

# KEY CLUB

IN YOUR  
COMMUNITY





TO DEVELOP COMPETENT, CAPABLE,  
CARING, LEADERS,  
THROUGH  
THE VEHICLE OF SERVICE



# This is KEY CLUB



Key Club is the oldest and largest service program for high school students. Key Club is so successful because it is a student-led organization that teaches leadership through serving others. As part of the Kiwanis family, Key Club members build themselves as they build their schools and communities.

Today, Key Club exists on almost 5,000 high school campuses, primarily in the United States. Growth efforts, however, have taken the Key Club experience internationally to Canada, the Caribbean nations, Central and South America, and, most recently, to Asia and Australia.

**"KEY CLUB HAS HELPED ME TO APPRECIATE THE THINGS I HAVE IN MY LIFE, BY HELPING OTHERS LESS FORTUNATE."**

**- DEBORAH, BARBADOS KEY CLUBBER**

Key Club International is an organization of individual Key Clubs and is funded by nominal dues paid by every member. Its officers are high school leaders elected by the members at district and International conventions. The organization offers a wide range of opportunities to its members:

- Leadership development
- Vocational guidance
- College scholarships
- Subscription to the KEY CLUB magazine
- Service-learning
- Personal enrichment
- Liability insurance coverage

THE OLDEST AND LARGEST SERVICE PROGRAM FOR HIGH SCHOOL STUDENTS!

# What We Stand For

## MISSION STATEMENT

An international, student-led organization providing its members with opportunities to perform service, build character, and develop leadership.

## CORE VALUES

Character Building  
Leadership  
Inclusiveness  
Caring

THE MOTTO

CARING –  
OUR WAY OF LIFE

VISION  
STATEMENT

TO DEVELOP COMPETENT,  
CAPABLE, CARING LEADERS  
THROUGH THE VEHICLE OF SERVICE



"KEY CLUB HAS TAUGHT  
ME THE IMPORTANCE OF  
BEING A CARING LEADER."

— DEREK, FLORIDA KEY CLUBBER

# Developing leaders since 1925

Key Club is committed to providing positive influences for youth. The first Key Club was started in 1925 at Sacramento (California) High School as a means to combat secret societies and illegal fraternities of the period. Initiated by a high school vocational director, the local Kiwanis club teamed up with the school to start a Key Club composed of the “key” boys in the school. Within a few years, the idea of Key Club had spread across California to other states, including Kentucky, Florida, Utah, Pennsylvania, New Jersey, and Washington. With the formation of each Key Club, a local Kiwanis club agreed to sponsor the club with the school.

During World War II, Key Clubs concentrated in Florida, Alabama, and Louisiana joined together to form an association of Key Clubs and elected officers to lead the movement. By 1946, the association evolved into Key Club International, and Kiwanis International agreed to add a Key Club department and appropriate staff in its International Office. Key Club has continued to flourish since its beginning.

Today, Key Clubs exist in every American state and Canadian province and in numerous other nations, including the Bahamas, Jamaica, Barbados, Aruba, the Philippines, Taiwan, Colombia, and Panama. Clubs are organized into districts. Each district is supported by adult Kiwanis volunteers, and some are supported by paid staff. The US National Association of Secondary School Principals (NASSP) has placed Key Club’s conventions and leadership conferences on the NASSP National Advisory List of Contests and Activities, indicating that Key Club meets the high standards it sets for extracurricular activities.

Most importantly, the concept of developing responsible student leaders has always remained the top priority to the organization’s purpose.



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**“KEY CLUB IS A FABULOUS ORGANIZATION IN WHICH THE KIDS WHO REALLY WANT TO MAKE A DIFFERENCE CAN SHINE.”**

**– MARIA, INDIANA KEY CLUBBER**

# KEY CLUB Sponsorship

A Key Club is an activity sponsored jointly between a high school or equivalent educational facility and a Kiwanis club. Together, educators and community leaders provide the interactive support for the Key Club's functioning. Where a high school will not allow outside extracurricular activities, a Key Club may be formed as a community-based club, substituting a community organization for the high school.

The high school principal (or designated student activities director) is the authority over all club activities, including membership recruitment, service projects, fundraising, and club administration. He/she appoints a faculty advisor to the Key Club. It is the faculty advisor who becomes the primary advisor for the club, attending meetings and projects, counseling club officers, committee chairmen, and members.

**"KEY CLUB MEMBERS HAVE MADE  
LIFE EASIER AND BETTER FOR SO  
MANY PEOPLE IN OUR COMMUNITY."**

**- SCOTT, LOUISIANA FACULTY ADVISOR**

In agreeing to sponsor a Key Club, the Kiwanis club agrees to:

1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
2. Ensure Kiwanis members attend every meeting.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the club.
4. Meet with the school principal before the beginning of the school year.
5. Ensure that dues are paid for every member of the club.
6. Ensure club officers receive proper training following election.
7. Conduct a planning session involving the leadership of both clubs.
8. Host or participate in two joint activities involving the membership of both clubs.
9. Invite two members to attend every regular Kiwanis meeting.
10. Ensure members attend conventions and conferences.

The Kiwanis club provides advisory and financial support for the Key Club. It also designates a Kiwanis advisor to work with the Key Club, attend meetings and projects, and counsel the club in its activities. The Kiwanis advisor can be an important link to the local business community by encouraging the Kiwanis club and community support of the Key Club and its activities.

In recent years, schools and Kiwanis clubs have reported increasing participation of Key Club members' parents in the service activities of the club. This trend is encouraged as a means to strengthen community support and involvement in the school.

Key Club International offers a special training and resource guide CD for faculty advisors. In addition, advisor training and orientation workshops are offered at most district and International conventions and many conferences.

Key Club International offers a special resource guide for sponsoring Kiwanis clubs and designated Kiwanis advisors. You can download or order it at [keyclub.org](http://keyclub.org).

# Club Membership and Structure

The requirements for Key Club membership are set forth in the Bylaws of Key Club International. Specifically, Key Club membership is open to any student who desires to become a leader in his/her school and community and wishes to provide service to others. The Bylaws of Key Club International provide these guidelines for membership:

The membership of individual Key Clubs shall consist of students from the four upper classes (or the five upper classes in the Canadian provinces where high school is of a five-year duration) of the high school in which they are enrolled (or in ungraded schools, whose members shall be of age comparable to the four upper classes of high school), interested in service, qualified scholastically, of good character, possessing leadership potential, and having such other qualifications as shall be established by the local sponsoring Kiwanis club in cooperation with the proper school official.

Each member of an individual Key Club must be willing to perform at least 50 hours of combined service to his/her home, school, and community annually.

The membership of individual Key Clubs shall be selected without discrimination in accordance to local, state, provincial, and national laws.

Every club elects its own officers annually. A president, one or more vice-presidents, a secretary, a treasurer, a webmaster, and an editor are elected each February to take office by the end of the academic year in May. These officers, along with a director for each class in the club, compose the club's board of directors. The club also is organized into committees, which are responsible for planning and implementing the club's service and social activities. It is important that every Key Club member find a role in the club.

The club membership adopts its own club bylaws, which must be in accordance with the Key Club International Bylaws, as well as the school policies and other guidelines. A standard form for bylaws is provided to every new club.

The Key Club International Bylaws and Standard Form for Club Bylaws are available at [keyclub.org](http://keyclub.org).



## BYLAWS OF KEY CLUB

**"INTRINSICALLY, KEY CLUB HAS MADE ME A BETTER SPEAKER, LEADER, AND PERSON BY CREATING WORK THAT I CAN BE PASSIONATE IN SAYING THAT I TRULY MADE A DIFFERENCE."**

**- NISHA, ARIZONA KEY CLUBBER**



"I KNOW THE SIGNIFICANCE OF ONE GOOD DEED."  
 - KEY CLUBBER

Every Key Club has the autonomy to select its own service projects. There usually are many more service needs in a community than there are service clubs and agencies to meet them.

Key Clubs unite in service under the banner of the Key Club International Major Emphasis Program - Children: Their Future, Our Focus. Through this service effort, Key Clubs plan and implement special projects and become lifelong advocates for children.

Some of the ways clubs can support the Major Emphasis Program is through the Service Initiative, which provides hands-on education and by supporting Key Clubs' Service Partners.

Key Club International partners with other international service organizations and encourages its clubs to consider these opportunities. Included are:



**UNICEF** – Key Club International supports the United Nation Children's Fund through Trick-or-Treat for UNICEF and other fundraising efforts. Members have raised more than US\$1 million to help Kick HIV/AIDS Out of Kenya and recently pledged US\$2 million to Swaziland, Africa, to build neighborhood care points. Key Clubs continue to support and educate their communities about the needs of children.



**March of Dimes (MOD)** – Key Club members are helping by raising thousands of dollars annually for the March of Dimes Team Youth Program to help prevent prematurity. Members are helping to promote healthy babies through education and advocacy. Key Club members around the world collect dimes in hopes that someday children will be born free of birth defects.



**Children's Miracle Network (CMN)** – Key Clubs and Kiwanis clubs raise more than US\$2 million each year for local children's hospitals. In addition, thousands of service hours are provided by Key Club members in various ways to help patients in these hospitals.



**Read & Lead** – A one-on-one reading improvement program conducted by Key Club members to teach young emergent readers in the early years of elementary school to love and enjoy books. Key Club members show their caring spirit by helping young children love and enjoy books.

## KEY CLUB



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LEARN MORE ABOUT THE CURRENT HANDS-ON SERVICE INITIATIVE AND OTHER SERVICE OPPORTUNITIES AT

**KEYCLUB.ORG.**

**"WORKING WITH  
KEY CLUBBERS  
MAKES ME REALIZE THAT  
THE FUTURE OF THE WORLD  
IS IN EXCELLENT HANDS."**

**- MARY, MINNESOTA KIWANIS ADVISOR**



# The Kiwanis Family

The Kiwanis International family is composed of 600,000 adult and youth members and some 15,000 clubs in more than 90 countries and geographic areas.

Founded in 1915, Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time. Kiwanis International and its service leadership programs for young people, including Circle K, Key Club, Key Leader, Builders Club, Kiwanis Kids, and Aktion Club, dedicate more than 19 million volunteer hours and invest US\$100 million to strengthen communities and serve children annually. Kiwanis members make their mark by responding to the needs of their communities and pooling their resources to address worldwide issues. Globally, Kiwanis International has focused humanitarian efforts on eliminating iodine deficiency disorders (IDD), through the Worldwide Service Project, a US\$75 million campaign in partnership with UNICEF, which began in 1994.

## Kiwanis Service Leadership Programs



Kiwanis Kids in elementary schools.



Builders Clubs for junior high and middle schools.



Key Leader weekend experiential leadership program.



Circle K (CKI) in colleges and universities.



Aktion Clubs for adults with disabilities.

For more information about Kiwanis and other Service Leadership Programs, please visit [kiwanis.org](http://kiwanis.org).

# KIWANIS.ORG



# KEY CLUB International Support



Key Club International exists to provide various forms of support to Key Clubs and its members:

KEY CLUB magazine is published throughout the year, and the subscription is included as a part of the annual dues each member pays.

Leadership development resources, officer manuals, and several newsletters are provided annually to club officers and advisors.

Service program opportunities are shared with clubs, including partnerships with UNICEF, Read & Lead, Children's Miracle Network hospitals, March of Dimes, and the hands-on Service Initiative, and Key Club Week.

Key Club district conventions during the months of March and April provide club and member contests and recognition. There, district officers for the upcoming year are elected, and educational forums and leadership training are provided.

The Key Club International convention is conducted each July and offers the biggest, most exciting Key Club celebration of the year. Districts, officers, and the top clubs are recognized. Also, the next year's Key Club International Board is elected, outstanding speakers are presented, and educational forums and leadership training are provided.

A US\$1 million liability insurance umbrella and a US\$5,000 per-incident medical insurance policy covers Key Club members involved in club projects and activities.

For Key Club members and nonmembers, Kiwanis Service Leadership Programs offers Key Leader, a weekend experiential leadership program for emerging high school leaders. It focuses on service leadership as the first, most meaningful leadership development experience.

**"KEY CLUB HAS MADE ME UNDERSTAND  
TO HELP AND IMPACT OTHERS IS NORMAL."**

**— CHELSEA, MONTANA KEY CLUBBER**

# Member Dues

Key Club International charges annual dues for every member in the club. In addition, each district can charge no more than the International dues for district dues, which normally include a subscription to a district newsletter. These dues are payable beginning October 1 of each year, and become past due on December 1 of the same year. Each club also may charge dues (not to exceed the level of International dues, keeping the cost of Key Club membership affordable). Almost every Key Club conducts one or more annual fundraising events to support club service activities and convention/conference attendance costs. Dues and other costs associated with sponsoring a Key Club may change. For the most up-to-date information, please visit [keyclub.org](http://keyclub.org).

Every Key Club is encouraged to collect the dues from its members and not look to the school or sponsoring Kiwanis club to pay the dues for them. This provides a special level of commitment and ownership of Key Club by each member.



# Frequently Asked Questions

## What kind of service projects can a Key Club undertake?

There is almost no limit to the scope and nature of Key Club service projects. The Key Club Web site, KEY CLUB magazine, and conventions all offer ideas for service opportunities. Better yet, begin by looking around your school for existing needs.

## Are there any minimums for involvement in a Key Club?

Many clubs use a point system in which members earn points for attending meetings and projects. The best rule of thumb is the 50-hour rule: Every Key Club member should be willing to undertake 50 hours of service each year. Throughout the organization, more than 12 million service hours are produced annually!

## My high school already has more than one service club. Why should we add a Key Club?

First, and most importantly, most high schools can only benefit by having more clubs provide positive service opportunities for students. Multiple service clubs can, when properly encouraged, produce a synergy of service to a school and community. Second, Key Club is one of the few organizations that actually is a student-led organization from top to bottom. That means the members elect the officers and pay the dues. What better way to teach real responsibility?

## What's the cost for chartering a new Key Club?

There is a one-time cost that is paid by the sponsoring Kiwanis club. Visit [keyclub.org](http://keyclub.org) for more information.

## How many members are needed to start a new Key Club?

Fifteen is all it takes.

## The club membership form asks for member names and mailing addresses. Will Key Club sell or rent these to other parties?

Absolutely not! The membership database is for the exclusive use of Key Club International. It will only be used to mail organization and benefit information and the KEY CLUB magazine to members under the control of Key Club and Kiwanis.

## Can an all-male or all-female club be chartered?

In an all-male or all-female school, this is permissible. In a co-ed enrollment, North American schools are at risk of being in violation of existing federal and state/provincial laws prohibiting discrimination based upon gender.

## How do I build a new Key Club?

Together, with a Kiwanis club in your community, order a new club building kit from Key Club International. Order your kit online, or download directly from [keyclub.org](http://keyclub.org).

**"KEY CLUB HAS PROVIDED ME WITH AN OUTLET TO HELP PEOPLE AND I COULDN'T ASK FOR MORE."**

**- JASMINE, NEW YORK**



KEY CLUB



DEVELOPING LEADERS  
THROUGH SERVICE SINCE 1925.



a Kiwanis-family member  
[keyclub.org](http://keyclub.org)

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