

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Advisor Terms and Definitions

Advice: The primary responsibility that you will have is to consult and advise. It is recommended that you do this as often as you deem necessary. This will, in turn, encourage the president to seek advice from you. Too many advisors go to opposite extremes – some tend to dominate, while others show no interest at all. You will be an effective advisor if you work closely with the president assisting him/her in any way possible.

Agendas: One of the important keys to a successful club meeting is to have a well-organized and interesting agenda. Nothing is more boring than to sit in a disorganized meeting. A well-prepared agenda will solve this problem. The agenda should be prepared by the president with your help.

Budget: For an effective year, it is highly recommended that each Key Club have a budget. This will make the operation of the club easier. If the club sets its programs at the beginning of the year, it will know how much money must be raised (and plan sufficient activities), and it will know what goals are to be accomplished by the service projects established.

Bylaws: The International and district levels operate under a set of bylaws that spell out their respective policies. Clubs should also operate under such regulations. If your club does not have bylaws, obtain a copy of the Standard Form from the Advisor Resource Guide CD or on-line at keyclub.org.

Candidates and Contests: District and International convention sponsors contests that clubs are urged to enter. These are designed to recognize club achievement and to give individual members a chance to perform. Details are sent out after the first of the year to each Key Club faculty advisor, and are outlined in the Key Club Guidebook. Club members should be encouraged to seek both district and International offices.

Club Meetings: Each club should hold one meeting per week. During club meetings members plan service events, host speakers to learn about new service opportunities, enjoy fellowship, and may even participate in a service activity during the scheduled meeting time. The first portion of the meeting should be devoted to the regular business and the last portion to an interesting, informative program. It is realized that the length of the meeting will depend upon the time it is held. Some possible meeting times are in the evening, immediately following school, at lunch, or in the morning before school starts. **Note:** In the event that conditions prevent a weekly meeting, a club, upon receiving permission from the principal, may hold a minimum of two meetings a month, with the Board of Directors meeting every other week.

Committees: The backbone of any organization is a good committee structure. Make the president understand the importance of such a structure to help every member feel a part of the club workings.

Correspondence - International: During the year, the faculty advisor will receive correspondence from the Key Club district and International. You should check periodically with the president to see that correspondence is answered promptly and that material is shared, either with the Board of Directors or the club, as appropriate. You also receive general mailings from Key Club International, which provide updated information about the organization.

District: Key Club International is divided into 33 districts. Each Key Club District is coextensive with one of the districts of Kiwanis International. Each district has elected officers who are responsible for operating within established boundaries in assisting clubs and providing personal attention. The district promotes cooperation and fellowship among clubs by encouraging participation in programs, activities, and the objects of the district and International; by strengthening existing clubs and building new ones; and by accepting and promoting the objects of Key Club.

District Administrator: Each year the Kiwanis district governor appoints a Kiwanian to serve as district administrator of Key Club. He/she is responsible for carrying out the Key Club district organization's administrative functions in accordance with the Kiwanis district Board's approval. The administrator and his/her committee advises the District Board and assists club advisors, along with many other responsibilities.

District Convention: Each club is entitled to send two delegates and two alternate delegates, which should be elected officers for the new year. The convention usually lasts for two days and serves as a training session for newly elected officers. Many districts require that one adult attend for each eight or ten Key Club members attending. Regardless of how many go, you should attend if at all possible. The convention is rewarding for everyone and can help provide the enthusiasm to make a better club next year.

District Publication: Each district has an electronic or hard copy of a publication distributed to Key Clubs and their advisors. Often the publication, which contains information concerning International and district events, projects, and scholarships, is posted on the District's Web site. Number of annual issues range from 1 to 9 depending upon the district. For specifics concerning your district publication, contact the Key Club Governor, Bulletin Editor, or District Administrator. Contact information for these individuals may be obtained by calling 1-800-KIWANIS, extension 390.

Division: Each district is divided into territories called divisions, often coextensive with the boundaries of the Kiwanis division. Each division has a lieutenant governor who carries out the district's policies within his/her respective division, and provides support to the clubs.

Divisional Council Meeting (DCM): Key Club Lieutenant Governors are required to conduct from three to ten Division (Presidents) Council Meetings. These meetings are designed to update, educate, and train Key Club officers and advisors as well as potential club leaders within the geographic region concerning district and International events, scholarships, and programs. Often service projects and social events are carried out in conjunction with these meetings. For information concerning the division's DCMs contact the Lieutenant Governor, Key Club Governor, or District Administrator.

Dues Payment: The Key Club district and International levels cannot function without the receipt of dues. Therefore, Key Club assesses annual dues per member. District dues, which are not to exceed the amount allowed for International dues, are also assessed by all districts. Dues are payable on October 1 of each year. The membership roster and individual member information needs to be updated on-line, at keyclub.org. Both district and International dues are payable to Key Club International.

Elections: Key Club International requests that "the president and other officers are elected at a meeting in February. These officers should not be seniors, since their term of office begins in May following their election and continues for one year." This lapse in time gives the newly elected officers the opportunity to work closely with the outgoing Board so that they will be well prepared to assume their official duties. It is also strongly recommended that the five officers be delegates to the district convention which is staged in early spring. Officers should also go to the International Convention in the summer.

Encouragement: It is true that “every good student organization has an enthusiastic advisor working with it.” If you let the club know that you are enthusiastic about it, Key Club members will respond in a like manner!

Finances: Many club projects cost money. Clubs should have fund-raising activities to supplement their service work. Money raised by the club for a particular cause should be given entirely to that cause. All activities should be well planned to avoid problems and to achieve maximum results from the efforts of the individual members.

Governor: The Key Club governor is the chief executive officer of the district. They work closely with other International and district officers to strengthen and expend Key Club. The District Governor appoints all standing and temporary district committees, and presides at the annual district convention and other district meetings. He/she also attends the International Convention and all meetings of the International Council.

Guidebook: This is the official guide for Key Clubs. It is published by the International Office and distributed each spring to every club. Every Key Club should have the Guidebook on file. The Guidebook consists of the constitution and bylaws, forms, contest and award information, club resources, and Kiwanis family program and projects information.

Installation of Officers: After the officers have been elected, it is important to have a well-organized installation. Usually, the outgoing president will be responsible for conducting this meeting. An impressive installation should be a dinner meeting attended by the parents, school officials, and Kiwanis members. You should assist the president in this program. The club officer installation ceremony is included in the Advisor Resource Guide CD and is found online at www.keyclub.org.

International Convention: Held annually in July, the purpose of this convention is to elect the International Officers, review accomplishments of the past year, and set policies for the coming year. New programs are announced and national speakers participate. Members from your club should attend annually and adult advisors are always welcome.

International Officers: The officers of Key Club International are a president, a vice-president, and trustees. These members are elected, by their peers, at the annual International convention and serve from that time until new officers are installed at the following convention. Together they comprise the Board of Trustees of Key Club International, the governing body of all Key Club. Kiwanis International must approve their decisions.

Key Club Video Magazine: The Key Club International Video Magazine provides monthly videos highlighting Key Club’s service partners in addition to what’s going on in the organization. To see the Key Club Video Magazine visit, www.keyclub.watchourvideos.com. If you want to be alerted when a new video is available, simply sign up by providing your name and e-mail address at the address above.

KEYNOTER Magazine: The KEYNOTER magazine is published monthly during the school year by Key Club International. Hard copies are sent to the member home address and the e-zine is sent electronically to members. KEYNOTER contains information on what clubs are doing worldwide, announces all new programs, provides activity suggestions, reviews all obligations, and carries articles of general interest to high school students.

Kiwanis Club Meetings: Kiwanis clubs encourage attendance at their regular meetings by members of the Key Club they sponsor. Kiwanis clubs meet at noon, some in the evening, and some at breakfast time. If possible, at least two Key Club members should attend the Kiwanis meeting each week. Every member of the club should have the opportunity to attend during the year.

Kiwanis International Responsibility: The International organization receives advice and guidance from the Kiwanis International Board in handling matters of concern to all clubs. A committee of Kiwanis International Trustees offers counsel from time to time and reports to the Kiwanis International Board on Key Club matters requiring their attention. There is also a Key Club International Committee, composed of appointed and qualified Kiwanians, responsible for promoting the establishment of new Key Clubs, and for helping Kiwanis clubs provide quality sponsorship.

Literature: Through the years, Key Club has printed and distributed excellent material to the clubs at no cost. Most of these materials are available for downloading from the Key Club Web site at keyclub.org. Each club should maintain a complete set on permanent file.

Lieutenant Governor (LTG): The lieutenant governor is the head administrative officer within the division and is a member of the District Board. The LTG is the main communication line to clubs and is responsible to all clubs within his/her division. The lieutenant governor coordinates and leads divisional council meetings, divisional rallies, training, and provides support to club presidents.

Major Emphasis Program (MEP) “Children: Their Future, Our Focus”: To fulfill the MEP, Key Club International serves children in many ways. There are two components to the MEP: Service Partners and the Service Initiative. A Key Club’s participation in the MEP is not limited to only serving partner organizations or the Service Initiative. Participation in the program can be fulfilled when serving children by any means.

Membership Cards: Upon the payment of dues, the International organization will send membership cards to the faculty advisor for distribution to new members.

Merchandise: A catalog of merchandise is available from the International Office. It contains all of the items that are available for Key Clubs, including membership certificates, decals, pens, hats, and additional Key Club apparel.

Minutes: The club secretary should keep an accurate account of the business conducted at the meeting. Minutes should be typed and kept in permanent files for use by future Boards and for preparing the yearly achievement report. Make sure club meeting minutes are being sent to the district, if requested.

Monthly Reports: The best way to keep the district informed of club activities is through the monthly reporting system. The district supplies report forms and policies regarding their submission. It is essential that the club complete and file these every month, as indicated on the form. Lieutenant governors educate clubs of these responsibilities.

Projects: There are three types of projects with which a club should be concerned. These are service, social, and fund-raising. The most important is service, but the others are necessary for a well-balanced and well-organized club. Ideas and other details are covered in various pieces of literature published by Key Club. When possible, participate in these projects, or at least be in attendance when they are carried out. If you find the club is becoming involved in too many projects – evaluate and cut down – maintaining only the best ones.

Programs: A good program is a must for a good Key Club meeting. You could be most helpful in suggesting programs to the program chair. Kiwanis clubs are more than willing to help – their membership includes many excellent speakers on vocations and varied subjects. Counsel the program chair in making arrangements for programs, preparing adequate introductions for speakers, and other tasks.

Publicity: Good publicity is important because it will help promote the ideals of Key Club. Suggest to the president that he/she appoint a capable chair with whom you can work and generate ideas. The Key Club Public Relations manual is available in print and online at keyclub.org.

Officers: The five major officers of the club are: president, vice-president, secretary, treasurer, and bulletin editor. There are also directors for each class. These members compose the official Board of Directors. It is their job to make many of the decisions for the club. It is suggested that the Board of Directors meet at least once a month so that plans may be made for the following month.

Service Initiative: Realizing the need and interest in supporting the MEP through hands-on service, a new service initiative is created on a two-year basis. All of the hands-on service provided to children by Key Club International members can be directed to a single area of need to make a substantial impact. This service initiative directs and focuses the attention of Key Club members to serve children in a specific hands-on approach.

For 2006-08 Key Club members currently will focus their time and talents on “High Five For Health”, specifically educating children about nutrition, wellness, and play. This program not only creates endless possibilities to strengthen the common goal of service, but also allows each Key Club member to develop into a well-rounded individual community leader and lifelong advocate for children’s health. More information about the 2006-08 Service Initiative is available on the MEP Resource CD or on-line at keyclub.org.

Service Partners: By working with Key Club International’s partner organizations, Key Clubs serve children by aiding other organizations committed to serving children. Key Club International celebrates its four partnerships: UNICEF, fall Season of Service; Read and Lead winter Season of Service; March of Dimes, spring Season of Service; and Children’s Miracle Network, summer Season of Service. More information about our service partners is available on the MEP Resource CD or on-line at keyclub.org.

Sponsoring Kiwanis Club: A Kiwanis club sponsors each Key Club. All of the activities of the Key Club are guided and supported by the principles set forth by Kiwanis International. Each sponsoring club provides a Key Club Kiwanis advisor. He/she should attend meetings, help in the planning of activities, and work closely with the faculty advisor. Many Kiwanis clubs extend an invitation to the faculty advisor to become a regular or honorary member of the club.

You and the Club President: A good club will be reflected in the relationship you have with the president. Work with him/her closely in planning the year’s activities. Point out to him/her that you are there to help and not hinder operations. Give suggestions that you have gathered from your years of experience. If you object to something he/she is doing – explain your reasoning to him/her.

a Kiwanis-family member

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