

# KEY CLUB

## Officer Training Conference Manual 2009

WE SERVE THEREFORE WE BEE!

*The Basics – What Club Officers  
need to know.*

Service is the rent we pay to be living. It is the very purpose of life and not something you do in your spare time. (Marian Edelman)

*Club Officers! Please be sure to read  
this booklet **BEFORE** your scheduled  
OTC.*

The very essence of leadership is that you have to have vision. (Theodore M. Hesburgh)



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# The Basics

## What is Key Club?

Key Club is the world's largest high school service organization of its kind. Key Club is sponsored by local Kiwanis Clubs, but they operate under school regulations. Key Club focuses on service while building leadership, initiative, and good citizenship. Key Club members provide service to their homes, schools, and communities in a variety of different projects. Key Club encourages students to become involved in their schools and communities. Key Club is run by Kiwanis, but it is student led with the members deciding on the projects they would like their club to participate in. Because the club is run under school regulations, the school principal has the option to make final decisions concerning the club and its projects. All club activities must abide by all school regulations and procedures.

### History – The story of the sleeping giant

In 1924, Sacramento High School in Sacramento, California was in trouble. Destructive clubs and fraternities, although outlawed, moved underground and continued to exercise a negative influence on the student population. Educators and community leaders feared these detrimental effects and sought some means of replacing the clubs with wholesome youth activities. Mr. John Dale, the principal of Sacramento High School, and Mr. Frank Vincent, a faculty member, thought that what the school needed was an organization of students that discouraged delinquency by its example. Mr. Vincent asked the local Kiwanis Club for help and, together, they decided to pattern the new group after Kiwanis.

The idea of a junior service club similar to Kiwanis was presented to the school in 1924, but it was not put into practice until eleven young men, the school's KEY students, signed a petition on March 25, 1925 which was sent to the Kiwanis International office, then located in Chicago, with a request to be chartered as a *Junior Kiwanis Club*. By the time the charter was granted and the club held its first meeting, the membership had grown to twenty-five members. Through this group, Kiwanis hoped to provide vocational guidance to the students of the entire school.

The club soon came to known as the Key Club because of the positive influence of these KEY students who held luncheon meetings each week to which Kiwanians came as guest speakers. Key Club members also attended Kiwanis meetings, thus bringing these young men into constant contact with the business and professional men of the Sacramento 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 open to the whole school. Soon thereafter, a social program was offered to balance its service activities.

Over the following years, Key Club went through a period of expansion by word-of-mouth. Other communities throughout the United States started Key Clubs patterned after the one at Sacramento High School. By 1939, about fifty Key Clubs were chartered, many of them in the Southern United States. In that same year, Florida formed a *State Association of Key Clubs*. Then, in 1943, the Florida state association invited Key Club members from Alabama, Louisiana, South Carolina and Tennessee to attend its convention. Following this, the Key Clubs formed an International Association, electing Malcolm Lewis of West Palm Beach, Florida as its first president. In 1946, the official constitution and bylaws were approved, and the association became *Key Club International*.

The first five clubs officially chartered by Key Club International were those of Sacramento, Monterey, Oakland Technical, Hemet, and Stockton (now Edison) High Schools. Since Key Club was growing in the area of its birth, and a few clubs existed in neighboring Nevada, by 1947 it was decided that a district should be formed. The first step was to hold a conference in San Diego in October to which all the California Key Clubs and Kiwanis Clubs were invited. A full slate of officers was elected and a set of District Bylaws and a Constitution were adopted. John Cooper of Oakland Technical High School was elected as the first District Governor of the Cali-Nev District. The first official District convention was held in Oakland in March 1948; eighty members representing the 23 recognized district Key Clubs attended it. With the chartering of the McKinley High School Key Club in 1952, the district became Cali-Nev-Ha. The first edition of the Cali-Nev-Ha KEY appeared on May 1, 1954. Girls were first allowed in Key Club in 1977. Before this time a Kiwanis program known as Kiwanettes existed. Both organizations are Co-ed with the Kiwanettes changing their name to Kiwins. The Kiwins are now a second Key Club district within California, Nevada, and Hawaii.

## 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.

*The Key Club Pledge should be done at the beginning of each meeting. All members of the club should know the pledge.*

## Motto

Caring – Our Way of Life

## Objects

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 makes possible the increase of righteousness, justice, patriotism, and good will

## Key Club Colors

Blue: Unwavering character  
Gold: Service  
White: Purity

## Cheers

**Cali-Nev-Ha Cheer:** Cali-Nev-Ha! Cali-Nev-Ha! A bugga, bugga, bugga, Ha, Ha, Ha!

*Repeat cheer 3 times, each time getting louder. On the "Ha" in Cali-Nev-Ha, clap your hands.*

*Wiggle your butt for the "bugga, bugga, bugga." Fist punch over your head during "Ha, Ha, Ha."*

**CNH Bee Cheer:** From the east to the west, you know we are the best!

We're the District with the sting and that's why we sing:

We're the Bee's! Buzz! Buzz! We're the Bee's! Buzz! Buzz!

It's all about the party hardy CNH Bees!

**How do you feel?** 1: Hey (Key Clubbers – or name)! How do you feel?  
2: We feel Good! Oh, we feel so good! Ha ... We feel fine, all of the time!  
A bugga, a bugga, a bugga, bugga, bugga, bugga!

*During the "buggas" you jump around in a circle waving your hands*

**We've got spirit:** 1: We've got spirit! Yes we do! We've got spirit! How about you?  
2: We've got spirit! Yes we do! We've got spirit! More than you!

*Line one repeats over and over until one group finishes with line two. No actions*

**Division 23 Cheer:** Come on baby show your K, caring is the Key Club Way.  
We're as busy as can Bee, cause we're from Division 23.

## Key Club Song – Show Your K

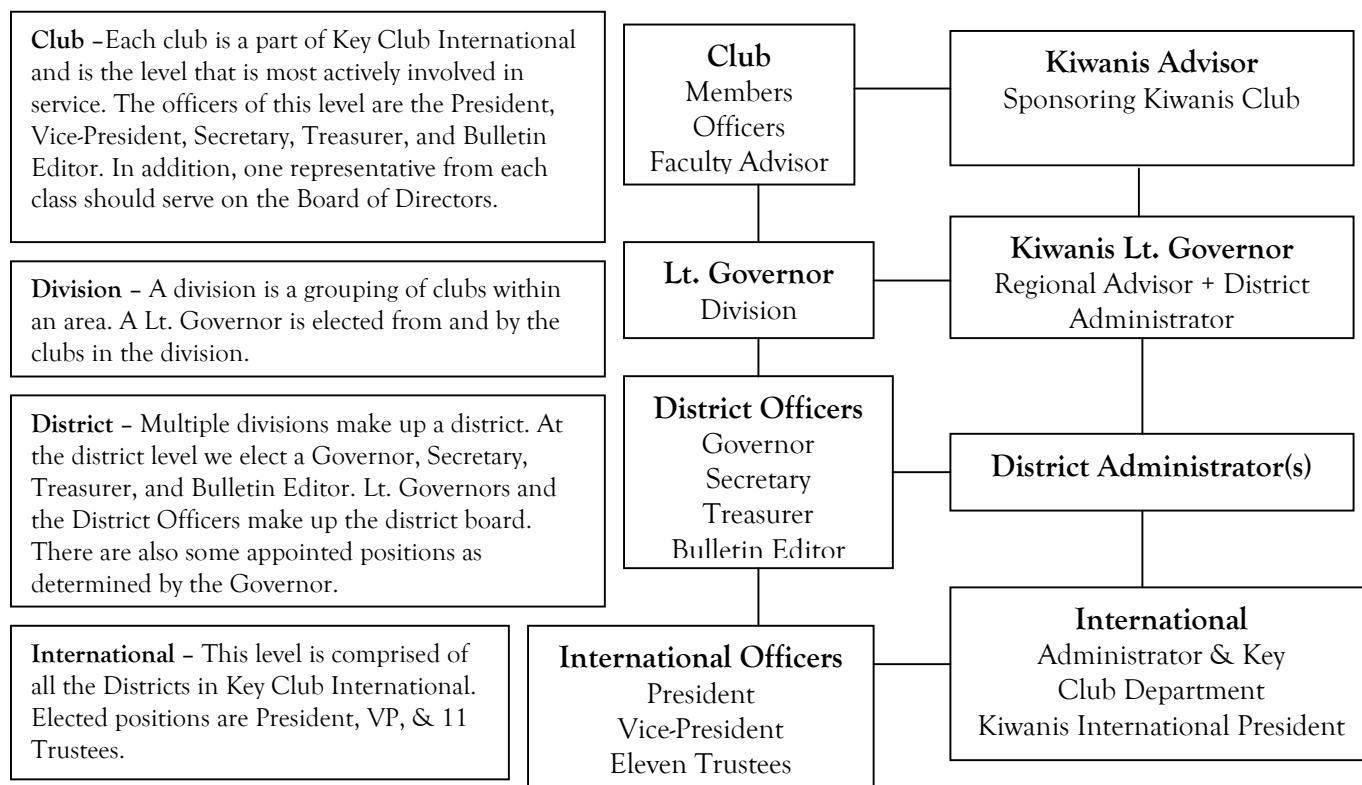
On, our coats, we wear a little button. We wear it in the winter and the summer so they say.  
If, you ask, us why the decoration, we'll say it's for our Key Club and we're proud to show  
Our K. Show your K! Show your K! Show your K! Show your K!

## Kiwanis Family

1. **KIWANIS** is the foundation for all sponsored youth. They are a worldwide volunteer service organization comprised of business professionals. It was founded in Detroit, Michigan on January 21, 1915. Members share the common goal of improving their communities and work together to reach their goals. The Kiwanis Motto is “We Build.”
2. **The local Kiwanis Club formed CIRCLE K in 1933 as a fraternity at Washington College.** The first club was created in 1947, at Cartage College in Illinois. This college level organization is self-governing and holds the promise of today’s college students becoming tomorrow’s leaders. They focus their efforts on growth, leadership, service, and friendship through helping the community and determining how the environment can best be aided. Circle K holds qualities and experiences necessary to brighten the future for generations to come.
3. **KIWINS** was founded in 1972 as the Keyettes, the female counterparts of the Key Club. In 1975, their name changed to Keywanetes to avoid confusion, but in 1995, their name was changed to Kiwins at the 1995 Cal-Nev-Ha District Convention to dispel gender specific connotations. Today, Kiwins is open to both males and females and exist almost solely in the California-Nevada-Hawaii District. Since 2001, they are now part of Key Club International and are recognized as the Kiwin’s District of Key Club International.
4. **BUILDER’S CLUB** is another service organization sponsored by Kiwanis International (by a local Kiwanis Club). Their members range in age from 12-15 years old and are middle or junior high school students.
5. **K-KIDS** is the youngest and newest Kiwanis sponsored youth group. They are elementary students who elect their own officers and choose their own projects. The K-Kids pledge is as follows: “As a K-Kid, I promise to Serve my Neighborhood and my School. I will show respect toward my Environment and will try to make the World a better place to live.”

## Structure of Key Club International

Key Club International is really international. There are clubs in 21 Countries with over 250,000 members in over 5000 clubs.



### Past Key Club Lieutenant Governors – Region 6

Year	Division 23 Name	Club	Division 45 Name	Club
2009-2010	Alexis Taitel	Reno		
2008-2009	Aimee Luan	Reed		
2007-2008	Jenelle Yee	Reed	Erienne Overli	Carson
2006-2007	Diana Jia	Reno	Brook Borges	South Tahoe
2005-2006	Michelle Yee	Reed	Jillian Malkiewich	Carson
2004-2005	Ashley Cray	Galena	Jacob Ward	South Tahoe
2003-2004	Alexandra Sidorski	Reno	Jacob Ward	South Tahoe
2002-2003	Cassie Montgomery	North Valleys	Ashley Reilley	Carson
2001-2002	Denise Thompson	Hug	Robert Sharp	Dayton/Carson
2000-2001	Jenna Johansson	Manogue	Ellen Lillegard	Douglas
1999-2000	John Monson	Sparks	Kathy Hanselman	Carson
1998-1999	Hannah Johnson	Hug	Jaime Hanselman Danielle Ledesma	Carson South Tahoe
1997-1998	Carrie Chen	Reno	Eric Blocher	South Tahoe
1996-1997	Shauna Mikelich	Manogue	Heather Hussey	Carson
1995-1996	Ryan Maupin	Reno	Dorine Allen	Carson
1994-1995	Mike McKay	Reed	Combined with Div. 23	
1993-1994	Kellie Bozzuto	Reno	Combined with Div. 23	

### Facts – District & Divisional

District: California-Nevada-Hawaii (Cali-Nev-Ha or CNH); District Mascot: The BEES;

District Motto: We Serve, Therefore we BEE

#### *Region 6*

**Division 23:** Damonte Ranch, Elko, Galena, Hug, Lowry, North Valleys, Reed, Reno, Spanish Springs, Sparks, Spring Creek, and Wooster High Schools.

**Mascot:** Shooting Stars; **Motto:** “Take your Service far! Be a Shooting Star!”

**Quote:** “If you reach for the moon and miss, at least you’ll land among the stars.” **Colors:** Silver and Blue

**Division 23 Cheer:** Come on baby show your K, caring is the Key Club Way.

We’re as busy as can Bee, cause we’re from Division 23.

**Division 45:** Carson, Douglas, South Tahoe, and Whittell High Schools

**Mascot:** Jokers; **Motto:**

**Colors:**

## Advisors – What do they do

Advisors help a Key Club run smoothly. They also provide some continuity from year to year. Each Key Club should have at least two advisors: One Faculty and one Kiwanis Advisor. The faculty advisor will be a member of the faculty at your high school. It is his or her job as an advisor to make sure that your projects and activities are within school regulations and that things do not get out of hand. They are also responsible for making sure your club has a meeting place. They act as the liaison between your club and the school administration. This person should be familiar with school policies, including the Key Club account and vouching process of the school.

Your Kiwanis advisor will be a member of your sponsoring Kiwanis Club. This person should attend your meetings (just as your faculty advisor should) in order to give you suggestions, keep you informed on upcoming Kiwanis projects, and to keep the sponsoring Kiwanis club informed of your clubs activities. You should develop a relationship with this person . . . He or she has connections with the Kiwanis Club, making grants and other donations easier for your club to get.

## Acronyms – Key Club Language Decoded

KEY - Kiwanis Educate (s)(ing) Youth	MRF - Monthly Report Form (due the 5 <sup>th</sup> )
DCM - Division Council Meeting	PCM - President's Council Meeting
RTC - Regional Training Conference	RFTC - Regional Fall Training Conference
OTC - Officer Training Conference	LtG - Lieutenant Governor
KC - Key Club	KCI - Key Club International
KI - Kiwanis International	CKI - Circle K International
RA - Regional Advisor	DP - District Project
PR - Public Relations	SOAP- Sponsored Organization and Programs
PT - Pediatric Trauma	MEP - Major Emphasis Program
WSP - Worldwide Service Project	IDD - Iodine Deficiency Disorder
CMN - Children's Miracle Network	YOF - Youth Opportunities Fund
AYUSA - Academic Year in the USA	KCTV - Key Club Television
CTC - Candidates Training Conference	CNH - California-Nevada-Hawaii
Cali-Nev-Ha - CNH District	DA - District Administrator
LtGCTC- Lt. Governor Candidate Training Conference	ICON - International Convention
DCON - District Convention	MR - Member Recognition Committee
MRS - Member Relations Committee	KFF - Kiwanis Family & Foundation
PIE - Policy, International, & Elections	

## Duties of the Key Club President

During the next year, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. Many of these leadership responsibilities are listed below. Be assured that everyone in your club wants you to be successful. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill. Remember that planning and preparation count, and "enthusiasm is contagious."

### Duties and Responsibilities: (Pay your Dues on Time)

1. **Appointing and delegating** – Take great care in the appointments you make and in delegating tasks.
2. **Attending** – As an ex-officio member, attend as many committee meetings as possible (but let the chair run the meetings). You are a significant role model; so, attendance at regular club meetings, board meetings, and all club activities is crucial. Attend, and encourage all others to attend the Key Club District convention, Key Club International convention, and all other division and district functions.
3. **Evaluating** – Ongoing analysis of club meetings and operation leads to continuous improvement in the club.
4. **Goal setting for results** – Goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
5. **Monitoring** – Continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
6. **Motivating** – Establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
7. **Presiding** – Make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and fellowship. You are responsible for agenda setting and for making certain the vice-president is prepared to preside in your absence.
8. **Problem solving** – Make it apparent that you are concerned and accessible. Seek input and explore alternatives before making important decisions.
9. **Recruiting and retaining** – Make certain all members are active and involved. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly goals to be achieved. Make certain new members understand Key Club before induction and are actively involved immediately after induction.
10. **Reporting** – The club president bears ultimate responsibility for meeting the reporting requirements of the district and Key Club International.
11. **Succession** – Prepare next year's president for duties as your club's next chief officer.
12. **Training** – Club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year.

### Weekly Duties:

1. Conduct and preside over a regular Key Club meeting.
2. Create and abide by an agenda for your weekly meeting.
3. Keep officers and committees running smoothly.
4. Lead the entire membership in a well-rounded program of activities and projects.
5. Personally contact delinquent members.
6. Meet with faculty advisor to cover agenda points and current club issues.
7. Make sure that members from your club are attending Kiwanis meetings.
8. Make sure that each officer is aiding the committee to which he/she is assigned.
9. Keep a file of all correspondence.



### **Monthly Duties:**

1. Arrange and conduct a board of directors meeting.
2. Carry out one of the Nine Recommended Projects.
3. Work with the committee chairs on their proposed projects for the coming month.
4. Make sure all monthly reports are going out on time.
5. Keep in touch with the student council and school administration.
6. Make a list of the coming month's activities and post it.
7. Organize or participate in inter-clubs.

### **Annual Duties:**

1. Work toward a net increase in membership over the previous year.
2. Receive help and information from the past president.
3. Read and study all Key Club educational materials.
4. Develop a good working knowledge of parliamentary procedure.
5. Set up good Kiwanis-Family relations.
6. Study your membership roster and form committees.
7. Conduct elections for class directors and representatives.
8. Start projects shortly after school begins, if not sooner.
9. Designate a public relations committee chair and make sure your club activities are sent into the district publication and KEYNOTER magazine.
10. Make sure each member paid his/her dues to both district and International and received a membership card and Member Handbook in return.
11. Work with the secretary in filing your club's Annual Achievement and Single Service Reports.
12. Conduct elections for new officers, and make certain they learn about their respective offices. Elections should be scheduled in February.
13. Assist the new president in every way possible to learn about the office and your Key Club.
14. Send delegates to the district and International Key Club conventions.
15. 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.

## Duties of the Key Club Vice-President

Your role as vice-president is an important one. Sometimes it happens that the Key Club president is prevented from carrying out the duties of his/her office for various reasons. A well organized and properly operating Key Club should have a properly trained vice-president who is prepared to administer the Key Club in the absence of the president.

The real importance of the office of vice-president is found in the role and function you have in the Key Club program. The role is found in one word: service. Service to the president; service to the other club officers; and service to the general membership of the club. As vice-president, you are the right hand of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the club.

### Weekly Duties:

1. Preside over weekly club meetings in the absence of the president.
2. Gather material for and help edit a club newsletter. See that a weekly club newsletter is produced.
3. Attend all club meetings
4. Make sure that attendance is taken at every meeting.
5. Keep a personal record of each club member.
6. Assist the president in every way.
7. Watch over the committee system.
8. Attend all meetings of the project committee as a counselor and ex-officio member.

### Monthly Duties:

1. Attend the monthly meetings of the committees as an ex-officio member and advisor.
2. Collect all of the monthly reports of the committees and give them to the secretary.
3. Attend the club's board of directors meeting.
4. Make sure the club secretary mailed in the club monthly reports.

### Annual Duties: (Pay your dues on time)

1. Become thoroughly acquainted with the president's duties so you can assist the president.
2. Receive all materials and possible help from the past vice-president of your club.
3. Talk to prospective members of the Key Club, and help them decide whether or not to join.
4. Conduct an educational program for new members.
5. Work with the new vice-president and help him/her prepare to take over your job next year.

### Important:

Review the portion of this planner dedicated to the club president and the other Key Club officers. You, as vice-president, are as responsible as the president to make sure that the president's functions are executed properly. That means that you must know Key Club inside and out and the duties of each officer and member, and be able to lead your club with the other officers and members.

## Duties of the Key Club Secretary

A good secretary is essential for any Key Club if it is going to function properly. The office of the secretary is one of the most demanding in the Key Club organization. In the hands of the secretary are all of the records, files and details that are important for the smooth operation of the Key Club. The best way for a secretary-elect to start is to watch and learn from the present club secretary. They will be able to give advice and hints on how to best handle the job. A secretary needs to be prompt, neat and efficient.

### **Duties and Responsibilities: (pay your dues on time!)**

Responsible for Key Club records. This means the secretary must be organized in their approach, and Key Club records must be kept up to date and in good order. The secretary's Key Club record file should include the following:

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 MRF's, Club roster having the following information for each member: member's full name, home address, email address, telephone number, date of birth, date of joining Key Club, (Committee assignments and offices held in Key Club, Chief interest in Key Club work, Chief interest in sports and hobbies), Names and addresses of present Key Club officers, Copies of current and past KEYNOTER magazines and the CNH Key, Complete set of printed material and Key Club literature including all Key Club bulletins.

The items listed above are those normally found in up-to-date Key Club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or phone the appropriate source for copies.

The secretary should record the following about each regular Key Club meeting:

1. Number of members present, names of those absent, list of guests attending, presiding officer, speaker and subject, dues collected from whom (if applicable), committee reports-written and oral, announcements, and any motions or decisions acted upon by the membership.
2. Keep minutes of all meetings of the board of directors and help the president prepare an agenda for each of these.
3. Handle all club correspondence, and especially give prompt attention to communications from the district and Key Club International offices.
4. Write or phone the Key Club International Office for any bulletins or club supplies needed.
5. Maintain official club records.
6. Send district convention registration fees to the proper place and send Key Club International convention registration fees to the appropriate address.
7. Collect reports from committee chairs.
8. Send names, addresses and phone numbers of newly elected officers to the Lt. Governor of the division.
9. See to it that news items concerning your club are sent to the editors of the District publication and KEYNOTER magazine.
10. Assist the secretary-elect in becoming acquainted with their duties.

### **Club Secretary's Checklist:**

#### **Weekly Duties:**

1. Attend all meetings and compose the official minutes.
2. Answer all correspondence promptly, and inform officers and advisors of the communication.

## **Monthly Duties:**

1. Prepare board of directors meeting agenda with president.
2. Attend the board meeting and take the minutes.
3. Collect the monthly committee reports.
4. Submit MRF's to your Lieutenant Governor, Regional Advisor and Sponsoring Kiwanis Club.
5. Send newsworthy articles to the CNH Key and KEYNOTER magazine.

## **Annual Duties:**

1. Receive all materials from the past club secretary.
2. Inventory all Key Club property.
3. Make a Key Club file with reports, bulletins, and manuals.
4. Produce a club membership directory.
5. Help choose the convention delegates, candidates, and contestants, and take care of all materials and monies (if applicable) relating to them.
6. Work with the president in completing the Annual Achievement and Single Service Reports for your Key Club.
7. Notify the district and International offices of your new club officers for the next year.
8. Assist the secretary-elect and pass on all Key Club materials to them after your term of office.

## **The Secretary's Role during Meetings:**

During club and board meetings, the secretary should be prepared to document all club and board meeting activity by maintaining an attendance log and transcribing minutes. The writing of minutes is described below.

A form to document meeting and project attendance should be created. Record each time a member attends a club meeting or project. When a member participates in a service project, document on a service hour report the number of hours they participated.

The secretary is also responsible for assisting the president in developing meeting agendas. The secretary, with the president, should identify topics that need to be addressed during each meeting.

The secretary should be prepared to present a secretary's report during board meetings, as well as present the MRF for approval by the board. The club secretary is a voting board member and should vote on all issues presented by the board of directors.

## **Writing Minutes:**

Minutes are the journal for the proceedings of a meeting. Minutes should record the action taken at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion on anything said or done.

## **Contents of the Minutes:**

The first paragraph of the minutes should contain the following information:

Type of meeting: club, board, regularly scheduled, specially called

The date, time and location of meeting.

List of those present and absent.

Identification of the chair (usually President or VP) and secretary.

Specification of whether the minutes of the previous meeting were approved as read or as corrected.

The body of the minutes should contain a separate paragraph for each subject discussed and acted upon. Specify the exact words of the motion, the maker of the motion, and the action taken on the motion amended, passed, rejected, tabled or withdrawn. Describe how the motion was adopted or disposed of and whether the motion was debated or amended before being adopted or rejected. Also, document secondary motions, such as a recess or setting a fixed time to adjourn the meeting. The last paragraph should state the hour of adjournment.

**Rules and Practices for Writing Minutes:**

1. The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.
2. When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered. When the voting is by roll call, the names of those voting on each side and those answering, "present" should be entered. If members fail to respond to a roll call vote, enough of their names should be recorded as present as to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.
3. The proceedings of a committee of a whole, that is the board of directors, breaks into an open discussion about a topic without making any motions, should not be entered in the minutes, but the fact that the board went into a committee of the whole, as well as the committee report, should be entered.
4. When a committee report is of great importance or should be recorded to show the legislative history of a measure, the board can order it "to be entered in the minutes," in which case the secretary copies it in full into the minutes.

**Monthly Report:**

Most districts require that clubs submit a monthly report detailing the Key Club's activities during the previous month. These report forms should be obtained by contacting your district secretary. Clubs should refer to their reports to evaluate their progress toward club goals. The Monthly Report form is available on the CNH Website at [www.cnhkeyclub.org](http://www.cnhkeyclub.org) under the officers tab, Secretary section, the Club Monthly Report. The new 2009 form is in Microsoft Excel format and has tabs for the different sections. Basic information, Club Roster, tabs for each month, and the Annual Achievement Report all included in the same file. As you complete each month that are the tabs at the bottom of the page, you just save the same file. You need to rename the file in the beginning with this file format: ClubName\_ClubReports\_2009-10.xls. Please make sure to save it as a 97-2003 version and not a 2007 version if you have that. So if you are Jumbo High School your file name would be Jumbo\_ClubReports\_2009-10.xls. You would keep sending this same file each month after filling in the proper month.

## Duties of the Club Treasurer

The office of club treasurer is important because the treasurer is in control of the club's money, its collection and disbursement. It is important this job is done well.

Many schools do not allow clubs to keep independent checking or savings accounts. It does not matter who writes the checks-school or Key Club treasurer. What does matter is that the treasurer be responsible for keeping accurate books that will enable them to give a full financial report whenever requested. The treasurer should do their best to see that everything is done properly so there are no doubts about their integrity.

If your school policy permits your club to have its own checking or savings account, it is strongly advised that two signatures be required on each check. Your faculty or Kiwanis advisor should co-sign with the Key Club treasurer or president.

It should be noted that the treasurer's records should always be open to inspection by the club's officers, faculty advisor, principal and Kiwanis advisor.

### **Duties and Responsibilities: (pay your dues on time!)**

1. Collect member dues. In coordination with the secretary, forward dues monies and dues invoice and membership form to the district and International offices.
2. Prepare the budget, present it to the board for approval, and ensure that club activities adhere to the budget.
3. Maintain accurate financial records.
4. Transact business through a bank or school account.
5. Inform the club of its financial strengths and weaknesses.
6. File appropriate forms with the IRS by February 15 (For US Clubs only)
7. Inform the Kiwanis club of the Key Club's financial status.
8. Disburse funds and pay bills promptly as approved by the board of directors.
9. Reconcile bank statements.
10. Bill members for unpaid dues.
11. Deposit club funds.
12. Understand school and club policies regarding student financial accounts relating to school organizations.

### **Weekly Duties:**

1. Pay all bills as approved by the board of directors.
2. Attend club meetings.
3. Record all expenditures and income for the week.
4. Secure advice of your faculty advisor and Kiwanis advisor on all financial matters.

### **Monthly Duties:**

1. Collect all money from club projects.
2. Prepare a financial report for the board of directors meeting.
3. Collect dues from new members and forward them to the district and International office.

### **Annual Duties:**

1. Obtain all financial records, receipts, and files from immediate past treasurer.
2. Prepare a budget for the Key Club year.
3. Organize all financial records to give to the treasurer-elect.

## **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, 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 money 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 non-service 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. Money coming from the administrative account is collected from dues, Kiwanis family members and school subsidies. Money in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc... Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account. That is known as stealing.

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

## **Collecting and Submitting Dues:**

Dues which each member pays to belong to Key Club are used to provide many services: service program materials, leadership training, conventions and conferences, professional development, fellowship opportunities, member-support information, KEY CLUB 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 may require that members pay dues to the club. These dues amounts should be specified in the club's 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's faculty advisor will receive a new dues letter from Key Club International in late September or early October. It will contain the new password the club will need along with its club number to access the Dues-On-Line area of [www.keyclub.org](http://www.keyclub.org). To make payment of district and International dues as simple as possible, Key Club International has created to on-line roster update and dues payment system. To pay your club's district and International dues, just follow the instructions that are listed on-line. It is under Membership update center.

## **Dues and New Members:**

Clubs should use the on-line dues payment system whenever they submit District & International dues. The payments after the 1<sup>st</sup> one of the year are called supplemental dues. It is very important that all the paid members' information or the school address is entered for all members. The International Office uses the information you submit to mail out the Key Club Magazine to paid members that show up on the clubs roster. You can print this out anytime. New Members will receive a membership card with their membership number on it, so they can

access the system and update their personal information. Annual club, district, and international dues are payable on October 1<sup>st</sup> and become past due on December 1<sup>st</sup>. They have an early bird dues due date of November 1<sup>st</sup> of each year. It is important to pay for every member that pays dues, you never know who may apply for a scholarship in the next few years and if their name does not show up as a dues paid member they could be denied the chance at a nice scholarship.

### **Maintaining Accurate Financial Records:**

It is important to keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer.

When disbursing money, always obtain a receipt as evidence of payment. When at all possible, use a check rather than cash. This will provide you with an additional receipt. When reimbursing a club member for expenses, require them to complete an expense voucher and attach a copy of the receipt, to receive reimbursement.

No more than two individuals should have authorization to write checks. Typically, the club treasurer and president are authorized to write checks. When receiving money, always issue a receipt, especially when you receive cash (i.e. dues and fund-raiser money). Ideally, you should purchase a book of cash receipts so the club can maintain copies of receipts.

And finally, never hold cash personally for any length of time. You are responsible for the finances of the club. By depositing cash soon after receipt, you guarantee that your members' money or community's contributions are secure.

### **Bank Reconciliation**

Periodically, the bank (or school bookkeeper) will submit a statement listing all transactions that took place within a certain period of time. They may or may not return your canceled checks, depending upon their policy. Upon receipt of the statement (usually monthly), reconciliation should be made to certify the accuracy of the club's balance. If this is done upon receipt of each statement, errors can be corrected.

To perform this reconciliation, follow these steps:

1. Verify all amounts on the statement with amounts noted in the checkbook.
2. Place the amount of the bank balance on the back of the statement.
3. Add any deposits not noted on the statement.
4. Deduct all outstanding checks, not yet cashed.

This adjusted balance should agree with the checkbook balance. If it does not, double-check your arithmetic. If the error is not yours, contact the bank or school bookkeeper if it is a school account and ask that they review the statement for the possible error.

*See Appendix section for Treasurer Forms to use in your job as Treasurer.*



## Duties of a Club Bulletin Editor

A club editor is vital to a Key Club because he/she is responsible for all printed material the club receives. The editor is the advertiser, communicator, and general publicity person of the club. This role requires time and knowledge on dates and happenings of district and International events, in addition to the current club projects and plans. The editor must be knowledgeable of the programs and structure of Key Club International.

The role of the club editor is that of a public relations officer. The editor makes sure the public is informed about the service Key Club renders. The club editor needs to work alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, fliers, bulletins, and publicity stunts. Club editors have the role of making Key Club known within the community and the school.

### Duties and Responsibilities: (Pay your dues on time)

1. Produce a monthly newsletter to members providing the following information: important dates, upcoming events, officer information, meeting schedule, service project dates and information, review of completed projects, committee reports, president's message, Major Emphasis Program information, reminders, and dues updates.
2. Post signs, posters, and banners announcing meeting dates, projects, and any type of Key Club promotion.
3. Send articles to the district publication (Cali-Nev-Ha Key) and KEY CLUB magazine regarding projects and new ideas. Be sure to include photos.
4. Make public-service announcements, contact local press, and send articles to community newspapers.

### Club Editors Checklist - Weekly Duties

1. Attend all meetings within the club and the club officer training conferences with the lieutenant governor.
2. Post a calendar of events to publicize meetings.
3. Make morning announcements, posters, signs, and banners to promote projects and meetings.
4. Take pictures at meetings and events.

### Monthly Duties

1. Attend club board meetings.
2. Attend Kiwanis club meetings and provide updates on club happenings.
3. Update the club Web site.
4. Produce a bimonthly or monthly newsletter.

### Annual Duties

1. Receive all materials from past club editor.
2. Save all published newsletters, signs, calendars, and banners.
3. Take pictures and document club events, meetings, and overall work in a scrapbook to be entered in district and International contest (when applicable).
4. Publicize meetings by posting fliers and Key Club posters.
5. Set up a filing system for the incoming club editor.

## Board of Directors

There should be one member from each class to serve as a director. They are elected by their class to represent that class at the club board meetings, which is usually held once a month. The officers of the club also are members of the board. They all have equal voting privileges except the president who only votes in the case of a tie.

### **Duties and Responsibilities: (Pay your dues on time)**

1. Attend all meetings, board meetings, and Division council meetings
2. Promote Key Club among your classmates encouraging students to join.
3. Listen to your classmates and find out what they want to see done within the club. What they like and dislike.
4. Help train your successor at the end of your term.
5. Work with or on a committee. Prepare a committee report if a chair of a committee.
6. At board meetings, vote representing your class.
7. Attend Regional training conferences and conclave.
8. Attend District and International Key Club conventions if possible.

## **Model for an Ideal Key Club**

1. Officers and members are well educated about Key Club, understand the purposes and concerns of Key Club. They are well-informed members. There is a copy of the Key Club manual on file.
2. The club has a well-organized system of recruiting and educating new members.
3. There is pride and esprit-de-corps in the club.
4. Activities are planned well in advance.
5. Club has a good supply of literature as resource material.
6. The club uses a systematic means of raising funds.
7. The club has enlightening meetings with programs planned by an appointed program chairperson.
8. The board of directors meets regularly.
9. The club is involved in the life of its school; it is active and respected on campus.
10. The club has a blend of campus and community projects which members find meaningful and which produce valuable results. It has the brochures and various publications of Key Club International in its files.
11. The faculty advisor takes an active interest in the club and is liked and respected by the club members.
12. Kiwanis interest and support are evident, and a Kiwanis representative attends all meetings and projects.
13. Delegates regularly attend conventions and training conferences. The club supports candidates for District and International offices and participates in competitions held at both levels.
14. The club has a functioning committee system.
15. Inter-clubs are planned for the year.
16. Scrapbooks of activities from past years are displayed at membership meetings.
17. The previous years' minutes and records are maintained in a permanent file.
18. Achievement Reports and Single Service entries are maintained from past years.

## **Symptoms of a WEAK Key Club**

1. Officers and members lack Key Club education and do not understand the purposes and concerns of Key Club. They are poorly informed members. There is no copy of the Key Club Manual on file.
2. The club has no system of recruiting and educating new members. Club membership is below twenty. (20).
3. Meetings are poorly attended.
4. Pride and esprit-de-corps are lacking.
5. There are few or no activities. Those that are held are poorly planned.
6. The club has no literature as resource material.
7. The club has no blend of school and community projects which members find meaningful and which produce valuable results. It has no brochures or publications of Key Club International in its files.
8. The club has no systematic means of raising funds and is delinquent in dues and/or other financial obligations.
9. The club irregularly holds meetings with no programs; no program chairperson for this position has been appointed.
10. The club has no board of directors or directors who hold no meetings.
11. The faculty advisor has no active interest in the club, does not attend club meetings, and is disliked or not respected by the club members.
12. Kiwanis interest and support is weak, and no Kiwanis representative attends meetings and projects.
13. Members do not attend conventions and training conferences. The club does not support candidates for District and International offices or participation in competitions held at both levels.
14. The club does not participate in inter-club activities.
15. The club officers fail to return calls or answer correspondence and fail to share District mailings with the advisor or other officers.
16. Minutes are not kept up to date and on file for future reference.
17. The Key Club does not attend or is not invited to attend its sponsoring Kiwanis Club's meetings.
18. Report forms are not submitted monthly and Distinguished Club Reports and Single Service entries are not submitted annually.

## Awards

Each Club Officer (with the exception of Directors) has a distinguished award offered. The criteria for these awards may be found in the Member Recognition Manual. You are strongly encouraged to follow the criteria for your position throughout the year and keep required paperwork for the award. (This includes letters of recommendation, pictures, agendas for meetings that you have led or attended, invitations, thank you's, sign up sheets, directories, budgets, newsletters etc...) Other than outstanding officer awards, you should apply for the mandatory Distinguished Club Contest (by filling out the Annual Achievement Form) and the Single Service Award. Plan early in the year which awards you would like to apply for. Then, read over and know the criteria well. Save all of your work, or anything that pertains to the award. Check up on the status of the award during the year and send it in for the proper deadline. The awards are usually due in the month before District Convention and are awarded at convention. Some Lieutenant Governors also choose to have their own awards. Please contact your Lieutenant Governor or Regional Advisor for more information.

## Resources

Some resources for your club to use as reference materials for the year are:

1. The International Guidebook sent to your club annually in the Back to School Mailing.
2. The CNH Official District Guidebook available to your club on the CNH Website under resources.
3. The International Key Club website: [www.keyclub.org](http://www.keyclub.org)
4. The CNH Website: [www.cnhkeyclub.org](http://www.cnhkeyclub.org) (The Member Recognition and District Convention forms are here)
5. The Key Club Bulletins. (available on the international website or ordered through 1-800-Kiwanis)
6. Your Lieutenant Governor and Regional Advisor.
7. 1-800-KIWANIS (International Kiwanis Hotline...also has Key Club Information)
8. 1-877-597-1770 x105 Bruce Hennings, Director of Service Leadership Programs
9. Your Sponsoring Kiwanis Club.
  - Reno: Reno, Sparks, Wooster,
  - North Reno: Galena, Hug, Reed
  - North Valleys: North Valleys
  - Downtown Sparks: Spanish Springs
  - South Meadows: Damonte Ranch
  - Elko: Elko, Spring Creek
  - Great Basin: Lowry
10. Your Faculty Advisor, School Principal, Bookkeeper.
11. The Key Club International Board, District Executive Officers and District Appointed Positions.
12. Past Officers of your club.
13. Key Club files in your club.
14. Officer Training Manual.
15. Literature provided from Regional Training Conference, Officer Training Conference, Conclave and District and International Conventions.
16. Divisional Council Meetings and your Lieutenant Governor's Newsletters.
17. Officer Planner provided by Key Club International.
18. Kiwanis Lieutenant Governor.
19. Kiwanis Bulletin and Website:
20. Kiwanis Clubs and their members.
21. 2009-2010 CNH Executive Board Contact Information:
  - District Governor: Jesse Truong
  - District Treasurer: Jeremy Truong
  - District Secretary: Willy Hoang
  - Bulletin Editor: Hillary Yuan

## Dues

Each club must pay District and International Dues each year. District dues are \$4.50 per member and International dues are \$6.50 per member. You must have a minimum of 15 members per club. Many clubs charge \$12 per member to add the extra money to their club budget for administrative funds, or to buy their members Key Club pins. A good-sized club is about 60 members. The average sized club in Key Club is 53 members. Your goal for club membership should be approximately 60 members. THINK about how much service your club could provide to the community with 60 members at 50 hours of service per member. Dues must be sent to the International Office: 3636 Woodview Trace Indianapolis, IN 46268. The due date is October 1<sup>st</sup>. The early bird dues deadline is November 1<sup>st</sup>, but use October 15<sup>th</sup> as your target date. The delinquent dues deadline is December 1<sup>st</sup>, so please pay at least by this date. Your club will be suspended if you haven't paid dues by February 1<sup>st</sup>. If your club has not paid dues by September 30<sup>th</sup>, your charter will be revoked and you will no longer be a Key Club. **Please look for the new club password mailed to each club in late September so that you can go on-line and update the club roster to generate an invoice and pay dues.**

So, what are dues for? Where does this money go? Well, first of all, a BIG chunk of the money goes towards workbooks, literature, training materials, and publications such as *The Cali-Nev-Ha Key* and the *Key Club Magazine*. Money also goes to District and International Officer budgets, allowing them to travel to necessary board meeting, make long distance calls to clubs, copy materials for clubs (Lieutenant Governors send copies of newsletters to clubs), and postage. Money also goes for projects and to provide the necessary paperwork for them. By paying our dues we receive mailings to inform clubs of District/International events etc.... Officer workbooks for all officers, KC Series literature, and membership cards for paid members.

To get your club to pay dues, you can **educate** the officers and members on the importance of dues. Besides the mailings, workbooks, etc., the service, camaraderie, events, and experience of being a Key Clubber is comparable to nothing else that any other high school service organization can offer. Member dues alone support the unique structure of Key Club, and Key Club could not function without that monetary support.

## Member Recognition

Do you want to know an easy way to motivate your members? Win Stuff? How? Simple, just enter some contests for your next District Convention. Upon entering your term, each club will receive a *Contests and Awards Manual*. Review its contents and decide which contests would be appropriate for your club. Appoint someone to keep all the items pertaining to the contest. Arrange projects especially for the contest. Ask for help when necessary. Enter more than one. Your likelihood of winning something is pretty high. At convention, as the contest results approach, your members will be eager and excited. There's not a better feeling (besides serving) than bringing back a plaque to your home club! There are some easy awards to win that are automatic: Achieving Increased Membership, District Tree, Early bird Dues, and doing a project on all 4 or 5 district project days.

Also refer to the *Guidebook* for International contests. The winners for these will be announced at International Convention. In order to enter at International, you often must win at a District level, so check out all the rules before hand.

Your division may also offer awards to officers, members, and clubs. Ask your Lieutenant Governor for specifics on this. Ask him or her if he or she is holding an Officer Installation/Awards Banquet.

No matter what area of contests you enter, be sure to start your planning early. Planning for a contest is also a great way to start planning your projects for the year. Here is a list of some of the contests you may enter and win. **Remember that you can't win if you do not enter.** There are also some International contests that may not be listed here and that all contests are subject to change from year to year.

1. Web page
2. Outstanding – Bulletin Editor, Club Secretary, Club Treasurer, Club Vice President, and Club President
3. Club Attire
4. Distinguished Club (Mandatory for all clubs) – based off the annual achievement report

5. International Video Project
6. Jack Luther Advisors "Hall of Fame"
7. Major Emphasis Program Involvement
8. Marvin J. Christiansen Award
9. Member of the year award
10. Most Improved Club
11. Poster
12. Sandy Nininger Award
13. Single Service Award
14. Talent - Finals are at convention
15. Kiwanis Family
16. District Project
17. At Convention: Oratorical, Impromptu Oratory, Year in review (scrapbook), and spirit contest. (new Contest - Electronic Scrapbook )
18. No Application Contests: AIM (achieving increased membership)
19. Scholarships

## Conventions – District and International

Every spring there is a District Convention. All dues paid members in good standing (which means they actually do service projects) are encouraged to attend. District Convention is three days long and is usually joined with some outside activity like a trip to the beach or some amusement park. Divisional Tours for Division 23 are usually put together. Please contact your Regional Advisor or Lieutenant Governor for more specifics.

District convention is where the old Lt. Governors and District Officers say their good-byes and where the new ones are installed. Elections for District Officers also take place. Each club is allowed two delegates to vote. All members attending get to listen to candidate speeches and caucus them. Delegates also vote on new policies concerning the District. In addition to elections, Key Clubbers have the opportunity to attend various educational and informative workshops pertaining to Key Club, scholarships, stress, and many other topics.

General sessions (along with some meals) also occur at both District and International conventions. These sessions have wonderful guest speakers, present the winners of all the contests and awards, have talent shows, and also for the installation and retirement of district and International officers. On Saturday evening, a variety of entertainment is offered to the attending members, ranging from the Governor's Ball to hypnotists, to a game room, all depending on the convention agenda.

International Convention is where the Eleven International Trustees, the President, and the Vice President are elected. Again, there are meals and general sessions with contest winners, talent, and speakers. There are also caucus sessions, speeches, and workshops. Again, each club is allowed two delegates. The CNH district usually offers a District Tour for International Convention. The tour includes some meals, sights of the city, museum admission, flights, hotel accommodations, and a variety of other fun events for Key Clubbers to get involved.

## KeyLeader

**NEW!** "To inspire young people to achieve their personal best through service leadership." Serve to lead. The cornerstone of Key Leader is *service leadership*, a concept of leading by example and empowering others to achieve their full potential. Key Leader teaches youth about their responsibilities to lead by example, and to encourage others and assist them in achieving their goals. If you would like to register or get more information visit [www.key-leader.org](http://www.key-leader.org) to register for any of the more than 30 Key Leader events to be held in 2005. All events at various locations throughout North America begin on a Friday with registration from 4-6 PM and run through closing at 11:30PM on Sunday morning. The all-inclusive fee of \$150 per student covers housing, meals, and all materials for this exciting encounter with service leadership. The event will be full of exciting activities, fun and valuable learning for a lifetime. Stimulating presentations will be followed by interactive learning experiences. Challenging audio-visual presentations will also be used. Great food and recreation will round out the weekend.

# Running a Club

## *Robert's Rules of Order*

It is advised that you use Robert's rules of order to run your board meetings. This process may seem boring for club meetings, but it is crucial to use in board meetings and committee meetings. Robert's Rules of Order (Parliamentary Procedure) is the basic running of a meeting using motions. It's a *Set of Rules* for conduct at meetings. It allows *everyone* to be heard and to make decisions without confusion. Organizations using parliamentary procedure usually follow a fixed agenda. Here is a typical example:

- I. Call to order (the chair says, "The meeting will please come to order.")
- II. Quorum (The chair notes if a quorum is present – stated in bylaws, usually 50% + 1 (the number of members that must be present for business to be conducted legally))
- III. Minutes (The secretary reads a record of the last meeting)
- IV. Officers' Reports (Often limited to a report from treasurer, but others may report at this time.)
- V. Committee Reports (first, reports from standing (permanent) committees, then from special (temporary) committees.
- VI. Special Orders (Important business previously designated for consideration at this meeting)
- VII. Unfinished Business (Business left over from previous meeting)
- VIII. New Business (Introduction of new topics)
- IX. Announcements (Informing the assembly of other subjects and events)
- X. Adjournment (The meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was prearranged by vote)).

There are 4 *general types of motions*: main, subsidiary, privileged, and incidental.

**Main Motions** introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

**Subsidiary Motions** change or affect how the main motion is handled. (They are voted on before the main motion).

**Privileged Motions** are most urgent. They concern special or important matters not related to pending business.

**Incidental Motions** are questions of procedure that arise out of other motions. They must be considered before the other motion.

Some questions relating to motions: *Is it in order?* Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws. *Do I need a second?* Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person. *Can it be amended?* Striking out, inserting, or both at once can alter some motions. Amendments must relate to the subject as presented in the main motion. *Can it be reconsidered?* Some motions can be debated again and re-voted to give members a chance to change their minds. The motion to reconsider must come from the winning side. *May I interrupt the speaker?* Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to. *Is it debatable?* Parliamentary procedure guards the right to free and full debate on most motions. However some subsidiary, privileged and incidental motions are not debatable. *What vote is needed?* Most require only a majority vote, but motions concerning the rights of the assembly or its members need a 2/3rds vote to be accepted.

*See the parliamentary procedure – at a glance handout in the appendix.*

## Effective Meetings

1. Always START and END on time. The stragglers will soon learn that when you say 12 o'clock you mean it. You can also close all the doors and make them pay a small fine or do something embarrassing in front of everybody.
2. Have an AGENDA of the meeting and make sure you follow it.
3. Vary your speakers. Don't be the only person to talk, it will get boring.
4. Have a board meeting prior to the club meeting to prepare for the club meeting.
5. Have an agenda available for everyone.
6. Meet at a regular time and place.
7. If possible, meet indoors. Outside, people tend to lose focus and chatting is incessant. If your club is large than a classroom is out of the question. However, it might be possible to get the auditorium or the gym.
8. Have an ACTIVITY. Meetings can be boring, but you can liven it up by playing icebreakers. Do a five to ten minute icebreaker in the beginning or the middle of your meeting.
9. Enthusiasm is contagious.
10. Be creative. Use the materials from Key Club International, especially "How to have Successful Meetings."
11. Provide recognition of club members. Recognize birthdays, Key Clubber of the Month, Outstanding service, etc.
12. Be energetic and spirited!

### What is Leadership:

Learn from your mistakes  
Always be considerate  
Encourage others often  
Shoulder your responsibility  
Infect others with enthusiasm

Exercise self-control  
Do the best you can  
Respect the rights of others  
Have a good attitude  
Practice perseverance

## Other Important Qualities

1. Lead by example - Don't ask somebody to do something that you wouldn't do.
2. Goal Setting - Long range planning helps foster future success. It takes a true visionary to build a strong club.
3. Be Energetic - People don't like being tired and depressed. Liven things up. Have a smile . . . BE HAPPY!
4. Be Definitive - Confidence is the sign of a true leader. You must be able to make tough decisions after making an evaluation of the situation. You can't be afraid to make mistakes. If you make a mistake learn from it and move on.
5. Be Willing to Listen & Learn - A true leader knows what the people want. Listening is the key to knowing.
6. Have a Heart - Sometimes you have to be understanding and open yourself up. There are certain situations in which you need to be compassionate.
7. Have Character - People only respect people who respect themselves and others. They respect people who stand up for what they believe.
8. Be Punctual - People get upset when they have to wait. They don't like their time wasted. As a leader, it is your obligation to make sure that things go on time. It's your obligation to make sure that everything is prepared to make things run smoothly.
9. Know your material - As a leader, people will ask you a lot of questions. You need to have answers. Know your material. Know some club, district, and Key Club International background. Know the situation of your club and division.
10. BE PREPARED.
11. Know your limits - The most common mistake of leaders is wearing themselves too thin from overwork. Know your limits. Sometimes you just have to say no.
12. Pay Attention to Details - Details are the difference between a successful event and an okay event.



## Membership Development & Education

Membership development and education is crucial in every Key Club. Remember you can't do service if you don't have any members. Members are the lifeblood of your club and a well-balanced club will be strong for years to come. Leave your mark on your club and make sure membership development gets the attention it deserves. Membership development is basically recruiting members, educating them about Key Club, and getting them to join and pay dues. Membership development can be done in a variety of ways. A committee should be set up that handles membership development ideas, new member orientations, publicizes the meetings, puts up posters promoting Key Club, makes sure the school announcement about the meeting is placed, and prepares for the back to school and freshman orientation night gatherings.

One of the most important things to do is publicize. Make sure everyone knows about Key Club. When and where they meet, what they do, and it is open to everyone. Have posters throughout your school publicizing Key Club. Change them often (make sure they are approved for posting) so they look fresh and new. Advertise in the school newspaper if possible. Get names from teachers and counselors asking them for people they think might be interested in Key Club, then send those people a personal invitation to come to a Key Club meeting to find out what you do. Have a special meeting for these invited people and get them involved in the club so they will want to join. Adopt freshmen students to help them adjust from Junior High to High School, and get them to join Key Club. See if you can do a presentation at your feeder Junior Highs before the end of the school year recruit new members for the coming year. This is a great way to bring in fresh, new, young faces and ideas.

Now you have some people interested. How do you keep them? Well, first you must have things planned & organized. You have to have projects starting immediately! Projects planned out that the new members could sign up for. No one wants to go to a meeting where nothing is discussed, decided, accomplished, or said. Have a mass new member orientation planned for the third or fourth week of school, then do all the other new members in smaller groups away from the regular meeting (the Membership development committee does this). Give the members a variety of projects to choose from. All officers should get to know these potential members (note to secretary: people who go to your meetings who have not paid dues are considered guests).

People are coming to your meetings and projects, but there are not very many people paying dues. What do you do? Give them incentives to pay. Have a pizza party or give prizes for all dues paid members that pay by a certain date. Give all paid members a Key Club pin and recognize all dues paid members at a club meeting right after they have paid their dues and become a member in good standing. Remember that only dues paid members are eligible to go to District and International Convention and to apply for any Key Club Scholarships that are available. If you still are having no luck, go to your resources. Your Lieutenant Governor should be able to put you in contact with the District Membership Development and Education committee. They will have lots of information for you to get your club up and running.

Once you have the members and they are doing projects, you need to teach them. Yes, teach them about Key Club. Make sure every new member goes through a formal orientation program. Assign them to a committee, teach and give goals to all your committees, give them responsibility and the tools to do the job. Encourage them to attend Division Council meetings, Regional Training Conferences and Convention. Share leadership opportunities with all members of your club. Have a Key Club fact(s) on all your club agendas. Have fun! Make sure the members are having fun! Have socials! Have socials after a service project!

## Committees

There should be at least the following standing committees:

1. Kiwanis Family Relations Committee
2. Program Committee
3. Project Committee
4. Public Relations Committee
5. Social Committee
6. Membership Development & Education Committee
7. Major Emphasis & District Project Committee

The duties of the standing committees shall be as follows:

1. The **Kiwanis Family Relations Committee** shall work with the program and Project Committees in preparing interclub activities with Kiwanis and Circle K and shall see that the membership of the Key Club and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.
2. The **Program Committee** shall plan and present programs at all regular meetings, club induction's, and interclubs with Key Clubs and other service groups in the school and community, unless otherwise directed by the president. The committee shall arrange for a suitable place for the club meetings and see that the space occupied is made orderly after each meeting.
3. The **Project Committee** shall formulate worthwhile activities, and upon approval by the principal, shall recommend them to the club. The projects adopted by the club shall be initiated and completed under the direction of the Project Committee with the aid of the club membership.
4. The **Public Relations Committee** shall be 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 and television.
5. The **Social Committee** shall plan the social activities of the club, such as banquets honoring the fathers and mothers of the members, dances, entertainment, etc., and entertainment for club meetings.
6. The **Membership Development & Education Committee** shall devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service. They also would be in charge of the orientation and education of new members into the club.
7. The **Major Emphasis & District Project Committee** shall plan projects and activities promoting and supporting the Key Club International Theme and Major Emphasis programs along with the California-Nevada-Hawaii District Project Theme during the administrative year.

## Committee Chair Responsibilities

The Vice president should over see most committees with the exception of the Public Relations committee, which should be by the Bulletin Editor. Here are the major responsibilities of committee chairs:

1. Attend all Board meetings to report committee activities to the board.
2. Present activities & projects to the faculty advisor for approval and then to the board for approval.
3. Turn in committee reports to the Secretary of the Club of all committee activities.
4. Compile service hours for all service projects for all members working on a project under the jurisdiction of that committee. Turn these in to the Secretary.
5. Make sure the committee meets on a regular basis, but at least once a month.
6. Make plans to achieve the goals as set for the committee by the board of directors.
7. Present activities to the regular club membership after approval by the board.
8. Take suggestions for activities from all members of the club.
9. Delegate tasks to others on the committee and let them shine, grow and learn.
10. Have fun!

## Project Planning & Fundraising

Project planning is one of the most important parts of your duties as a Key Club officer. Without project plans there are not projects. Without projects, there are not members. Without members, there is no Key Club. Without Key Club . . . Let's not think about that.

All projects should go through one of the committees for their approval and then to the board for its approval. The individuals in charge of a particular project should plan projects well in advance. They should start organizing a project at least one to two months before it takes place, depending on the size of the project. Projects should be announced for the first time no less than two weeks before the project. To speed things up in meetings, if the meetings are rather short because of a short lunch period, then the committee in charge of a project should have some flyers telling all about a particular project and how the members can sign up.

To plan a project you only need to know a few basic things:

1. What is the project?
2. Where is it to be held?
3. What are the date(s) and time(s)?
4. Does it fit within school policy & has all the required forms been filed and approved?
5. Does it fit within Key Club policy and has any required forms been filed and approved?
6. How much money needs to be spent and does the club have enough to do this project?
7. What are the supplies needed to accomplish this project?
8. How many members are needed/expected and at what times? Make sure all time slots are covered.
9. How the project will run.

Committees should be your main planning sources for service projects, ceremonies, socials, banquet installations, orientations, fundraising projects, public relations, and Kiwanis family events. Officers should play an active role in helping the committees plan their events, but make sure you do not control them, let them do their work. The officers need to help train and guide each of the committees to learn how to plan projects and events. As the year goes on, it will be much easier for everyone because more people know what they are doing and feel more a part of the club and its structure.

The Treasurer needs to know at all times how much the club has in its treasury (how much of it is already allocated is also very important). In the area of fundraising, the treasurer should play a major role. In addition to the steps of project planning, in fundraising you must also figure out where you want the money to go (to your club or to a charity, and if a charity, which charity) and how much you predict raising (is it worth it?). A well planned fundraiser may be extremely successful, enabling the club to have more activities throughout the year. Check your KC Bulletins for fundraising and project suggestions. Your sponsoring Kiwanis club and your Key Club Lt. Governor may also have project ideas and need help at their projects and/or divisional events.

## GOALS

This is the most important priority right now. This is the roadmap to your year as the leaders of your club. RIGHT NOW, at the beginning of your term, you should sit down as the executive board to determine the goals of your club and where you want the club to be a year from now. Some of the goals that should be on your list include:

1. Early Bird Dues (Dues sent in and received at Key Club International by November 1, 2008)
2. District Tree (mailing all club Monthly Report Forms postmarked by the 5<sup>th</sup> of every month)
3. AIM (Achieving Increased Membership, there are 3 categories 100%/40, 50%/20, 25%/8)
4. DP Days or weeks (have a project related to the district project on the 4 or 5 assigned days or weeks)
5. Having every member perform at least 50 or more hours of service
6. Sending in the Annual Achievement Report on time to enter the Distinguished Club contest

Your goals might also include entering your club in certain contests, sending a certain number of members to both the International and District Conventions, and having at least 12 projects per month for members to choose from. Your goals should also include your committees and what you would like them to accomplish this year. That way the committees know what they have to shoot for. Each of you should have a goal of being the best officer your club has ever known.

Now, once you have set up your goals, then you need to discuss how you are going to achieve them. What is it going to take? Are you going to devote more time to accomplishing these goals? Are you going to get more people involved so it takes more of the burden off of you? Make sure that when you delegate work to someone, you tell him or her what needs to be done and then let them do it. It is advisable that you check on them periodically to make sure that they are doing their job. It takes time, but you will become a better leader.