "Projects" tab.

Super Shooting Star Points (SSSPs)

As an incentive for clubs and officers—and to inspire some healthy competition—I will be giving points to clubs starting on Monday, May 11. At the end of each month, I will give a reward to the winning club. If you have any questions, please ask!

MRF on time = 50 points
 Article submission = 25 points
 Photo submission = 5 points
 Event reports = 15 points

Officer @ DCM = 20 points
 Member @ DCM = 10 points
 Weekly phone call = 5 points

Executive Assistants

Attention all Key Club members! I, your lieutenant governor, am looking for two Executive Assistants (E.A.'s) for the 2009-2010 year to help me with certain tasks and aspects of my job. For example, I might need one person to help me manage the divisional website and another person to help me with project development. If you are interested in applying to be one of my assistants, please talk to your club officers, or, for the application itself, visit www.d23keyclub.weebly.com/resources.html. Please apply soon, so that I have a lot of choices when making my final decision. The deadline for all applications is May 15.



KEY CLUB

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