

Region 12 Newsletter

Key Club Elections

It's nearing that same time of year again, the time that new officers are elected for the upcoming year. Every club consists of a President, the one person who is responsible for leading the club and delegating service projects, up to five vice-presidents, although most clubs usually have one, or two rarely. The vice-president's primary role is to help the president with any tasks that need to be accomplished, it is also their responsibility to step in and lead the club whenever the president isn't able to, or fit to. Next is the club's treasurer, whose primary responsibility is to manage the club's budget. The treasurer should work closely with the president to give advice relating to anything involving money and relating to fundraising. Perhaps the one of the most important part of the club is the secretary, who takes minutes for each meeting and compiles a monthly MRF to be submitted to the LTG for the division. There are many other officer positions such as Historian, Parliamentarian, and Class Representatives. Find the position right for you and don't miss Election Day ☺

*Here are checklists for the major duties that a Key Club Officer deals with on a day to day basis:

Key Club President:

- Conduct and preside over a regular Key Club meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep officers and committees running smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are contacted.
- Meet with faculty advisor to cover agenda points and current club issues.
- Make sure that members from your club are attending Kiwanis meetings.
- Attend as many Kiwanis meetings as possible.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing their tasks.

Key Club Vice-President

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help edit a club newsletter. See that a weekly club newsletter is produced.
- Attend all club meetings.
- Make sure that attendance is taken at every meeting.
- Keep a personal record of each club member.

What is in this Issue?

Key Club Elections.....	1
District Convention.....	2
District Reflectors.....	3



UPCOMING EVENTS!

Key Club Elections

- Assist the president in every way.
- Watch over the committee system and assist committee chairs.
- Attend all meetings of the project committee as a counselor and ex-officio member.

Key Club Treasurer

- Collect member dues, forward dues monies and the roster to the International Office.
- Prepare the budget and ensure that club activities adhere to the budget.
- Maintain accurate financial records.
- Transact business through a bank or school account.
- Inform the club of its financial strengths and weaknesses.
- File appropriate forms with the Internal Revenue Service by February 15
- Inform the Kiwanis club of the Key Club's financial status.
- Disburse funds and pay bills promptly as approved by the board of directors.
- Reconcile bank statements.
- Bill members for unpaid dues.
- Deposit club funds.
- Understand school and club policies regarding accounts relating to school organizations.

Key Club Secretary

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Minutes of all club meetings-regular and board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Club roster having the following information for each member:
 - Member's full name, home address, phone, and e-mail address
 - Date of birth
 - Date of joining Key Club
 - Committee assignments and offices held in Key Club
 - Chief interest in Key Club work and chief interest in sports and hobbies
- Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications.
- Complete set of printed material and Key Club literature.

District Convention

The 64th annual California-Nevada-Hawaii District Convention will be held in the city of Sacramento on April 9th-11th, 2010. The theme is "**Service: A Buzz and BEEyond**". Here is your opportunity to meet thousands of Key Clubbers from the span of three states, be recognized for your club's achievements, elect the 2010-2011 Executive Board, and dance the night away at the Governor's Ball on Saturday night. Don't miss out on the most amazing **Key Club** event of the year!!! You do not want to miss it.

Here's a short excerpt from a fellow Key Clubber who attended the District Convention last year, held in Anaheim California. "Being a first-timer at DCON is quite the experience. First off, I didn't realize there would be SO MANY people there... and they were all teenagers! I have never seen an assembly of so many kids in one building, it was *amazing*. We spent the entire weekend having lots of fun meeting new people, and seeing new sights. Not only did

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we have a lot of fun, but we were bombarded with TONS of information about Key Club and how to be a great club. Throughout the time-span of 48 hours, I learned so much and was able to create memories that will stay with me for the rest of my life. It truly was one of the best weekends ever. :-)



Please follow the instructions on each form carefully

Before proceeding any further complete and file any necessary school district paperwork!

- Step 1: Print out the "[How to Register for District Convention](#)" page to use as a check list.
- Step 2: Print out the "[Advisor Responsibilities Form](#)" which contains more details for advisors. (Advisors bring this form with you to convention) New: [Kiwanis & Faculty Advisor Information Flyer](#).
- Step 3: Complete "[Convention Registration Form](#)"—Adobe fillable form. (Send to Kiwanis District Office with proper registration fees: One Check Per Club) Registration deadlines are March 5, 2010 (regular) and March 26, 2010 (late)
- Step 4: Complete the "[Background Check Authorization Form](#)"—All attending advisors must send in a form (Have each attending advisor fax (to the secure fax number) or mail this form with the registration forms)
- Step 5: Read and complete the "[Code of Conduct Form](#)"—Adobe fillable form. (Send in one form per attendee including adults to Kiwanis District Office)
- Step 6: Complete the "[Club Delegates Form](#)"—Elect club delegates for convention (Send in one form per club to Kiwanis District Office)
- Step 7: Complete the "[Sergeant at Arms Form](#)"—Select which members will serve (Mail to the address listed on the form)
- Step 8: Complete the "[Authorization to attend and Medical Form](#)"—Need one form per Key Club member attending convention. (Bring one form per Key Club member to convention! Do not mail to the Kiwanis District Office)
- Step 9: Complete the "[Housing Form](#)"—Register your members and advisors through the housing form or use the online system using this link: [Sacramento Convention & Visitors Bureau](#). We will be in Multiple Hotels this year so register early for the best selection. Deadline by Wednesday, March 5th, 2010; regardless of whether you turn in late registration by mail, fax or on-line) [Hotel Locator Map](#).



District Reflectors

Reflectors provide a great way to get information for your specific position in your club. There is a reflector for President/Vice-Presidents, Treasurers, Secretaries, and Bulletin/Webmasters. It's simple, create a Google account, and join one of the following links. Reflectors are for any Key Clubber in the California Nevada Hawaii District. Reflectors provide easy access to someone who can usually answer any question(s) you may have. You can also get information directly from the district officer faster, not having to wait until your club receives the information for you. Don't hesitate.

District Reflector for Presidents/Vice-Presidents:
<http://groups.google.com/group/cnh-presidents0910>

District Reflector for Treasurers:
<http://groups.google.com/group/cnh-treasurers0910>

District Reflector for Secretaries:
<http://groups.google.com/group/cnh-secretaries0910>

District Reflector for Technology Editor/Webmaster/Bulletin Editors:
<http://groups.google.com/group/cnh-bete0910>



Club Elections

It's nearing that same time of year again, the time that new officers are elected for the upcoming year. Every club consists of a President, the one person who is responsible for leading the club and delegating service projects, up to five vice-presidents, although most clubs usually have one, or two rarely. The vice-president's primary role is to help the president with any tasks that need to be accomplished, it is also their responsibility to step in and lead the club whenever the president isn't able to, or fit to. Next is the club's treasurer, whose primary responsibility is to manage the clubs budget. The treasurer should work closely with the president to give advice relating to anything involving money and relating to fundraising. Perhaps the one of the most important part of the club is the secretary, who takes minutes for each meeting and compiles a monthly MRF to be submitted to the LTG for the division. There are many other officer positions such as Historian, Parliamentarian, and Class Representatives. Find the position right for you and don't miss election day ☺

Here are some examples of awesome service projects. If your club participated in a great service project, send it with your **monthly MRF** and **Member of the Month** nomination.

Relay for Life Bags

During the month of January, Golden Valley Key Club has decorated over 150 Relay-for-Life bags. These bags are for people who want to help support the fight back against cancer. Golden Valley Key Club started this program last year and is continuing to help this year. We normally have about 25 members involved and everyone takes home some bags and make them as pretty as possible. Let's fight Cancer together.

District Convention

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How to Register

- Adviser Responsibilities Form
- Convention Registration Form (Before March 5th)
- Background Check Authorization Form
- Code of Conduct Form
- Club Delegates Form
- Sergeant at Arms Form
- Authorization to attend and Medical Form
- Housing Form



*All forms are on cnhkeyclub.org

Serving at Merced Homeless Shelter

On January 31st, 2010, seven Livingston High School Key Club members, along with six Atwater-Winton Kiwanis members, served dinner at the Merced Homeless Shelter. Planning session for this event was made with the Kiwanis at their monthly board meeting. This group of devoted individuals was able to feed close to a hundred people at the dinner Sunday night. The meal included tri-tip, rice, green beans, a roll of bread, and salad. This was the second time both the Livingston Key club and the Kiwanis club have served at the homeless shelter and they also hope to continue this service project throughout the years.

Division 46 Point Standings

Atwater-----1045	Buhach Colony----1850
Beyer-----3639	Central Catholic---650
Denair-----180	Thomas Downy---914
Johanson----535	Golden Valley----7012
Livingston---7267	Merced-----875
Modesto-----1814	Pitman-----895
Turlock-----775	

****URGENT REMINDER – District Convention Registration is due before March 5th, otherwise there will be a \$40 late fee, do the smart thing and don't waste money, get it in on time.**

Calendar and More Information

Member of the Month

Elizabeth Lucero has been one of the most active members of Livingston Key Club. She participates in numerous amounts of activities and always works her hardest at each of them. She shows how kind and hardworking key-clubbers can be.

If you know of a great candidate for next month's member of the month submit names along with a paragraph why, to me at; d46.kc.ltg@gmail.com

Kathy Moua-Division 46 November Member of the Month



Division 46 Point System

- DCM
 - Club Attendance..... 50 points
 - Number of Members..... 5 points
- Articles.....100 points
- Pictures..... 100 points
- Submission of MRF
 - **Before the 5th**..... **250** points
 - **6th-10th**..... **50** points
 - After 10th..... 25 points
- Service Projects
 - Division..... 100 points
 - District..... 100 points
 - Governor..... 100 points
 - Major Emphasis Projects.....100 points
 - Project with Kiwanis..... 100 points
 - Foundation Project.....100 points
- Fundraising for Club..... 50 points
- Directory Submission Completed..... 100 points
- DCM Host..... 150 points
- Cheers Submission..... 50 points each
- LTG Visit..... 250 points
- Attendance of Events
 - Division (OTC)..... 100 points
 - District (RTC, DCON, CTC, Fall Rally)... 150 points
 - International (ICON)..... 300 points
- Number of Meetings Each Month
 - Kiwanis at Key Club Meeting..... 50 points
 - Key at Kiwanis Meeting..... 100 points
- Club Updates with LTG (e-mail updates)..... 25 points

February 7th— March 13th, 2010 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.	8. DCM/ Conclave at Denair High School	9. Hershey's Chocolate, founded in 1894.	10.	11.	12. Abraham Lincoln's Birthday, born in 1809.	13.
14. Date unpaid clubs will be suspended/ Valentine's Day	15. President's Day	16.	17.	18.	19.	20. Toothpick Patented in 1872.
21.	22. George Washington's Birthday	23.	24.	25. Paper Currency used in U.S., in 1862	26. Levi Strauss' Birthday, in 1829.	27.
28.	1.	2. Dr.Seuss's Birthday, in 1904.	3.	4.	5. MRFs DUE, Member of the Month Nom.	6.
7. Telephone Patent Granted In 1876	8. DCM at Golden Valley High	9. Barbie's Birthday, in 1959	10.	11.	12.	13. Uranus Discovered in 1781.



DIVISION 46 DCM/Conclave
Denair High School, Denair
Monday, February 8th, 2010

- Call Meeting to Order at _____
- Pledge of Allegiance
- Key Club 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.
- Introduction of Guests
- Roll Call and Report:
 - Atwater
 - Beyer
 - Buhach Colony
 - Central Catholic
 - Denair
 - Thomas Downy
 - Golden Valley
 - Peter Johansen
 - Livingston
 - Merced
 - Modesto
 - Pitman
 - Turlock

Old Business

- Go to Keyclub.org and CNHkeyclub.org
- Go to <http://lhskc.org/LatestD46.aspx>
 - Latest Files For Division 46
- Point System for Division 46
 - Check Divisional Newsletter for Updated Points
- Club Dues: Thank you to clubs who have paid and retained membership
- District Project C.A.R.E.—Encourage Healthy Living Week—January 17-23, 2010
- Division 46 2010-11 Lieutenant Governor
 - Candidate's Training Conference (CTC)
- Ice Breaker

New Business

- Monthly Submissions: MRF, Articles, Visuals, Member of the Month Nomination.
 - Newsletter/Articles—Be proud, write what you did, and write to me at d46.kc.ltg@gmail.com
- Member of the Month for January
- DCON: District Convention
 - District Candidates
 - Member Recognition
 - Registration
- Kiwanis One Day—April 10th, 2010
- Club Elections and Results
- **Division 46 Conclave**
- Regional Advisor Comments
- Next DCM Monday, March 8th @ Golden Valley High School
- Matters too late for the agenda and Comments/ Open Floor
- Meeting Adjourned at _____

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In this issue!

- Club Elections.....1
- Dues1
- Divisional Website1
- Reminders1
- LTG Elect.....2
- Awards/ Deadlines.....2
- DCON2
- Kiwanis One Day.....2
- Miracle Mile2

Volume: 1 Issue: 10

Trojan Times

Key Club 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

Division 5 Website:

www.division5trojans.webs.com



Pictures: Left to Right – These are the LTGs of your District Board 09-10. We all gathered at Santa Maria on January 8-10, 2010 for Winter Board

Reminders:

- ❖ MRFs **must** be sent to me by the **5th of every month.**
- ❖ Next DCM: March (TBA)

Club Elections!

It's that time of year again! School is half away over and it's almost time for all the seniors to graduate and continue on their way. Before the seniors leave though, there's just one more thing we need to do for the clubs to prepare for the upcoming year. Most clubs are filled with seniors as officers, and we can't just leave the club with no one to take their place. I know it's sad, but it's time again to host club elections for new officers. Remember to have each candidate be nominated by a member, and seconded by another. Each candidate must give a speech as to why they deserve the position they are running for, and as for the actual election process, keep it as a secret ballot. Let the club know who the new officers are, and they will be working with you at the next few meetings until it's time for them to officially take over. Please don't leave them clueless, and let them

know what will be happening. They will be receiving help and training from the new LTG following District Convention (date will vary depending on the LTG). Also, after the new officers have been elected, please send me their names, their positions, and some way to contact them, for it'll be very useful for the next LTG to contact them. Good luck to everyone at their elections, and help do your part in making a greater division for the following year.

Paid Clubs: Congrats!

<http://cnhkeyclub.org/downloads/Officers/Treasurer/2009-10%20KC%20Dues%2002-04-2010.pdf>

Congratulations to all the clubs who got their dues in on time. Out of all twelve schools in the division, only one club had not submitted their dues on time. Now that most of the division is fully paid, you are insured by your Kiwanis, and you are able to do divisional events without having to worry about anything happening. Great job to everyone, and hope to see you all at DCON! If you'd like to know how many members you currently have, please click the link above (or copy& paste).

Contact Us

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UPCOMING EVENTS!

Conclave/Woodward Park Library/February 6

Deadlines/Send to District/March 5

DCON/Sacramento, CA/April 9-11

Divisional News



LTG Elect



Congratulations to our new LTG elect whom has been elected by more than half the schools within our division on February 6, 2010. She will be there to aid your schools for the upcoming 10-11 year, and will help all the new coming officers. **Tracie Mae Umali** is her name, and she is ready and willing to serve you on your journey to a great year. Her term starts on April 11, 2010 at District Convention, where I will be retiring. Look forward to her!

Awards/Deadlines: Mar 5

District Convention is only about three months away, but in order to attend, you need to register. Registration is due on March 5, along with all the other awards you may be applying for such as distinguished, and so on. Everything must be received by March 5, not post marked or sent in on. Please plan ahead so you won't need to worry about whether you got everything in on time, or whether you got the hotel you had planned for. Also, please figure out transportation and have a safe trip to Sacramento!

Kiwanis One Day: Apr 17

Kiwanis One Day is days away, but it's not bad to plan ahead. Kiwanis One Day will be with the East Fresno Kiwanis at Coke Hollowell Center on April 17, 2010. More information will be distributed later on, but please mark this in your calendars. Not only will the Key Clubs within the division attend, but also K Kids, Circle K, and other branches of the K family. You'll be able to help the community make a difference along with enjoying the sunlight above your heads. Kiwanis One Day will be a week following District Convention, so be prepared and leave that weekend free. Please keep your eyes and ears open for further information.

DCON: Apr 9-11

District Convention! I hope you're all siked, and I bet some are you are a little confused. If you don't know what district convention is, it's that one time all divisions within California Nevada and Hawaii get together to have fun, learn more about key club, and experience different activities. District Convention will be at Sacramento, CA this year, and it will be from April 9, 2010 to April 11, 2010. Workshops will be held for newly elected officers to learn their jobs, along with Sergeant at Arms. There will be a specific wardrobe schedule, but you'll be notified ahead of time. You'll also be able to room with three of your friends if you choose. General Sessions will be held where all divisions meet in one room and battle it out with spirit/cheers, and speeches will be given from various speakers. It will be expensive, so start fundraising early! Be sure to register early too, or you may be far away from where all the fun takes place.

Miracle Mile: June 12

Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time. In doing so, Kiwanis is having their 5th annual Miracle Mile of Quarters Run on Saturday June 12, 2010. This run will take place at Children's Hospital Central California (9300 Valley Children's Place, Madera). All proceeds from this event will benefit Children's Hospital Central California. One the day of the race, registration will begin at 6:00 AM (please make checks payable to "Kiwanis Division 5"). To participate, not everyone is obligated to run. If you'd like to help, but don't feel like driving all the way to participate in the action, you can help by donating quarters. You and your club could collect quarters in mini M&M containers and donate it for the run. If you'd like more information about the event, please notify me or one of my advisors beforehand. Do not wait to make a difference, and do not wait for the last minute. Take it step by step, and you'll be set when the time comes.

Division 5 Council Meeting Agenda

Saturday, February 6, 2010 at Woodward Park Library



- I. **Meeting called to order: 12:30 PM at Woodward Park Library**
- II. **Pledge of Allegiance**
- III. **Key Club Pledge**
- IV. **Introduction of Guests**
- V. **Roll Call of Clubs/ Club Reports**
 - a. Buchanan
 - b. Bullard
 - c. Clovis North
 - d. Clovis West
 - e. Edison
 - f. Fowler
 - g. Hoover
 - h. Liberty
 - i. Kingsburg
 - j. McLane
 - k. Reedley
 - l. Sanger
 - m. Yosemite
- VI. **Old Business:**
 - a. MRF's: Submit BY the 5th of every month, and contact if needed
 - b. Dues: Everyone got it in on time, congrats besides Sanger
- VII. **New Business/ Future Events:**
 - a. New LTG has been elected: Tracie Mae Umali (Clovis West)
 - b. Club Elections need to start (Send in results to me)
 - c. Deadlines: **March 5, 2010** – DCON Registration
 - Special Recognition
 - Talent Show
 - Awards or Distinguished
 - d. DCON: **June 9-11, 2010 at Sacramento Convention Center**
 - i. Hotels: Register early and you won't have to be 14 miles away
 - e. Kiwanis One Day – Coke Hollowell Center: **April 17, 2010**
- VIII. **Questions?**
- IX. **Meeting Adjourned**

