



CNH | KEY CLUB

# PRESIDENT'S *guide*

# introduction



**CONGRATULATIONS** on being elected as your club's President!

The position of President is a huge role to take on in your club. As the leader and role model for your club, you are held up to high standards. However, the experience and skills that you will gain throughout the term will be extremely rewarding!

A President's duties can be ambiguous at times—no one is specifically there to direct you. Do not worry, CNH is here for you! This guide will help to guide you throughout the term and provide you with some useful tips and tricks, ranging from a general outline of what to expect to tips on how to run a meeting.

With time and effort, we know that you will BEEcome an amazing President! You can do this. We are cheering you on!

- **2022-2023 LTGs**

***Division 13 West Lieutenant Governor, Janelle Sangmoah***

***Division 16 West Lieutenant Governor, Jaren Jimenez***

***Division 39 Lieutenant Governor, Brighton Quintana***



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# *section 1:*

## MAIN DUTIES EVERYDAY



The Key Club term is divided into four quarters, each averaging about 3-4 months. Both your duties and focuses will develop and shift throughout these quarters. The events and ongoing projects in each quarter is fairly consistent throughout CNH. However, the Division you serve may require more time or less time for certain projects or may have unique projects planned.



**Quarter 2**  
July to  
September

**Quarter 3**  
October to  
December

**Quarter 1**  
March to  
June

**Quarter 4**  
January to  
April

## QUARTER 1

- ★ Set quantifiable goals of your term for your club
  - It is okay to change your goals throughout the term!
- ★ Help club officers adjust to their roles
- ★ Promote Officer Training Conference (OTC) to your members and officers
- ★ Attend Officer Training Conference (OTC)
- ★ Attend club visitations with LTG to observe and take notes
- ★ Build relationships with the Kiwanis division, Faculty/Kiwanis Advisors, Region Advisors, club officers, and general members.

## QUARTER 2

- ★ Plan and participate in club rush and begin the First Member Recruitment Campaign
  - Continue recruiting members throughout the term
- ★ Promote and attend Region Training Conference (RTC)
- ★ Prepare for and promote Fall Rally
- ★ Promote and attend Kiwanis Division Events
  - Kiwanis DCMs, Service Projects, etc.
- ★ Prepare dues payment
- ★ Promote and attend Key Leader / Summer Leadership Conference (SLC)

## QUARTER 3

- ★ Continuation of Fall Rally preparations
- ★ Promote and participate in PTP Week (Pediatric Trauma Program)
- ★ Collect dues and meet the dues payment deadlines
  - Resources about the dues process can be found on the CNH Cyberkey.
- ★ Promote Candidate Training Conference (CTC)
- ★ Send two (2) dues-paid members to Conclave
- ★ Remind members and officers about preparing for Annual Achievement Report (AAR), Member Recognition Program (MRP), and all district and international contest deadlines

## QUARTER 4

- ★ Aid members and officers on member recognition/district contest submissions
- ★ Apply for you own district and international recognition
- ★ Promote various scholarships and apply for them (if applicable, seniors only)
- ★ Promote District Convention (DCON) and help with club registration and recruiting 2 delegates for House of Delegates at DCON.
- ★ Help clubs with elections and the training of new officers
- ★ Prepare and plan for division banquet.
- ★ Promote and attend International Convention (ICON)

### Personal Timeline

Keep in mind that though this guide provides an outline of your duties throughout the term, you are the president of your own club. Make your own goals specific to your members and for yourself as well. Remember to schedule yourself to give time to activities out of key club like academics, family, friends, and more. Keep your mental health as a priority and enjoy your term!

# *section 2:* **TEAMWORK**



As President, you will be leading your officer board for the entirety of the term. Because of this, you will be the one responsible for delegating tasks and inform them of their responsibilities. This section will give you an understanding of each position and what each officer position calls for throughout the term.

# OFFICER positions

## Vice President

### Sidekick & right-hand person

- Can serve a specific focus based on the needs of your club (EX: VP of Service, Fundraising, Technology etc.)

### TASKS

- Aids YOU, the President, with your duties
- Takes over when President is absent
- Aids all other officers with their duties

## Secretary

### Stenographer, & dependable best friend

- Records the status of the club

### TASKS

- Records club activity through MRF, Meeting Minutes, etc.
- Records service hours of EVERY member
- Updates Member Update Center with any new members



# OFFICER *positions*

## Treasurer

### **Finance guru & thrifty companion**

- Assists in dues payment & fundraising

#### **TASKS**

- Assists in dues payment
- Creates fundraisers
- Records club funds and costs

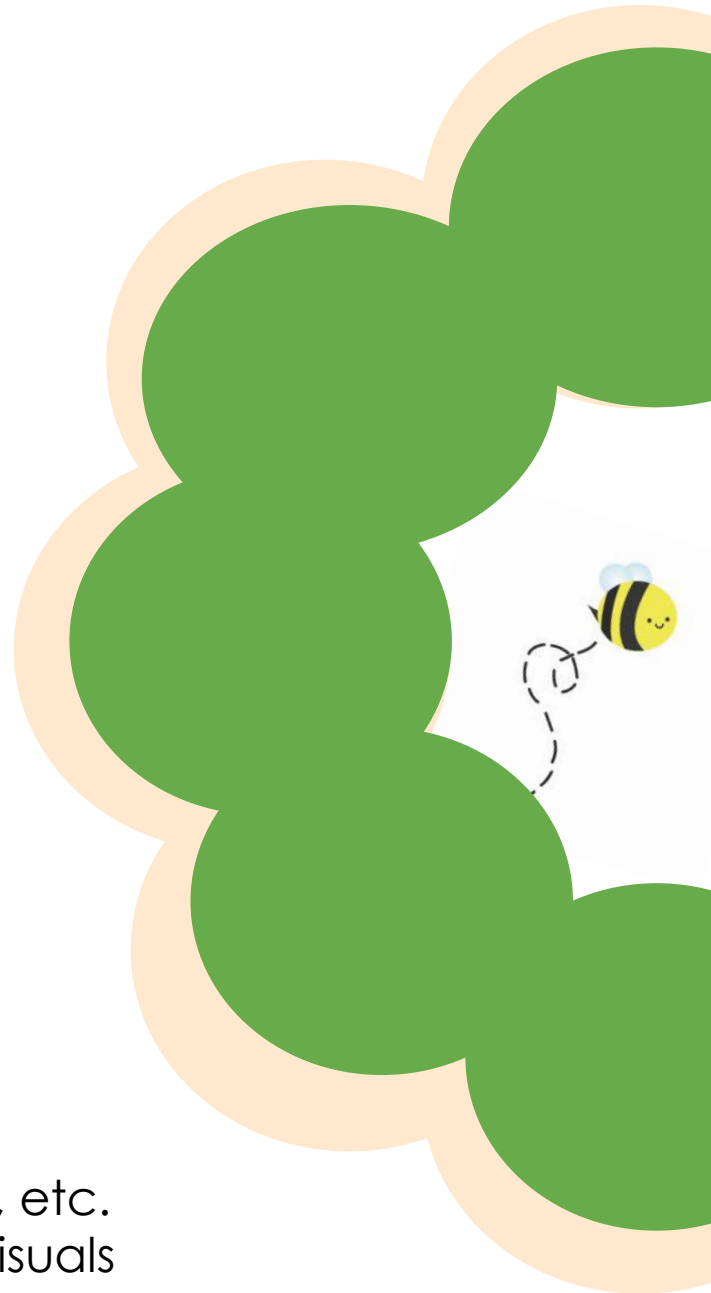
## Editor

### **Tech guru, designer, publicist, & communicator**

- Responsible for all club publicity and media

#### **TASKS**

- Manages social media, website, etc.
- Creates newsletters, Articles & Visuals
- Creates Advertisements for events and for the club



# committees

## What is a club committee?

Club committees are groups of officers that are assigned one specific focus for the club. Having committees for your own club is **OPTIONAL, BUT RECOMMENDED!**

## Things to remember:

- High performing clubs share leadership amongst all members
  - Committees provide an opportunity for leaders to emerge & grow in your club
- Create committees **only** when they're relevant to the work or needs of the club

**Examples of committees:** Public Relations, Service Projects, Member Recognition, Fundraising, etc.

# DELEGATE tasks

As President, you are responsible for leading your officers and assigning them tasks to run the club. These tasks should reflect **the necessities of your club** and aid in accomplishing your **goals**.

## Set Deadlines

Always try to respect your officers' time while still encouraging efficiency. Make sure to remind them and give specific instructions to ensure tasks get finished!

## Show Appreciation

Remind your officers that their work is appreciated! Thank them, encourage them, and make sure they know how important they are. **BEE** their support system!

## Be Proactive

Make sure that you are giving yourself and your officers enough time to complete tasks and plan events. Be prepared for the upcoming months by *planning ahead*.

# BOARD meetings

Strong **communication** is the foundation to a successful officer board. One way to achieve this is through regular board meetings where important information and ideas are discussed.

The following list includes general topics to cover in a board meeting:

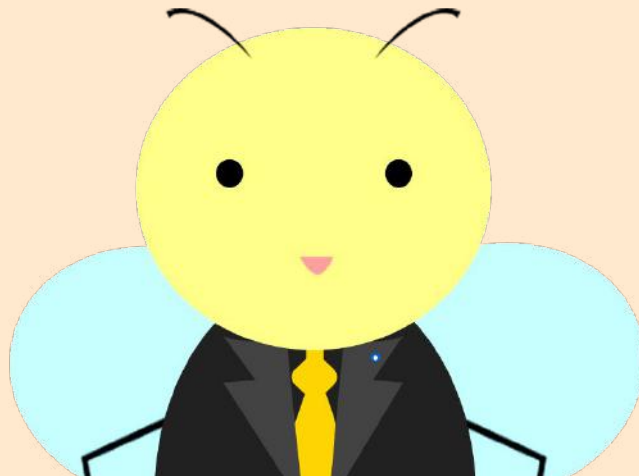
1. **Attendance**
2. **Reflection of Old Business**
3. **Discussion of new event ideas**
4. **Discussion of club strengths and weaknesses**
5. **Event planning and task delegation**
6. **Relay of Division/District/International Business**
7. **Officer bondings!**
8. **Open Floor (Questions, Comments, or Concerns?)**

The main purpose is to **keep your officers updated!**

Hold board meetings at **least once a month** and try to keep the frequency **consistent**. You can utilize platforms like ZOOM or Google Meets to hold virtual meetings.

**TIP: BUILD HEALTHY RELATIONSHIPS WITH YOUR OFFICER BOARD TO ENSURE A GOOD WORK ENVIRONMENT (EX: Host Officer Bondings)**

# *section 3:* PROFESSIONALISM



As President, you REPRESENT your club. You are the role model for your members and the first point of contact in communication. To establish healthy relations with those around you it is VITAL that you make a good impression  
Remember, your members look up to YOU!

# behavior

- ★ Always show **RESPECT** to those around you!
  - This includes adults, advisors, and Kiwanians.
- ★ Attend all events in which your attendance is requested. **Stay focused** and don't slack off!
  - Such as DCMs, Division events, all club events, etc.
- ★ Avoid any inappropriate actions.
- ★ Try to keep a **positive perspective**. Having a negative perspective can create stress for your members..

*Remember, you are the **ROLE MODEL** for your members. Your words, actions, direction, motivation, and attitude will reflect on your club.*

# language

- ★ **BEE SAFEKEY**
- ★ Avoid using slang terms and profanity. **BEE mindful** of your word choice!
- ★ Know the audience you are speaking to.
- ★ Address adults properly.
- ★ Speak **clearly** and **calmly**.
  - Confirm with your members to ensure they can hear you!

# EMAIL etiquette

Throughout the term, you will send emails to your Lieutenant Governor, advisors, school, and more. It is **IMPORTANT** to follow proper email etiquette in order to stay formal and professional in your emails!

## APPROPRIATE EXAMPLE

**Properly  
addressed.**

**Proper  
subject line.**

Service Projects Ideas Needed - Bee Key Club

Inbox x



Hello D99 Lieutenant Governor Buzzing Bee,

Bee Key Club has participated in a food distribution service project for the past few years, but it has sadly come to an end. Thus, we were wondering if you have any service project ideas that you would recommend to us? My officer board would gladly accept your suggestions.

Please let me know if you have any questions, comments, or concerns. Thank you so much for your time and consideration. I look forward to hearing back from you!

—  
*Rolling into Service!*

**Miah Chao**

2021-2022 Lieutenant Governor  
Division 8 | Region 9  
California-Nevada-Hawai'i District  
Key Club International  
Call/Text: (707) 771-8035  
Email: [d08.ltg@cnhkeyclub.org](mailto:d08.ltg@cnhkeyclub.org)

**Proper closing  
sentence.**

**Uses a formal  
tone.**

**Asks the recipient if they  
have any form of  
feedback.**

**TIP: Create an custom email signature  
for your emails!**

# SOCIAL networking

## DO'S & DON'TS

### DO

- ★ Promote events that have been approved by your advisors.
- ★ Provide updates and reminders.
- ★ Promote Key Club and spread awareness of the organization.
- ★ Post using respectful language.

### DON'T

- ★ Inform others on lengthy topics (that's what emails are for!)
- ★ Post inappropriate content or use inappropriate language.
- ★ Make hurtful comments.
- ★ Post content without an individual's permission.

***Always stay SAFEKEY online! Don't share personal information and THINK before you post.***

# *section 4:*

## CONNECTIONS & COMMUNICATION



**In this section, you are going to learn about the importance of communication with not only your board, but also your division! Please remember what you went over in the Social Networking segment as that overlaps into this section!**



# Reaching out to...

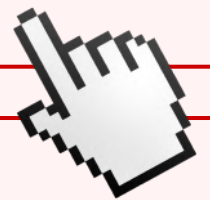
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## LTG's

- ★ **Email**, all LTG's for CNH have the same email but the division number and location is different! d##@cnhkeyclub.org
- ★ **Social Media**, all LTG's run their division social medias so you can always reach out to them through Instagram, Twitter, ect...
- ★ **Phone**, its 2022, we all have phones. You are always welcome to text/call your LTG (With their permission of course!)
- ★ **3rd party apps**, Please make sure they follow your school districts list of approved communication programs!

## Advisors

- ★ **Email**, it's always the safe way to go!
- ★ **3rd party apps**, your advisors should always be in any KC official group chats you have!



## Kiwanis

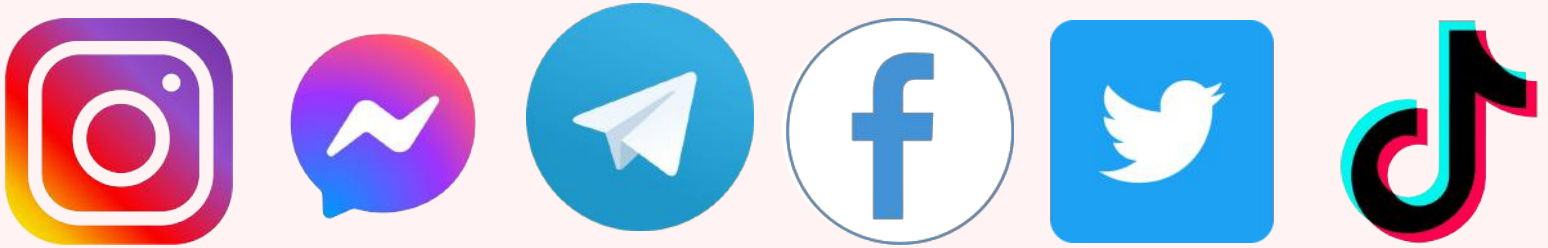
- ★ **Attending meetings**, most of these folks are a little on the older side. Going out to meet them \*safely\* is one of the best things to do!
- ★ **Email**, always safe with an email!

# Platforms



**Always check your school district's approved platforms and programs for communication!**

Social Media platforms are **BEEyond** useful! This is a great way to reach out to new members and keep old members informed! Here are a few platforms commonly used for Key Club.



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Here are platforms **MOST** school districts do not approve on and are recommended avoiding!



# *section 5:* **GOALS**



Setting goals is a major part that will help lead your club! Goals allows you to plan and identify the strengths and weaknesses of your club for the term. Goals should be realistic but also high enough that they will allow your club to continuously grow and move forward!

# SMART goals

Set SMART goals for the year! SMART goals are:

**S**pecific  
**M**easurable  
**A**chievable  
**R**ealistic  
**T**imely

# ACTION plan

Create a strategic action plan to ensure that your club reaches its goals by the end of the term! Set **quarterly** or **monthly** check-ins and brainstorm ideas to implement in your club in order to reach your goals. Actively work towards reaching your goal!

**THINK: HOW are you going to reach your goals?**

# GOAL *ideas*

The following are some ideas for club goals:

- ★ \_\_\_\_\_ **SERVICE HOURS BY DCON**
  - = \_\_\_\_\_ *hours per member*
  - = \_\_\_\_\_ *service projects hosted per month*
- ★ \$\_\_\_\_\_ **FUNDS RAISED FOR PTP BY FALL RALLY**
  - = \_\_\_\_\_ *fundraisers hosted per month*
- ★ **100% MEMBER RETENTION**
- ★ **100% ON-TIME SUBMISSIONS**
- ★ **INCREASE MEMBERSHIP BY \_\_\_\_%**
- ★ **AAR SCORE OF \_\_\_\_\_ BY DCON**
- ★ \_\_\_\_\_ **MEMBERS RECEIVE BRONZE MRP**
- ★ **APPLY FOR \_\_\_\_\_ CONTESTS**

# DISTRICT *goals*

BEE sure to consider how your club will contribute to the  
2022-2023 CNH District goals!

- ★ **35,000 Dues Paid Members**
- ★ **\$225,000 raised for PTP and YES initiative**
- ★ **850,000 Service Hours**

# STRENGTHS & weaknesses

When setting goals for your club, it is important to consider its strengths and weaknesses. *What does your club excel in? What is your club struggling with?* Every club is unique, **tailor** your goals to your club! Below are some examples of weaknesses and strengths.

## WEAKNESSES

- ★ Low **attendance** at meetings
- ★ **Pride and spirit** is lacking
- ★ Officers and members lack Key Club **education**
- ★ Faculty advisor and Kiwanis advisor **involvement** is low
- ★ Members are not active in the **Division level and above**
  - Members do not attend conventions and training conferences
- ★ Officers are **inactive or disorganized**
- ★ **Meeting minutes and agendas** are not on file
- ★ Members do not attend the **sponsoring Kiwanis Club's meetings**

## STRENGTHS

- ★ Member **recruitment** and member **education** is successful
- ★ Officer board meets **regularly** and is **active**
- ★ Activities/events/meetings are planned **well in advance**
  - Fundraisers and service events are consistent
- ★ Club is involved in the **school environment** and is well-known
- ★ A functioning **committee system** is in place
- ★ Members are active in the **Division level and above**
  - High attendance at events, interclubs are also planned
- ★ Submissions (MRF, Articles & Visuals, etc.) are submitted **on-time or early**

# IDEAL & *weak key club*

Figuring out the foundation of your club is an important part of planning your goals! Firstly recognizing whether your club has more weaknesses than strengths, YOU and your board can build up or maintain your foundation throughout your term.

## WEAK Key Club

- ★ Officers and members **lack Key Club knowledge, and do not understand** the purposes and concerns of Key Club
- ★ **No System** for recruiting and educating members
- ★ Lack of **pride** and **club spirit**
- ★ Lack of Club Meetings
- ★ Members are not active in the **Division level and above**
  - Members do not attend conventions, training conferences, DCMs
- ★ Officers are **inactive or disorganized**
- ★ **Meeting minutes and agendas** are not on file
- ★ Lack of **Kiwanis Advisor support, communication, and participation**

## IDEAL Key Club

- ★ Officers and members **are well educated about Key Club, understand** the purposes and concerns of Key Club
- ★ The club has an **organized system of recruiting and educating** new members.
- ★ There is **pride and spirit** in the club
  - **High participation** at event and fundraisers
- ★ Meetings are held **weekly** with **members, officers and advisor in attendance**
- ★ The club uses a **system to raise funds for the club and Key Club's preferred charities**
- ★ **Kiwanis interest and support are evident**, and a Kiwanis representative attends all meetings and projects

# *section 6:* **RECOGNITION**



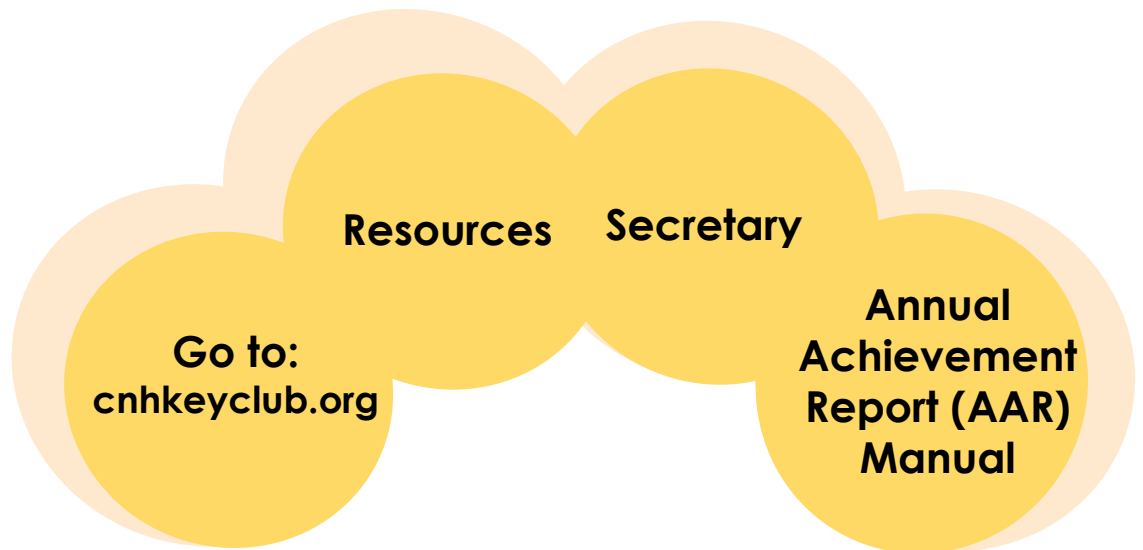
There are an abundance of opportunities members have to earn recognition on ALL levels of Key Club. Awards range from applying for district and international contests, to having them be monthly awards from you, their president. This section will go over the various awards your club can earn during your term as President.



# CLUB recognition

The **Annual Achievement Report (AAR)** is an international recognition platform used for all Key Clubs, which recognizes clubs who go above and beyond the call of duty in service. There are two types of recognition that clubs can earn: Distinguished and Diamond Distinguished.

For further  
info...



There are also other various opportunities your club can gain recognition through district and division contests. Here are the options that you can find on the CNH CyberKey:

- ★ Club Attire
- ★ Club of the Year
- ★ Club Poster
- ★ Club Video
- ★ Most Improved Club
- ★ Year in Review

Find the rules and details for all these awards by going to:

- [cnhkeyclub.org](http://cnhkeyclub.org)
- Recognition
- Contests

# MEMBER recognition

Your members can also apply for their own international, district, and division awards. The following can be found on the **CNH Cyberkey**:

- ★ Member of the Year
- ★ Sandy Nininger
- ★ Talent

Find the rules and details for all these awards by going to:

- ➔ [cnhkeyclub.org](http://cnhkeyclub.org)
- ➔ Recognition
- ➔ Contests

Recognition goes beyond filling out applications for contests and creating e-portfolios. As President, **you** can give your members recognition in **your own ways**. Here are a few examples:

## **Member of the month**

- Every month, you and your officer board can choose an outstanding member to be rewarded with member of the month. You can create a certificate or even a prize to thank them for their dedication and hard work.

## **Officer of the month**

- Similar to member of the month, you can choose an officer to award as officer of the month.

## **Social Media**

- When at events or fundraisers, you can post pictures of members doing service or repost their stories to share their experiences on your club social media accounts. You can also thank them in the post, showing appreciation for all their hard work.

## **“Thank you for coming”, “Great job!”**

- Even the smallest things count, like letting someone know they did well at an event or that you were glad they were there. Recognition can be as simple as a positive phrase.

# *section 7:*

# RUNNING A MEETING



As President, one of your tasks is in-charge of planning and running meetings! At these meetings, you will keep your members informed on any events or updates. Keeping your members engaged during meetings can be especially tricky, this section will include tips and tricks on how to change up your meetings!

# MEETING *outline*

The following is a general outline of a meeting:

1. **Call to Order**
2. **Pledge**
3. **Old Business**
4. **New Business**
5. **Open Floor (Questions, Comments, or Concerns?)**
6. **Adjournment**

The main purpose is to **keep your members updated!**

# AGENDAS *& slides*

Creating meeting agendas in the form of a **document or slide presentation** can be extremely useful for planning your meetings. Here are a few tips of what to include to make your agendas much more *engaging*:

- ★ **Bright colors**
- ★ **Bold words**
- ★ **Photos**
- ★ **GIFs**

Make sure to send out your agendas/meeting minutes to your members, so they can reference them if needed or so members who weren't able to attend can still stay updated!

# icebreakers

Meetings are not **just** for updates, they can be a great opportunity to **bond** with your members too! Add icebreakers to the beginning or end of your meetings. Some examples of icebreakers are:

- ★ **Simple Questions (go around in a circle and each answer a question)**
- ★ **Kahoots**
- ★ **2 Truths & a Lie**
- ★ **Soulmate**
- ★ **Guess the Song**

Try not to make your icebreaker too long or members can get bored!

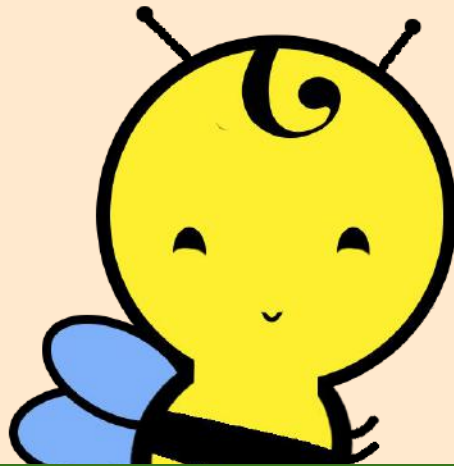
# MEMBER involvement

**Keep your members involved at your meetings! Some ways to do this are by:**

- ★ Greeting members at the door
  - *A little interaction can go a long way!*
- ★ Allowing members to lead the Key Club pledge or ring the bell at the start of the meeting
- ★ Passing it on to your fellow officers to talk about old/new business
  - *EX) Treasurer talks about upcoming fundraisers*
- ★ Getting feedback from members on recent events
- ★ Hold a Service Event after the meeting!

# *section 8:*

## SERVICE PROJECTS & FUNDRAISING



In this section, we're going to talk about what you need to do in order to set up service projects and fundraisers. It is important to work with your board when setting up all projects! Here is a quick overview of what you need to look out for and help your board with!

# service ideas do's & don'ts

Finding service projects can be difficult, but it doesn't have to be! Some of the best things you can do is: working with your local Kiwanis and having a sustainable project!

Sustainable projects are projects you keep going through the year! EX: Plarn, dog toys, book cleaning, food bag donations, ext...

## Do's

- Make sure your advisor approves of all projects
- If a project is with another school, make sure you fill out an ERF!
- Follow the advisor to Key Club member ratio of 1:10

## Don'ts

- Not speak to your advisor when planning your event! Key Club is student led **BUT** we still need adults!
- Fill out the ERF days before the event.
- Exclude members from joining due to personal reasons.





# Event Request Form

**Kiwanis**

California Kiwanis Service Districts

KEY CLUB LEADERSHIP PROGRAMS • 800 Red Hill Street, Suite 201 • Rancho Encinitas, CA 92084-0001

Phone: 959-592-0000 ext. 40 • Toll-Free: 877-365-1550 ext. 100 • Fax: 760-592-0001

## Event Request Form

An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or presented by email, only to the home club membership. Once approved, the event may be posted with a club invitation. This ERF must be submitted no later than three (3) weeks in advance of the proposed event.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs, paragraph 721, which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions. Further, home club advisors must adhere to Key Club District Policy section 953 if the event is an overnight event. Kiwanis District Policy Section 721 and Key Club District Policy Section 953 are included for your reference.

Each participating high school member must also have a Consent and Medical Release form completed and signed by a parent/guardian. To help you determine which events require a completed ERF, please refer to the Information Handbook on the back side of this form.

School/District Name:  ☐ Circle K ☐ Key Club ☐ KIWINS

### EVENT INFORMATION

Event:  Date:

Location:

Description, including cost:

Which club or division will be involved?

Is This An Overnight Event? ☐ Yes ☐ No (Check One)

### CONTACT INFORMATION

Requester:  Telephone:

Email:

Address:

City/State/Zip:

Supervising Advisor(s) who will be present throughout the event:

Supervising Advisor's Telephone Number(s) (Number(s) available during the event):

### APPROVAL as necessary by clause, from Kiwanis Policy Section 721

Family Advisor:  Kiwanis/Parent/Advisor:

Regional Advisor:  District Administrator:

When completed and signed by your advisor, please return this form to your Event Host.

Page 1 of 6

Approved ERF-13

## Event Request Form

### Information Worksheet for Key Club and KIWINS Members

Kiwanis District Policy Section 721 covers the use of the Event Request Form (ERF). Key points include:

1. An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership.
2. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or presented by email, only to the home club membership. Once approved, the event must be posted with a club invitation list.
3. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

If any club or division adheres to event prior to receiving the proper signatures, the event is subject to cancellation by the District Advisor, Kiwanis/Parent/Advisor, Regional Advisor and/or District Administrator.

| EVENT  | Permission of original faculty advisor | Permission of all involved club's faculty advisors | Permission of Kiwanis/Parent/Advisor | Permission of Regional Administrator |
|--|--|--|--------------------------------------|--------------------------------------|
| Your Key Club Only   | Yes                                    | N/A  | Yes                                  | No                                   |
| Within your Division   | Yes                                    | Yes  | Yes                                  | Yes                                  |
| Outside your Division  | Yes                                    | Yes  | Yes                                  | Yes                                  |
| Involve other Service Leadership Programs or ERF Oversight Event | Yes                                    | Yes  | Yes                                  | Yes, and the District Administrator  |

What does "Permission" mean?

You must have written authorization (e.g., email) from the necessary individuals.

Which events do not require an ERF?

The events that do not require an ERF are the following: District Council Meetings (ECM), Regional Training Conferences (RTC), KIWINS Training Conference (KTC), Fall Rally (North/South), Conferences, District Conventions, International Conventions or any event where the sponsoring organization is the Key Club members to participate (e.g., First Step, Rally for Life).

Who shall retain a copy of the completed ERF?

Each advisor who signs the ERF should be given a copy of the completed ERF. For example, faculty advisors will be given a copy of the ERF with the administrative forms from the sponsoring Kiwanis/Organization for which club events. The sponsoring Kiwanis/Organization shall keep a copy of the completed ERF for one year following the date of the event.

Why do we have ERF form?

The ERF form developed to avoid any situations where the Faculty, Kiwanis and/or sponsoring Advisors could become unaware of the activities happening beyond the local and/or district level. The purpose of the ERF is to ensure the advisors are aware of the projects, to ensure proper supervision, and to ensure proper supervision at events. Furthermore, these forms will also allow advisors to understand the importance of planning, properly advertising each event, the higher standards, and allowing the sponsoring organization time to obtain proper supervision for each event.

What do we do if we do not have a faculty advisor or when the regular academic term is not in session?

The Kiwanis/parent/advisee representative may sign in place of the faculty advisor when the regular academic term is not in session.

Kiwanis District Policy - Section 721: Procedures for ERF to Operate Outside the Normal Club Functions

A. Events organized within the confines of or by SLP club are subject to approval or disapproval, by either its faculty or Kiwanis/parent/advisee (KPA).

B. Events within a Division (DAW).

1. Events organized solely for one SLP Organization, solely within an SLP division, require the advance approval of the applicable Regional Advisor and an authorized representative of the Kiwanis/parent/advisee of the host club (KPA).
2. Events in this category for high school SLP clubs shall require approval on an Event Request Form (ERF).
3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/parent/advisee on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/parent/advisee in the event an audit is later required. ERF forms and associated records shall be retained for one year following the event. The Kiwanis/parent/advisee representative may sign in place of the faculty advisor when the regular academic term is not in session. (KPA)

C. Events within an SLP Organization (DAW).

1. Events organized solely for one SLP Organization, but to include any other SLP activities, require advance approval of the applicable Regional Advisors.
2. Events in this category for high school SLP clubs shall require approval on an ERF.
3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/parent/advisee on the ERF to attend. The sponsoring club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/parent/advisee in the event an audit is later required. ERF forms and associated records shall be retained for one year following the event. The Kiwanis/parent/advisee representative may sign in place of the faculty advisor when the regular academic term is not in session. (KPA)
4. For Circle K clubs, an individual member may participate with a host club other than his or her home club while sharing with family, or as the single guest of a member at the host club. This exception shall not be used to avoid the general purposes of this policy.

D. Events involving more than one SLP Organization (DAW).

1. Events organized to include SLP clubs from any SLP Organization, but limited to the clubs sponsored by the same sponsoring organization, shall require only advance approval from the sponsoring organization. (KPA)
2. Events organized to include SLP clubs from other SLP Organizations will require the permission of the applicable Regional Advisors and District Administrators from all involved SLP Organizations. (KPA)
3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/parent/advisee on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/parent/advisee in the event an audit is later required. ERF forms and associated records shall be retained for one year following the event. The Kiwanis/parent/advisee representative may sign in place of the faculty advisor when the regular academic term is not in session. (KPA)
4. Each high school SLP member will be required to have a signed consent form, as designated by the applicable District Administrator, that gives permission to attend and be medical treatment, or an express decision to withhold medical treatment based on religious belief.
5. If a Circle K club hosts a "Party in College" or other similar event designed to provide activities at both Key Club Districts and KIWINS clubs are within thirty-five (35) miles of the event location, the event shall not require advance approval from Regional Advisors or District Administrators. However, the Circle K club shall advise the applicable Regional Advisors by email at least one week before invitations are extended to the Key Club and KIWINS clubs, and any Key Club or KIWINS club that attends shall be required to comply with paragraph D5 and D41. (KPA)

E. Photos and Reporting (KPA).

1. Each District Administrator shall ensure that an email address is posted to each Regional Advisor on the SLP website.
2. ERFs must be submitted no later than three weeks in advance of the proposed event.

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Approved ERF-12

Approved ERF-13

3. Regional Advisors are expected to respond within five (5) days. In the event that a Regional Advisor will be unable, for reasons of travel, business or other matters, to reply regularly within that timeframe, he/she shall arrange with the District Administrator for the posting of an alternative approval email address.
4. The Director of Service Leadership Programs shall provide a copy of this policy by email to incoming Kiwanis club presidents and executive and/or sponsoring organizations through regular District communication channels. Each District Administrator shall include education regarding this policy for the student leaders, advisors and Regional Advisors in their respective SLP Organization, annually. (KPA)
5. Events may only be advertised by email or posted on social or business networks sites in advance of ERF approval if the advertising is limited to the host club members and their advisors. Once ERF approval is obtained, events may only be posted with a club invitation list. Postings shall specifically identify the hosting club and center made in the name of the SLP Organization in general.
6. Extension in high school clubs shall apply to all Key Club (CNS) and KIWINS whether school based or community based. (KPA)
7. If a club is determined to have attended without permission, limited permission materials or advertised without permission, the Regional Advisor shall notify the organization and may deny permission for individuals or clubs to attend future events as the Regional Advisor deems appropriate based on the severity of the offense. The sponsoring organization may take whatever measures it determines are appropriate, including but not limited to the suspension of participation by individuals or external for campus discipline. (KPA)

Key Club District Policy - Section 953: Oversight Functions

1. Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the Administrator. The signature of the host club shall obtain written authority before the event is publicized. The request shall indicate the date, location and purpose of the event, the responsible adult in charge and the anticipated club attending. The District Code of Conduct must be reviewed at all events.
2. Attendance at any District Family overnight function or overnight event to attend a function by any Key Club member must be approved in advance by the Regional Advisor, the Administrator or a designated alternate.
3. Extended trips by club members of more than 24 hours outside the home District (such as interstate travel) must be approved by the Faculty or Kiwanis Advisor in writing.
4. Approval of the sponsor, advisor, school official or other appropriate school official must also be obtained in advance.
5. Each Key Club member must provide the completed District Medical Release/Approval form before gaining admission to any overnight event.

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Approved ERF-11

The ERF looks like a lot BUT it is needed for events that involve more than one school. Please check with your Advisor, RA, or LTG if you need to fill out an ERF. **DON'T FORGET** ERF's must be filled out at least three weeks prior to the event!



# covid waiver

## RELEASE OF LIABILITY AND ASSUMPTION OF RISK

The individual named below (hereinafter referred to as "Member") is a member of Key Club International (club or District) (hereinafter the "Company"), and the individual's parent or legal guardian ("Guardian") and desires to participate in-person in a Kiwanis sponsored event on \_\_\_\_\_ at \_\_\_\_\_ (hereinafter the "Activity"). As lawful consideration for being permitted by the Company to engage in the Activity, Member, on behalf of himself or herself, and Guardian, on behalf of Member and himself or herself, agree to all the terms and conditions set forth in this agreement (this "Agreement").

1. Member and Guardian are aware of the highly contagious nature of bacterial and viral diseases including, but not limited to, the 2019 novel coronavirus disease (COVID-19 (collectively known as the "Disease") and the risk that Member and Guardian may be exposed to or contract the Disease by engaging in the Activity. Member and Guardian understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability, death, or property damage. Member and Guardian acknowledge that this risk may result from or be compounded by the actions, omissions, or negligence of others, including Company volunteers or employees. Member and Guardian understand that while the Company has implemented preventative measures to reduce the spread of the Disease, the Company cannot guarantee that Member and Guardian will not become infected with the Disease or other infectious diseases while engaging in the Activity and that engaging in the Activity may increase my risk of contracting the Disease. NOTWITHSTANDING THE RISKS ASSOCIATED WITH THE DISEASE, MEMBER AND GUARDIAN ACKNOWLEDGE THAT MEMBER AND GUARDIAN ARE VOLUNTARILY CHOOSING TO ENGAGE IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED. MEMBER AND GUARDIAN EXPRESSLY ACKNOWLEDGE THAT MEMBER AND GUARDIAN HAVE BEEN PROVIDED AN OPPORTUNITY TO ATTEND ALL MEETINGS VIRTUALLY, AND THAT MEMBER AND GUARDIAN WILL NOT LOSE THE OPPORTUNITY TO VOTE OR VOICE MY OPINIONS IF I ATTEND THE MEETINGS VIRTUALLY. MEMBER AND GUARDIAN HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF PERSONAL INJURY, ILLNESS, DISABILITY, DEATH, OR PROPERTY DAMAGE RELATED TO THE DISEASE, ARISING FROM ENGAGING IN THE ACTIVITY, OR TRAVELING TO PARTICIPATE IN THE ACTIVITY, WHETHER CAUSED BY THE NEGLIGENCE OF THE COMPANY OR OTHERWISE.

2. Member and Guardian hereby expressly waive and release any and all claims, now known or hereafter known, against the Company, and its officers, directors, employees, agents, affiliates, members, volunteers, successors, and assigns (collectively referred to as the "Releasees"), on account of injury, illness, disability, death, or property damage arising out of or attributable to engaging in the Activity and being exposed to or contracting the Disease, whether arising out of the negligence of the Company or any

Releasees or otherwise. Member and Guardian covenant not to make or bring any such claim against the Company or any other Releasee, and forever release and discharge the Company and all other Releasees from liability under such claims.

3. Member and Guardian are familiar with federal, state, and local laws, orders, directives, and guidelines related to the Disease, including the Centers for Disease Control and Prevention (CDC) guidance on the Disease. Member and Guardian will comply with all such orders, directives, and guidelines while engaging in the Activity, including, without limitation, requirements related to hand sanitation, social distancing, and use of face coverings. Member and Guardian will also follow all instructions of the Company while engaging in the Activity. Member and Guardian agree not to participate in the Activity if either Member or Guardian is experiencing symptoms of the Disease, such as cough, shortness of breath, or fever, if Member or Guardian has a confirmed or suspected case of the Disease, or has come in contact in the last 14 days with a person who has been confirmed or suspected of having the Disease.

4. Member and Guardian shall defend, indemnify, and hold harmless the Company and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorney fees, fees, and the costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers, incurred by/awarded against the Company or any other Releasees in a final judgment, arising out or resulting from any claim of a third party related to the Disease due to my engaging in the Activity.

5. This Agreement constitutes the sole and entire agreement of the Company, Member and Guardian with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement is binding on and shall inure to the benefit of the Company, the Releasees and me and our respective successors and assigns.

6. All matters arising out of or relating to this Agreement shall be governed by and construed in accordance with the internal laws of the State of California without giving effect to any choice or conflict of law provision or rule whether of the State of California or any other jurisdiction. I hereby waive California Civil Code § 1542 that states:

"A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of

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Due to the 2020 Pandemic, Covid Liability Forms were created to ensure safety at in-person events. Especially at bigger events it is **REQUIRED** for all members to fill out in-order to attend.

## other info

- ★ The advisor of the event will collect the forms
- ★ Temperatures should be taken and logged
- ★ Anyone above the threshold (100.4 degrees) should not participate
- ★ The forms must be kept three years after the event by the sponsoring Kiwanis Club

# advice

"With great power, come great responsibility," and while that may just sound like a quote from Spider-man, it also applies to being a Key Club president! It's important to remember that you are serving not only your own club, but also your Division, Region and District! As a president, you should be prompt, and continually encourage members to serve their communities. Being a good president does not necessarily equate to raising the most funds for PTP through fundraisers, or earning the most service hours from community service; being a good Key Club president means to serve with honor, and passion—to ensure you are upholding Key Club's core values of leadership, character building, caring and inclusiveness! As a leader, you want to be able to provide members with opportunities to grow and perform acts of service. Volunteering can range from cleaning up parks, assisting senior citizens, or even organizing food drives. Serving a club means to create an inclusive and comfortable space for all members to enjoy. While presidency can be stressful and tedious, with the deadlines and planning, the outcomes of your events and hard work is definitely rewarding. Being a strong Key Club president means being a dedicated and resilient leader.

## ***Rolling Into Service,*** **2021-2023 Lincoln Key Club President** **Faye Nguyen**

A good president is good at making decisions, but also at **relying on their board** and those around them.

**BEE confident** and assured in your decisions; it's important to have faith in yourself, as then others will have faith in you too. Especially if you use all the resources available to you, including past choices and recognition of what has worked for other presidents, you can be sure that you're doing what's best for your club. **Know the basics of what a president does** ( such as meeting, delegating stuff, events and major events ) and always be able to reach out to your LTG or help because there were a lot of small things that weren't ever explained. So there's a lot of problem solving so asking the ltg or other presidents for advice never hurts

Finally, **BEE communicative and on top of things**. It is much less stressful to know what you're doing and what plans you have, and communication is a great tool to make sure plans are sorted out.

## ***Bubbly in Service,*** **2020-2021 El Camino Real Key Club President** **Kelly Chen**

# resources

## OFFICER POSITION MANUALS

[Treasurer Manual](#)

[Secretary Manual](#)

## ONLINE RESOURCES

[AAR Manual](#)

[Chartering New Clubs](#)

[Division Resources](#)

[Builder's Club Manual](#)

[CTC Manual](#)

[Submissions Manual](#)

[Dues Manual](#)

[Vouching Manual](#)

## FOLLOW CNH KEY CLUB!

[Instagram](#)

[Website](#)

[Twitter](#)

[Youtube](#)

# acknowledgements

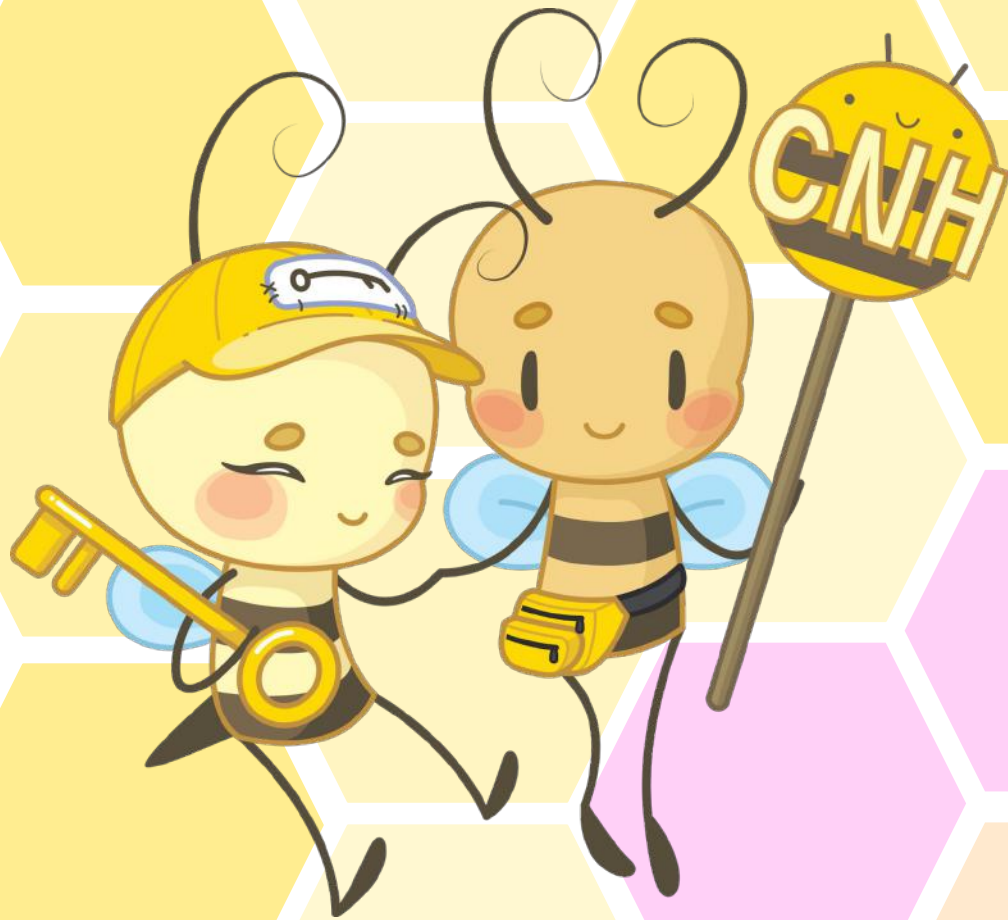
*The CNH Key Club District would like to acknowledge the following individuals who have contributed to this guide.*

**Joshua Placido**, Member Development & Education Chair, 2022-2023

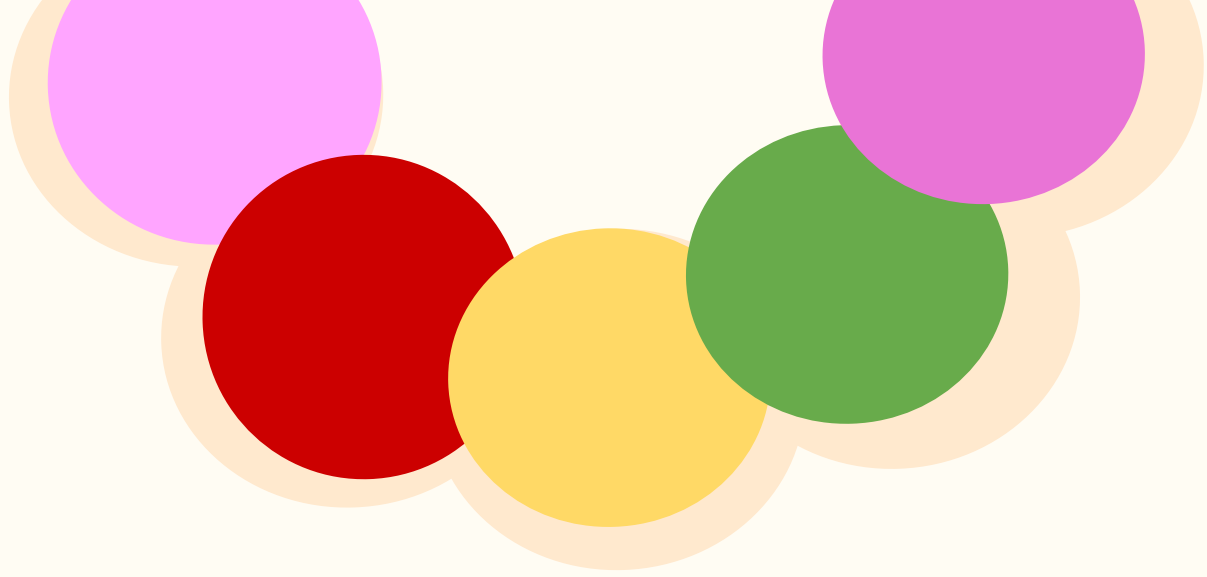
**Janelle Sangmoah**, Division 13 West Lieutenant Governor, 2022-2023

**Jaren Jimenez**, Division 16 West Lieutenant Governor, 2022-2023

**Brighton Quintana**, Division 39 Lieutenant Governor, 2022-2023







thank you for  
reading!

