

# CNH | KEY CLUB

September 2009

Volume 1 | Issue 3

Please BEE green. Do not print this newsletter



## The Official CNH District Newsletter

Front cover: Executives, Committee Chairs, and Lieutenant Governors of CNH posing during Summer Board

# cnh district newsletter

Compiled by the 2009-2010 CNH District Board  
**September 2009 | Volume 1 | Issue 3**

## LETTER FROM THE EDITORS

### Hello CNH!

As all the Key Clubbers begin shopping for school supplies while summer gives way to fall, many things are also beginning for the Key Club year. We hope you've enjoyed your summer and also managed to finish all that summer homework. But now is the time to get down to service and some intense member recruitment!

For those of you who have not seen this publication before, here's some information. What you are looking at is the third issue of the newly formed District Newsletter! This newsletter includes information compiled by the individuals you have selected to serve as your Board of Trustees: Executives and Lieutenant Governors. With further assistance from the appointed committee chairs, we will provide you, the members of the California-Nevada-Hawai'i Key Club District, with valuable, up-to-date information every month. We hope you enjoy and learn from each issue. So, please help us to spread the news to all members and advisors.

Inside you will find information regarding District Convention, Awards, leadership tips, and much more. Take a look inside!

Send in those articles, pay those dues, submit those reports, and continue leading and serving!

Buzzin' with CNH spirit,

Your 2009-2010 Executive Board  
*Governor Jesse Truong*  
*Secretary Willy Hoang*  
*Treasurer Jeremy Truong*  
*Technology Editor Hillary Yuan*



## CNH GOALS!

**40,000 MEMBERS**

**\$75,000** for PTP

**750,000 SERVICE HOURS**

## IN THIS ISSUE

### Introduction

Letter from the Editors .....	1
District Updates .....	1

### News for Club Officers

Presidents and Vice-Presidents ..	3
Secretaries.....	4
Treasurers.....	6
Editors.....	6

### District Committee Updates

District Convention .....	7
District Projects .....	8
Kiwanis Family Foundation .....	9
Policy Int'l and Elections .....	19
Member Recognition .....	10
Member Relations.....	11

September RTC Schedules.....	12
District Contact Information .....	12

## DISTRICT UPDATES

1. Call to Convention video is now on the CyberKey!
2. Manuals for presidents and secretaries are available on the CyberKey!
3. Executives have been assigned to Regional Training Conferences!
4. DCON 2010 Logo has been finalized!
5. Member Relations committee has updated the history on the CyberKey!
6. Fall Rally updated! Check it out on the Cyberkey!

## Hello Presidents and Vice Presidents!

I hope you all had a wonderful summer resting or enjoying your time and preparing yourself for the 2009-2010 school year. I am certainly charged up and ready to serve you. The year is about to get busy with school starting and new members coming in so stay focused and manage your time well. As the president or vice president your goal is such: ensure the success of your club. To do this make sure you stay on top of your school work, your personal life, and your Key Club work. Read through this newsletter to learn everything you need to know to make sure you make your club one of the best.

If you need help remember that you have your Lieutenant Governor, your advisors, and the executive team and me. Asking questions is part of a being a good leader.

Buzzin' with CNH Spirit,

Jesse Truong  
District Governor  
California-Nevada-Hawai'i District

## TIME MANAGEMENT

Here are some tips and tricks that if you actually follow, will make your life this upcoming year a lot easier.

1. Limits. Going out with your friends is great but make a schedule now. Will you go out once a week or once every two weeks? Make it a goal to stick to your limits
2. Prioritize. Get off of AIM, Facebook, ooVoo, Tokbox, MySpace, OMGPOP, or anything else you know is a distracter. Enjoy it may an hour a day, but try your best to minimize your online time and put those items lower on your priority list. You know away messages don't work.
3. Mind games. Make a calendar to mark deadlines but on the calendar put the deadline two or three days before the actual date.
4. Delegation! Allowing others to do the small tasks for you will give you more time to do your other work. A lot of small tasks is equal to a lot of time. But remember that you are delegating tasks, not the responsibility so it's still your duty to make sure the task gets done.
5. Parents. Let your parents know what you want to get done. They may take away your phone for a while or unplug the internet but they are making sure you get your work done. You may feel betrayed for a while, but it's worth it in the end. They're not being mean, they are just concerned.

## presidents & vice presidents MANUAL



The Presidents' and Vice Presidents' Manual is the resource you can use all year. Key Club facts, tips and tricks, necessary information, and more so that you can be the leader that your club deserves. If you have a question in your Key Club life or you're just curious, read the manual. It will be posted to the CNH CyberKey and Presidents' reflector soon!

## CLUB BUILDING

New year means new members! Here are some things you can do to build your club, recruit new members, and get the year started with a buzz!

### CLUB RUSH

Get some of your current members to help get new members. Get everyone to dress the same so your club looks unified. As the president you should make sure everyone has a job to make fliers, posters, sign-up sheets, spirit wear, noise makers, and anything else that will appeal to new members. Publicize our big events like Fall Rally, DCON, and your big service projects. Talk to your Lieutenant Governor to see what tips they can give.

### EVENTS

Start of the year with diverse events. Have a club social one weekend and a service project the next weekend. Show that Key Club is diverse and full of fun and service.

### ELECTIONS

Offer members the Class Representative position which gives a good opportunity for incoming freshman and other class leaders. Each club should be electing these officers at the beginning of the year.

### SPIRIT

Show spirit and enthusiasm and smile to show that you love Key Club. Don't get too carried away with spirit though. You don't want to intimidate new members with our intense spirit. Let them gradually get comfortable with our intensity.

### CLUB MEETINGS

Should follow an official procedure with a set agenda (Pledge of Allegiance, Key Club Pledge, etc.) to make sure a level of professionalism is set, but also make it a little fun. Offer ice breakers to get new members involved and if you can, serve free pizza or candy.

### SPIRIT

Make new members feel welcomed and special. Inside jokes make others feel uncomfortable so try to stay away from them. Do not let old members clique and exclude everyone else. Allow new members to introduce themselves and maybe even give them FRIENDLY stickers nothing that says "noob" or "freshman!" Use stickers that say "I came to serve!" or "I'm excited for my first year of Key Club"

## RESOURCES

### CNH Presidents and Vice Presidents Reflector

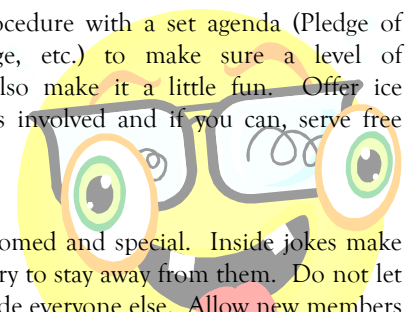
Join the Presidents' and Vice Presidents' reflector today!  
[groups.google.com/group/cnh-presidents0910](http://groups.google.com/group/cnh-presidents0910)

### Officer Resources

[cnhkeyclub.org](http://cnhkeyclub.org) > Officers

### CNH District Governor Jesse Truong

[cnh.dg0910@gmail.com](mailto:cnh.dg0910@gmail.com)



## RESOURCES

### Secretaries Reflector

<http://groups.google.com/group/cnh-secretaries0910>

Here's the link once again just in case some of you haven't joined yet. Join for easy access to files and updates. Also, if you have questions, post them!

### Secretary's Manual

[http://cnhkeyclub.org/downloads/Officers/Secretary/Secretary\\_Manual\\_2009-10.pdf](http://cnhkeyclub.org/downloads/Officers/Secretary/Secretary_Manual_2009-10.pdf)

If you haven't looked at it yet, click on the link! I finished compiling this last month and I included as much information as possible to help you with your duties. Check it out for information on your MRF, taking minutes, recording service hours, and more.

## CLUBrosters

As I said in my blurb, with the new school year you'll get many new members. Make sure that you keep track of all your new members and keep all of their contact information! Once you have it, update your roster! This information will be crucial for your club throughout the year if you ever need to contact your members!.

The information you'll want: Name, E-mail, Address, Mobile #, Home #, IM Name, Member ID #, and graduation year. Most clubs usually have some sort of form that they pass out to their clubs on a small sheet to collect this information.

You'll have to update all of this information when your club pays dues! This is done on the membership update center found on the Key Club International website. Look for more information regarding dues payment on the treasurer's section.

## Hello CNH Secretaries!

Another month is here! Hopefully by now you're getting more familiar with your duties as a secretary. When you head back to school, make sure to develop strong relations with your committee chairs and fellow officers! This will help you gather the information that you will need throughout the year. Now that school is starting, your clubs will also become a lot more active. You'll have many more meetings (if your clubs weren't that active during the summer) so you'll have to record more minutes, you'll have many incoming members so you'll have to update your roster, and you'll have many more events so you'll have to keep track of those sign-in sheets. And a bit more.

No worries, it's actually not that much work as long as you stay on top of everything. Remember that at the end of the year, all your hard work can be recognized at District Convention if you apply for Outstanding/Distinguished Secretary. Many of your clubs will also be recognized with the District Tree award and I'll start that now! On the next page is a list of all the clubs that are still eligible for this award.

I'm currently working on my MRF Manual and on a presentation (with the same information from the Secretary's Manual) to use at some of the RTC's that I will be attending in the next couple of months. To the secretaries of Regions 6, 7, 10, and 13, I look forward to hopefully meeting you soon at your training conference!

Best of luck with school and with all of your duties! If you ever need anything, feel free to contact me!

Willy Hoang  
CNH District Secretary  
Key Club International

## DISTRICTtree

Congratulations to the following schools for having turned in all of their MRF's as of August 10<sup>th</sup>, 2009. For this year, I did not take into account the April MRF submission. Think of that month as a transition month.

This information is gathered from your Lt. Governor's MRF. I am sending this list out now so I can identify any errors early on. If your club is not on this list and you believe it should be, please send me an email.

The District Tree is on the next page.

### CNH | KEY CLUB

CLUB DIRECTORY for						
2009-2010	Input	Input	CNH	Input	Input	
Team	Club Name	Club Number	District	Region	Division	
<b>Club Information</b>						
Input	Input	Input	Input	Input	Input	
School Address	City	State	Zip Code	Phone		
Input	Input	Input	Input	Input		
Club Website	Club Reflector Group	Sponsoring Events Club	Meeting Time & Location			
<b>Club Officers &amp; Advisors</b>						
Faculty Advisor	Input Name	Email	Mobile	Home	DL	
Ministry Advisor	Input Name	Email	Mobile	Home	DL	Home Club
President	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Vice President	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Vice President	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Vice President	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Vice President	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Secretary	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Treasurer	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Editor	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
Wikinote	Input Name	Email	Phone	Home	DL	Member ID # Grad Year
<b>Club Members</b>						
Position	Input Last Name, First Name	Email	Mobile	Home	IM Name	Committee Member# Grad

Page 1

# CNH Secretaries continued

<u><b>Division 1</b></u> Santa Monica	Pleasant Grove Sheldon Valley	Saratoga The Harker School Westmont	<u><b>Division 22</b></u> Hilo Kaiser Kauai Punahou School Roosevelt St. Louis School Waiakea Waipahu	<u><b>Division 28S</b></u> Basic Coronado Del Sol Green Valley Liberty SECTA Silverado Valley	Guajome Park Academy Rancho Buena Vista San Marcos Tri City Christian Vista
<u><b>Division 2</b></u> Albany Castro Valley Encinal Hayward Piedmont San Leandro Skyline	<u><b>Division 8</b></u> Armijo Benicia Fairfield Rodriguez Vacaville Vintage Will C Wood	<u><b>Division 13N</b></u> Huntington Park Lakewood South Gate Warren	<u><b>Division 23/45</b></u> Reed Galena Reno Spanish Springs	<u><b>Division 28W</b></u> Cimarron-Memorial Clark	<u><b>Division 37S</b></u> Escondido Mt. Carmel Rancho Bernardo Torrey Pines
<u><b>Division 3</b></u>	<u><b>Division 10N</b></u> San Marino South Pasadena Temple City	<u><b>Division 14</b></u>	<u><b>Division 24/29*</b></u>	<u><b>Division 30N*</b></u>	<u><b>Division 38E</b></u> Sultana
<u><b>Division 04E</b></u> Beckman Canyon Orange Orange County H.S. of Performing Arts	<u><b>Division 10S</b></u> Alhambra Don Bosco Gabrielino Montebello Ramona Convent Secondary School Rosemead San Gabriel Schurr	<u><b>Division 15</b></u> Chino Hills Claremont Colony Don Antonio Lugo Ontario Rancho Cucamonga Ruben Ayala Upland	<u><b>Division 25E</b></u> Granada Hills Kennedy Cleveland Van Nuys	<u><b>Division 30S*</b></u> Cypress John F. Kennedy Katella Loara Los Alamitos Magnolia Oxford Academy Savanna Whitney	<u><b>Division 38W</b></u>
<u><b>Division 04N</b></u> Bolsa Grande Century Garden Grove La Quinta Los Amigos Pacifica Rancho Alamitos Santiago Westminster	<u><b>Division 11</b></u> Montgomery Morse Saint Augustine San Diego School of Creative and Perform- ing Arts	<u><b>Division 16</b></u> Burroughs Panorama Sylmar	<u><b>Division 25W</b></u> Canoga Park Chatsworth El Camino Real Reseda Sherman Oaks Center Taft	<u><b>Division 31</b></u> Helix	<u><b>Division 39*</b></u>
<u><b>Division 04W</b></u> Edison Fountain Valley Huntington Beach Marina Mater Dei Saddleback Segerstrom Funda- mental	<u><b>Division 12</b></u> American Independence Irvington Milpitas Mission San Jose Piedmont Hills San Jose Academy Washington	<u><b>Division 18</b></u> El Diamante Hanford West Mount Whitney	<u><b>Division 27</b></u> Bear Creek Middle College McNair Tokay Weston Ranch	<u><b>Division 33*</b></u>	<u><b>Division 41N</b></u> Northwood
<u><b>Division 5</b></u> Buchanan McLane	<u><b>Division 12E</b></u> Irvington Milpitas	<u><b>Division 19N</b></u> CAMS El Segundo Gardena Lawndale Leuzinger	<u><b>Division 28N</b></u> Advanced Technolo- gies Academy Arbor View Canyon Springs East Career and Tech- nical Academy Las Vegas Legacy Mojave Rancho	<u><b>Division 34N</b></u> Lowell Sequoia	<u><b>Division 41S*</b></u>
<u><b>Division 6</b></u> Notre Dame Santiago	<u><b>Division 12S/43</b></u> Andrew Hill Evergreen Valley	<u><b>Division 19S</b></u> Bishop Montgomery Carson Narbonne North Torrance Palos Verdes Penin- sula Redondo Union	<u><b>Division 34S</b></u> Cupertino Fremont Gunn Homestead Los Altos Lynbrook Monta Vista Palo Alto	<u><b>Division 35E</b></u>	<u><b>Division 42E</b></u> Royal Simi Valley
<u><b>Division 07N</b></u> C.K. McClatchy Davis John F. Kennedy Sacramento Senior West Campus	<u><b>Division 12W</b></u> Branham Del Mar Prospect Santa Clara	<u><b>Division 20/32</b></u> Cloverdale Humboldt County Homeschoolers	<u><b>Division 35W</b></u> Arcadia Arroyo Baldwin Park Sierra Vista	<u><b>Division 36E</b></u>	<u><b>Division 42W</b></u> Buena Channel Islands Santa Paula
<u><b>Division 07S</b></u> Florin Senior Franklin Laguna Creek Monterey Trail		<u><b>Division 21</b></u> Mission Bay University City Scripps Ranch Serra Patrick Henry	<u><b>Division 36W</b></u>	<u><b>Division 37N</b></u> Carlsbad El Camino Fallbrook	<u><b>Division 44N</b></u> Foothill Rocklin Woodcreek

**\*Why is there an asterisk next to my division?**  
This means that your division had a change in your Lt. Governor or a vacancy at the beginning of the year. I am working to come up with a guideline that will allow your club to still be eligible for the District Tree award. Keep sending in your reports, keep them accurate, and don't give up!

### Treasurers!

It's time to whip out those calculators and receipt books! Club dues are on the way! Taking care of club dues are one of your most important responsibilities and essential to keep your club alive. It's time to work with your secretary to retain proper information from members. If you need any help, you can contact me via email anytime!

In service and friendship,  
Jeremy Truong  
CNH District Treasurer  
Key Club International

### INTRO to DUES

As treasurer, you will need to login into Kiwanis' Membership Update Center and update all new club information. A invoice will be generated after and dues will need to be paid via mail or Paypal.

First day Dues can be turned in:                      October 1<sup>st</sup>  
Early Bird Deadline                November 1<sup>st</sup>  
Regular Deadline                    December 1<sup>st</sup>

IMPORTANT: These are deadline dates. Do NOT postmark dues invoices on the day of. Turn in your dues invoices to the International Office a week in advance before the final deadline at the latest!

## THINGS to do during SEPTEMBER

### Get Acquainted with the Membership Update Center

<http://soapmu.kiwanis.org/>

The Membership Update Center is being updated for the 2009-2010 year and will be ready after September 7th to process your club's membership. After the seventh, the home page will provide practice login codes to allow you to get familiar with the Dues process before actually submitting invoices into Kiwanis International.

### Keep an Eye Out for the Mail

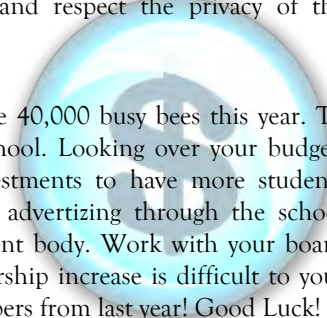
Notify your faculty advisor that an IMPORTANT letter from Kiwanis International will arrive in the mailbox during this month. The letter will contain important login information to the Membership Update Center. If you have recently changed advisors, please ask your old advisor to keep an eye out. If your faculty advisor no longer works at your school, politely ask your school office to correctly direct the letter. If the letter does not arrive *after* September ends, allow *your advisor* to call (800) KIW-ANIS. Be prepared to have the Club Number ready. (800) KIW-ANIS will not work with students, only with advisors.

### Work with the Club Secretary

Work with the Secretary by organizing Member Information Forms. Members during every new Key Club term should supply the following information (as requested during the membership update process): full name, address, email, phone number, birth date, graduation year, and gender. Keep these forms organized and have them ready when paying for dues. It is important that all information needs to be kept safely, confidentially, and respect the privacy of the members.

### Membership Awareness

As one of the goals of the CNH District, we would like to have 40,000 busy bees this year. To reach that goal, try your best to publicize Key Club to your school. Looking over your budget, decide if making posters and giving out candy are good investments to have more students interested in Key Club. You can take advantage of penniless advertizing through the school bulletin and materials provided by the school's associated student body. Work with your board and do all you can to increase membership this year! If membership increase is difficult to your respected area, do all you can to retain the same amount of members from last year! Good Luck!



### CNH ARTICLES

#### CONGRATS!

Last month, I've gotten over 100 submissions, which is amazing!

#### HOW TO IMPROVE

Because of the plethora of submissions, I had to pick them out for the CNH Key. For those who sent in stories, but don't see it on the CNH Key, don't be discouraged. Keep writing about your Key Club experiences with passion, pay attention to my suggestions, and maybe we'll be reading your submission in the near future. Go for it!

- **Show, don't tell.** Instead of just stating "we ate lots of food", you could write "we devoured a grand feast of pizza, bagels, and warm Starbucks coffee".
- **Enjoy what you write, and we will too.** If you think what you wrote is boring, then your audience most likely won't be intrigued either!
- **Check your grammar.** Lots of submissions mixed up the *your* and *you're* or had singular-plural disagreement. Make sure your articles are word-processed and check through them.

Good luck on writing future articles!

### UPDATES on the cnh cyberkey

- Fall Rally pages are up along with last year's results
- The August issue of the CNH Key is out

### NEWSletters

#### DESIGN:

- Make sure your background is not distracting, keep it simple.
- Use boxes to organize your newsletter.
- Use pictures, but make sure it's only a few.
- Short is sweet, so keep your newsletters from getting lengthy!

### Hello CNH Key Clubbers!

Hope you are all having a great first few weeks of school! Now is the time to do anything you can to promote Key Club at your school and to show future members how much fun Key Club can really be! A good way to do this is to show them the "Call to Convention" video! The video is now on the website and is great tool to use at club and divisional meetings! Keep looking for more new information about District Convention on the CNH CyberKey. Soon there will be intern applications, registration forms, and materials so you can learn more about District Convention!

See you in April,  
Rachel Shanley  
CNH District Convention Chair

### INTERNS

Would you like to see how District Convention 2010 really works? Well, you can apply to become a stage or camera intern and work with true professionals behind the scenes and help make convention the best it can be.

As camera intern you will take convention pictures and help put together the slideshow for the final general session.

As stage intern you will help behind the scenes, putting together and taking down the stage and perhaps some time behind the camera.

All applications will be on the CNH CyberKey soon. Please apply; even though there are requirements, you will still be able to attend most convention activities, and might even have your registration cost reimbursed!

### sergeant at ARMS

Being a Sergeant at Arms will be a little different this year. Instead of the SAA's receiving their SAA ribbon in their home club envelope, the SAA's must attend the mandatory meeting during the first session of workshops to obtain it. At the meeting each SAA will get a certain task, stating the time and location they should be working as a Sergeant at Arms. In addition, occasional checkups will be administered to see if everyone is doing their specific task at specific location. Eventually, there will be registration forms to become SAA. Please make sure your club registers at least two Sergeants at Arms, but more are welcome!

### DCONfacts

District Convention 2010  
"Service: A Buzz and BEEyond"  
Sacramento Convention Center,  
Sacramento, California  
April 9<sup>th</sup> to 11<sup>th</sup>, 2010

Have any questions, comments or concerns? Contact DCON Chair, Rachel Shanley by emailing [cnh.dcon0910@gmail.com](mailto:cnh.dcon0910@gmail.com)

### CALL<sup>to</sup>CONVENTION

The 'Call to District Convention 2010' video is now online! You can find it at [www.cnhkeyclub.org](http://www.cnhkeyclub.org)! The video was made by the District Convention Committee to showcase our great event at the Sacramento Convention Center. It was made to help members, like you, learn more about District Convention! Please try and show this video at your club meetings and DCMs! It is a great way to show other Key Clubbers what District Convention is all about!



### MARCH of DIMES

Key Club International has raised \$100,000 for one of its service partners: March of Dimes. If you attended International Convention in Denver, Colorado, you may recall that the annual convention walk benefited the March of Dimes. Your hard effort and donations have aided to this great contribution to March of Dimes.

March of Dimes is a national non-profit organization dedicated to improving pregnancy and baby health. March of Dimes is a national non-profit organization dedicated to improving prenatal and infant health. The organization works towards preventing premature births, birth defects, improved infant health, and reduced infant fatalities

Recently, Past Key Club International President Grant Lin and Vice-President Joseph Schibi were chosen to serve on the National Youth Council to represent March of Dimes while working with other organizations, such as Key Club. Council members provide training in leadership with March of Dimes as well as closely work with the organization staff to plan events and promote March of Dimes initiatives. The National Youth Council is a group open to college students who have demonstrated outstanding service to March of Dimes, to their communities, and with other organizations. If you are interested in becoming involved with the March of Dimes (while in Circle K of course!) in college, contact a current council member by logging on to [WWW.MARCHOFDIMESYOUTH.COM](http://WWW.MARCHOFDIMESYOUTH.COM).



### FALL RALLY & PEDIATRIC trauma program

Around the same time we Trick-or-Treat for UNICEF, CNH Key Clubbers begin to do the major fundraising for the Pediatric Trauma Program, the focus of the California-Nevada-Hawaii Kiwanis District Foundation. The Foundation uses the money collected from fundraisers to purchase safety equipment for children, to train doctors in first responder medical care for children, and to provide grants to individual clubs for their own PTP projects.



District Governor Jesse Truong has selected his focus as PTP. Last year, both Fall Rallies raised a total of \$67,780.48. We are all aiming for \$75,000 this year and we CAN do it! The most money raised by an individual division last year was \$3,268.97. Can your division beat that? Well you can sure try! If you haven't already started, start fundraising today! Join this awesome cause to save children's lives.

- Fall Rally South:** Six Flags Magic Mountain, November 14<sup>th</sup>, 2009
- Fall Rally North:** California's Great America, October 24, 2009

### UNICEF

Can you believe that October is next month! That means that it's Trick-or-Treat for UNICEF time! Since 1944, Key Club International has been Trick-or-Treating for this amazing organization and has since raised over \$5 Million for UNICEF-Key Club Projects. In the 2007-08 term, Key Club International raised \$758,433.20 for UNICEF. In the 2008-09 term, Key Club International raised \$697,709.99. As you can see, the amount KCI raised has decreased in one year. However, now come a new project and a new goal: Operation Uruguay. Operation Uruguay's goal is to improve the living conditions of adolescents in Uruguay. Key Club International has set a goal of \$1.5 Million to be raised for the new focus. We can help reach this goal and increase this term's raised money for UNICEF!



Every year, we fundraise with the small boxes provided by UNICEF. But what if we could do something in addition to the boxes goes green? UNICEF has a new promotion where you or your club can create a donation page for Trick-or-Treat for UNICEF. Using this method reduces the amount of paper used for the boxes and allows for donations to be made by anyone you know around the country. Go to <http://youth.unicefusa.org/trickortreat/> to set up your page today!

### ACKNOWLEDGE EVERYDAY HEROES week

#### ACKNOWLEDGE EVERYDAY HEROES WEEK

**September 6-12, 2009**

Hey CNH! The week has finally come to acknowledge those people who make our lives possible. If you have already organized a series of events for the week, AWESOME! If not, it's not too late. Plan something small for your teacher or your Kiwanis sponsors. If the time designated does not fit your schedule, mix things up and go for acknowledging them another week or day. Good luck!





### Hello Key Clubbers!

How do you feel!!!?

Many activities are coming up including the annual Fall Rally to raise money for Pediatric Trauma Program! All Kiwanis Family members are welcome to Fall Rally. So, when you ask your Kiwanis (nicely) to help you attend this great event, invite them to go with you and experience your awesome Key Club spirit and see where the money is going.

Again make sure to go to Kiwanis events and Kiwanis meetings. Show your appreciation to your Kiwanis by making a thank you card and show up to their events! Remember without them we would not be here.

In Service,  
David Limjoco  
CNH Kiwanis Family & Foundation Chair



Compiled by the 2009-2010 Kiwanis Family and Foundation (KFF) committee

## KIWANISkeyLEADER

### What is Key Leader?

Key Leader is a Kiwanis sponsored leadership camp, with usually 100 students who come together for a weekend to learn about the core values of becoming a leader. Through fun games, social bonding, teamwork building assignments, and group discussions, everyone can see the inner leader inside of them. You'll make friends you'll never forget and return to your community feeling inspired and ready to take action!

### When/Where is Key Leader Located?

Times Vary by location, within our district there are three upcoming ones for the remainder of this year.

Camp Cedar Glen, Julian, California: October 23-25<sup>th</sup> 2009

Pilgrim Pines, Yucaipa, California: October 30<sup>th</sup>-November 1<sup>st</sup> 2009

Camp Jones Gulch, La Honda, California: November 6<sup>th</sup>-8<sup>th</sup> 2009

### What is the Cost?

The cost to go to Key Leader is \$175 though there is a Key Club discount of \$25. The rest of the cost can be covered by fundraising, asking your sponsoring Kiwanis, and your school. Don't let the cost be an issue in going to one of the best ways to learn about leadership out there!

### Why go to Key Leader?

Get away for a weekend, learn about leadership, and have an amazing time. Many people who go to Key Leader experience many of these things and more. Those who attend also come back to their community to do more service and take more leadership opportunities. Even many current Lt. Governors went to Key Leader and were inspired to run. So sign up for Key Leader today!

If you have any questions or concerns please contact KFF Chair David Limjoco at: d11.kc.ltg@gmail.com

Compiled by the 2009-2010 Policies, International, Elections (PIE) committee

## HANDY DANDY GUIDE to 2009-2010 the key club GUIDE book

All active Key Clubs should have received their Club Resource Box this April with all their officer resources. Inside this box includes the Key Club 2009-10 Guidebook, which includes the Key Club International Bylaws and Board policies. Here's your handy dandy guide in understanding the contents of this guidebook, learning when to reach for this bundle of help, and finding additional information on awards, contests, and recognition programs!

### Section 1: Key Club International Bylaws - Page 1

In this section, the 28 articles are listed and described. Refer to the article names to find what you are looking for, as there is no specific order in which the articles are listed. Here are some of the most important articles:

- Article V: Organizing and Chartering of Clubs
- Article VI: Club Operations
- Article XXII: Revenue

### Section 2: Key Club International Board Policies - Page 13

In this section, the 17 policies are listed. Policies are different from Bylaws, as the Key Club International Board or Kiwanis International Board can amend the policies, so they may change from year to year. Important articles that would be beneficial to look over are:

- Policy B: Key Club International
- Policy F: Club Structure and Activities
- Policy H: Code of Conduct

### Section 3: Addendum to Key Club International Board Policies - Page 27

In this section, the International recognition and award programs and their contents for eligibility are listed. The awards cover a wide range of topics, such as oratorical contests, Major Emphasis Program Award, and Club Membership Growth Award. Look over them and apply for an award or too! Popular awards include:

- Club Poster Contest/Club Video Contest/Talent Contest
- Distinguished Club Award
- Single Service Award
- Club Membership Growth Award

Since the guidebook is written to apply to all the clubs internationally, the format or content may get mind-boggling! Never hesitate in contacting our committee for help on improving your insight on Key Club!

### Hello CNH!

I hope your summer has been filled with service and planning for your up-and-coming Key Club year so you are able to apply to awards at the end of the year. The Member Recognition Committee has been "Busy as a BEE" trying to make sure you all have an opportunity to get recognized for your hard work when DCON comes around. The new 2009-2010 guidelines will be out soon so **make sure to check the CNH CyberKey around mid-August!** In addition to this will be a guidebook to help make your process of applying for recognition easier. Included in the guidebook will be things to keep in mind, deadlines, and tutorials for those computer-challenged Key Clubbers. No worries, the MR Committee will have you a computer whiz in no time! Good Luck!

In the love of Service,  
Antoinette Dickerson  
CNH Member Recognition Chair

## AWARD opportunities

### International Contests:

- Club Poster, Club Video, Major Emphasis Program, Partners in Service, Single Service, Year in Review (Traditional, Non-Traditional)

### California-Nevada-Hawaii Contests:

- Advisor Recognition Program
- Automatic Entry Contest
  - Achieve Increased Membership
  - Club Achievement Award
  - Distinguished Club
  - District Tree
  - Early Bird Dues
  - Governor's Focus
  - Membership Retention
  - Most Improved Division
  - Overall Division Excellence
  - Spirit
- Club Attire
- Club Website
- Digital Scrapbook
- District Project
- Jack Luther Hall of Fame
- Kiwanis Family
- Marvin J. Christiansen
- Member of the Year
- Most Improved Club
- Prepared Oratory
- Sandy Nininger
- Talent

### Officer Recognition:

- President, Vice President, Secretary, Treasurer, Bulletin Editor

Compiled by the 2009-2010 Member Recognition Committee

## award INFORMATION

All information concerning awards will be posted on the CyberKey in **mid-August**. Every year, officers in Cali-Nev-Ha get a chance to be awarded Distinguished or Outstanding for their position! But this year things have changed on how you can apply. **All officer recognition contests will go green.** This year officers will have the choice of submitting an electronic submission, a CD submission, or a binder submission.

### The Contest Deadlines Is Set:

The final Registration and Submission date for all contests have been set! Be sure to mark this day in red on your calendar if you plan on applying to any awards: March 5, 2010. This means that all contest materials must be received on this date by the close of the District Office regular business hours. If your contest is required to be mailed to the District Office this is not a postmark date, you must mail your submissions a few days ahead of time to be safe. There will be absolutely no exceptions for late submissions. Anything received after the deadline will not be considered for judging.

## tips on BEE-ing a DISTINGUISHED officer

### Step One:

Mark March 5, 2010 on your calendar as the deadline to have all awards submitted.

### Step Two:

Become familiar with the guidelines! Plan to follow those requirements and surpass them! Talk to you Lt. Governors and express your interest to apply, they can help you out or point you in the right direction to find help.

### Step Three:

Keep all your work throughout the year in a single folder saved to your desktop or on a flash drive (keep a backup as well) to build upon this throughout the year. Within this folder, organize your work into subfolders that apply to your position (Agendas, Minutes, Financial Records, Bulletins, Articles, etc.). This way all your work is in one place and easy to look at when it is time to apply and you can easily choose what you would like to submit.

### Step Four:

Start the recommendation letters early and give yourself a lot of time to compile your submission.

### Step Five:

Make sure to complete and submit any forms on time. No exceptions will be made; you don't want to miss out because of one little form.

### Step Six:

Be recognized at District Convention in front of all of Cali-Nev-Ha and show your home club that you went "A Buzz and BEEyond" your call of duty.



Have any questions, comments, or concerns don't hesitate to contact me at [cnh.mr0910@gmail.com](mailto:cnh.mr0910@gmail.com). I'll be happy to answer your questions or address your concerns.

Compiled by the 2009-2010 Member Relations Committee

### Hello Cali-Nev-Ha!

Summer is coming to an end, but I hope you had a great rest and are ready to take on the upcoming Key Club year! I hope you all are ready to put in hours and hours of dedication and service to this great organization.

First off, please remember to pay your dues as soon as you can, as it certifies your membership. Next, invite and persuade others to join Key Club by spreading the word of how great Key Club is, not to mention the multiple benefits of becoming a member. Throughout all this, remember to create close ties with your Kiwanis sponsors, who do so much to help your clubs. Actively communicate with them, and the rewards will be endless. Please use and advertise the CyberKey and remember that it's never too early to start planning for Fall Rally! If you ever need any tools, please don't hesitate to contact the MRS Committee. Let's have a great year!

Ben Chon  
Member Relations Chair 2009-10  
Cali-Nev-Ha District

### Quote of the month

"Don't be afraid to give up the good to go for the great"

-Kenny Rogers

### ADVERTISING tips

Whether it's a Key Club meeting or Fall Rally, always remember these points when advertising:

- Be concise and straight to the point, but don't leave out important information
- Be consistent with the information you are giving out
- Be catchy with phrases, images, etc. to leave an impression
- Be clear and confident
- Know your audience and how to relate to them

### TOOLS to EXPECT for SEPTEMBER

- A Key Club **Calendar** - This tool will contain all major Key Club events (such as Fall Rally, Key Club Week, etc.), standardized test dates, and holidays.
- A Key Club **Portfolio** - This tool will contain the basics of Key Club that can be given to an authority (such as a principal) who would use this information to judge if a Key Club could be chartered to the respective school.

Where can you find these tools? - On the CyberKey!

### DUES (important!)

Dues are very important because without paying them, you cannot gain membership to Key Club. Although Early Bird is no longer recognized in the CNH district, still be proactive and receive and submit dues as early as possible. Below is a list of important dates regarding dues.

- Begin Sending in dues: October 1<sup>st</sup>
- On Time: Dues in by December 1<sup>st</sup>
- After Dec. 1: Clubs become delinquent
- After February 1<sup>st</sup>: clubs become suspended

After September 1<sup>st</sup>: A fee is required to restart the Key Club as well as the dues

### RECRUITING MEMBERS

#### INCENTIVES

- Service - The most important objective of Key Club, service, also helps build character and gives members a sense of accomplishment.
- Leadership Opportunities - As the largest student led organization, Key Club offers a diverse range of leadership opportunities to fit every individual's capabilities.
- Social Network - The interaction and inclusiveness of Key Club allows members to build upon their social skills.

#### RECRUITING METHODS

- Club Rush / Club Day - Take advantage of Club Day at your school and create an appealing but informative Key Club booth or table. Need tools? Contact the MRS Committee!
- Verbal communication - Just spreading the word is possibly the fastest way to recruit members.
- Major Events - Get newcomers interested with Key Club with events such as Fall Rally and DCON. Although this is a great way to hook members, always advertise that service is the main purpose of Key Club.

### cnhCYBERTOOL

Chartering formally recognizes a Key Club into a school, and is required for all clubs. Once chartered, a club simply pays annual dues to continue the existence of the respective Key Club. More information can be found on the CyberKey, and steps are given below:

Go onto [www.cnhkeyclub.org](http://www.cnhkeyclub.org)  
Hover over the "Resources" tab  
Click on the "Chartering" tab

### KIWANIS

At the start of the year, try to maintain a relationship with your Kiwanis sponsors, as they bring about great benefits for your club. The more you visit, the more they will realize your dedication and will be more inclined to aid your club.



**I WANT YOU  
IN KEY CLUB**

### TOOLS

Do you need any tools for your upcoming Key Club Year? Do you have any other questions, concerns, or comments? Find contact information for the MRS Committee under CNH District Contacts.

Note: There may be some changes. Contact your Lieutenant Governor for more information.

Re-gions	Divisions	Date(s)	Partner Region(s)	Start Time	Location	Executive Assigned
7	3, 16, 25E, 25W	09/26/09		11:00 AM	John Burroughs HS, Burbank	Secretary Willy
9	2, 8, 26	09/27/09-09/28/09	15, 17	12:00 PM	Camp Jones Gulch, La Honda	Treasurer Jeremy & Editor Hillary
10	24/29, 42E, 42W	09/27/09		1:00 PM	Arroyo Grande HS, Arroyo Grande	Governor Jesse
11	18, 33	09/26/09		10:00 AM	Robert Kennedy HS, Delano	Governor Jesse
12	5, 46	09/19/09		9:00 AM	Livingston HS, Livingston	Editor Hillary
15	14, 39	09/26/09-09/27/09	9, 17	12:00 PM	Camp Jones Gulch, La Honda	Treasurer Jeremy & Editor Hillary
16	7N, 7S, 27, 44N, 44S	09/19/09		Unknown	Sac City College, Williamland Park, Sacramento	Treasurer Jeremy
17	12E, 12S, 12W, 34N, 34S, 43	09/26/09-09/27/09	9, 15	12:00 PM	Camp Jones Gulch, La Honda	Treasurer Jeremy & Editor Hillary

Thank you for reading!

### CNH DISTRICT CONTACTS

**District Governor**

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**District Treasurer**

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**District Convention Chair**

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**District Projects Chair**

Christian Rodriguez ..... cnh.dp0910@gmail.com

**Kiwanis Family & Foundation Chair**

David Limjoco ..... d11.kc.ltg@gmail.com

**Member Recognition Chair**

Antoinette Dickerson ..... cnh.mr0910@gmail.com

**Member Relations Chair**

Ben Chon ..... cnh.mrs0910@gmail.com

**Policies, International, & Elections Chair**

Bonnie Xiao ..... d31.kc.ltg@gmail.com

