

General Key Club Information

Key Club History

The first Key Club was started in 1925 in Sacramento, California. Only boys were allowed to join, and then eventually, girls were allowed to join in 1977. Now, Key Club is the world's largest student led service organization for high school students. There are more than 5,000 Key Clubs in 35 countries.

The Kiwanis Family

- *Kiwanis International*: a worldwide organization of adult volunteers who are dedicated to changing the world, one child and community at a time.
- *Aktion Club*: a community service club for adults living with disabilities
- *Circle K International*: the university level of Key Club
- *Key Club*: the largest student led service organization for high school
- *Builders Club*: largest service organization for middle school students
- *K-Kids*: a service club for elementary school students

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 to combat all forces which tend to undermine these institutions.

Mission: Key Club is a student-led organization that provides its members with opportunities to perform service, build character, and develop leadership.

Values: Leadership, character building, caring, inclusiveness

Motto: Caring- Our way of life.

Key Club Lingo

- **LTG:** Lieutenant Governor; this individual is the district board member who help move information from the district level to club level, they help club officers learn their duties, answers questions, and helps in anyway they can
- **DCM:** Division Council Meeting; this a meeting that your LTG will plan and all the Key Clubs in your division will meet together
- **Fall Rally:** This rally is held sometime in the fall where the LTGs will either combine with other divisions to host a service project or activities. This is also an opportunity to learn what your duties are as an officer.
- **DLC:** District Leadership Convention; this convention is held in the spring where the entire Indiana District will come together for a weekend of workshops, service, and meeting new people. This is also where the new Executive Board will be elected.
- **ICON:** International Convention; this is when Key Clubbers around the world meet for a week long convention
- **IP:** Immediate Past; when you are no longer in office you become "IP *your position*" (Ex: IP Club President)

Preferred Charities and Service Partners

- *March of Dimes*: an organization focused on preventing premature births and birth defects in babies (www.marchofdimes.org)
- *UNICEF*: helps to provide for children's needs primarily health care, basic education and safe water and sanitation (www.unicef.org)
 - The Kiwanis Family is raising money for the Eliminate Project to eliminate neonatal/ maternal tetanus
- *Children's Miracle Network*: raises money for children's hospitals (childrensmiraclenetworkhospitals.org)
- Thirst Project: Key Club is working with the Thirst Project to end the global water crisis (www.thirstproject.org)

District Project

The 3 Wishes Campaign is the Indiana District Project. This campaign will work to ensure young children throughout the entire state of Indiana receive effective care for neurodevelopmental and behavioral disorders, including autism and developmental delay. The money that we raise will provide training and tools for the hubs, training for physicians that will work at the hubs, and data collection and analysis to ensure and sustain top quality programming. (<http://www.inkeyonline.org/3-wishes-campaign.html>)



Dates to Remember

September 21: Nickelodeon's Worldwide Day of Play
October 1-31: Trick- or- Treat for UNICEF
October 15: Youth Opportunities Fund grant applications due
October 27: Kiwanis One Day
November 1-30: Kiwanis Family Month
November 1: Early bird deadlines for dues
November 3: Advisor Appreciation Day
November 5-9: Key Club Week
November 17: Prematurity Awareness Day
December 1: Final deadline for dues
December 31: UNICEF donations due in order to get recognition
January 5: Key of Honor nominations due
February 1: Unpaid clubs are suspended
February 1-28: Officer Elections
Submit annual achievement report before DLC
April TBD: District Leadership Convention
July 3-6: International Convention in Baltimore, Maryland

President

Congrats on being elected as your Club's President! With this position comes a lot of work and maybe some stress, but you are going to do amazing! Have fun and enjoy your term because it will go by quickly!

Official Duties

- **Establish** a climate of enthusiasm, support and open communication within the club. Make sure all members feel their voices are heard and their hard work is celebrated.
- **Ensure** all club and board meetings are well planned and executed. Make sure your meetings keep members engaged; have clear organizational structure and follow parliamentary procedure; have up-to-date information from Key Club on local, district and international levels.
- **Keep** members connected and engaged through well-developed and frequent programming.
- **Assist** your club officers in completing annual achievement reports, contest and award applications and the necessary steps regarding club dues.
- **Develop** necessary relationships with school administrators, faculty advisors and Kiwanis clubs.
- **Create** strategies, conduct evaluations and work to set goals aimed at continuous club improvement.
- **Develop** membership recruitment goals throughout the year. Once members are inducted, be sure to help them become actively involved.
- **Manage** the club election process. Set a date in February for elections and inform members about the process.

Before Meetings

- Meet with advisors to create an agenda
- Have officer meetings to ensure all officers are doing their jobs

Meetings:

- Create an agenda, be sure everyone has access to it (paper/digital)
- Lead members in service projects
- Keep members informed on what's happening on all levels of Key Club
- Reflect on service projects you have completed- what went well/ what could've gone better

Other

- Stay consistent with your meeting schedule, if there is a change be sure to notify members well in advance
- Help officers learn their duties
- Attend Division Council Meetings
- Submit Awards Application for DLC
- Pick delegates for convention

Goals for your Club should be SMART

Specific: target a specific area of improvement or project

Measurable: you should be able to track the progress you have made

Attainable: goal should be challenging but not impossible

Relevant: set goals should be related to your clubs overall plans for the year

Timely: set a reasonable deadline the goal must be achieved or completed by

Vice President

Congrats on being elected your club's Vice President. Your main job is to be flexible and help your club whenever they need it. Have fun with it!

Before Meetings

- Help make agenda
- Book meeting room if need be, confirm booking closer to meeting date
- Talk to your advisor to make sure all duties are being done and if you can help with anything

Meetings

- Help the president lead the meetings
- Know the president's duties in the event of the president not being able to be at the meeting, your job will be to lead that meeting

Other

- Help the secretary with the district monthly report that will be found on the inkeyonline.org website, be sure to submit these by the 15th of
- each month
- Assist editor in distributing newsletter
- Help recruit new members
- Keep track of goals and how they are coming along
- Oversee committees to see that they stay on track of assignment
- Come up with Ice Breakers to keep meetings engaged
- Attend Division Council Meetings
- Know the duties of other officers in the event they are unable to attend, it is your job to fulfill them

Secretary

Duties

- Keep all records organized and neat
- Records should be accessible

Files to Organize - hard and digital copies

- Key Club Dues
- Minutes
- Club and District Publications
- Officers and Committee / Member Contacts- preferred communication, date they joined Key Club, date of birth, service/ committee interests
- Past monthly reports
- Attendance at meetings
- Club roster

Before Meetings

- Create a template for minutes
- Make sure files are organized

Meetings

- Take attendance (sign in sheet with full name, phone, email, and anything else your club needs)
- Record minutes
 - When the meeting starts/ ends
 - Each topic discussed
 - What ideas were brought up/ discussed
 - What motions were presented/ by who
 - Create sign ups for activities
 - Committee reports
 - Guests
 - Announcements

After Meetings

- Update Files
- Send out minutes

Additional Duties

- Submit monthly report for the district
 - Steps to get to report: Inkeyonline.org, more..., club resources, for club officers, monthly reports
 - Submit each report by the 15th of each month
- When the new officers are elected, notify LTG of new contacts
- Help the president complete the Award Application for DLC
- Help select delegates for conventions
- Attend Division Council Meetings

Treasurer

Duties

- Keep track of dues
- Collect dues
 - Keep a log of those who have paid and those who have not
- Budget all projects
- Track fundraising

Important Dates

- October 1st: Clubs can submit dues
- November 1st: Early Bird Deadline
- December 1st: All dues need to be paid; clubs not paid can go into a delinquent status
- December 31: UNICEF donations due in order to get recognition

Meetings

- Collect and record dues
- Update fundraising records
 - Count money collected

Other

- Attend Division Council Meetings
- Keep organized logs of all money in the club
- Information should be digital and hard

Information you Need to Know

- Dues; international \$7, district \$7, club dues vary between clubs
- What is the money used for
 - Club building, recruitment, communication, convention, scholarships, service projects

Editor

Duties

Produce a monthly or bimonthly newsletter to members providing the following information.

- Important dates
- Committee updates
- Upcoming events
- President's message
- Officer information
- Major Emphasis information
- Meeting schedule
- District project Information
- Service project dates and information
- Reminders
- Review of completed projects
- Dues update

Other

- Make posters and signs to promote the club and service projects
- Work with the Webmaster to get the word out using digital posters
- Create articles to send to the Indiana District Editor to have a chance to be feature in the district publication
- Take pictures at all events
- Make a scrapbook to be able to be in the District Convention scrapbook contest
- Attend Division Council Meetings
- USE BRAND GUIDE ON ALL MATERIALS
(keyclub.org/brandguide)

Webmaster

Duties

- Create a club website if that interests your club
- Create social media accounts
 - Post often to keep people engage
 - Post after all events
 - Keep it updated with information
 - Post all changes to your club
 - Meeting times
 - Officers
 - Events
- Work with editor to post posters and event flyers
- Take lots of pictures and post them
- Engage with the members through social media
- Attend Division Council Meetings
- USE BRAND GUIDE ON ALL MATERIALS
(keyclub.org/brandguide)