



KEY CLUB

CNH KEY CLUB PRESENTS...

THE 2011-2012

Presidents

AND

*Vice
Presidents*

MANUAL

PLEASE BEE GREEN. DO NOT PRINT OUT THIS MANUAL.

Introduction

Hello CNH Bees,

Thank you for opening up this manual and reading it. By reading all of the contents, you will be one step closer to becoming an amazing Key Club President or Vice President. I'm excited for this upcoming year and cannot wait for all the amazing things that all of us will accomplish together.

Remember that you're not alone. There are many great resources out there for you to use including this manual. You can also contact other presidents & vice presidents, go to the CyberKey, talk to your Lieutenant Governor, or even contact me!

You are leaders, so it's time to take charge! Think outside of the box—don't go through the same motions as last year. If you want to take your school's Key Club to the next level, be audacious! Shoot for the stars in your ideas and actions. This will bring improvement. Utilize your board to their fullest potential—don't do all the work yourself. It is when you master the skill of delegation that you will truly be a successful leader. I BEE-lieve in you! Good luck.

Erinn Wong
CNH District Governor 2011-12

CNH Goals

44,000 MEMBERS

\$125,000 for PTP

750,000 SERVICE HRS

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KEY CLUB Knowledge

If someone were to quiz you on Key Club facts, would you be able to answer them right away? If the answer is yes, then good job—you're a Key Club Wiz! If the answer is no, you better read up on this stuff!

GENERAL FACTS

MOTTO: "Caring- Our way of life"

CORE VALUES: Caring, Leadership, Inclusiveness, Character building

MISSION STATEMENT: "Key club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership."

VISION: "We are caring and competent servant leaders transforming communities world-wide"

PLEDGE: "I pledge on my honor to uphold the objects of Key Club International; to build my home, school, and community, to serve my nation and god; and to combat all forces which tend to undermine these institutions"

HISTORY

Back in 1925, the first 11 charter members met in Sacramento, California. The school administrators were also Kiwanis members and spread the idea far and wide to other principles. Kiwanis Clubs all over the country began asking Sacramento Kiwanis Club about it. Within 15 years, 50 clubs were functioning in California, Louisiana, New Jersey, Pennsylvania, and Washington. In 1943, the Florida Association invited Key Clubs from other states to attend and soon the International Association of Key Clubs was formed. Malcolm Lewis was elected as the first president. In 1946, the Constitution & Bylaws were formed and Key Club International was officially launched. The 11 members grew to over 200, 000 and continues to grow today. And, the Sacramento High School Key Club is still an active club

STRUCTURE & LEADERSHIP INTERNATIONAL

Key Club is an international organization that exists in the US, Canada and 30 other countries.

The Key Club International board consists of an International President, International Vice President, and 11 trustees. A trustee serves as the liaison for 3 districts. Our Int'l Trustee is Yoo Eun Kim from the Pacific Northwest District.

We have one our own, Austin Wu serving as an Int'l Trustee too!



From left to right:
Int'l President Annie Lewandowski
Int'l Vice President Catt Lovins
Cali-Nev-Ha Int'l Yoo Eun Kim

PART TWO

Knowledge

DISTRICT

Key Club Int'l is divided into 33 districts.
We are the California-Nevada-Hawaii District
There are over 43, 000 members!
There are over 683 clubs.

THE DISTRICT BOARD

Made up of the executive board, appointed board,
and a Lieutenant Governor from each division
within the district.

EXECUTIVE BOARD

District Governor Erinn Wong, District Secretary
Andrew Liu, District Treasurer Christopher J. Van,
& District Technology Editor Elijah Kang.

APPOINTED BOARD

District Convention Chair, District Projects Chair,
Kiwanis Family and Foundation Chair, Member
Recognition Chair, Member Relations Chair, and
Policies, Int'l, and Elections Chair.



From left to right:
CNH District Tech Editor Elijah Kang
CNH District Secretary Andrew Liu
CNH District Governor Erinn Wong
CNH District Treasurer CJ Van

CONTINUE READING

to learn how you can be on district board.

REGION & DIVISION

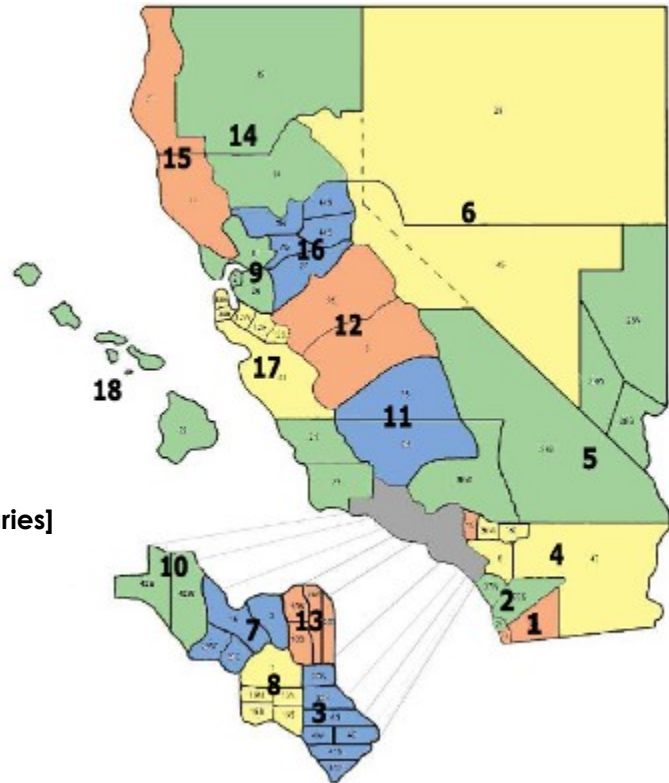
There are 18 regions and 65 divisions.
Each region is aligned to the Kiwanis
Regions , made up of 1 to 7 Key Club
divisions, and has one or more region
advisors

For each division there is a Lt. Governor.
Regions provide a support system for
struggling divisions.

Every year, a regional training conference is
held for all divisions in a particular region.

[The map to the right illustrates the region boundaries]

If you look really closely, there will be little
dots that represent all the clubs...put your
head closer to the screen...not too close. Just
kidding, because there are over 670 clubs in
CNH, and that is near impossible to pinpoint
on such a tiny map.



PART THREE

Knowledge

SERVICE PARTNERS



UNICEF | CHILDREN'S MIRACLE NETWORK | MARCH OF DIMES

This organization aids those in need all over the world.

TRICK OR TREAT FOR OTHERS
Pass out boxes and collect coins while trick or treating.

ELIMINATE PROJECT
Kiwans teamed up with UNICEF to eliminate Neonatal Tetanus. All coins collected from Trick or Treat goes to this project.

This organization is devoted to funding children's hospitals throughout the nation.

DONATE

Miracle Balloons , Miracle Jeans Day, Bake Sales

PARTICIPATE

Dance Marathons, DQ Miracle Treat Day, IHOP National Pancake Day

This organization is devoted to raising awareness about premature births and reducing them. Find and participate in a local event.

major emphasis project SERVICE INITIATIVE live 2 learn

"Children, Our Future, Our Focus"
The service Initiative changes at International Convention. This year it has continued another year of Live 2 Learn. It focuses on helping children overcoming obstacles.

1. Improving grades
2. Giving back
3. Growing together

INTERNATIONAL CONVENTION

July 4h- July 8th | Orlando, Florida
Walt Disney World Hilton

Come meet Key Clubbers from around the globe. Learn more about Key Club Int'l

KIWANIS ONE DAY

On the first day of April, Key Clubs unite with their Kiwanis Family for one large service project.

KEY CLUB WEEK

The first full week of November. Everyday has a special event.

CALENDAR DATES

OCTOBER

UNICEF Trick Or Treat For Others

NOVEMBER

Key Club Week

APRIL

Kiwanis One Day

JULY 4th | July 8th

International Convention

DISTRICT BASICS

Cali-Nev-Ha Key Club is just like another district in Key Club Int'l. Actually, it isn't like any other district. It is the largest district. I would say the best district too, but I am a little biased.

Since it stretches across three states, some may ask, "How is it run?" It was mentioned on page 3; however, that only provided the structure. The district makes its decisions by the District Board. Proposals are made and approved when the District Board meets 4 times over the year.

Now the question may be "How do I become a part of District Board?" There are multiple ways to participate on the district leadership level. The first is running during District Convention for an executive office. The second is running for Lt. Governor for your division. Your Lt. Governor will conduct conclave January/February. The third is applying to become a committee chair. There are 6 committee chair each specializing in a field. The applications are out around the time after District Convention. So keep a look out!

STATES

California | Nevada | Hawaii

MASCOT

Bees

COLORS

Black and Yellow

MEMBERS

43000

CLUBS

683

DIVISIONS

65

DISTRICT PROJECT PROJECT SHINE

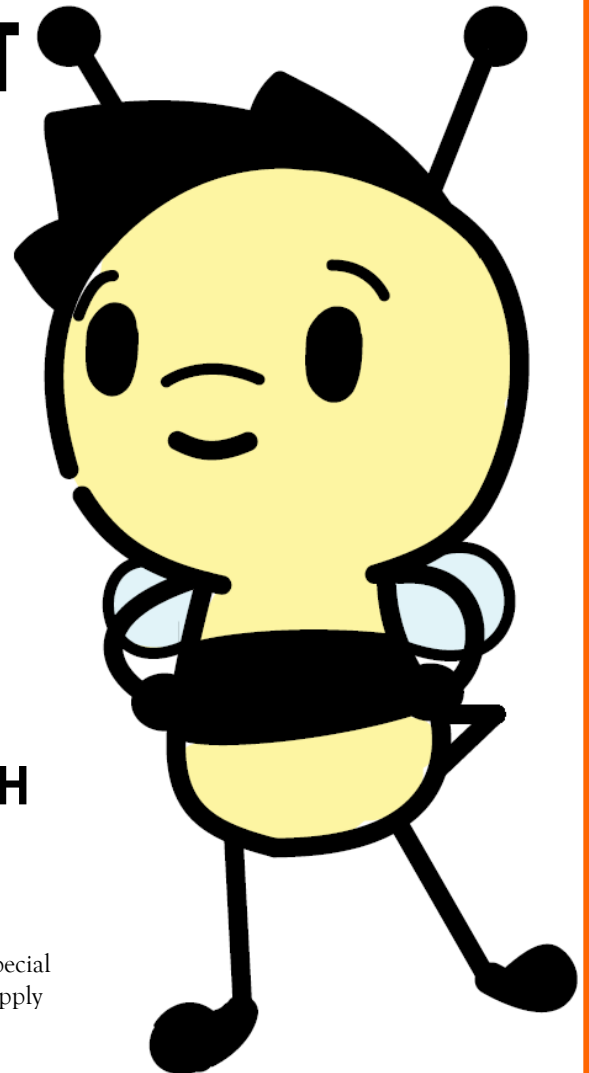
Project Shine: Bringing Light into Someone's Life is the District Project for 2010-2012. This two year initiative aims to assist those who have special needs, whether it is physical or mental. Key Clubbers can fundraise for organizations and/or directly assist at local events.

In today's society, it is evident that people who have special needs are often cast aside. In many school systems, children with learning disabilities are separated. In the media, they are often unseen or if seen, they are portrayed as another stereotype. This service initiative motivates and encourages Key Clubbers to be leaders and examples in their own community.

The promotion of this initiative brings unity, bridging the gap between all people. Whether it is through fundraising or directly serving, Key Clubbers are raising awareness and embodying the Key Club value, "Caring- Our way of Life".

VOLUNTEER DONATE RESEARCH FUNDRAISE PARTICIPATE HELP EDUCATE SERVE

The possibilities are endless. You can have your club participate with the Special Olympics to Autism Speaks Walk. With the projects that you do, you can apply for recognition too!



MORE INFORMATION ON

California - Nevada - Hawaii

DISTRICT EVENTS & FUNCTIONS

FALL RALLY

This is the event to attend. There are cheer battles to roller coasters and everything in between. Divisions gather to donate money they fundraise for PTP through a Lt. Governor Auction. Start saving up and prepare to donate, cheer, and scream.

TO GO:

1. Find the flier on the Cyber Key
2. Speak with your advisors
3. Contact your Lt. Governor
4. Contact Bruce Hennings, Director of SLP, bruce@cnhkiwanis.org



FALL RALLY NORTH

DISCOVERY KINGDOM
October 29th, 2011

FALL RALLY SOUTH

SIX FLAGS MAGIC MOUNTAIN
November 19th, 2011

CANDIDATE'S TRAINING CONFERENCE

Learn how you can be a Lt. Governor. This yearly conference will have everything you need to know about what it takes to become the next Lt. Governor. Speak to your Lt. Governor about how you can attend this informative conference. There will be a way to get there.

Candidate Training Conference
January 14th, 2012

EXECUTIVE CONFERENCE
February 26th, 2012

What if you want to be apart of the executive board? There is training for that as well! The executives will provide tips about what it will take to become an executive officer.

DISTRICT CONVENTION

April 13th-15th | **SANTA CLARA**

This is a large gathering of Key Clubs of the Cali-Nev-Ha District. Attendees will participate in the election of the new District Executive Board, receive awards, compete in spirit battles, learn from workshops, gain new ideas, dance at the ball, and meet thousands of Key Clubbers just like them. Register your Key Club to attend DCON. For more information visit cnhkeyclub.org and click "Convention".

CNHGOALS

44,000 Members

\$125,000 for PTP

750,000 Service Hours

Leadership

Remember why you decided to become president or vice president. What did your immediate past do? What did you admire or wish to continue? Write those down. Those are your personal duties. The duties that are listed below are general and highly, highly, highly suggested. To the experienced, some duties may seem obvious; inexperienced, new. Look them over to ensure that you are doing the best of your position! Execution of these duties may one day be recognized...if you apply! We will discuss awards available later.

President DUTIES

COMMUNICATION

- Inform members about upcoming events
- Communication with your Lt. Governor often to receive updates.
- Inform your Lt. Governor about upcoming events so that he/she may attend.
- Inform faculty and Kiwanis advisors.

ACTION

- Serve as the chief executive officer
- Call and preside over board meetings
- Delegate and assign tasks
- Ensure all assigned tasks are completed
- Hold elections prior to DCON and submit a new board roster to your Lt. Governor

ATTEND

- Represent the club at Kiwanis meetings
- Represent the club at Divisional Council Meetings (DCMs)

ASSIST

- Help transition the new president
- Monitor all other officer work to ensure completed on time
- Have exceptional knowledge of Key Club International and the CNH District
- Educate new members about Key Club International

ASK

- Ask for assistance when you need it.

Vice President DUTIES

DUAL VICE PRESIDENCY

There can be multiple vice presidents. This is the only office with multiple positions (up to 5). Multiple vice presidents are encouraged to relieve the stress of the president. It provides more leadership opportunities too.

- Everyone is a vice president. There is no co-vice president. Every individual is a vice president.
- To delegate work between vice presidents, have each vice president focus on something different.
- The Vice President can lead one of the committees established by the board.

***The Vice President duties are flexible. You may assign other duties and have them approved by the board.**

COMMUNICATION

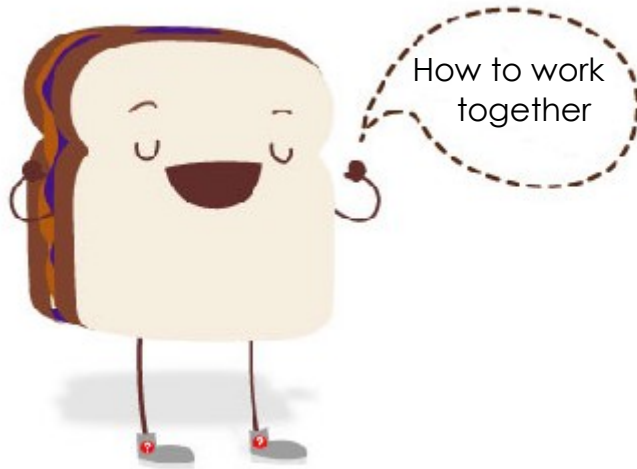
- Inform members about upcoming events
- Communicate with the president so that you are informed about the club's well being
- Encourage all to participate in Key Club activities

ACTION

- Assist the president in every way
- Serve on all committees and oversee the committee chairs
- Preside over meetings in the case of the president's absence.
- Back up the president and give reminders that may be forgotten.
- Attend Kiwanis meetings and DCMs in case the president is unable to attend.
- In the case of vacancy in the office of president, step up and serve as president with approval from the board.

Leadership

PART TWO



WORKING TOGETHER

1. The president must delegate tasks. If tasks aren't delegating, the vice president will not know what to do. You don't want to have a vice president who does nothing because he/she wasn't give anything to do.
2. If the president does not delegate work, find work to do. There will always be work to do, one just has to find it.
3. Communicate with each other. None of the "He said, She said" madness. Communicate directly with each so that there are no acts of surprise or even betrayal!

THE ART OF DELEGATING

1. You need to delegate work. This is not a one man/woman team.
2. Establish committees. Members can take part. These committees provide leadership opportunities and more activities.
3. Some committee ideas are fundraising, service ,history, interclub, Kiwanis Family, Publicity, Recognition, and Projects.
4. Make committees based on your club' s need. Remember to involve members as well! Don't make a member do something he/she doesn't want.

SIMPLE REMINDERS

1. Type like a professional to everyone. This makes you look like a more respectable figure.
2. Dress appropriately for the occasion. It isn't bad to overdress though! When in doubt, over dress.
3. Address adults with Mr. or Ms. And Sir and Ma'am.
4. Don't give a sloppy handshake. Look interested and happy in meeting them. Give a meaningful handshake and a meaningful greeting.
5. Put your phone away. Turn it off.
6. Be proud and represent.
7. Who do you think you are? Obey all the rules.
8. Don't sweat the petty things and don't pet the sweaty things.

MAKE SURE TO REMEMBER!

Leadership **PART THREE**

The 2011-2012 contests will be officially announced September 1st.

DISTRICT AWARDS

CREATIVE CONTESTS

Club Attire
Talent
Club and Division Newsletter

INDIVIDUAL CONTESTS

*Member of the Year
Sandy Nininger

CLUB CONTESTS

District Project
*Most Improved club
*Club of the Year

OFFICERS

Outstanding | Distinguished
President
Vice President
Secretary
Treasurer

ADVISORS

*Kiwaniis and Faculty Advisor
Jack Luther Hall of Fame
Marvin J Christiansen

AUTOMATIC ENTRY

Achieved Increased
Membership (AIM)
Club Achievement Award
Distinguished club
District tree
Governor's Focus
Kiwaniis Family
Membership Retention
Most improved Division
Overall Division Excellence
Spirit

DIVISIONAL JUDGING

*For the first time ever, the Lt. Governor will assemble a **Divisional Judging Date** for FIVE of the contests. The entries that are selected will be reported to the District Level to receive further recognition. Keep your eyes and ears open to your Divisional News.

Int'l awards are first judged on the district level. Once it has passed the district level of judging, it will represent the district at Int'l Convention.

INTERNATIONAL AWARDS

Club Poster
Club Video
Major Emphasis
Partners in Service
Single Service
Year in Review
Traditional
Non-traditional
Digital

SUBMISSIONS

- Divisional awards are electronic.
- Int'l awards must be mailed.

ALL APPLICATIONS MUST BE RECEIVED BY MARCH 2ND.

OFFICER RECOGNITION

PRESIDENT

OUTSTANDING

- Paid dues by December 1
- Completed 50 hrs of service
- Home Club is in good standings
- Led majority of regular club meetings
- Held a minimum of 8 Board meetings
- Attended a President's Workshop

DISTINGUISHED E-FOLIO

- Cover Page
- Nomination Form
- Supporting Documentation
 - Letter of Recommendation
 - Outstanding Officer Checklist
 - Proof of Attendance
 - Agendas
 - Club Achievements
 - Communication
 - Kiwaniis Relations
 - Miscellaneous

VICE PRESIDENT

OUTSTANDING

- Paid dues by December 1
- Completed 50 hrs of service
- Home Club is in good standings
- Led at least 2 regular club meetings
- Conducted a new member orientation
- Chaired at least 1 project

DISTINGUISHED E-FOLIO

- Cover Page
- Nomination Form
- Supporting Documentation
 - Letter of Recommendation
 - Outstanding Officer Checklist
 - Summary of Position
 - Task Achievements
 - Communication
 - Kiwaniis Relations
 - Miscellaneous

Recognize your members at the club level. Hold special meetings thanking someone for being the member of the month, being the most spirited, the possibilities are endless.

HMM...

Maybe you don't want to make a snazzy certificate. That's ok because the member recognition committee has made some for you already! Download them on the cyber key.

So what are you waiting for? We made recognizing and thanking easy for you. Go out there and do it. We promise it'll be appreciated.

**CLUB
RECOGNITION**

PLEASE READ THE APPLICATION FOR MORE REQUIREMENTS.

Interested? Visit www.cnhkeyclub.org | Recognition Tab | Contest Application
Questions? Email the Member Recognition Chair | cnhkc.mr1112@gmail.com

Brainstorming

SERVICE

SERVICE SOURCES

- Ask teachers, organizers, Kiwanis members
- Look up large scale community events near your community or in the largest city near you.
- Say hello to friendly clubs on campus and ask what they're up to.
- www.volunteermatch.org
- Find one that relates with the Key Club Initiatives and the District Project.
- Make your own service project!

SERVICE PROJECT IDEA BANK

BEACH CLEAN UP | CARD MAKING
ASSISTING THE ELDERLY | DISTRIBUTING
WATER AT WALKS | CHEERING ON RUNNERS
HELPING AT THE SOUP KITCHEN
ASSEMBLING CARE PACKAGES
COLLECTING SHIRTS CANS AND OTHER
GOODS | SINGING CHRISTMAS CAROLS TO
THE COMMUNITY

SERVICE CHECKLIST

HOW FAR IS IT?

The farther it is, the longer members should stay. A 40 minute car ride would mean a minimum 3 hour service project. Make sure to pay for the driver's gas. Don't be a gas guzzler and encourage public transportation and carpool.

WHAT IS THE SURROUNDING?

Advertise the things that you can do after the service project. This makes even more worthwhile. Keep members who may not want to stay longer in mind.

WHAT WILL YOU BE DOING?

Members will get upset if they don't know the weather, if they are hungry, and if you told them the wrong thing.

FUNDRAISING

A-WAKE-A-THON

This takes the most organizing, but the profit margin makes it all worth it. Ask for local community centers and your school to hold this event.

CAR WASH

If planned and publicized well and held at a busy intersection, a couple hours can reap in a lot of money. Don't underestimate the power of scrub a dub dubbin'.

SALES

Hold a bake sale. Ask for donations from local bakeries and sell them for the profit! Sell buttons. Sell club shirts.

DINE N CASHIN'

Ask a local restaurant if they can help by donating a certain percentage of sales if you promote their store with a flier.

PEDIATRIC TRAUMA PROGRAM

All the money fundraised during Fall Rally and the year is donated to this program. It is the largest service focus of our Cal-Nev-Ha Foundation and raises awareness and prevents pediatric Trauma

We focus on PTP is because unintentional injury is the number 1 killer of children under 14. We provide funding for our 6 partner hospitals and training for doctors to be specially trained for pediatric emergency. We save lives.

If you hold an independent fundraiser for PTP contact your Lt. Governor. He/She will compile this money as the contribution of the division.

Ice Breakers

BABY I LOVE YOU

Have everyone stand in a circle and one person in the middle as the volunteer. This one person will select someone in the circle and ask, "Baby, I love you, will you smile for me?" The person who is being asked will try not to crack a smile and reply, "Baby, I love you but I just can't smile." If the person fails, the person now must try to make someone crack. You can make it interesting with your imagination!

LOVE TAPS

This is a really good game at the end of your term or any time to give appreciation. There is always people who are afraid to admit their feelings, this game will always work.

1. Create a list of statements-Ex. I love this person with all my heart. Ex. I wish I met this person sooner.
2. Have everyone sitting in a circle, with their eyes closed and their backs turned to the center.
3. Call groups of people up. It is easiest to call people by their birthday. Ex. May I have people who's birthday in January stand up and come to the center
4. Read out the statements out loud so everyone can hear you. The people in the center will go around the circle and poke the people sitting down anonymously. (That's why their backs are turned and eyes closed)
Give a few statements per group until everyone has received a turn to poke.

SONG CIRCLE

Everyone is in a circle. A volunteer or volunteers jump into the middle of the circle and sing a popular song. Those in the circle sing a long. Once the song starts to go awry because the volunteer/s forgets the words, a volunteer will jump in the circle to save them and restart with a fresh song.

FEEL THE LOVE

WAKE EM UP

ENERGY ENERGY ALL AROUND

Crouch down to the ground. Hold Hands in a circle. Everybody repeats together "Energy Energy All Around. It can bring you up. It can bring you down". Repeat phrase, get louder and faster, until everyone is pretty much jumping into the air and screaming at the end.

STARBURST

Count 1-8 shaking your right hand, then left hand, then right foot, then left foot
Count 1-4 shaking your right hand first , then left hand, then right foot, then left foot.
Count 1-2 shaking your right hand first , then left hand, then right foot, then left foot.
Count 1 shaking your right hand first , then left hand, then right foot, then left foot. At the very end scream in unison.

ROCK PAPER SCISSOR CHEER

Individuals will go around playing rock paper scissors with everyone. The individual that wins will continue on to the next person. The loser will cheer on the person who defeated them from behind. This continues until there is an ultimate showdown. By the end who's name will be chanted? Will it be yours?

DON'T BE AFRAID.
PLAY WITHOUT WORRY
AND HESITATION. HAVE
A BRILLIANT ICE
BREAKER? SHARE ON
THE REFLECTOR.

HOW DO YOU FEEL?
I FEEL GOOD
OH I FEEL SO GOOD
I FEEL FINE
ALL OF THE TIME
ABOOGA x5

MELT & BREAK
THE ICE

Some More Ideas

THESE IDEAS ARE JUST TO SPARK MORE IDEAS. IMPROVEMENT NEVER CEASES.

RUNNING CLUB MEETINGS



1. TAKE PICTURES
2. SMILE
3. BE AUDACIOUS
4. WELCOME EVERYONE

REACH FOR THE STARS

PEP TALK

Club meetings aren't easy to run. Not everything works the first time. It is all about trial and error. One thing for sure is that you will have to silence everyone. That is something that will take practice. Test different methods to find which best fits you and the club. Make sure information gets out! Each year there is room for improvement. Do not settle for average because you are not average, you are a superstar and you can do it.

HELPFUL

RANDOM TIPS

- Be personal. Try to relate what you're talking about to the members and not just club officers.
- Prepare in advance. Make sure that you know what you're talking about. Nobody will want to listen to someone who doesn't know their stuff.
- Don't use acronyms. Make sure to not abbreviate everything—you will lose the members who don't know what you're talking about.
- Be inclusive. Make sure you're not the only one talking during the meetings. It's going to get boring to only hear your voice. Ask other people in advance to talk about certain things.
- Welcome everyone. Make sure you say hi and introduce yourself to the people you don't know. A simple conversation can change the life of someone.
- Keep handouts simple. If there are too many words on them, people are less likely to read them.
- Food attracts. Have food at your meetings once in a while as an incentive for coming to the meeting.
- Know the names of the no names. Don't only talk to your friends! Go out and get to know everyone else.
- A smile goes a long way. Nobody wants to be listening to or talking to a grumpy pants!
- Do the unexpected. Start off with an icebreaker that will last the whole meeting to keep everyone on their toes.
- Acknowledge those who contribute to the club. Make sure the members are thanked for doing simple tasks such as attending the meeting or a service event.
- Let the members have a voice. Make sure they are able to voice their opinions. Don't make all the decisions yourself.
- Have an idea? Go for it! Don't be scared to try something new. You'll be surprised.

**USE THESE
AVAILABLE**

Resources

GRANTS

YOUTH OPPORTUNITY FUND

The Youth Opportunity Fund is a way clubs can get back their membership money. Clubs may ask for 100 dollars upwards to 2,000 dollars. It depends on the project they wish to fund. The committee funds projects that have a goal and demonstrate progress. Clubs that enter will be notified of International's decision by January 15, 2010.

THE APPLICATION:

- 1/4 of it is basic information
- 3/4 are free response questions.

This tells me, applicants need to be dedicated to their project. International needs to be reassured that the money will not go to waste. In order to have a chance of receiving money, make sure to have a detailed plan.

Where does the membership money go? Right back to them if they apply. Start encouraging!

DEADLINE January 15



FOUNDATION

The Cal-Nev-Ha Foundation offers grants to help you run your service project.

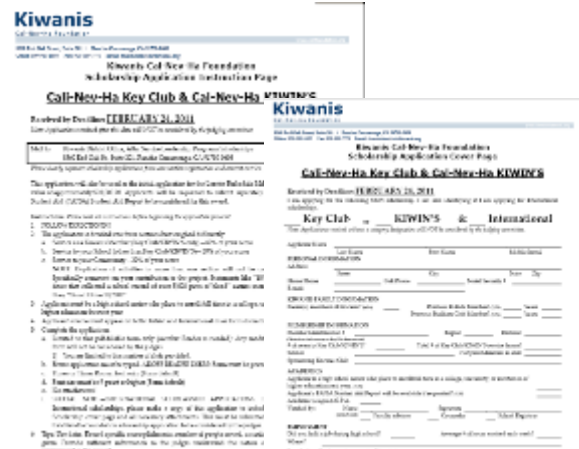
- The grant for Service Leadership Programs are used to help fund PTP service projects.
- Clubs may request up to \$250 , but you may be granted more.
- There is no deadline. Applications are accepted year-round, before and after events. A budget is required as documentation.
- It is a matching grant. The club must pay as much of the cost as the grant.
- This grant is not requested a lot. Take advantage of this free money!
- For more information on the projects and the grant application visit cnehfoundation.org and click grants and find grant named "Pediatric Trauma Program Grant for Service Leadership Programs

SCHOLARSHIPS

Key Club would like to help you pay for college

- If you are a graduating senior, a dues-paid member of Key Club Int'l and the CNH District, you are eligible.
- There are several scholarships offered, take the opportunity!
- Educate all your seniors about scholarships
- Look at the application on the CyberKey. It is on the front page.
- Continue to work hard as a devoted member.
- Scholarships can range from \$750 to more than \$20,000 (for the Loretta B McElwain Scholarship)
- All application processes are different so please look into each one listed.

Key Club International
CNH Foundation
Local Kiwanis



DEADLINE FEBRUARY 23

ACRONYMS

AAR– Annual Achievement Report
CKI– Circle K Int'l
CMN– Children's Miracle Network
CNH– California- Nevada Hawai'i
CTC– Candidate's Training Conference
DA– District Administrator
DB– District Board
DCM– Divisional Council Meeting
DCON– District Convention
DG– District Governor
DNEWS– Divisional Newsletter
DP– District Projects
DS– District Secretary
DT– District Treasurer
DTE– District Tech Editor
ERF– Event Request Form
FRN/S– Fall Rally North/South
ICON– Int'l Convention
Int'l– International
IP– Immediate Past
KCI– Key Club Int'l
KFF– Kiwanis Family and Foundation
LTG– Lieutenant Governor
MEP– Major Emphasis Project
MR– Member Recognition
MRF– Monthly Report Form
MRS– Member Relations
OTC– Officer Training Conference
PIE– Policies, Int'l, and Elections
PTP– Pediatric Trauma Prevention
RA– Regional Advisor
RTC– Regional Training Conference
SLP– Service Leadership Program
YOF– Youth Opportunities Fund

Hopefully this will clear up any confusion you have had. We don't expect you to memorize this, but this is the lingo you ought to know.

KIWANIS FAMILY

KIWANIS INT'L

This is Key Club's parent branch. Your club is sponsored by a local Kiwanis Club. They provide support, guidance, and supervision. Get involved with them by contacting your local Kiwanis Club president.

CIRCLE K INT'L

This is the collegiate level of the Kiwanis Family. They are structured similar to Key Club, led by students like Key Club, and focus on service like Key Club.

AKTION CLUB

This is service organization just like us but is meant to provide opportunities to those with special needs.

BUILDERS CLUB

It is just like Key Club too, except they are made up of junior high students. As a Key Clubber, mentor your local Builders Club.

KIWANIS KIDS (K-Kids)

This is the youngest Kiwanis branch established in elementary schools. They just like us, just a tad bit smaller.

RESOURCE TOOLBOX

LEADERS

- Local presidents and vice presidents
- Your Lt. Governor
- Your Executive Team

PUBLICATIONS

- Your Divisional Newsletter
- The CNH CyberKey (Website)
- The CNH KEY (articles)
- The Official CNH District Newsletter

ADULTS

- Faculty Advisor
- Kiwanis Advisor
- Kiwanis Lt. Governor
- Regional Advisor
- District Administrator

INT'L RESOURCES

- 1.800.KIWANIS ext 411
- Leadership Pack
- Graphic Standards Templates
- Membership Update Center

Resources

PART THREE

Don't fret and don't shed a sweat when you click to send anyone of us an email. We are a resource to you. It is our pleasure. Please do not hesitate. Just ask, we are friendly. **OK?**

CONTACT INFORMATION

EXECUTIVE OFFICERS

District Governor

Erinn Wong.....cnhkc.dg1112@gmail.com

District Secretary

Andrew Liu.....cnhkc.ds1112@gmail.com

District Treasurer

Christopher J. Van.....cnhkc.dt1112@gmail.com

District Technology Editor

Elijah Kang.....cnhkc.dte1112@gmail.com

COMMITTEE CHAIRS

District Convention Chair

cnhkc.dcon1112@gmail.com

District Projects Chair

cnhkc.dp1112@gmail.com

Kiwanis Family and Foundation

cnhkc.kff1112@gmail.com

Member Recognition Chair

cnhkc.mr1112@gmail.com

Member Relations Chair

cnhkc.mrs1112@gmail.com

Policies Int'l and Election Chair

cnhkc.pie1112@gmail.com

ADULTS

District Administrator

Ms. Lotito-Byers.....cnhkc.admin@gmail.com

Service Leadership Program Director

Mr. Bruce Hennings.....bruce@cnhkiwanis.org

Assistant Administrator

Mr. Roberson.....cnh.adan@gmail.com

Special Assistant

Marek Leblanc.....cnhkc.sa@gmail.com

WEBSITES

CNH CyberKey.....cnhkeyclub.org

Key Club Int'l.....keyclub.org

Cal-Nev- Ha Circle K.....cnhcirclek.org

Circle K International.....circlek.org

CNH KIWIN'S District of KCI.....kiwins.org

Builders Club.....buildersclub.org

Kiwanis CNH Foundation...cnhfoundation.org

Kiwanis International.....Kiwanis.org

Aktion Club.....aktionclub.org

Kiwanis Kids.....kkids.org

Key Leader.....key-leader.org

PRESIDENTS REFLECTOR

cnh-kc-presidents@googlegroups.com

VICE-PRESIDENTS REFLECTOR

cnh-kc-vice-presidents@googlegroups.com

Make sure you know who your Lt. Governor is. You may find what division you are by simply shooting an email to me or any executive officer. If you are wondering who your Lt. Governor is, I leave you on the mission to **ASK**.

CALENDAR 2011-2012

APRIL

MAY

JUNE

JULY

During these four months you were probably coached by your IP and planning summer activities. Perhaps while it is still fresh in your memory, you may want to write down what you wish the next president/vice president should do during this time.

AUGUST

SEPTEMBER

OCTOBER

8. 01 DISTRICT NEWSLETTER

9. 01 DISTRICT NEWSLETTER

10. 01 DISTRICT NEWSLETTER

9. 05 Labor Day

10.01 **PAY DUES**

9. 10 ACT

10. 01 SAT

KEEP IN MIND:

RTC Season

School Starting

Fundraise for PTP

10. 12 PSAT

10.15 YOF Deadline

10.29 Fall Rally North

10.31 Halloween

RTC Season

Trick or Treat for Others

NOVEMBER

DECEMBER

JANUARY

11. 01 DISTRICT NEWSLETTER

12. 01 DISTRICT NEWSLETTER

1. 01 DISTRICT NEWSLETTER

11. 05 SAT

12. 01 **DUES ARE LATE**

1.14 CTC

11.07-11.11 KC Week

12. 03 SAT

1.28 SAT

11. 11 Veterans Day

12.10 ACT

12.25 Christmas

11.19 Fall Rally South

11.24 Thanksgiving

KEEP IN MIND:

Christmas Caroling

DCON Fundraising

Conclave

KEEP IN MIND:

Canned Food Drives

KEEP IN MIND:

Christmas Caroling

Winter Break Service

FEBRUARY

MARCH

APRIL

2. 01 DISTRICT NEWSLETTER

3. 01 DISTRICT NEWSLETTER

4. 01 DISTRICT NEWSLETTER

2. 11 ACT

3. 02 DCON, Awards, Candidates Deadline

Kiwanis One Day

2.26 Executive CTC

2.24 Scholarship Deadline

4.08 SAT

4.14 ACT

4.13—4.15 DCON

KEEP IN MIND:

Conclave

KEEP IN MIND:

DCON Registration

KEEP IN MIND:

DCON Preparation

Remember these three things...

1. BEE AUDACIOUS

2. BEE CREATIVE

3. BEE PROUD