



2023-2024

NEWBEE ADVISOR *manual*

Hello!

Thank you so much for your dedication to foster growth within scholars and your commitment to ensure a great future for the next generation.

Going into your term, you may be confused on what exactly your role as an Advisor entails. Your exact responsibilities may even vary from other Advisors in your division, region, or the district. Regardless, please recognize that your role as an Advisor is just as important as other positions, if not even more.

Your role is unique in the sense that it truly has no bounds, it is multifaceted and at times even confusing. Sometimes you will have to mediate conflicts between board members and other times you may be simply offering your room at host meetings in. Whatever it may be, this guide will help you to understand all aspects of your position and general knowledge that comes with being an advisor.

Throughout this term, you will learn and grow alongside your officers. We can't wait to see you BEE the best Advisor you can BEE. Good luck!

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WHAT IS Key Club?

Do you make keys or something?

The short answer is...no, we don't make keys. But, we do open doors to new opportunities! Key Club is an international, student-led organization that provides its members with opportunities to provide service, build character and develop leadership.



ABOUT

key club

What is Key Club's **VISION**?

We are caring and competent servant-leaders transforming communities world-wide.

What is the **HISTORY** of Key Club?

On May 7, 1925, Albert C. Olney and Frank C. Vincent started Key Club at Sacramento High School. Olney and Vincent asked their neighboring Kiwanis club for help to charter a club also dedicated to community service, but at the high school level. The key boys who made up the club were dedicated in improving school spirit and serving the community, which is why we are called Key Club. As the years went on, Key Club spread internationally and in 1943, Malcolm Lewis became the first international president.

What are the Key Club **CORE VALUES**?

The four core values of Key Club are: caring, character building, inclusiveness, and leadership!

What is Key Club's **MOTTO**?

Key Club's motto is "Caring - Our Way of Life"!

COMMONLY

used acronyms

POSITIONS:

DA: District Administrator
DGOV: District Governor
DSEC: District Secretary
DTREAS: District Treasurer
DB: District Board
DNE: District/Division News Editor
DTE: District/Division Tech Editor
DVME: District Visual Media Editor
LTG: Lieutenant Governor
RA: Region Advisor
DLT: Division Leadership Team
LT: District Leadership Team
DJC: Division Judging Committee
IP: Immediate Past
CP: Counterpart (EX: Division 05 North & Division 05 South)

EVENTS:

DCM: Division Council Meeting
DCON: District Convention
ICON: International Convention
FRN: Fall Rally North
FRS: Fall Rally South
OTC: Officer Training Conference
RTC: Region Training Conference
CTC: Candidate Training Conference

FORMS:

ERF: Event Request Form
ARF: Attendance Request Form
MRF: Monthly Report Form
AAR: Annual Achievement Report

PROGRAMS:

MRP: Member Recognition Program
SLP: Service Leadership Program
SOSP: Spotlight on Service Program
SP: Service Project
YOF: Youth Opportunities Fund
PTP: Pediatric Trauma Program
KFF: Kiwanis Family and Foundation
CMN: Children's Miracle Network

ETC.

CNH: California Nevada Hawaii
KCI: Key Club International
CKI: Circle K International

KEY CLUB structure



What we call an
“inverted pyramid”

A high school is chartered on the **CLUB** level.

At the most basic level, the club level of Key Club is composed of **members from a high school and its officers**. These officers include, but are not limited to, Presidents, Vice Presidents, Secretaries, Treasurers, and Editors.

Clubs make up a **DIVISION**.

About **1-15 clubs** make up a whole division. The leader of a division is called the **Lieutenant Governor** (LTG) who serves as a liaison between clubs and the CNH District. In a division serves the **Division Leadership Team** (DLT), which may consist of an Executive Assistant(s) (EA), a News Editor, a Spirit Coordinator, and maybe even committees! It all depends on the needs of a division. Each division has their own mascot and colors.

Divisions make up a **REGION**.

About **1-8 divisions** make up a whole region. A region advisor (RA) mentors the Lieutenant Governors. Regional events occur throughout the term, such as Region Training Conference (RTC).

KEY CLUB structure



What we call an
“inverted pyramid”

Regions make up a **DISTRICT**.

All regions make up the CNH District. CNH stands for California-Nevada-Hawaii and may also be abbreviated as Cali-Nev-Ha. YOUR club and all other clubs are part of the CNH District. More specifically, we are the biggest district in Key Club International with **751 clubs** (and counting), **79 divisions**, and **18 regions**. The District Board is composed of **79 Lieutenant Governors**, the appointed **Leadership Team** (LT), and the **District Executives**. Like divisions, the CNH District has our own mascot, the bees, and our own colors, yellow and black.

2-3 districts make up a **DISTRICT PAIRING**.

A district pairing are **three districts** within Key Club International. District pairings are used on the International level where International Trustees are assigned their own three districts. International trustees act as a **liaison** between their pairings and Key Club International. For the 2023-2024 term, our district pairing is a combination of the **CNH District**, the **New York District**, and the **Eastern Canada District**. Our International Trustee is **Allan An**.

All districts make up the **INTERNATIONAL** level.

Key Club International consists of **33 Districts** (and counting). The International Board is made up of the International President, International Vice President, and **11 International Trustees**. The International Council is made up of the International Board and **33 District Governors**.

KEY CLUB

events

SERVICE PROJECTS & FUNDRAISERS

- Key Club is a service organization, with tons of unique service opportunities on both the club & division level! There are several opportunities to support your club and our preferred charities through fundraisers that your club hosts!

CLUB MEETINGS

- Meetings at your home club are held routinely to update members on upcoming events & to provide an opportunity for club members to bond!

INTERCLUBS

- Interclubs are service projects, fundraisers, or socials, held between 2+ Key Clubs in the same division.

KIWANIS MEETINGS

- Kiwanis Meetings are similar to regular club meetings, but with Kiwanians!

DIVISION COUNCIL MEETINGS

- Monthly DCMs are held by a LTG & include updates, fun games, food, service project (sometimes), and the opportunity to bond with Key Clubbers from different schools!

OFFICER TRAINING CONFERENCE

- At the annual division-wide OTC, various workshops are held to train newly elected officers and member about their duties & leadership!

KEY CLUB *events*

REGION TRAINING CONFERENCE (RTC)

- At RTC, you can meet people from all over your Region. Workshops are held as well as fun activities such as icebreakers and maybe even a talent show!

CANDIDATE TRAINING CONFERENCE (CTC)

- At CTC, workshops are held to train those interested in running for Lieutenant Governor.

BANQUET

- Banquet is a Division event held at the end of the term to commemorate officers & members for their hard work!

FALL RALLY

- Fall Rally is an annual District event held at Six Flags to celebrate all the funds raised for the Pediatric Trauma Program. All divisions dress up in their spirit gear, and participate in various spirit battles.

DISTRICT CONVENTION (DCON)

- DCON is an annual 3-day convention held around March or April to elect the new District Executives. There is the opportunity to meet Key Clubbers from all over CNH, attend workshops, watch performances, and listen to speeches. They also recognize members & officer for the hard work they put into this term.

INTERNATIONAL CONVENTION (ICON)

- ICON is an annual 4-day convention held in the Summer month of July to elect our new International Board. It is a great opportunity to meet key clubbers across the globe, watch impactful Key Note speakers, attend workshops, and travel to new and exciting locations. For the 2023-2024 term ICON will be held in Atlanta Georgia! Members have the opportunity to be recognized on an international level.

KIWANIS *family*

K-Kids serves on the ELEMENTARY SCHOOL level.

K-Kids is the largest service organization for elementary school students, with more than 36,000 members worldwide. The first K-Kids was chartered in 2000. Today, there are more than 1,200 clubs worldwide. A Key Club or Kiwanis Club can co-sponsor a K-Kids.



Builders Club serves on the MIDDLE SCHOOL level.

Builders Club is the largest service organization for middle school and junior high students, with more than 45,000 members worldwide. A Key Club or Kiwanis Club can co-sponsor a Builders Club.



Key Club serves on the HIGH SCHOOL level.

Key Club is the international service organization that serves high school students.



KIWIN'S serves on the HIGH SCHOOL level.

In the past, Key Club was an all-male club. KIWIN'S was thus founded by past Kiwanis DGOV Sid Smith to change that. Their members have grown in inclusiveness, with now boys and girls welcome to both Key Club and KIWIN'S. KIWIN'S functions very similar to Key Club.



KIWANIS

family

Circle K serves on the COLLEGE level.

Circle K International is the world's largest student-led collegiate service organization, with thousands of members on hundreds of campuses on five continents across the globe.



Kiwanis serves on the ADULT level.

Kiwanis International is a global community of clubs, members and partners dedicated to improving the lives of children one community at a time. Local clubs look out for our communities and the international organization takes on large-scale challenges, such as fighting disease and poverty. Whether rolling up their sleeves or opening their wallets, Kiwanians make transformative changes in communities around the world.



Aktion Club serves those with INTELLECTUAL DISABILITIES.

Aktion Club is the only service club for adults with intellectual disabilities, with more than 12,000 members worldwide. Aktion Clubs draw members from various organizations that support individuals with intellectual disabilities, as well as other community programs.



REQUEST

forms

Event Request Form

- An [Event Request Form](#) (ERF) is required to be filled out when your club is collaborating with another club for an event.
- All participating clubs must fill one out, and it is important that all ERFs are filled out and submitted no later than **3 weeks prior to the actual event.**
- Prior to the approval of an ERF, publicization of an event outside the immediate club membership is not permitted.
- The event must be approved by the the faculty advisor, region advisor, and a Kiwanis advisor.
- Click [HERE](#) to see an example.

Attendance Request Form

- An [Attendance Request Form](#) (ARF) is required to be filled out when board member wishes to attend event outside of their division.
- Prior to the approval of an ERF, publicization of an event outside the immediate club membership is not permitted.
- The event must be approved by the the faculty advisor, region advisor, and a Kiwanis advisor.
- Click [HERE](#) to see an example.

ASB policies

How ASB Policies Work:

ASB policies are different depending on the school, so it is important to communicate with the school's ASB **BEFORE** taking any big steps in planning events.

What to look out for...

Students and members may have a more difficult time in forming interclub events due to ASB policies.

Some ASB policies are a lot more restrictive than others, meaning officers and members may have many limitations on the kinds of events and fundraisers that can be hosted at school.

Any forms or guidelines that must be filled out/followed prior to events should be reviewed with both the officers and advisors in order to ensure events/fundraisers go according to plan.

YOUTH protection

Background Checks

- Kiwanis Advisors to a Service Leadership Partner (SLP) are required to have a BG Check conducted and verified by Safe Hiring Solutions, though the company may be changing
- Valid 2 years

Transportation

- **Rule of three:** There should always be at least three people in the car.
- Written approval from parent/guardian.
- Follow all local law and school policies
- **Transportation Form:** Documents by which means students can be transported to and from Kiwanis family events

Chaperone Guidelines

- 21 years of age or older.
- Approved by club, school, or agency to accompany youth at the event.

Overnight Stays

- 1 male adult per 1-10 males.
- 1 female adult per 1-10 females.
- Separate sleeping quarters for chaperones
 - o A parent may share a room with their own child
 - o Adults may share the sleeping quarters with youth members of the same gender if two or more adults are present

YOUTH *protection*

Social Media

- Adults should not initiate “friendships” or connections.
- Interactions are public.
- Refrain from excessive “liking” or “retweeting”.

Reporting

- You must report if you:
 - Observe troubling behavior
 - All forms of child abuse.
 - Behavior not in accordance with KCI Guidelines.
 - Illegal behavior of a youth or adult.
- If participants or chaperones are not in immediate danger, contact school personnel first.
- Emergency? Call local law enforcement!

Behavior and Health

- Leave it to the professionals
 - You are mentors, not doctors, therapists, or their parents.
- Behavioral vs. personal: use good judgment.
- Help the youth find professional help.
- Know who and how to contact.
 - Ex: counselors at the school or agency where the youth attends.

Best Practices

- Background checks: required every 2 years
- Protection: rule of 3's
- Reporting: follow the bylaws
- Media: be helpful, but let the authorities take charge.
- Maintain confidentiality

MUC

breakdown

Step 1: Obtain Access to the MUC

The Membership Update Center ([MUC](#)) is a database in order to properly ensure that members are dues paid and officially recognized by Key Club International. If you are unsure if you has access to the MUC, complete the following steps:

1. Click [THIS](#) link (This may be different based on whether your club has recently gotten a new advisor or not)
2. Scroll down to your club name under California-Nevada-Hawaii Key Club
3. Look for the name of the advisor that has access to the MUC.
4. The advisor whose name is listed on the Club Report is the advisor that should have access to the MUC.

If you **do not have access** to the MUC, or your name is not listed on the Club Report, complete the following steps:

1. If your club has recently changed advisors, communicate with member services via call or email.
2. After you get in touch with them, they will ask for your information and you will be all set!
3. Email: memberservices@kiwanis.org
Phone: 1 (800)KIWANIS
4. If your advisor does not have their password, click [HERE](#) and select "Forgot Password?" and follow the steps as prompted.

DUES

payment

What are Membership Dues?

Membership Dues are important when it comes to making a lot of the background things in Key Club happen! The submission of membership dues allow members to do some of the following: run for office (club, district, or international), attend District Convention, receive credit for service hours completed by Key Club events, and more! Dues are broken down into International Dues, District Dues, and Club Dues

Due Dates and Reminders

- Clubs can start paying dues on **October 1st**
- Early Bird: November 1st
- On-time: December 1st
- Clubs become delinquent: December 2nd
- The cut-off date in order to enter Member Recognition contests is December 1st

- *International: \$7.00*
- *District: \$5.50*
- **Total: \$12.50**
- *Each club sometimes charges more for membership dues to reduce the cost of Fall Rally and DCON or they could be used to fundraise for PTP or for your own individual club.*

AWARD

opportunities

Throughout your Key Club journey, there will be tons of opportunities to gain recognition for your hard work, dedication, and passion for this organization. If you are interested in achieving any of the following awards, please feel free to contact your Lieutenant Governor.

ADVISOR

Advisor of the Year (Faculty & Kiwanis)
Marvin J Christensen

CLUB

Club Attire
Club Poster
Club Video
Most Improved Club
Year In Review (Digital)
Year In Review (Traditional)

MEMBER

Member of the Year
Sandy Nininger
Talent
Member Recognition Program

OFFICER

Distinguished President, Vice President, Secretary, or Treasurer

SERVICE

Single Service
Major Emphasis

WEBSITE

Club Website Contest
Division Website Contest

NEWSLETTER

Club Newsletter Contest
Division Newsletter Contest

RESOURCES & *contacts*

DISTRICT GOVERNOR | Justin Kuo
dgov@cnhkeyclub.org

DISTRICT SECRETARY | Abigail
Jensen
dsec@cnhkeyclub.org

DISTRICT TREASURER | Chloe Wu
dtreas@cnhkeyclub.org

DISTRICT NEWS EDITOR | Willa Lim
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DISTRICT TECHNOLOGY EDITOR |
Katherine Geng
dte@cnhkeyclub.org

DISTRICT VISUAL MEDIA EDITOR |
Chloe You
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**COMMUNICATIONS & MARKETING
CHAIR** | Joshua Santhirasegari
cm.chair@cnhkeyclub.org

DISTRICT CONVENTION CHAIR |
Angelina Nguyen
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**KIWANIS FAMILY & FOUNDATIONS
CHAIR** | Kenneth Nguyen
kff.chair@cnhkeyclub.org

MEMBER RECOGNITION CHAIR
Chloe Hartanto
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MEMBER RECOGNITION CHAIR |
Chloe Hartanto
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**MEMBERSHIP DEVELOPMENT &
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MEMBERSHIP GROWTH CHAIR |
Henrina Zhang
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**POLICY, INTERNATIONAL BUSINESS &
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SERVICE PROJECTS CHAIR |
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CNH CYBERKEY
cnhkeyclub.org

CNH YOUTUBE CHANNEL
CNH Key Club

CNH INSTAGRAM
[@cnh_keyclub](https://www.instagram.com/cnh_keyclub)

Please feel free to reach out to your
respective Lieutenant Governor
and fellow advisors
if you have any questions!



THANK YOU FOR *reading!*



The CNH Key Club District would like to acknowledge the following individuals who have contributed to this manual over the years:

- **Minseo Seo**, 2022-2023 Division 03 North Lt. Governor
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 - **Anthony Nguyen**, 2023-2024 Division 37 South Lt. Governor
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