



Cali-Nev-Ha KEY CLUB

Candidate Training Conference 2012

BEEHAVE - THE MAGIC OF SERVING AS A DISTRICT LEADER!

Good morning Lt. Governor Candidate!

The CNH District Board welcomes you to the 2012 Lt. Governor Candidate Training Conference! The majority of you are planning on running for Lt. Governor! Candidate Training Conference will prepare you and teach you everything you need to know about being Lt. Governor. Today, I hope that you learn all that you would like to learn about being Lt. Governor, the Conclave process and even how you can develop as a leader!



The complete training manual has been compiled for you by members of the CNH District Board and administration with the hopes that you will learn from our experiences. Conclave might seem frightening so we have provided examples and tips on how you can prepare for Conclave. Not only have we included Conclave preparation tips but we have also provided leadership advice and other resources that will help you understand the role of Lt. Governor more. Although we've described what to expect ahead and given you a guideline of what you should expect, the experience of being Lt. Governor is different for everyone. Be sure to add your own twist to things!

Unfortunately, not everyone here will be elected, but don't give up! Remember that you can still serve and make a huge impact on your home, school and community. You will still be given the opportunities to help develop your club and division! Regardless of Conclave results, take what you will learn today and share it with the next generation of leaders. For those of you who are elected, I wish you the best of luck during your term! Despite all of the hard work, the challenge of being Lt. Governor and the experiences you will encounter are worth it. Remember to have fun!

– Administration and Candidate Training Conference Coordinator, Lydia Thung

NAME: _____

DIVISION: _____



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SCHEDULE

**This is a tentative schedule and may be flexible for delays or adjustments based on location.*

8:30 am	House committee arrives for set-up
9:00 am	Current board arrives to assist with set-up
9:00 am – 10:00 am	Icebreakers and or service activity for early candidates
9:40 am – 10:00 am	Onsite registration
10:00 am – 10:20 am	Introduction by the presenters and volunteers
10:20 am – 10:30 am	Key Club Trivia Contest - Introduction
10:30 am – 10:50 am	Workshop 1 - A Lt. Governor's Role in Key Club
10:55 am – 11:10 am	Workshop 2 - Challenges and rewards of being an LTG
11:15 am – 11:35 am	Workshop 3 - Duties of a Lt. Governor
11:40 am – 12:00 pm	Breakout 1 - Why are you running to be a Lt. Governor?
12:00 pm – 12:45 pm	Lunch break
12:50 pm – 1:10 pm	Workshop 4 - Preparing for Conclave
1:15 pm – 1:35 pm	Workshop 5 - Effective communication and structure
1:40 pm – 2:00 pm	Workshop 6 - Key Club Ethics
2:05 pm – 2:25 pm	Breakout 2 - You're an inspiration to others!
2:30 pm – 3:00 pm	Candidates' practice conclave speeches
3:00 pm – 3:15 pm	Quick snack break
3:15 pm – 4:15 pm	Fake caucus session
4:15 pm – 4:40 pm	Open forum
4:40 pm	Group picture outside
4:45 pm	Expected candidate departure time
5:00 pm	Expected current board departure time



Workshop 1: Role of a Lt. Governor

What is the role of a Lieutenant Governor?

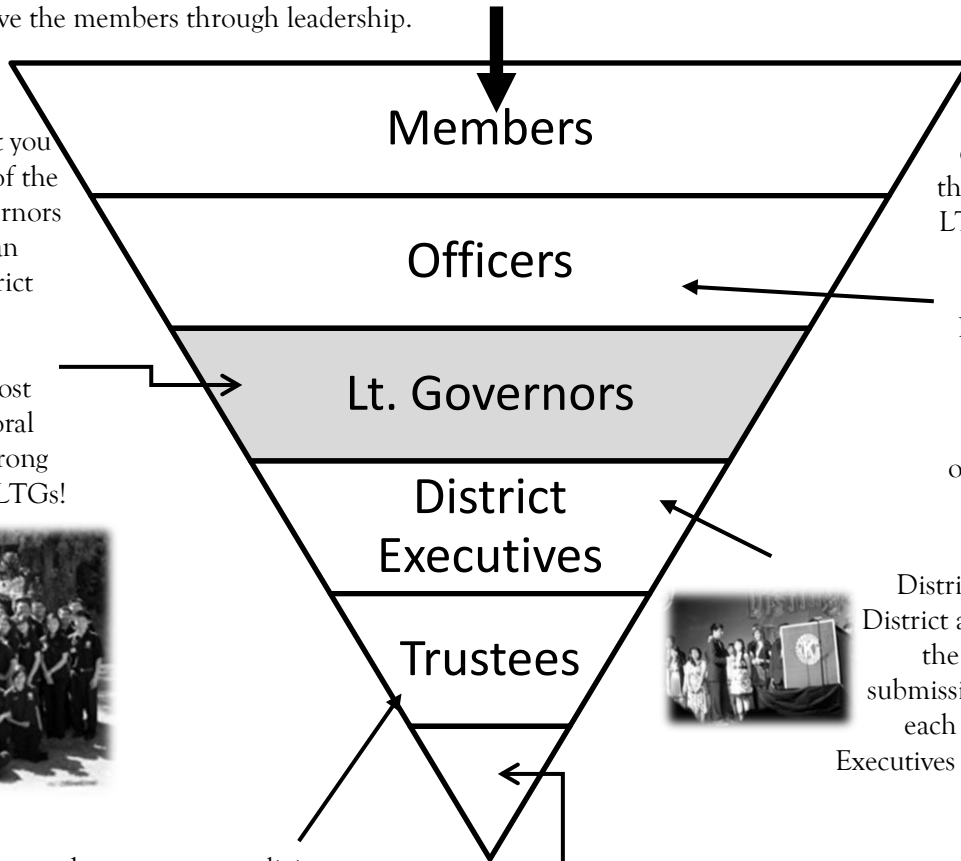
Each lieutenant governor is responsible for supporting and growing the clubs within his or her division and serving as a liaison between the district and the club. Duties include club officer training and support, holding division meetings, contributing to district publications, and serving on one or more of the district committees.

Foremost, you have a huge responsibility to the membership – the members who elected you to office. Most members have little or no connection to the District, much less Key Club International, so you are often our only representative/ambassador. Make sure that you share opportunities for service and leadership with them; seek and gather their opinions on various topics; represent them at District Board Meetings and International Convention; and always remember that your position is to serve the members through leadership.

It's incredibly important you work well with the rest of the District Board. Lt. Governors rely on each other to plan region events, plan District Convention, present workshops, complete committee work, and most importantly, provide moral support. You'll create strong bonds with your fellow LTGs!



International Trustees have a duty to serve as a liaison between International and Districts, much like Lt. Governors are liaisons between the District and Divisions. Lt. Governors can personally contact and speak with their trustee to get updates on Key Club International and ask any questions they may have from members.



Perhaps your greatest responsibility lies within training club officers and providing them with resources. As LTG, you need to share information from the District and International with the officers, organize training conferences, and support club officers as they manage their clubs.

District Executives lead the District and train and support the Lt. Governors. Work submissions and reports from each division also help the Executives lead the district more effectively.



International President

While it might be best to communicate with the trustee, Lt. Governors can speak with and contact the International President to ask for help. More importantly, the Lt. Governor should read updates from the President to learn about International service initiatives and projects.

Supplemental: Checklist and Tips to Succeed

Use this checklist as a reminder of tasks you will have to complete throughout your term.

<u>DAILY</u>	√
Check your e-mail for updates and tasks	
Help your club presidents	
Update your division assistants	

<u>WEEKLY</u>	√
Communicate with your Region Advisor	
Complete service: goal 75 service hours total	
Complete your committee work	
Make official club visitations	
Meet members from your division	

<u>MONTHLY</u>	√
Attend committee meetings/conferences	
Attend your local Kiwanis DCM	
Collaborate on DNEWS and RNEWS	
Encourage participation in the DP, MEP	
Fundraise for Pediatric Trauma Program	
Hold DCMs—all are welcome	
Plan division fundraisers and socials	
Put together division service events	
Recognize outstanding Key Clubbers	
Submit vouchers for your expenses	
Submit your Monthly Report Form	

<u>ANNUALLY</u>	√
Attend District Board Meetings	
Attend District Convention, twice	
Attend Fall Rally	
Attend International Convention	
Help clubs submit dues	
Host Division Conclave	
Plan a division OTC in the first quarter	
Plan a leadership conference in the summer	
Work with your region to host RTC	
Put together a Division Judging Panel	

10 Tips to succeed as Lt. Governor

1. Be proactive and think ahead. Do NOT put it off till the last minute.
2. Communicate and work as a team. Develop strong relationships in all of your teams: Division Leadership, Region, Committees, District Executives, Kiwanians, members, etc.)
3. Stay organized and prioritize, make a checklist! An example has been provided for you here.
4. Plan everything, make a yearlong plan
5. Maintain unity within the division by hosting events, service projects, and fundraisers.
6. Include everyone's opinion! Remember, you are a representative, not a dictator!
7. Inspire and motivate the members!
8. Follow all the duties of a Lieutenant Governor and remember your deadlines.
9. Learn from your mistakes throughout your term. This is a growing process; you're not perfect coming into your term. You might want to write down your tips for the next LTG.
10. Be open to everything. This is a once in a lifetime experience!

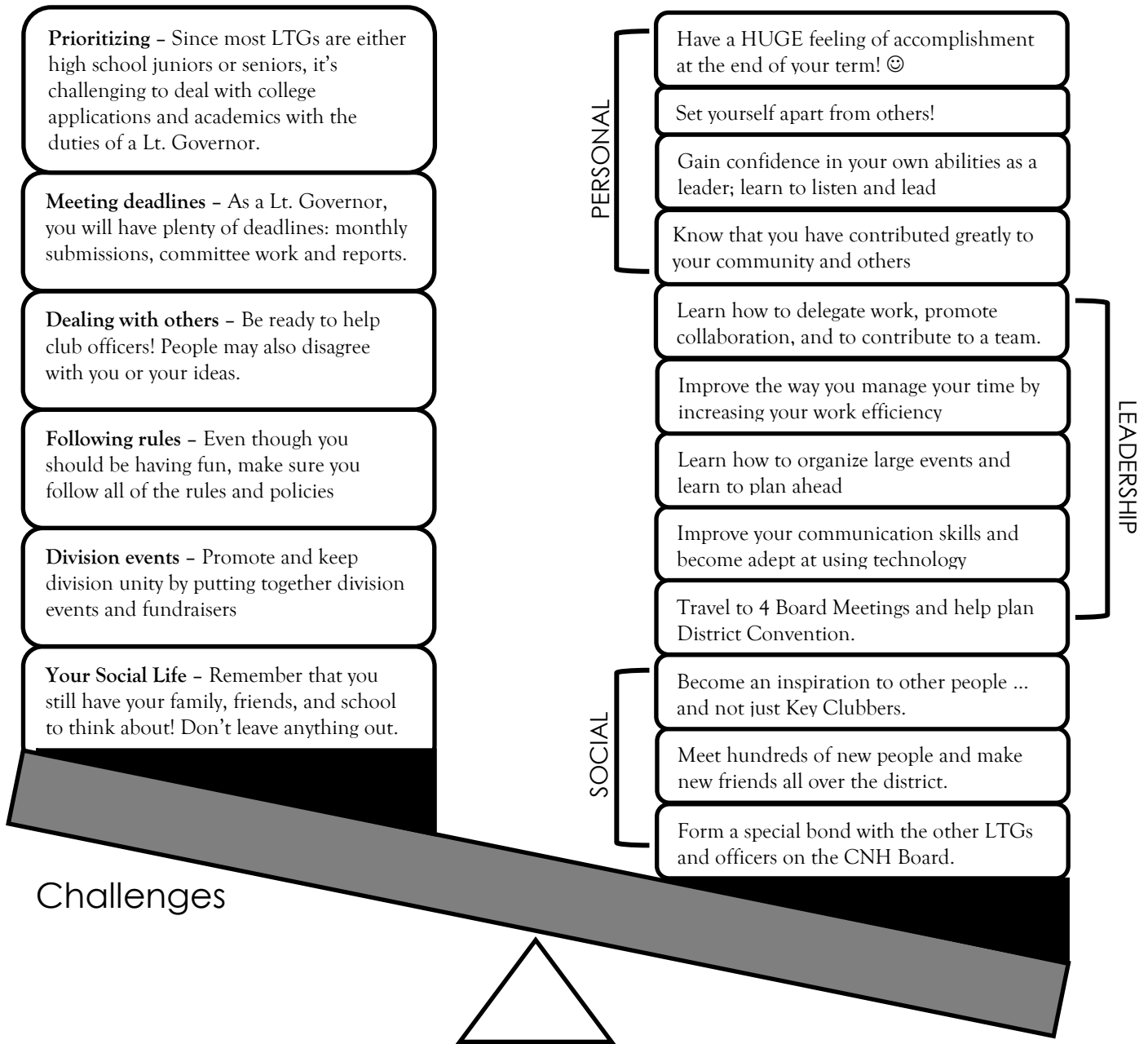
Good luck!

The CNH District Board has full confidence in this district and the quality of the leadership development program CNH provide all members.



Workshop 2: Challenges and Rewards of Being an LTG

Being a Lt. Governor is very challenging but is also most rewarding. A Lt. Governor's experience definitely tests ones' management skills. Prioritizing academics, social life, and family is no simple duty. Though it may seem that a Lt. Governor does nothing but work, there are many opportunities for a Lt. Governor to meet new people, travel, and help others.



Being a Lieutenant Governor is a life changing experience; just ask anyone on the District Board. The bonds that are formed during training conferences and conventions are unbreakable. We all love Key Club, and we've all had people question why. At the district level, you are surrounded by people like yourself who have dedicated themselves to Key Club for the rest of their high school years. The journey of being a Lieutenant Governor may seem hard, but in the end, it is, by far, much more rewarding.



Workshop 3: Duties of a Lt. Governor



Your basic tasks as a Lt. Governor are to serve as a liaison between the District and the division (the clubs); to communicate and disseminate information from the district and international level to the club level and vice versa; to provide training; to promote leadership develop, to represent the interests and needs of the clubs at the District and International level; to promote the organization; and to serve.

Serving the Club

CLUB VISITATIONS

- Visit each club at least once during the 1st-2nd quarter of your term **[Required]**
 - Visit each club a second time during the 3rd-4th quarter of your term **[Recommended]**
- Visit a club meeting or board meeting (preferred) or a service project
- Visit by physically attending or utilizing technology (teleconference, webcam, Skype, etc)
- Plan club visits with officers and advisors ahead of time.

SERVICE OPPORTUNITIES

- Encourage clubs to use city websites for upcoming community events
- Ask local Kiwanis Clubs to see if you can partner in any community service projects
- Check local news, media, and businesses in town about upcoming events that may need help
- Encourage clubs to participate in the District Project, Major Emphasis Project, and Partners in Service

FUNDRAISING

- Share fundraising ideas at the Division Council Meetings.
- Encourage clubs to fundraise for service and to offset the cost of attending District events and club items
- Provide and/or organize fundraisers to support District and International programs: Pediatric Trauma Program, Project Eliminate

RECRUITING NEW MEMBERS

- Share recruiting ideas among the clubs and assist with setting new membership goals
- Encourage clubs to share their accomplished recruiting goals; seek ideas from other organizations as well
- Use ice breakers, games, and other fun activities at DCMs to involve new members
- Recognize outstanding members and clubs within the division and reward them.

SPIRIT

- Spirit at the club and division level is a great way for members to feel a part of something positive and encourage them to get more involved
- Seek designs for division items and spirit attire to build unity and to inspire spirit!
- Create and practice division cheers to show off at Fall Rally and DCON.
- Advertise the division mascot and keep your members interested.



Serving the Division

TRAINING CONFERENCES

- Host an Officer Training Conference to train club officers. Ideally, this should be achieved as a joint effort of the past (outgoing) Lt. Governor and the new (incoming) Lt. Governor.
 - Sponsoring Kiwanis clubs should be included with this training for club specific breakout sessions
- 6 ○ Work with the other Lt. Governors in your region to host a Region Training Conference.

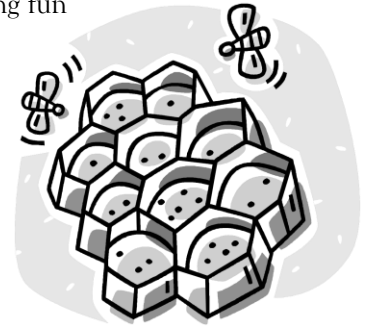
- Work with the LTG CTC Coordinator to plan the Lt. Governor Training Conference. [Recommended]

DIVISION COUNCIL MEETINGS

- Conduct at least TEN (10) monthly Division Council Meetings open to ALL members and advisors
- Share club, division, district, International information
- Club members can bond with one another while sharing club information and having fun
- Plan a Division Conclave to elect your successor for Lt. Governor.

CONCLAVE / TRANSITION

- Plan a Division Conclave to elect your successor for Lt. Governor
- Support the Lt. Governor Elect: introduce to the clubs, assist with transition training, assist with event planning (DCON, OTC, term closing activities)



KIWANIS MEETINGS

- Visit Kiwanis club meetings and division council meetings.
- Work with your Kiwanis Lt. Governor counterpart and keep a good relationship with them.
- Invite Kiwanis members to your DCMs and offer your help.

Serving the District

INTERNATIONAL CONVENTION

- Attend International Convention [Recommended]
 - Attend workshops to gather training material to bring back to the clubs

MONTHLY SUBMISSIONS

- Submit your Monthly Report Form by the 10th of each month by 6 PM.
- Submit your Publication Submissions by the 20th of each month by 6 PM.
 - DCM agenda for the next month; BEE proactive
 - Division News: online submission of DCM info for next month (BEE proactive), Member of the Month of past month (reflective), Club of the Month of past month (reflective) and any other items requested by the Executives
 - Region ads/items requested by Executives
 - Visuals
 - Division Newsletter [submitted by Division News Editor]

DISTRICT COMMITTEES

- You will be assigned to one of the six District Committees.
 - **District Convention** – plans every element of District Convention, including scheduling, entertainment, the DCON program, theme implementation, and alternative activities
 - **Member Relations** – informs and provides Key Club education materials and resources to the members of the CNH District; plan workshops presented at training conferences and DCON
 - **District Projects** – promotes service and philanthropy; promotes and provides resources for International and District service initiatives including the Major Emphasis Program and the District Project; conducts research and develops future district projects
 - **Policy, International Business & Elections** – reviews both District and International policies; promotes the business Key Club International; and oversees CNH elections
 - **Member Recognition** – provides resources and promotes recognition programs of members, officers, clubs, and advisors throughout the year; coordinates District recognition at DCON
 - **Kiwanis Family & Foundation** – promotes all levels of the Kiwanis family and CNH Key Club's role in Kiwanis; promotes and supports the programs of the CNH Kiwanis Foundation

- Committee tasks to complete: All tasks will have deadlines as set by the committee chairperson (appointed position)
- Monthly committee meetings via teleconference
- Committee meeting during each Board Training Conference & Meeting (referred to as Board Meetings)
- Committee leadership opportunities: each committee will have a secretary; some committees utilize sub-committees
- Other tasks and departments provide more opportunities to get involved
 - Graphics Department
 - Publications
 - Marketing
 - EXPO Coordinator
 - Sergeant at Arms Coordinator
 - LTG CTC Coordinator

BOARD MEETINGS

- Attend 4 official board meetings: May Board, Summer Board, Winter Board, and DCON
- 3-4 days of training
- Includes informational presentations from District Executives, Advisors, and fellow LTGs.
- Workshops for Lt. Governor including but not limited to conducting training conferences, vouching, club visitations, MRFs, and effective leadership skills
- Chance to bond with your Lt. Governors and have fun!

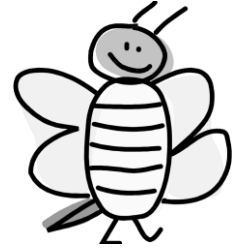


Workshop 4: Preparing for Conclave

WHAT IS CONCLAVE?

Conclave is a division meeting where the Lieutenant Governor is elected.

- Held in January or February
- 50% of the dues paid clubs in the division must be represented
- Up to 2 delegates from each club
- 3-5 minutes for speech; 4 minutes for questions
- Some held at a region or multi-division event



HOW TO PREPARE?

[DOs

- 3-5 minute speech—PRACTICED & MEMORIZED!
- Platform—One piece of paper, front and back!
- GRAPHIC STANDARDS
- Possible Questions?
- DRESS to IMPRESS—Business Professional Attire
- BEE Confident, Enthusiastic, Truthful and all YOU.
- SMILE!

- No campaigning
- No goody bags
- No dressing unprofessionally
- No white socks
- No going over time limit
- No rambling
- No saying “um” , “like” or “you guys”

DON'Ts]

VOTING

PROCESS

Refer to the supplemental materials on the following pages to prepare for the Conclave process!

Supplemental: Lt. Governor Candidate Checklist

Are you running for the position of Lieutenant Governor? Below is a checklist of the required forms and recommended procedures that you should follow.

Failure to complete some of these items on time may result in your ineligibility to run for Lieutenant Governor.

Required Items

Submit your Lieutenant Governor's Service Agreement to Mr. Bruce Hennings and your Region Advisor no later than one week prior to your Division Conclave.

Done?

Create a platform. What do you want to accomplish during your term? What will you focus on? Make realistic but appealing goals.

Create your literature adhering to the District policy. Submit your platform to the current Lt. Governor and Region Advisor and declare your candidacy at least one week prior to your Division Conclave.

Write and prepare a main speech and a secondary speech (in the event that there are more than two candidates running for Lieutenant Governor).

Optional Items (but highly recommended)

Ask for your home club's endorsement.

Attend a Candidate Training Conference.

Practice giving your speech in front of others. Ask your home club and sponsoring Kiwanis club to act as audience. They can provide great feedback for you.

Practice answering questions for the caucus.

Ask your current Lieutenant Governor questions - what the position entails, their experiences as a Lieutenant Governor, information regarding clubs, etc.

Check everything off? You should be ready for Conclave now! Good luck! 😊

Supplemental: The Conclave Process

Speech

- There are only two delegates allowed from each school, but there can be an unlimited number of members in attendance.
- Each candidate will speak about their qualifications for three to five minutes in front of the delegates.
- The other candidates may not be in the room.
- The order of the candidates' speaking will be decided by the presiding Lt. Governor.



Caucus

- Members in attendance and delegates have an opportunity to ask the candidate caucus type questions, after their speech.
- This will continue for a set amount of time as predetermined by the presiding Lt. Governor.
- Questions must be about Key Club and cannot question the personal background of the candidate

Nominating Conference

- If there are 1-2 candidates, there is no Nominating Conference.
- In a situation with more than 2 candidates, the following will happen:
 - The delegates will vote for one candidate. The top two will proceed to a second round.

Second Round

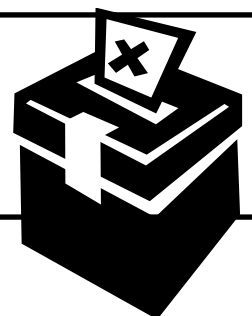
- This will only take place if there was no winner prior to the Nomination Conference.
- The remaining candidates will get another chance to persuade the audience why they should become Lieutenant Governor.
- The audience will have a chance to ask the candidates their final questions to help them make a decision.

Runoff

- A vote shall be cast, and the candidate with a majority (50%+1) vote will be the winner.
- If there is a tie, then only one delegate from each club will be allowed to vote. If there are an even amount of clubs, then the Lieutenant Governor will be allowed to cast a vote and give it to the Region Advisor (this vote will only be counted if another tie occurs).

Results

- Ballots will be counted by the Region Advisor and the Lieutenant Governor.
- The winner will be announced at the proper time in the agenda.



Supplemental: Sample Conclave Speech

Sample provided by 2010-11 Lt. Governor Gloria Chen

RANDOM TIP:

Make sure that you start off strong. Your delegates will make a quick first impression from how you begin your speech.

I love Key Club! ☺

RANDOM TIP:

You should list your ideas and goals for the division. Explain them, but use your platform to do the wordy explaining. You want to be concise in your actual speech. Make your goals unique and impressive, but also make sure that they are reasonable.

RANDOM TIP:

Should I put it in my speech or in my literature? If it's wordy, or hard to explain, you should probably put it in your literature. However, if it's something personal, or something that's you're really passionate about, it'll have a much stronger effect if you put it in your speech.

List your greatest qualities and why you're a leader. It's okay to brag in your speech! Just not too much.

RANDOM TIP:

DEFINITELY memorize your speech if you have time! (Still bring up flash cards though) It'll show that you're committed to what you're doing, and you put time into preparing for Conclave, instead of just pulling everything together last minute.

Hello my fellow Key Clubber! My name is Busy Bee and I attend CNH High School. I am currently a junior and my club treasurer. I've been in Key Club for the past 3 years and I've enjoyed every moment of it. The chances to volunteer, to help, and to change the world have all inspired me to run for LTG. The reason why I chose to join Key Club over all the other clubs on our campus was because I knew Key Club was different. Key Club has given me so many opportunities to experience life and I want to run for Lt. Governor to give back it all back.

I am running for LTG because I know how to take initiative and lead. I want others to feel the exhilaration and joy of being a Key Clubber and making a difference. I want to be LTG because I believe I can bring out the most of Division 99. I want to encourage and inspire people to do more service because there can never be too much goodness in the world.

An acronym I have made up to show what I want to accomplish as LTG next year is called Project Future. F stands for furthering the world as a family. When I work with other Key Clubbers, I feel like we're all a family. I hope that as Lt. Governor, I can make others feel the same way. We all work together to bring out the best in each of us. U stands for United We Serve. As a family, we should all work together to serve those in need. T stands for Taking Initiative. I think it's important for everyone to take initiative and to stand up and do something for the world. We all live in the world together and we should all take initiative to do our part! The second U stands for U and I can make a difference. I know sometimes one can feel intimidated and worried that he or she is not doing much, but everything adds up. I hope I can make everyone feel as if they have contributed to our society. R stands for reaching out! I want to help the Key Club family grow by adding new members to help ignite our plan for a better future! Lastly, E stands for Efforts never go wasted. Nothing ever goes to waste when everyone does something. Every little piece adds up and together, our world will be a better place.

I've said a lot about what I want to accomplish but I haven't told you why I'm best fit to be your next Lt. Governor. I'm perfect for this position, because I have what it takes, and I understand the commitment necessary. I am a great leader and I have the energy to pump everyone up and take action. I am assertive, organized, loud, happy and fun. I also love to make new friends! I have made so many new friends these past 3 years and I just want to be able to have others share the same experience. I also know how to prioritize very well, because I know that procrastination leads to stress and failure. I know I must be efficient and punctual to succeed as LTG. I plan to work closely with each club and the region adviser and to implement Project Future as soon as possible. If you vote for me as LTG, I know you would be making the right decision. You would be voting for a person who is dedicated to Key Club, who loves Key Club, and one who can lead Division 99. I love Key Club more than you can imagine and Project Future will bring us a bright and beautiful future.

Introduce yourself! Be friendly and list your background so that your delegates can get to know you personally.

RANDOM TIP:

Don't forget to prepare a second speech, just in the case that there is a nomination conference and you have to speak again! The second speech is shorter, however.

You may want to further explain your platform, although you have plenty of space on your literature as well.

RANDOM TIP:

You can talk big, but can you back it up? Talk about some experiences where you have proved your worthiness, or events in Key Club that have changed you as a person.

RANDOM TIP:

Don't make your speech cliché. Make it short, but personal and unique.

RANDOM TIP:

List all of the reasons why you're a great leader, but also address your weaknesses and tell the delegates how you can overcome them and turn them into strengths.

Remind delegates why you're the qualified to lead and the perfect fit for your division.

Supplemental: Possible Caucus Questions

Questions used during caucusing should be focused on identifying the most qualified candidate. Since the caucus time is limited, delegates should be asking pertinent questions; however, you should be prepared for a wide spectrum of questions. These are merely a sample. The answers to these questions and more can be found with some searching on the CNH CyberKey and Key Club International website and a little creativity!

1. Why should you be the next LTG for your Division?
2. Why do you want to be LTG?
3. Who is the District Treasurer and what does he/she do?
4. Who is the District Tech Editor and what does he/she do?
5. Who is the District Secretary and what does he/she do?
6. Who is the District Governor and what does he/she do?
7. Who is the District Administrator?
8. Who is our International Trustee?
9. Who has most influenced you to become a leader?
10. Who from CNH serves on the International Board?
11. What's your favorite service project?
12. What will be your focus as LTG?
13. What plans do you have to better unite the Division?
14. What other divisions are in your Region?
15. What major Key Club events have you attended?
16. What is your favorite service event? Why?
17. What is your favorite part of District Convention?
18. What is your favorite Key club service event?
19. What is your favorite Key Club memory?
20. What is your favorite Key Club cheer?
21. What is the role of a Lt. Governor?
22. What is the most unique thing about you?
23. What is the most important quality of a leader?
24. What is the Key Club motto?
25. What is the Key Club mission statement?
26. What is the importance of paying dues on time?
27. What is Project Eliminate?
28. What is one thing you would change for your division?
29. What ideas for division service projects do you have?
30. What experiences do you have in Key Club?
31. What experience do you have as a leader?
32. What does UNICEF mean to you?
33. What does the CMN mean to you?
34. What does PTP mean to you?
35. What does community service mean to you?
36. What clubs make up the Kiwanis family?
37. What are your plans after being Lieutenant Governor?
38. What are your best and worst qualities?
39. What are things you would be willing to sacrifice as LTG?
40. What are the objectives of Key Club?
41. What are the core values of Key Club?
42. Who are Key Club's Service Partners?
43. Sing a song about how you feel about Key Club!
44. Perform your favorite Key Club cheer.
45. Name three things that you love about your Division!
46. Name three important people in your life.
47. Name the current President of Key Club International.
48. Name all of the clubs within your Division.
49. How will you use your assistants?
50. How will you stay motivated towards the end of your term?
51. How will you recover from your mistakes as a leader?
52. How will you recognize outstanding members?
53. How will you plan division events?
54. How will you increase Kiwanis Family bonds?
55. How will you increase division spirit?
56. How will you increase DCM attendance?
57. How will you help your officers get distinguished awards?
58. How will you handle outside activities with this position?
59. How will you handle criticism?
60. How will you effectively voice your division's concerns?
61. How will you effectively train your officers?
62. How will you create new leadership positions?
63. How will you be a role model for the rest of the division?
64. How will you balance Key Club and a social life/family/school?
65. How will you avoid procrastination?
66. How will you assist your weakest clubs?
67. How well can you work with other people?
68. How proficient are you at using a computer?
69. How many Regions are there in the CNH District?
70. How many members does CNH have?
71. How many Divisions are there in the CNH District?
72. How many districts are there in Key Club?
73. How has Key Club impacted your life?
74. How do you plan to make DCMs more entertaining?
75. How do you plan on connecting with the clubs?
76. How do you plan on being organized, if elected?
77. How do you deal with an officer that doesn't listen or respond?
78. How can you implement change within the Division?
79. How can social networks help our Division?
80. How can social networks hurt our members?
81. How are you going to balance your time next year as LTG?
82. Do you think that clubs should focus on getting awards?
83. Do you feel Key Club has focused too much on the social aspect and not community service?
84. Describe the structure of Key Club.
85. Describe the purpose of Graphic Standards and what they are.
86. Describe Key Club in a single word and explain.
87. Define how to be a good Key Clubber.
88. Compare Key Club to ____.
89. As a leader, how will you motivate people?
90. Are you a leader or a follower? Explain.



Workshop 5: Effective Communication

BEE THE AUDIENCE

- Are you talking to Key Clubbers or Kiwanians? Make sure that your audience knows what you're talking about.
- What's your setting? Adjust your formality depending on your situation.
- You should be respectful to everyone in your audience - Kiwanis or peers alike.
- Avoid "slang" and colloquialisms as much as you can.
- Have confidence! You're the leader in this situation and your members will listen to what you have to say.

YOUR VOICE

- Make sure your tone is appropriate for the audience.
- BEE yourself and show your personality!
- BEE excited or your audience will get bored.

BEE EXPRESSIVE

- Smile when you're talking to people! 😊
- Show that you are passionate about your topic
- Don't be intimidating and smile with your eyes
- Make eye contact with your audience
- You should make a personal connection to your members and make each member feel unique

AWKWARD SILENCE

- Use pauses after speaking to emphasize certain points
- When asking a question, repeat it twice to make sure the audience understands it
- Repeat important points in a conclusion

HEARING vs. LISTENING

- You can talk, but does your audience listen?
- Hearing is just noise, but an audience that's listening will actually leave with a new purpose.
- When you write an email or make a phone call, was it worth your audience's time?
- Ask for suggestions from your members and make sure that you listen and incorporate their ideas.

COMMUNICATION WITH OFFICERS AND MEMBERS

- Phone calls: more personal; easy to forget; calls are more personal than emails because you get to hear the tone in people's voices
- E-mails: thoughtful & consistent; documentation
- Professionalism: try to not to be intimidating
- You are a representative of the District
- Use Facebook groups, but DO NOT conduct official Key Club Business on social networking sites
- Marketing vs. Event Planning: You are allowed to advertise events such as fundraisers and DCMs, but you cannot delegate work, ask for help, or make decisions on social networking sites.

COMMUNICATION WITH ADULTS

- Be straightforward and to the point.
- Discuss what times are convenient to call.
- Find out what is their preferred method of communication.
- Discuss how funds and orders will be handled for division items
- We must be respectful of their time. Our region advisors and Kiwanians have real jobs, and they're volunteering their time.
- Never be afraid to ask for help! They will always help you.



Workshop 5: Key Club Structure

HISTORY

The very first Key Club was chartered in Sacramento, California in the year 1925. Students at Sacramento High School sent a petition to the Kiwanis International office asking to be chartered as a junior Kiwanis Club. It came to be known as Key Club because it was made of “key students” throughout the school. By 1939, about 50 Key Clubs had been chartered. Since then, it has grown into an international organization with 250,000 members.



THE FOUNDING FIVE

The first five clubs to be officially chartered as Key Clubs were Sacramento, Monterey, Oakland, Hemet, and Edison. Key Club continued to grow by chartering neighboring high schools. By 1947, Key Clubs were forming up in Nevada and the formation of our district began.

CALI-NEV-HA DISTRICT FORMATION

The first District Convention was held in Oakland, California in 1948, and was attended by 80 members from 23 clubs. John Cooper of Oakland Technical became the first District Governor.

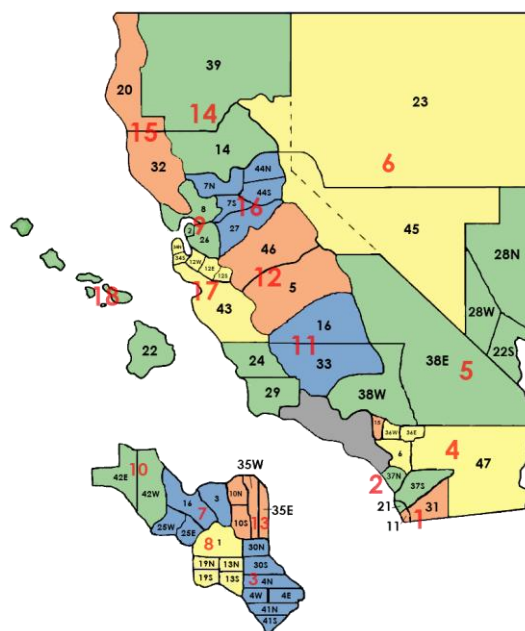
STRUCTURE

Six components of Key Club:

- Members
- Clubs
- Divisions
- Regions
- District
- International

DIVISIONS

A division is comprised of anywhere from 2 to 24 Key Clubs in a close geographic area. The division is served by a Lieutenant Governor, assistants (number based on clubs in the division), and Division News Editor. Each division has a number correlating to the Kiwanis division. Some of the divisions also have extensions. The divisions use color schemes and a mascot to identify themselves. The Lieutenant Governor of a division conducts division council meetings (DCMs), lends support to officers/members, and serves as a liaison between the clubs and the district. He or she represents the clubs at district board meetings.



REGIONS

Regions are made up of one or more divisions in the same geographic area. The Division leaders host a Region Training Conference in the fall. Some plan other training and events for the members.

DISTRICT

The district is made up of the executive board (Governor, Secretary, Treasurer, and Editor), committee chairs, and the Lieutenant Governors. Together, they provide training and resources, plan rallies, District Conventions, and serve the members. There are 33 districts in Key Club International.

INTERNATIONAL

The Key Club International Board is made up of the International President, Vice President, and 11 International Trustees. They bid for endorsement at their home District Conventions and then move on to campaign at International Convention.



CNH | KEY CLUB

Lt. Governor Candidate Training Conference

Workshop 6: Ethics



WHAT IS “KEY CLUB ETHICS”?

Key Club ethics entails understanding what is right from wrong, deciding to follow the right path, and following through with decisions whilst handling any repercussions.

Key Club is a community service organization at its core, so our dedication and purpose should always be to help the community. While Lt. Governors have social aspects and competitions, they should not lose focus on why they are a service organization.

The Key Club vision is to develop competent, capable, and caring leaders. Furthermore, the core values of Key Club are: leadership, character building, caring, and inclusiveness. What are some ways that we can promote these ideals as leaders?

Lt. Governors must follow these guidelines to lead lives with a moral obligation to others and themselves. Key Club International was created to help our communities, so we must choose to follow laws, rules, and regulations and encourage their members to do the same.

Lt. Governors must be ethical and honest in their all work, including reports, records, and service. They must remember that every action reflects Key Club, so Lt. Governors must develop a filter to take in information and act accordingly by remaining unbiased and selecting the best option that neither harms anyone nor violates rules. Every action of a district officer should be in furtherance of the Objects of Key Club and Kiwanis International.

The correct way to problem solve is to work collaboratively with other people, which consists of the Regiol Advisors, Kiwanis Advisors, and all other members involved. Sometimes it will be difficult to see what is “right” or “wrong”, and you might have to ask for help. Situations may arise where you have to choose between keeping your integrity and helping yourself or friends.

Remember that your character will always be on trial. You should try to choose the right decisions in Key Club, campaigns, officer terms, and life. This will bring about true accomplishment and fulfillment.

WHY ARE ETHICS IMPORTANT IN KEY CLUB?

As a Lt. Governor, one is not only a role model to one’s division, but also a representative of Key Club. Therefore, one must make sure to embody the Key Club core values in whatever one does



Trustworthiness | Respect | Fairness
Caring | Citizenship | Responsibility

Individually, none of these qualities are superior.

They are all equally important, contributing to the basis of ethics.