




KEY CLUB®

T-O KEY CLUB



# Advisor Training


Presented by...

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**The key to successful leadership today is influence, not authority.**

Ken Blanchard

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ADVISORS




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FACULTY & KIWANIS

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# KEY CLUB



## Dear advisor:

Thank you for supporting and inspiring Key Club members. This program is part of the Kiwanis Service Leadership Programs in the Kiwanis family, a global organization of members dedicated to serving the children of the world.

Kiwanis family clubs are a wonderful opportunity for our youth members to build social and emotional skills that prepare them for a life of leadership and service. Your leadership will go far in achieving these goals. This guide provides essential elements to support your work as a leader.

The advisor guide is divided into three sections:

- Advisor tools:** practical resources for advisors
- Service Leadership Model:** tools to implement the service, leadership and engagement learning model
- Kiwanis International support:** resources and support from Kiwanis International

We hope your experience as a club advisor to a Kiwanis youth club will be rewarding and inspiring. Thank you for your service!

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Advisor tools

### Monthly checklist

This monthly checklist will keep you and your club on task throughout the year. Adapt this checklist to meet the needs, culture and schedule of your club and school.

#### AUGUST

- Kiwanis club meeting:** Plan for Key Club members to attend their sponsoring Kiwanis club's meeting to introduce themselves and report on how Key Club plans to start the year. This would also be a good time for members to report on any Key Club conventions or events they've attended, particularly if sponsorship was provided.
- Board meeting:** Plan for both advisors to attend the first meeting of the club officers. At this meeting, the board will create a budget for the year, including how much fundraising the club will need to do to cover expenses, such as sending members to conventions and other events. Introduce Key Club board members to the five-year strategic plan at [keyclub.org/key-club-strategic-plan](http://keyclub.org/key-club-strategic-plan) and work together to complete the worksheet for club plans.
- Advisors guide:** This tool is meant to be a helpful resource for you. Refer to it throughout the year as you support your club.
- Club bylaws:** Part of the chartering process for a new club is to complete bylaws. A copy of the club bylaws can be found online at [keyclub.org/resources/standard-form-club-bylaws](http://keyclub.org/resources/standard-form-club-bylaws).
- District fall events:** Is there a Key Leader weekend taking place in your district in the fall? This event is a great opportunity for all Key Club members, especially emerging leaders. Visit [key-leader.org](http://key-leader.org) for a list of dates and locations. Also, find out if your district is having a Key Club fall rally by going to your Key Club district's website.
- Key Club International convention:** Plan to attend the Key Club International convention, usually scheduled for the first week in July. Check with your district administrator concerning district group travel information. Begin fundraising now to send delegates and other members to this informative and fun event. Go to [keyclub.org/sponsorship-toolkit](http://keyclub.org/sponsorship-toolkit) for ways to find funding.

#### SEPTEMBER

- New members:** With the start of the school year, this is an ideal time to recruit new members. Suggestions for growing your club are in the Engage section under Growing your club.
- Committee assignments:** Assess the members' committee preferences and review the assignments if needed. Suggestions for club committees can be found in the Lead section under Club committees.
- Club resources:** Check your email for information and resources from Key Club International in September, including Key Club meeting kits. Be sure to share all materials with your club officers.

- Dues:** Work with the club secretary and treasurer to access the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc) to update membership records and pay annual dues. To receive early bird recognition, dues must be received by the early bird dues deadline. Refer to the Key Club e-newsletter for updated dues information. Subscribe at [keyclub.org/subscribe](http://keyclub.org/subscribe).
- Set service goals for the year:** Have officers discuss with club members which type of service they want to pursue. Consider planning a signature service project if the club doesn't already have one.
- Youth Opportunities Fund:** The YOF grant applications for the first cycle are due by October 15 at 11:59 p.m. ET. Grant applications for the second cycle are accepted October 16 through March 1.

#### OCTOBER

- Public relations:** Make sure the president has designated a public relations committee chairman to see that news and photographs of club activities are sent to the district bulletin editor, the school newspaper and the local newspaper.
- Committee update:** Assess how the committees are functioning and determine how to strengthen certain problem areas, if necessary, with the board of directors.
- Kiwanis One Day:** Participate in a Kiwanis One Day service project normally held the fourth Saturday in October. Kiwanis One Day encourages all Kiwanis-family club members to jointly perform a community service project. Visit [kiwanis.org/oneday](http://kiwanis.org/oneday) to learn more.
- Youth Protection Week:** Kiwanis International observes Youth Protection Week annually, giving Kiwanis clubs the opportunity to conduct important youth protection training and evaluate the club's compliance.
- CKI Week:** Celebrate Kiwanis-family members during Circle K Week in October. Visit [circlek.org](http://circlek.org) to learn more.

#### NOVEMBER

- Key Club Week:** The first full week of November is dedicated to Key Club Week. This special week gives your club the opportunity to show your community what Key Club is truly about: service. Learn more at [keyclub.org/keyclubweek](http://keyclub.org/keyclubweek).
- District convention:** Start planning for your club's participation in the district convention. Decide on fundraisers to send delegates. Contact your district administrator to find out more about your district convention or visit your district's website.

#### DECEMBER

- Status report:** Evaluate, along with your club officers, your club's progress so far. What's been accomplished? How many service projects have been completed? How can the club improve?

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- Dues:** Ensure dues will be paid on time.
- Membership:** Along with the board of directors, assess membership development, growth and retention. Analyze the results to date and come up with a plan for the rest of the year. Ask Key Club board of directors for updates on the membership experience and growth pillars of the strategic plan.
- District officer elections:** Are you encouraging qualified members of your club to seek office of governor, secretary, treasurer, editor or lieutenant governor?

#### JANUARY

- Membership drive:** Conduct a membership drive to interest new members. Update club membership records using the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc) and submit new members' dues. More information on membership drives can be found on page 47.
- Club officers:** Spread the word about upcoming club elections. Encourage club members to consider running for an office. Learn more about officer positions on page 32.
- Key Leader:** Is there a Key Leader weekend taking place in your district in the spring? Perhaps those interested in club officer positions should attend. Visit [key-leader.org](http://key-leader.org) for dates and locations. Virtual Key Leader is a self-directed, individualized online program. Read more about Virtual Key Leader under the Kiwanis International Support section of this guide or go to [kiwanis.org/virtualkeyleader](http://kiwanis.org/virtualkeyleader).
- Youth Opportunities Fund:** Work with your club's lieutenant governor to inform members about the second cycle of YOF grant applications. Applications are due March 1 by 11:59 p.m. EST.

#### FEBRUARY

- Elections:** Your club should conduct elections to select the new club officers. Once elected, update their information in the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc).
- Officer training:** Train newly elected officers so that when they take over their offices, they'll know what's expected of them.
- Divisional meeting:** If applicable, make sure delegates from your club attend the divisional meeting called by your lieutenant governor. Each club is entitled to two voting delegates for this meeting. Please note that divisional meetings sometimes occur at other times during the year as well.
- District convention:** Continue your club's plans and fundraising for attending the Key Club district convention.
- Convention contests:** Is your club entering contests during the district convention? Learn more about contests on page 43.

- Achievement report:** Make sure that your club president and secretary complete your annual achievement report for the district convention.
- Voting delegates:** Elect two club members to be voting delegates at your district convention.
- Convention forms:** Make sure all necessary forms are filled out for district convention attendance.
- District officer elections:** Are you encouraging qualified members of your club to seek the office of governor, secretary, treasurer, editor, or lieutenant governor? Share any campaign literature you receive with members of your club.
- K-Kids Week:** Celebrate K-Kids Week the last full week of February. Visit [kkids.org](http://kkids.org) to learn more.

#### MARCH

- Officer resources:** Be sure that outgoing officers pass on their resources and other files to incoming officers.
- Training resources:** Check your email for information and resources from Key Club International in March, including officer training materials. Review and share with the newly elected club officers.
- District convention:** Attend your club's district convention with club officers and as many club members as possible. (Some conventions are in February or even April.)
- Builders Club Week:** Celebrate Kiwanis-family members during Builders Club Week the third full week of March. Visit [buildersclub.org](http://buildersclub.org) to learn more.
- Aktion Club Week:** Celebrate Kiwanis-family members during Aktion Club week the first full week of March. Visit [aktionclub.org](http://aktionclub.org) to learn more.

#### APRIL

- Convention report:** Have club members who attended the district convention report to your club, as well as your sponsoring Kiwanis club, about their experience.
- Lieutenant governor:** Have the club president invite your lieutenant governor to induct new members, install officers or attend a meeting as a guest. If you aren't sure who your lieutenant governor is, visit your district's website.

#### MAY

- House of Delegates:** At least 20 days prior to the Key Club International House of Delegates at convention, Key Club will post online any proposed amendments to the bylaws and candidates for international office. Encourage members to review this information.

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- Future plans:** Organize a plan for the upcoming year with your incoming Key Club president. Consider applying for a Youth Opportunities Fund grant beginning in July/August to enable your club to expand the reach of a service project. Visit [keyclub.org/YOF](http://keyclub.org/YOF) for more details.
- Committee chairmen:** Assist the president, if needed, to determine club member interests and begin committee assignments for the upcoming year.
- Installation ceremony:** Following elections, officers are installed at a ceremony and take office. Pins for new officers can be ordered at [keyclub.org/store](http://keyclub.org/store). A club officer installation outline can be found on page 37.
- Budget:** Work with your club officers to create a budget for the coming year and present it to your sponsoring Kiwanis club board.

#### JULY

- Key Club International convention:** Attend the Key Club International convention, especially the forum for advisors, early in the month. Try to have at least two members from your club attend the convention. Talk to your local Kiwanis club representatives about sponsoring Key Club members.
- Youth Opportunities Fund:** The YOF grant application officially opens in late July. Grant applications for the first cycle are due by October 15 at 11:59 p.m. ET.

#### ONGOING

- Membership updates:** When new members join your Key Club, update their membership records using the Membership Update Center at [keyclub.org/muc](http://keyclub.org/muc) and submit their dues.
- Key Club events:** Attend the zone, regional or divisional training conferences when scheduled.
- District project:** Assist the club in determining ways to support the district project, if applicable.
- Kiwanis meetings:** Provide opportunities for Key Club members to attend Kiwanis club meetings and service projects.
- Key Club meetings:** Invite members of the sponsoring Kiwanis club to attend Key Club meetings and service projects.
- Interclub:** Encourage your club officers to have an interclub activity with your Kiwanis sponsor. Jointly plan a Kiwanis-family project with your Kiwanis club.
- Youth Opportunities Fund grants:** There are two opportunities per year to apply for a YOF grant. Applications for the first cycle must be received by October 15 at 11:59 p.m. EDT. Applications for the second cycle must be received by March 1 at 11:59 p.m. EST.

## Advisor roles

Most Key Clubs are sponsored in partnership with a school or community organization and a Kiwanis club. Each of these partners identifies an advisor to serve as a mentor for the club. These mentors are known as the faculty advisor and the Kiwanis advisor. Both advisors provide counsel, make recommendations, provide information and guide the club members to give careful consideration and deliberation to issues at hand.

### FACULTY ADVISOR

The faculty advisor works closely with the club, is familiar with the school or organization's procedures and acts as a liaison between the youth club, the Kiwanis club and school administrators.

#### Responsibilities to the school and principal/agency executive:

- Make certain all Key Club projects and fundraising activities are acceptable to the school or organization and are in accordance with regulations.
- Make certain the Key Club bylaws always comply with school or organization regulations that govern students.
- Ensure the financial records of the Key Club are kept in accordance with standard procedure for student groups.
- Advocate for the club and make sure that administration and faculty have an understanding of the Key Club.

#### Responsibilities to the Key Club membership:

- Attend all regular and board meetings.
- Assist the Key Club in obtaining meeting room space for regularly scheduled club and board meetings.
- Help recruit members for the club through contacts with other faculty members and students.
- Encourage proper and adequate publicity for Key Club events in school or organization publications.
- Seek ideas and suggestions for Key Club service projects from the faculty, administration and other groups.
- Help maintain order as needed.

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Advisor tools

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- Help maintain order as needed.

ADVISOR TOOLS

**Responsibilities to the sponsoring Kiwanis club and Kiwanis advisor:**

- Discuss Key Club plans and problems with the Kiwanis advisor, perhaps away from the Key Club meetings, on a regular basis.
- Reach a mutual understanding with the Kiwanis advisor regarding proper sharing of responsibility for guidance, training and supervision.
- Invite Kiwanians to attend Key Club meetings and events.

**KIWANIS ADVISOR\***

Each Kiwanis club sponsoring a Key Club must have a Key Club advisor. Ideally, the Kiwanis club will have a Key Club committee and the advisor would be responsible for the successful operation of the Key Club. If your Key Club is looking for a sponsoring Kiwanis club, contact your district administrator or find local Kiwanis clubs at [kiwanis.org/findaclub](http://kiwanis.org/findaclub).

The Kiwanis advisor supports youth club members and the faculty advisor in all their endeavors and also serves as the liaison between the sponsoring Kiwanis club, the youth club's faculty advisor and school administrators. The role of the Kiwanis advisor is important to the sponsoring Kiwanis club but also to the total operation of the Key Club.

**Responsibilities to the school/organization and faculty advisor:**

- Ensure there's open communication with the faculty advisor and regular meetings to discuss the plans and problems of the Key Club.
- Determine a mutual understanding of shared responsibilities for guiding, training and supervising the club.
- Support the faculty advisor in being an advocate for the Key Club at the school and with the school administration and faculty.

**Responsibilities to the Key Club membership:**

- Attend all regular and board meetings, and as many Key Club-sponsored service projects and events as possible.
- Seek ideas and suggestions for Key Club service projects from the community and the Kiwanis club.
- Help maintain order as needed.
- Invite and encourage Key Club members to attend Kiwanis club meetings and events.

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**Responsibilities to the sponsoring Kiwanis club:**

- Report to the Kiwanis club all the successes and needs of the Key Club.
- Complete Youth Protection training.
- Maintain a clear and current criminal history background check through Kiwanis International and applicable procedures.
- Ensure all Kiwanis members who'll be working with Key Club members understand the Kiwanis Youth Protection policies and procedures, listed on pages 57-59.
- Encourage Kiwanians to get involved and support the Key Club events.
- Establish rapport with Key Club district administrator.

**SHARED ADVISOR RESPONSIBILITIES**

- Ensure the Key Club meets regularly—ideally, once a week.
- Oversee that the club follows the both international and district bylaws of Key Club.
- Encourage club members to stand up and express their ideas and opinions.
- Assist in sending club members to district and Key Club International conventions.
- Work with the club secretary and treasurer to pay dues to Key Club International and the district in a timely manner. While it is the responsibility of the club leaders to handle dues, the advisors should oversee that it is completed. For more information on how to pay dues, see page 42.
- Support the club in sending delegates to both Key Club International and district conventions, as well as leadership opportunities, such as Key Leader.
- Confirm with the Key Club secretary that all members who have paid dues have been entered in the Membership Update Center and are active on the club's roster.

ADVISOR TOOLS

### Support to Key Club advisors

**DISTRICT ADMINISTRATOR**

The district administrator is a Kiwanis member appointed by the Kiwanis district leadership to oversee the activities of the Key Clubs within the district and the Key Club district board of officers. This Kiwanian is dedicated to the success of the organization and often has several years of experience in this position.

Ideally, the district administrator will have the opportunity to meet or at least communicate with each faculty and Kiwanis advisor on an annual basis. The district administrator attends all Key Club district events, and the district leadership training conference or district convention are ideal times to meet and speak with your administrator.

The district administrator is a good resource for both the faculty and Kiwanis advisor. Look for your district's administration page at [keyclub.org/district-information](http://keyclub.org/district-information) or contact the Kiwanis International Office for it. For everyone's benefit, please notify him or her if any of these situations occur:

- The club appears to be in jeopardy of losing its charter due to low membership, nonpayment of dues or change in the sponsoring Kiwanis club's relationship with your club.
- Any individual, member or otherwise, is injured during a Key Club-sponsored project or event.
- The faculty advisor is experiencing difficulty communicating with or receiving support from the sponsoring Kiwanis club.
- The club or any member is involved in an activity or behavior that violates Key Club Policies and Procedures.
- The lieutenant governor is not communicating with clubs or otherwise seems unresponsive to the club's requests.

Tip-Ts find out who your district administrator is, contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).

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**KEY CLUB**

**KEY CLUB INTERNATIONAL OFFICE**

The Key Club International Office is housed in the Kiwanis International building in Indianapolis, Indiana. There, Key Club International staff work to develop training programs; produce literature and publications; administer the budget; counsel and advise the Key Club International Board, governors and district administrators; charter new clubs; process dues payments; and provide answers to questions from Key Club members and advisors.

Staff members are available to assist you during regular office hours.  
Monday through Friday  
8:30 a.m.–4:45 p.m. Eastern Standard Time


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**KEY CLUB** International Map

**Key Club International Districts**



**KEY CLUB**  
**Kiwanis**  
Service Leadership Programs

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