

KEY CLUB

California-Nevada-Hawaii ADVISORS HANDBOOK

Handbook for Key Club Advisors

INTRODUCTION

The purpose of this manual is to inform and help you, the Advisors, in your duties with Key Club. It is hoped that you will find helpful suggestions on the following pages that will help to explain your role in the Key Club organization. Explanations of functions, relationships, and responsibilities are among the suggestions that follow. They include not only your responsibilities to your Key Club, but to your high school administration and Kiwanis Club. Each successful Key Club will have two Advisors, a **Faculty Advisor** and a **Kiwanis Advisor**. Each plays a very important role in the success of the Key Club and the role it plays in the community.

The role of the advisors is an important one. You have assumed an important responsibility - you will be called upon for your time - your energy - your enthusiasm - and maybe even your money.

“What do I get from all this?” You may ask.

You get the knowledge that you have helped to develop the leadership and character of many young men and women. You have helped them build themselves and others. You will get the thanks of many Key Club members with whom you have worked. And, you get a wonderful experience and feeling that will live with you for a long time.

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Key Club's Motto

The Key Club Motto is "Caring Our Way of Life." Key Club cares for liberty, justice, and a better world in which to live. Key Club is an organization that cares about those qualities while developing leadership for the future and creating a better high school today.

Membership 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 combat all forces which tend to undermine these institutions.

Objects of Key Club

To develop initiative and leadership.

To provide experience in living, and working together.

To serve the school and community.

To cooperate with the school principal.

To prepare for useful citizenship.

To accept and promote the following ideals:

To give primacy to the human and spiritual, rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

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HISTORY OF KEY CLUB

The first Key Club was organized in Sacramento, California in 1925 by the Kiwanis Club of Sacramento. It was suggested by two prominent educators that a club sponsored by Kiwanis might serve as a worthy substitute for high school fraternities which had been banned from all California schools. It was intended to give some vocational guidance to boys in the high schools. The club was very successful and soon other Kiwanis Clubs throughout the United States became interested in the idea and sponsored their own clubs. As Key Clubs grew, so did the experience and original purpose, so that today Key Clubs offer as many services to the school and community as Kiwanis Clubs.

During the first 15 years, the Key Club movement spread largely by word of mouth. Then, in 1939, the Key Clubs in Florida organized a state association to promote an exchange of ideas and the building of new clubs.

In 1943, the Florida State Association of Key Clubs invited Alabama, Louisiana, South Carolina and Tennessee to form an International Association and elect officers. At its third annual convention in 1946, the Association adopted the International Constitution and Bylaws.

Growth in the following years has been rapid, and today the organization can claim clubs throughout 23 countries, with a membership of over 240,000

It must always be remembered that Kiwanis does not sponsor Key Clubs to build future Kiwanians, although we are teaching the high school students of today how to give back to the communities that they live and hopefully this will continue into their adult years. The activity is part of the Kiwanis objects of service to the community, of which the schools are an important part. Key Club fulfills the object of service by direct service to the school and community by developing good citizens and the leaders of the future.

Key Club functions, always, are under the complete control and supervision of the school administration. The assistance of Kiwanis is limited or expanded to the extent that the principal thinks necessary and advisable.

ADMINISTRATIVE INFORMATION

THE DISTRICT

This district consists of the states of California, Nevada and Hawaii. The officers are responsible for operating within those boundaries in assisting clubs and providing personal attention. This is done through Kiwanis sponsor support, attending divisional and regional activities, and providing training and administrative support to the Key Clubs. The District promotes cooperation and fellowship among clubs by encouraging participation in programs, activities, and the objects of the District and International and by strengthening existing clubs and building new ones, and by accepting and promoting the objectives of Key Club.

THE DIVISIONS

The territory of the District is divided into Divisions which correspond in most cases with the geographical boundaries of Kiwanis Divisions. There is a Lt. Governor elected to serve as the leader of each Division. In some cases where the number of clubs is small, two divisions are combined, administratively, for economic reasons. In

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one case, Division 28, the Division is split because of the location of clubs in the large geographic area. They are also split if the number of clubs in a division is too great for a single Key Club Lt. Governor to handle effectively, and to take into consideration that they are still students foremost.

DISTRICT BOARD

The District is headed by the Key Club Governor who is elected at the District Convention along with the Secretary, Treasurer and Bulletin Editor (and Website handler). These four along with several appointed officers and the Lt. Governors govern the District from Convention to Convention. The Board meets four times each year to set policy, conduct and report on committee work, and discuss topics of interest to Key Clubs. During the administrative year the Committees of the District Board meet to plan projects and the District Convention. The duties of the Lt. Governor are to carry out the District and International policies within their respective Divisions and to train and inform the clubs in the Division on pertinent Key Club information. The principle meetings are a monthly Divisional Council of all club officers and members of a division, a regional training conference, and a Divisional Conclave. The Lt. Governor is elected at the Conclave and all clubs are expected to send delegates. Any Key Club member is eligible to run for any of the District Officer positions.

POLICIES AND BYLAWS

All Key Club members and clubs within the District are expected to perform under the policies and Bylaws of the District and International. Each Lt. Governor has a copy of these documents and is expected to ensure that the clubs in the Division operate accordingly. Each club should also have a set of Bylaws adopted and on file. The District and International Constitution and Bylaws can also be downloaded off the respective websites at www.cnhkeyclub.org & www.keyclub.org.

KEY CLUB INTERNATIONAL

The International organization is the centralizing and unifying organization under the guidance of the Kiwanis and Key Club International Boards. The board consists of a President, Vice President and 11 Trustees who set policy and provide for a continual exchange of information among all Key Clubs. Most of the day to day work is performed by the administrative staff headed by the International Administrator at the Kiwanis Office in Indianapolis, Indiana, telephone 1-800-879-4769. The Officers of International are elected at the International Convention and any Key Club member is eligible to campaign for a position.

RESPONSIBILITIES OF THE FACULTY ADVISOR

I. To the School and Principal -

Make certain that all Key Club projects and fundraising activities are acceptable to the school and are in accord with regulations. **Ascertain** that Key Club Bylaws are always in keeping with school regulations that govern all student organizations. **Ensure** that the financial records of the Key Club are kept in agreement with standard procedure for student groups at the school. **Work** with the advisors to other student groups in forming possible joint service projects to promote a cooperative spirit in the school. **Seek** to bring a “Key Club understanding” to all members of the administration and faculty.

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II. To the Key Club Membership -

Try to attend all regular membership meetings and all board meetings. **Help** the Key Club in getting a meeting room for regularly scheduled club and board meetings. **Help** in securing more members for the club through contacts with other members of the faculty and student body. **Help** get proper and adequate publicity for Key Club in school publications. **Seek** ideas and suggestions for Key Club service projects from the faculty, the administration, and other groups.

III. To the Sponsoring Kiwanis Club -

Discuss Key Club problems with the Kiwanis sponsor on a monthly basis. **Reach** a mutual understanding with the Kiwanis sponsor regarding proper sharing of responsibility for guidance, training, and supervision.

The most important guide to the operation of a Key Club is the Key Club Manual. This booklet contains details of Club organization, duties of officers, and many suggestions on how to have an effective club. Each Advisor should have one. The International office provides one copy free to the club each year. Otherwise, they can be ordered if you need more copies. You can check with www.keyclub.org to see what the latest cost is.

Do not become overloaded with details. Do not do what the Key Club members should do for themselves. Become a part of the Kiwanis family. Become interested in Key Club and Kiwanis.

There is a definite correlation between good Key Clubbing and good adult counseling. Therefore, get involved with the Key Club program ... accept its success as a personal goal. It will be personally rewarding.

YOU AND THE PRINCIPAL – It should be clearly understood and noted that the Key Club functions, always, under the supervision of the school administration. The help of Kiwanis is limited or expanded as much as the principal thinks necessary.

You have been appointed by the principal; you are the official representative of your school, and the liaison between the Key Club, the principal, and the Kiwanis Club. It is your duty to keep the principal informed about the activities of the Key Club. You should attend all meetings of the club and inform Key Club members on their activities as they affect school policy and regulations.

And, you should assume as much of the club counseling as you feel is necessary. The remainder of such work is the responsibility of the Kiwanis sponsor. Though completely controlled always by the school administration through you as advisor, the Key Club should never overburden you with detail work which the Kiwanis sponsor can properly handle. Explain to the members of your club your position and that of the principal.

YOU AND THE CLUB PRESIDENT – A good club will be reflected by the relationship that you have with the club president. Work with him/her closely in planning the year's activities. Point out that you are there to help and not hinder the club's operations. Provide suggestions but let it be known that you only suggest – you do not demand. If you object to something the President is doing, explain your reasoning to him/her and seek a solution. **The** primary responsibility that you will have is to consult and advise. Do this only as often as you think necessary and it 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. You will be an effective advisor if you work closely with the President helping him/her in any way possible.

Another important job that you will have, during the year, will be to aid your President and club with encouragement. If you do this, the club will function better. Do everything you can to create initiative in the individual members. It is a truism that “every good student organization has an enthusiastic advisor working with it.” If you let the club know that you are enthusiastic about them, they will respond in a like manner!

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Agendas – One of the important keys to a successful club is to have well organized and interesting meetings. Nothing is so boring, as to attend a meeting that is disorganized. A well prepared agenda will solve this problem. The agenda should be prepared by the President with your help if necessary.

Parliamentary Procedure – To conduct a good meeting the President should have knowledge of parliamentary procedure. You might help him/her by supplying him/her with a copy of “Robert’s Rules of Order.” Point out that this should not be over used, because an informal meeting is more effective than one that is embedded with too much parliamentary procedure.

Correspondence – During the year, you and the President will receive correspondence from the Key Club District and International offices. You should check periodically with the President to see that correspondence is answered properly and promptly. Also, verify that the received materials are shared by the Board of Directors and club, when appropriate. The **Keynoter**, the official publication of Key Club International, is sent every other month of the school year to each paid member (it is sent to the home address of each member listed on the directory or to the school address if that is the one listed). It will keep you informed of new programs and other details necessary to keep your Key Club up to date.

Committees – The backbone of any organization is a good committee structure. Key Club International states there should be seven standing committees, appointed by the President, and they are: Kiwanis Family, Public Relations, Programs, Projects, Social, Membership, and Major Emphasis Program. Help the President understand the importance of such a structure to help every member feel a part of the club’s workings. The most important member in Key Club is the individual member. Therefore, it is important that each member become involved in the planning of club projects or the maintenance of the club. He/she then feels that he/she is a part of the project, and more important, a member of the club, and is more likely to support its activities.

Elections – The Cali-Nev-Ha District of Key Club International requests that all club elections take place in the month of February or the first half of March before that club’s regional or divisional conclave. One election report should be filed with the general offices of Key Club International, one with the club’s divisional Lt. Governor, and one to the club’s sponsoring Kiwanis club. The people elected must not be in their senior year since the term of office runs to the following year.

It is suggested that the newly elected officers serve in an orientation position from their election until May 1 when their term of office officially begins. By doing this, they have a chance to learn about their jobs from the outgoing board and will not take office without any experience. It is also expected that the newly elected officers will attend the District Convention. There they will learn more about their specific responsibilities. In most divisions there is also an Officers Training Conference that is held sometime in the spring for all incoming officers. It is vital that they try and attend this important event. Also, it is recommended that at least one of the officers attend the International Convention in July. Each club is allowed two voting delegates and two alternate delegates for each of the conventions.

Installation of Officers – When the new officers take office, 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 attended by the parents, school officials, and Kiwanis members. (The Key Club Manual suggests that the Key Club Lt. Governor may be asked to do the actual installing.) You should help the President in this program.

YOU AND THE CLUB SECRETARY – The second most important office on the club level is the club secretary. At times, you will be asked to help him/her on the different aspects of the position.

Monthly Reports - The only way the district knows what your club is doing is to file a report of activities each month. From these reports, the District knows what to do to help if you are having problems. Every club is required to report monthly to the Lt. Governor. It is essential that each club file these reports monthly as shown

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on the form available from your Key Club Lt. Governor or from the District Website at www.cnhkeyclub.org. It is now an excel spreadsheet format, that also includes a club roster as well as the required Annual Achievement report. It fills out and calculates the AAR totals for you as the Monthly Report Form tabs for each month are filled out. They shall be e-mailed by the 5th of each month to the Lt. Governor, Regional Advisor, and the sponsoring Kiwanis Club. (Make sure the secretary keeps one for the clubs files) It is important to send this in even if the club had no activity for the month.

Filing System - The club Secretary should maintain a good filing system for the club. There may be a possibility that you will have to give some advice to the secretary to organize a filing system if one does not exist. Check with the secretary periodically to see that the files are in order.

Minutes - The club secretary should keep an accurate account of the business conducted at meetings. These minutes become the official record of the activities of the club. You could help in showing him/her how to take minutes that are significant, to the point, and brief. Minutes should be typed and kept in a permanent file for the use by future boards and in preparing the monthly reports and the annual achievement report required by Key Club International and the Cali-Nev-Ha District.

Roster - Immediately upon the election of the new officers, the names and addresses of the President and Secretary must be sent to the Key Club International Office. If this is not done, then your club will not be on the mailing list for important literature. The current President receives a form from Key Club International and the District for this purpose - please, assure that the President or the secretary sees that this form is filled out and mailed.

YOU AND THE CLUB TREASURER - You should be very careful to see that the Treasurer keeps accurate records. The Treasurer may occasionally ask you for help, so be sure to be cognizant of the Key Club account.

Dues Payments - The International and District Organizations cannot function unless the clubs pay dues. Therefore, Key Club International dues are \$6.50 and the Cali-Nev-Ha District Dues are \$4.50. BE SURE TO KEEP A COPY OF THE DUES INFORMATION THAT IS SUBMITTED! This \$11.00 helps to cover the administrative costs and brings to all officers and members several publications from both the District and International. A combined dues notice is mailed to the club from the International office (it now includes a password and the club ID number to access and update the club roster on-line. You can also generate a dues invoice so it can be mailed in from that) in late August to mid September. Be sure to look for this mailing during this time. Dues are payable and due between October 1st and December 1st. After December 1st, the club is placed on the "delinquent" list. After February 1st, the club is placed in what is known as a suspended status and is no longer in good standing. Key Club International Bylaws and the Bylaws of the California-Nevada-Hawaii District provide that any club in arrears in their dues to either body is "not in good standing", is subject to suspension and may not attend District or International Convention. If either District or International dues are not paid by the end of the year, then the club charter will be revoked.

Membership Cards - Upon payment of dues with a completed roster with names of members, the International office sends membership cards for the number of members that have paid dues. Each member is assigned a membership ID number. Only new members will receive these cards. Returning members should still have their cards from the previous year.

Budget - For an effective year, it is recommended that each club have a budget. This will make the operation of the club much easier. If the club sets most of its programs at the beginning of each year, then you will know how much money must be raised to support the programs.

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YOU AND THE BOARD OF DIRECTORS – The five major offices of a Key Club are: President, Vice President, Secretary, Treasurer, and Bulletin Editor. There are also some Directors. It is recommended that there be only one from each class and they be elected in September. These people compose the club's Board of Directors. It is their job to provide direction and make many important decisions for the club. The Board of Directors is the official policy making body of the club. Its members decide on all major goals, projects, fund-raisers, and actions of the club including dealing with member dismissal from the club. These are important reasons why an adult should be in attendance at the Board of Directors meetings. (Note: The Education Code in all three states provides to some degree that a faculty member must be in attendance at all meetings of school sponsored clubs and organizations. Your Principal, of course, sets the requirements for you school.)

RESPONSIBILITIES OF THE KIWANIS ADVISORS

For a Key Club to exist there must be a Kiwanis Advisor. This advisor must be continually informed about the status of the club and the policies of the district and International organizations of both Key Club and Kiwanis. This manual will state these policies and give some hints that will help with your responsibilities as a Kiwanis Advisor.

The Cali-Nev-Ha District of Key Club International loses many clubs each year. There are many reasons that these clubs are lost, but one of the greatest reasons is that the Kiwanis Club does not adequately assist and provide guidance to the club. Often, the responsibility of helping a Key Club has been abdicated entirely to the Faculty Advisor. It should be a partnership between the Kiwanis Advisor and the Faculty Advisor to further the aims of Key Club.

It is your responsibility as the Key Club Advisor from your Kiwanis Club to keep your Key Club Committee and the Kiwanis Club informed of the status of the Key Club that they sponsor. Also, you will need to provide guidance and leadership to your sponsored Key Club. This manual is not intended as a strict guideline for the Key club year, but it will give some suggestions and make clear some policies that have been set for your position. You are important to the success of your Key Club and its members. If others are to receive the same great experience of being in a great service organization like Key Club, you should carefully weigh the suggestions of this manual and the other suggestions that you will get during your term as a Kiwanis Advisor.

GUIDELINES FOR KIWANIS SPONSORS – The structure, objectives, and goals of a Key Club are not a great deal different from those of Kiwanis. Although there may be different approaches to certain things, a general knowledge of Kiwanis will provide most of the background that is necessary for understanding the operation of the Key Club Program.

The Kiwanis Advisor should be thoroughly familiar with the duties of the Faculty Advisor and be prepared to assist in any way possible. Discuss those duties with the Faculty Advisor to see where you can be most effective and where your program with the sponsoring Kiwanis Club can be strengthened to be most beneficial to both the Key Club and the Kiwanis Club.

Control of the Key Club belongs with the school since the program has to operate within their policies, but much is expected of the Kiwanis Club. The success or failure of a Key Club is the direct result of Kiwanis involvement. Work on Joint Activities seriously; accept the Key Club members as partners. Establish joint committees for

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planning purposes. Apply for the Sponsorship award to let the Key Club know that you are proud of them. Establish personal contacts. They need some financial aid sometimes, but they want to know you, and would rather pitch in and work side-by-side. Urge other members of your club to get to know and get involved with the young people of Key Club.

A Kiwanian can, by official attendance rules of Kiwanis International, receive credit for attendance when he/she attends the regular meeting or Board of Directors meeting, of a Key Club, or when he/she attends a District or International convention of Key Club. Credit for attending any such meetings is limited to not more than two a month. The Kiwanis International Board has approved the credit for inter-club meetings with Key Clubs. An inter-club meeting is one which is jointly planned and held by two or more Kiwanis Clubs or by a Kiwanis Club and any Key Club, and duly announced in advance through club notices. At least four members of the visiting Kiwanis club must be in attendance.

The Kiwanis International Board of Trustees has opened several methods for direct involvement with Key Club members; the International Committee has developed a special program for you to receive recognition, the General Office has published literature and the Key Club International Board of Trustees has urged its members to seek cooperative ventures with sponsoring Kiwanis Clubs and advisors at every opportunity. The rest is up to you!

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Key Club International is the centralizing and unifying organization. Under the guidance of the Kiwanis and Key Club International Boards, it formulates the broad outlines of the programs which each individual Key Club undertakes. The officers represent the organization in dealing with other groups. The Board through the administrative office produces the literature and general mailings essential to maintaining communications and helping clubs to better serve their community. It also serves to maintain some historical aspects of the Key Club program. Often, it is the only resource center available to the club or officer who needs special help.

International Officers – The officers of Key Club International are a President, a Secretary, and 11 Trustees. They are elected at the annual International Convention and serve from that time until new officers are installed at the following convention (July – July). Together they comprise the Board of Trustees of Key Club International, the governing body of all Key Clubs between conventions. Its decisions must be approved by Kiwanis International. The Treasurer of Kiwanis International is also the Treasurer of Key Club International.

The International organization is divided into Districts and then into Divisions for easier and smoother functioning. Each level is designed to support and render aid to the individual clubs so that, they could become effective in their service to the school and community. It is very helpful to learn the individuals and offices of the structure and make use of them when needed.

International Convention – This convention is usually held early in July and is held to elect International officers, present awards, conduct educational workshops, and present reports reviewing accomplishments of the past year, and set policies for the coming year. It is an interesting and informative convention with much inspiration and purpose. Members from your club should attend if possible. The cost depends upon where the convention is held. Most Kiwanis Clubs will give financial aid for the trip. Plans should be made at the beginning of the year to send at least one delegate to the convention from your club. The Cali-Nev-Ha District organizes a tour to the

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International Convention which allows a chance for great fellowship with other clubs in the District and also provides the required chaperones thus relieving the club of that responsibility. Typically the cost of this tour is anywhere from \$900 to \$1300, but includes convention registration, hotels, site seeing tours, a few of the meals, airfare from the Bay Area or Los Angeles area. The tour usually is about a week long, about four days longer than the actual convention. The Registration form is posted to the CNH website at www.cnhkeyclub.org in the spring.

Kiwanis Administration – Kiwanis International provides a paid staff of several employees at the International office in Indianapolis Indiana to support the day to day requirements of the Clubs and Districts. The Key Club organization is headed by the International Administrator and a staff of assistants who work closely with the Key Club International Board of Trustees. In addition there is the Service Leadership Programs personnel that performs service to each of the Service Leadership Programs organizations in the form of dues collection and reporting, club charters, and publication tasks.

CALIFORNIA-NEVADA-HAWAII DISTRICT

THE DISTRICT – The Cali-Nev-Ha district has 60 divisions in the states of California, Nevada, and Hawaii. The District Executive Board consists of the Governor, District Secretary, District Treasurer, District Technology Editor, and other appointed positions. The Lt. Governors from each of the 60 divisions also serve as members of the District Board of Trustees. The District Administrator also serves as a member of the District Board.

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 International.

District Officers – The **District** is headed by a **Governor**, who is the chief executive and presides at the annual convention and other District meetings. He/she is also an International officer and, as such attends a meeting of the International Council once each year at the International Convention. At this meeting, the Governors, and the International Board set the general outlines of policy for the entire organization, discuss items of District Administration and other topics. The District is an action arm of the International level and keeps communication between the club and International offices flowing, as well as supporting its programs.

The **District Secretary** is responsible for recording minutes of all official District meetings and reporting the results of same to International. The District Secretary is also responsible for official correspondence from the Board.

The **District Treasurer** reviews the receipt of all district dues and other district income and approves the disbursement of these funds as provided by the Board of Trustees and District Policy. The Treasurer makes a financial report of the year's activity at the annual convention.

The **District Technology Editor** is responsible for the collecting/writing of articles, editing, and coordinating the posting and notices of posting on the Districts Website of the Districts publication, the **Cali-Nev-Ha Key**. New responsibilities added this year are being the person in charge of setting up and posting District information on the official website of the Cali-Nev-Ha District at www.cnhkeyclub.org.

Conventions – There are two conventions held each year. The first is the annual District Convention, usually held in April. Each club in good standing is entitled to attend and send two voting delegates. The convention usually lasts three days and two nights and serves as a training session for newly elected officers and a place to review the past year for the clubs in the District. All District officers, except the Lt. Governors, are elected at this convention. The Cali-Nev-Ha Key Club District requires that one advisor be present for each Twelve (12) Key Club members

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attending the District Convention. Regardless, you should attend if possible. The convention is rewarding for all, and can help provide the enthusiasm to make a better club for next year. Be certain to have the incoming President attend the District Convention. Usually the sponsoring Kiwanis Club will help pay or pay for the advisors expenses. **Fall Rallies** – There are two of these per year, one for the northern part of the district and one for the southern part of the district. The North Fall Rally usually is in the middle of October at either Six Flags Discovery Kingdom in Vallejo CA or at California's Great America in Santa Clara CA. The South Fall Rally is usually the second weekend in November at Six Flags Magic Mountain in Valencia CA. Check the CNH website for the latest information. (www.cnhkeyclub.org)

Scholarships – Each year the Kiwanis District Foundation makes funds available for college scholarships for Key Club members. Applications for these scholarships are sent to the sponsoring Kiwanis Club in November. They are available on the Foundation Website at www.cnhfoundation.org. They also are posted on the Key Club District Website at www.cnhkeyclub.org. The Key Club Lt. Governor and Regional Advisor would be another source for this application. They usually have a due date of sometime in February or very early March, depending on when the District convention is held. The awards are based on the service that the individual has performed in the Kiwanis Service Leadership Programs. Be sure that your qualified students apply.

Candidates and Contests – The convention sponsors contests which clubs are urged to enter. These are designed to recognize club achievement and to give individual members a chance to perform. Details of these contests are provided with the convention registration and are included on the District Website and the CNH Guidebook CD. Advance planning is necessary to successfully compete for these awards. The Key Club Lt. Governor has many details as does the District Contests and Awards committee. Numerous trophies and plaques are given to the winners. AT THE DISTRICT CONVENTION there are elections for Governor, District Secretary, District Treasurer, and District Technology Editor. Also, a vote is held to endorse one or more candidates wishing to run for an International office position. All clubs are encouraged to have candidates for both District and International offices.

Kiwanis Administration – Each year the Kiwanis District Governor appoints a Kiwanian to serve as District Administrator of Key Clubs. That individual is responsible for the proper carrying out of the Key Club District organizational and administrative functions in accordance with the Kiwanis District Board's approval. The District Administrator is the District Key Club Board's advisor on all matters. He/she is always willing to give and take advice from any advisor.

Regional Advisors – Each year the District Administrator appoints Kiwanians to serve in particular regions of the District. The region consists of a collection of divisions in a geographic area and the Region Advisor acts as a counselor to the Key Club Lt. Governors of the region, has direct contact with the Kiwanis Clubs in the region and helps in new club building in that region. They are always willing to assist and counsel the individual clubs and coordinate training for the officers.

Director of Service Leadership Programs – This person works out of the CNH District office and is a salaried member of the District staff and renders administrative help to the Kiwanians and Key Club members in carrying out the functions of the District. This person receives dues notices from Key Club International and coordinates the mailing of all District information to the clubs.

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THE DIVISION

Divisions – The territory for the District is divided into Divisions, in most cases, coextensive with the boundaries of the Kiwanis District. Each Division has a Lieutenant Governor of Key Club to carry out the District's Policies within his/her Division and assists the Governor as requested. The Lt. Governor is a member of the District Board and is the only divisional officer. As such it is his/her responsibility to ensure that the rest of the clubs in the division are functioning properly. To determine this, the Lt. Governor must visit each club, hold monthly divisional council meetings, and correspond with the club and District officers regularly. The Lt. Governor is still a member of the local club and must maintain a proper status in the club.

If a member of a club is elected to a District or International office, the Advisors must remember that the elected person's responsibility lies first with their entire Division, District, or International organization depending on the office. You should always be available for advice if this officer asks you for it, but remember that you must not force it upon him/her. Simultaneously this individual has to maintain themselves in "good standing" with their home Key Club. You should strive to help your Key Club and its officers understand the magnitude of the other responsibilities assumed by your member and help them work in mutual support for the improvement of the Key Club Organization.

Division Council Meetings (DCM) – The Lt. Governor will hold a monthly Divisional Council Meeting. This should be attended by the clubs officers and interested members. This is a meeting to disseminate information at the Divisional level and to share the activities (successes and failures) of each Key Club. These are important meetings because it is an opportunity for the clubs to remain cognizant of upcoming events and new ideas. These meetings should always be announced in writing (e-mail is OK), with one of the announcements being sent to the Faculty advisor of each club.

Regional Training Conference (RTC) – This conference is to train the club officers and advisors regarding the rest of their year ahead as Key Club leaders and advisors. It is also to teach the general member about Key Club and its many levels and opportunities to serve. Many workshops will be held including one to help educate the Advisors.

Divisional or Regional Conclave – This conference is to help further educate the officers of the clubs and to discuss divisional and regional goals for the year. The major emphasis of this meeting is the election of the next year's Lt. Governor. Each Key Club is entitled to two delegates as specified by the Key Club District Policy. You should try to attend this meeting. A new item for this conference is that for an election to take place at least 50% of the paid clubs in the division must be present in order to go forward with any election (2005-2006). There is nothing more interesting than a good Key Club caucus. All candidates for Lt. Governor must have previously submitted to the Lt. Governor and the Regional Advisor, an "Agreement to Serve" form. This must be done at least one (1) week prior to the scheduled conclave. Several signatures are called for on this document including the parents, Key Club President, the Faculty, and Kiwanis Advisors, and that of the candidate.

Many Kiwanis Divisions also have a "Service Leadership Programs chairman" who is appointed by the Kiwanis Lt. Governor to work with and coordinate all the S.L.P. clubs within the division. This person can be valuable in assisting with club projects, obtaining support from the Kiwanis clubs and arranging for division-wide functions.

KEY CLUB

THE CLUBS

The club is the basic unit of Key Club and contains the most important members of Key Club, THE MEMBER. This is where all the service work gets done and where Key Club gets its reputation.

Club Meetings – Clubs are required to meet once a week. This provides continuity and helps the members to become regularly involved. It also prevents “loss of interest”. Meetings generally do not last more than one hour. If unusual conditions prevent a weekly meeting, the club should get permission from the International Board of Trustees to meet at least twice a month.

The first part of the meeting should be devoted to the regular business (10-15 minutes) and at least once a month, an interesting, informative program. The length of the meeting will depend upon the time it is held. Some possible times are in the evening, immediately after school, at lunch, or in the morning before school starts.

Meeting times should be well understood by the sponsoring Kiwanis Club so that they can make arrangements to attend. Kiwanians need to be at the club’s meetings for several reasons: 1) the development of rapport with the Key Club members, 2) being kept informed of developments in the sponsored Key Club, 3) to answer questions which only a Kiwanian can answer.

Programs – A good program is a must for a good Key Club meeting. You could be most helpful in suggesting programs to the program chairperson. Kiwanis Clubs are more than willing to help – their membership includes many excellent speakers on vocations and varied subjects. Counsel the program chairperson in making arrangements for programs, preparing adequate introductions for speakers, etc. If meetings deteriorate into purely business, member interest may fail along with attendance.

Bylaws – The International and District levels operate under a set of Bylaws which explain their policies. Clubs should also operate under such regulations. Each member of the Board of Directors should be supplied with a copy and there should always be a permanent set on file. If your club does not have Bylaws, get a copy of the Standard Form of Club Bylaws from the International Office (It can be downloaded from www.keyclub.org). As changes happen, these Bylaws will need to be updated.

Projects – There are three major types of projects which a club should be concerned. They are: Service-Social-Fund Raising. The most important is service, but the others are necessary for a well organized club. Ideas and other details are covered in various pieces of literature published by Key Club International. Where possible, participate in these projects or at least attend when they are carried out.

District and International Projects – Every other year the Key Club International Board adopt a theme and Major Emphasis Program for the upcoming two year cycle. Each year the District Board adopts it District Project theme and promotes certain ideas for service projects related to this theme. Detailed information is sent to each club in the International guidebook and also is posted on the International Website, while information on the District’s district project is sent on the official CNH District Guidebook CD and is also posted on the District Website. Your club should implement projects and programs in support of these themes if it is appropriate for your club. Work closely with the President to see that this is done.

Finances – Most 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 and thought out to avoid problems and achieve maximum results from the efforts of the individual members.

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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 chairperson with whom you can work and help with ideas (get Key Club publicity manual on Public Relations). Clubs do not seek publicity for its own glorification but only as a means to point out what it is doing. It helps people to know the club can be called on for help and serves as an example for others to follow. Information should be sent to news media on important activities and decisions made by the club even if the papers do not pick it up every time. Have someone in the club establish personal contacts to give information to.

Key Club Guidebook – This is the official guide for Key Clubs. It is published by the International office at a nominal cost. Every Key Club should have at least one. It is recommended that each officer have one as well. The Guidebook provides a wealth of materials on projects, etc. which will be of great help on making a club effective. The guidebook may be secured from the International office. One copy will be sent free to all Key Clubs in the spring of each year for the upcoming year (May 1 to April 30), other copies can be purchased. The Faculty advisor is urged to read this guidebook. **The CNH District** also puts out its own “The Official CNH District Guidebook” each year. It is put onto a CD and one is mailed to every club in the district each fall. You can make other copies for your members as required. The information is also put onto the District Website for added convenience. It has all the District Convention information, contests and awards, district project, officer duties and just a wealth of information that will be useful to your club.

Kiwanis Key Club Committee - The Kiwanis Club that sponsors a Key Club should have a good Key Club Committee. The Kiwanis Advisor is the Kiwanis Club’s direct link with the sponsored Key Club, and should serve as the chair of this committee, and should be responsible for giving reports on the progress of the Key Club periodically. You should work to let the members of this committee know what the Key Club is doing for them and how they are serving the community and school. Always try being open and frank with all the members of the committee, and when the Key Club is suffering from some problem, make the committee aware of the problem immediately. As mentioned earlier in this manual, one problem that the District has is losing clubs. One way to help solve this problem is having an aware sponsor. Many Club’s problems can be solved by some help from the Key Club Committee and the sponsoring Kiwanis Club. An excellent way to keep informed on all Key Club events is to attend regularly the meetings of the Key Club and all members of the Kiwanis Club should try to attend as many meetings of the sponsored Key Club as they can. If meetings are attended regularly many problems that the club may be suffering from can be helped. Remember, the **KEY** in Key club stands for **Kiwanis Educates Youth**, but many Kiwanians have been heard, following a Key Club meeting, to say that they too had learned something.

HELPFUL IDEAS FOR BOTH FACULTY AND KIWANIS ADVISORS

Attendance at Kiwanis Meetings – Kiwanis Clubs encourage attendance at their meetings by members of the Key Club(S) which they sponsor. Kiwanis Clubs meet at noon, in the evening, or at breakfast time. If possible, two Key Club members should attend as guests of the Kiwanis Club each week. Every member of the club should have the opportunity to attend a meeting during the year.

Key Club Literature – Through the years Key Club has printed and distributed much excellent material to the clubs at no cost. Each club should maintain a complete set on permanent file. They are available on the Key Club International website and can be downloaded at any time. You can also go on line and request that Key club International send you the ones you need. Most are free, some have limits and then you have to purchase the rest.

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You can also have someone with a DSL or Cable connection download them and put them on a CD, and then make copies of the CD for use by the members of the club.

Supplies – A catalog is available from the International office, or you also are able to order on-line at the Key Club on line store. This catalog contains all the material that is available for Key Clubs. Certain supplies should be ordered from the International office at the beginning of the school year. There are many printed forms for bookkeeping, items for the club and special items for the members. The easiest way to order is on line with a credit card.

Kiwanis International's Responsibility – Just as a local Key Club is assisted by the local Kiwanis Club, the Key Club International Board received 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 calling for 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 in helping Kiwanis Clubs provide quality sponsorship.

Publications – Every Key Club that has paid dues will receive the official Key Club International publication, the KEYNOTER which is published 4 times per year (Nov., Jan., March, & May), and the new E-Zine (electronic version of the KEYNOTER for those that have imputed their e-mail addresses in their roster for their members) which comes out in the months of Sept., Dec., Feb., and April. The Keynoter is sent to the listed address for each member on the clubs roster at International. The Keynoter contains information on what clubs are doing throughout the International organization, announces all new programs, provides activities and suggestions, reviews all obligations, and carries articles of general interest to the high school student. The next publication is the Cali-Nev-Ha Key which is the official publication of the Cali-Nev-Ha District. It is an on-line publication and can be found at www.cnhkeyclub.org. It is published 4 or 5 times each year.

Kiwanis Lt. Governor – Another excellent source of information and someone to direct questions to is the Divisional Kiwanis Lt. Governor. His/her address is available to all the Kiwanis Clubs in your Division. He/she has a very good knowledge of Kiwanis policies and usually has a good knowledge of Key Club matters and policies.

Joint Projects – Nothing helps to improve Kiwanis Family Relations more than a joint project. Not only do you serve the community with this project, but you and the Key Clubbers help to learn about one another and each other's way of completing a goal that exists for Kiwanis and Key Club. You should also consider some JOINT meetings of the Board of Directors.

The planning should be like the title suggests; all the planning should be made under an atmosphere of co-sponsorship. This is helpful for both of the clubs. It makes the Key Club feel like an important element of the process and the Kiwanians feel like they are living up to the title of "Key Club Sponsor."

Mail – Key Club mail is sent to the address supplied on the dues forms, the address of the Key Club school. If you want to verify that you see all this literature, make sure that the school address is given in all places where requested. Be sure to review the information promptly and pass it along to the club president (it might be a good idea to review it with the president when it arrives). Since the Kiwanis Advisor generally does not receive these mailings it is helpful if a photo copy of important information is available for him/her.

Each September Key Club International mails a package (Back to School) that usually includes the valuable information for the club as the school year begins. They also send to the Faculty advisor listed for the school a

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password and club ID number so the club can access the dues on-line section of the Key Club International Website. You can update the club roster and generate an invoice to pay your club dues. If this password is lost or misplaced the Faculty advisor and request a new one and it will be sent to them. District dues of \$4.50 and International dues of \$6.50 for at total of \$11.00 per member should be sent tot the International office in Indianapolis Indiana. Both International and District dues must be paid - and paid for the SAME number of members. Keep copies of what you send to the International Office. The dues dates are as follows:

Early Bird Dues are by November 1st.

Regular Dues are by December 1st.

Supplemental dues are due anytime after you first pay your dues for your club. These are dues for members that pay their dues to the club after you have sent in your club dues the first time. It is important to send in these dues so the people that pay their dues are recognized as dues paid members of your club. In order for them to attend conventions, apply for scholarships and other benefits of membership they usually have to list their membership Id number. This is also important for Insurance for the member.

If your club has a formal installation of officers it is customary to invite the Key Club Lt. Governor, Regional Advisor, and such other Key Club or Kiwanis District Officers that may be appropriate. Don't forget to invite your Kiwanis Club and its officers, and invite the school officials!

KIWANIS INSURANCE

General Information

In the United States and Canada, Kiwanis International has a program of comprehensive general liability insurance for Kiwanians. The policy is intended to provide legal liability insurance for sums which insureds may become legally obligated to pay as damages to third parties for bodily injury or property damage arising out of a Kiwanis sponsored function or activity.

All insureds are automatically covered, and no action on your part is required.

The purpose of this document is to describe the plan in a manner that will enable Kiwanians to understand its application to their activities. The provisions of the policy apply to most normal liability exposures of Kiwanis clubs. This is a standard comprehensive general liability policy and contains the standard exclusions usual to such insurance.

Nothing in this brochure can be construed to extend, alter, vary, or waive any of the provisions of the policy. If unusual situations arise which require further explanation, inquiry should be directed to:

Hylant Group P.O. Box 1910
Carmel, IN 46032-4910

Main switchboard: 317/817-5000 Fax: 317/817-
5151 Toll-free number: 800/678-0361

Who is Insured?

Kiwanis clubs and members when involved in a Kiwanis activity
Kiwanis club foundations
Divisions

KEY CLUB

Districts and district foundations
Kiwanis International
Kiwanis International Foundation Subsidiaries and affiliates
Key Clubs and Circle K clubs and their members
Keywanettes clubs and their members Kiwin clubs and their members Nonmember volunteer workers
Builders Clubs and their members Kiwanis societies (Canada) K-Kids clubs and their members

Coverage

Premises, operations, and activities
Elevator liability
Products and completed operations
Owners and contractors protective
Contractual liability
Broad form property damage
Personal injury coverage
Fire legal liability
Incidental malpractice
Hired, rented and non owned automobile liability Medical payments for third parties and volunteers

Key Exclusions

Liability arising out of the operation, use, or maintenance of automobiles (including buses and trailers) owned by named insureds are not covered. If a Kiwanis organization owns an automobile, it must be separately insured. Liability for the use of rented, hired or non-owned automobiles is covered for third-party bodily injury and property damage claims only. This policy is excess coverage over all primary insurance on the vehicle and specifically excludes physical damage claims such as comprehensive and collision.

Liability arising out of a Kiwanis activity from the use of automobiles owned by individual Kiwanians is covered but only as excess over the owner's insurance. Physical damage coverage, such as comprehensive and collision, is excluded.

Liability arising out of the operation, use, or maintenance of aircraft is not covered.

Liability arising out of the operation, use, or maintenance of any owned watercraft, or non-owned water craft over 50 feet is not covered.

Liability arising out of the sale of alcoholic beverages is not covered.

Liability arising out of injury to employees (workers compensation exclusion) is not covered.

Liability for damage to property in your care, custody, or control (not owned by your club) is not covered.

Bungee or Velcro jumping are specifically excluded under the policy.

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Activities involving outside contractors

Certificates of insurance should be obtained from outside firms or organizations actually presenting events for Kiwanis, furnishing equipment, or selling products or services.

Such events as carnivals, circuses, rodeos, sporting events, air and automobile shows, and races fall into this category, as well as concessionaires selling products.

The individuals or firms involved in providing such products or services should assume all liability arising from the furnishing of those goods or services and an agreement to this effect should be in writing and should contain a hold harmless provision in favor of Kiwanis International and its members. The certificate of insurance should indicate coverage for this contractual agreement.

Certificates of insurance

Owners of premises and other facilities used by Kiwanis can be included as additional insureds as respects to their liability for the Kiwanis use of their property. When required, a Kiwanis club may issue a certificate of insurance in the owner's favor. Hylant Group will send the required certificate of insurance to the Kiwanis club upon request. It should indicate coverage for this contractual agreement.

Waiver of Responsibility – Another precaution that may be taken is a waiver of responsibility. This is a document signed by participants in an event in which they knowingly give up their legal rights to hold an organization liable in the event of an injury or other unexpected development. This document is a good idea for any event that involves the participants in physical activities.

KEY CLUB ADVISORS CHECKLIST

THINGS TO DO EVERY MONTH

Have a club meeting every week

Have at least one Board of Directors Meeting

Send in the Club Monthly Report to the Lt. Governor, Regional Advisor, and sponsoring Kiwanis Club.

Attend the Division Council Meeting (DCM)

Conduct at least one new Service Project

Monitor member involvement

Conduct ongoing membership recruitment

Members should attend sponsoring Kiwanis meeting weekly

Check to see if there is a District Project Day in a particular month and participate in a related service project

KEY CLUB

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- Monitor member involvement
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MONTHLY SCHEDULE OF IMPORTANT EVENTS

AUGUST

- Plan a back to school membership drive
- Plan the first month meetings and projects

SEPTEMBER

- Renew the school charter (if necessary)
- Conduct a membership drive and make sure dues are collected from members
- Watch for the schedule of the Regional Training Conference (RTC)
- Watch for the Back to school mailing from Key Club International including on line dues password
- Check the CNH District Website for new information about projects and events

OCTOBER

- Update Online roster, print invoice and Pay Dues
- Kiwanis Advisor should read Kiwanis Sponsor responsibilities to Kiwanis Club
- Look over the Member Recognition Manual (Contests and Awards) and start planning for club participation
- Look over the Convention Registration Materials and start fundraising activities for members to attend
- Look over materials for possible participation at Rose Float Decorating in Pasadena

NOVEMBER

- First Full week is Key Club Week. Conduct a Model Kiwanis (Kiwanis meeting takeover)
- Conduct a joint Board Meeting with Sponsoring Kiwanis Club
- Pass out the Cal-Nev-Ha District Scholarship application to eligible Senior Key Club members
- Are dues paid yet???? If yes, send in any SUPPLEMENTAL DUES after updating roster online and generating an invoice.

DECEMBER

- Conduct a Club holiday activity
- Possibly help decorate Rose Float in Pasadena
- Clubs with unpaid dues go on delinquent status
- Watch for notice of the Regional or Divisional Conclave (to elect new Lt. Governor)

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JANUARY

Review materials for attendance at District Convention
Review due date for the **CNH District Foundation Scholarship** application to make sure they are mailed in on time
Review the due dates for any Key Club International Scholarships available for members (see www.keyclub.org)
Start Organizing for club elections next month. Review procedure and encourage students to run
Watch for due dates for District convention, Contests and Awards and make sure forms are sent in on time

FEBRUARY

Make sure members attend the Regional or Divisional Conclave
Club should have Club officer elections sometime in February, so they can Attend District Convention

MARCH

Club should have elected new club officers by the middle of March at the latest.
Send new officer information to the new Lt. Governor and the current Lt. Governor
Watch for the Kiwanis Club & Key Club Lt. Governor to schedule an Officer Training Conference (OTC) for the newly elected officers. This gives them a chance to be trained in club management before they take over

APRIL

Attend the Club officer training at the OTC and participate in any planning sessions
Registrations arrive for International Convention
Attend the Key Club District Convention

MAY

Installation Dinner for new officers
Plan summer activities, keep active

JUNE

Final Exams and Graduation
Plan for some summer fun activities
Have at least one meeting or project

JULY

Attend Key Club International Convention
Have at least one meeting or project

AUGUST

Have at least one meeting or project
Plan the beginning of the school year activities, projects and membership development. Have a plan of action to start the year off.



a Kiwanis-family member
keyclub.org

Developing competent, capable, and caring leaders since 1925.