



CNH | KEY CLUB

PRESIDENT'S *guide*

introduction



A huge congratulations on being elected as your club's President!

The position of President is a huge role to take on. 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!

- **2021-2022 Division 8 Lieutenant Governor Miah Chao, D16 East Lieutenant Governor Vanessa Saerang, & Division 28 East Lieutenant Governor Reagan Carroll**



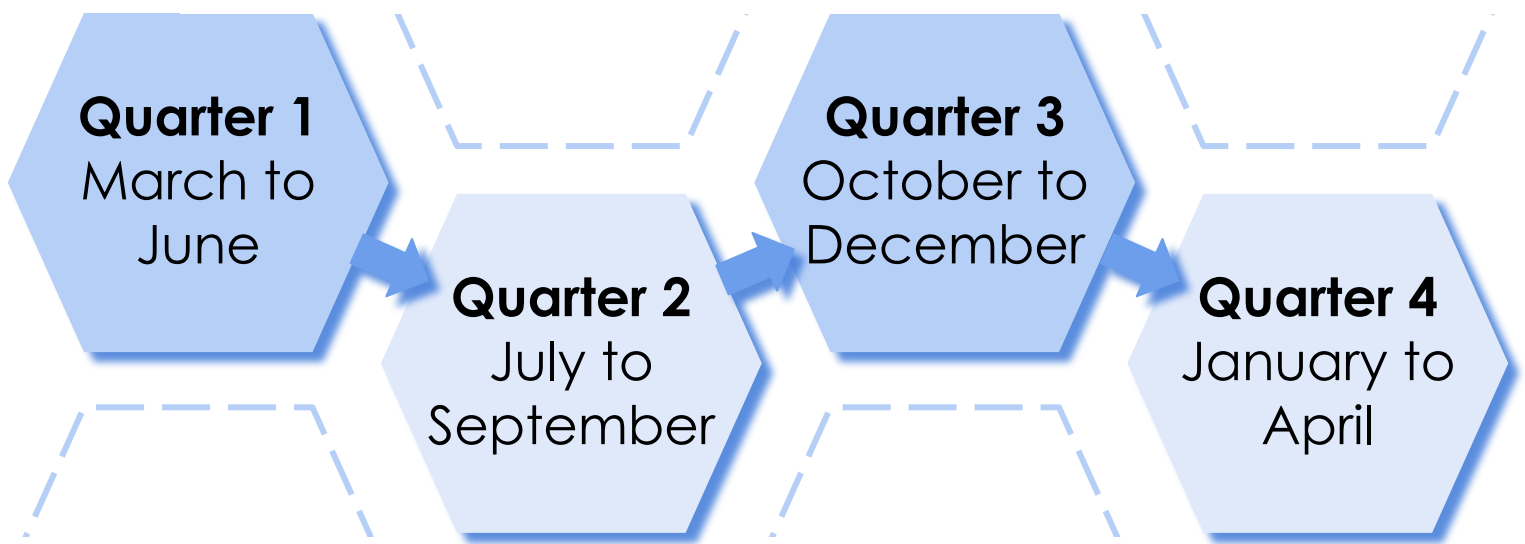
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section 1: TERM OUTLINE



The Key Club term is divided into four quarters with about 3-4 months in each quarter. 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 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

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

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.

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:

YOUR OFFICER BOARD



As President, you will be leading your officer board for the entirety of the term. With this, you will be the one to delegate 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

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

President

You're an officer, too!



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 are the **FACE** of your club. You are the role model for your members and the first point of contact in communication. It is vital that you make a good impression on those around you in order to establish healthy relations. 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

- ★ Avoid using slang terms and profanity. **BEE mindful** of your word choice!
- ★ Know the audience you are speaking to.
- ★ Address adults properly.
 - EX) Mr. Bee
- ★ Don't yell information across the room.
- ★ 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

**Proper closing
sentence.**

**Uses a formal
tone.**

**Asks the recipient if they
have any questions.**

**TIP: Create an 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

- ★ Plan events over social media.
- ★ Discuss professional business.
- ★ 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...

loading...72%

LTG's

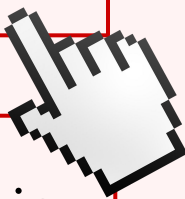
- ❑ **Email**, all LTG's for CNH have the same email but the division number and location is different! d##@cnhkeyclub.org
- ❑ **Social Media**, all LTG's run their division social medias so you can always reach out to them through Instagram, Twitter, ect...
- ❑ **Phone**, its 2021, we all have phones. Your always welcome to text/call your LTG (With their permission of course!)
- ❑ **3rd party apps**, Remind is fairly popular with most schools but this is totally up to you on what you can use! 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!

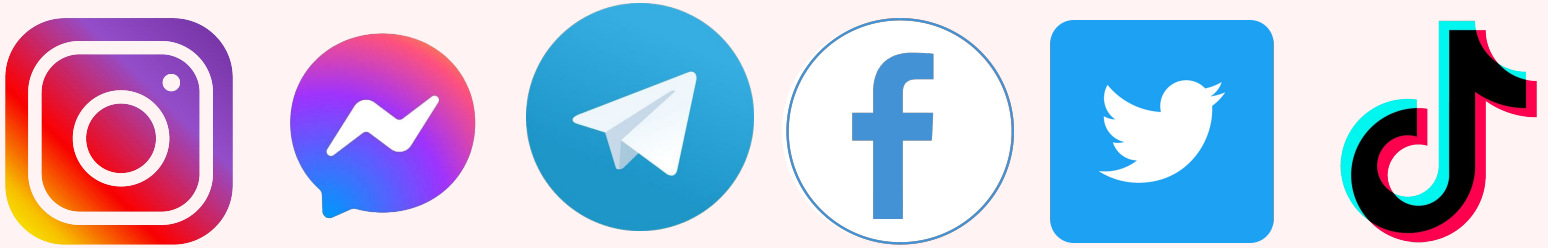


Platforms



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.



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



section 5:

GOALS



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

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**

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**
- ★ **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
2021-2022 CNH District goals!

- ★ **35,000 Dues Paid Members**
- ★ **\$225,000 raised for PTP**
- ★ **900,000 Service Hours**

SMART goals

Set SMART goals for the year! SMART goals are:

Specific
Measurable
Achievable
Realistic
Timely

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.

THINK: HOW are you going to reach your goals?

section 6: RECOGNITION

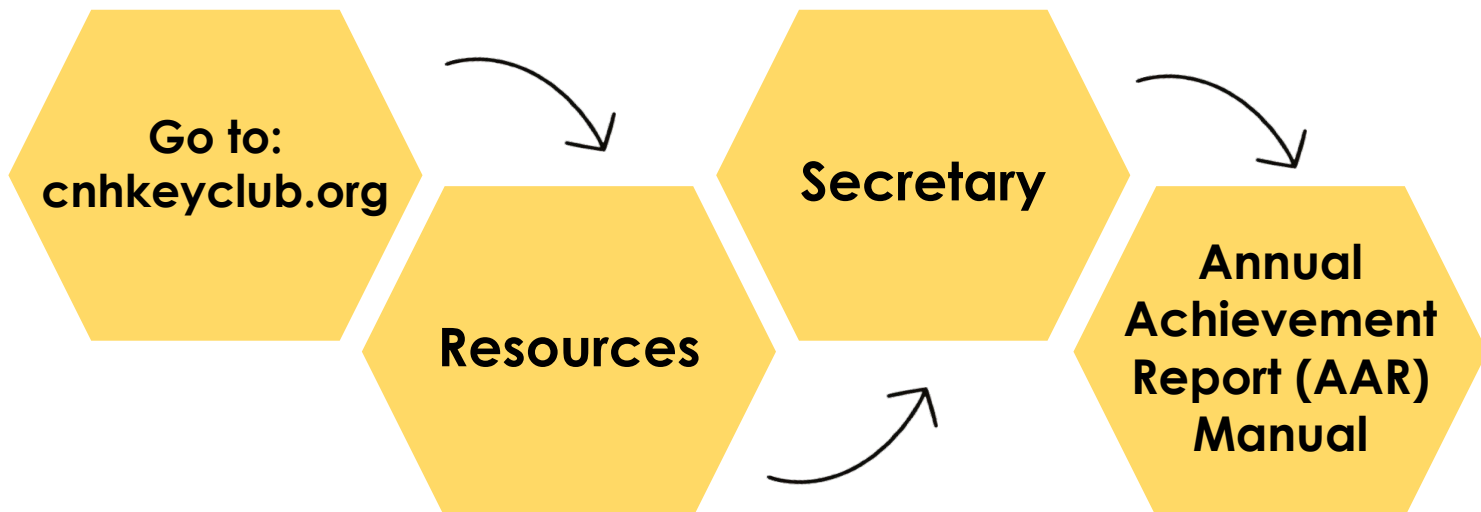


There is a vast range of opportunities members have to earn recognition on ALL levels of Key Club. Awards range from applying for district and international contests, to having them be monthly awards from you, their president. This section will go over the various awards your club can earn during your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



In addition to the AAR, 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
- ➔ 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
- ➔ **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



Of course, as President, you are 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 spice 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!

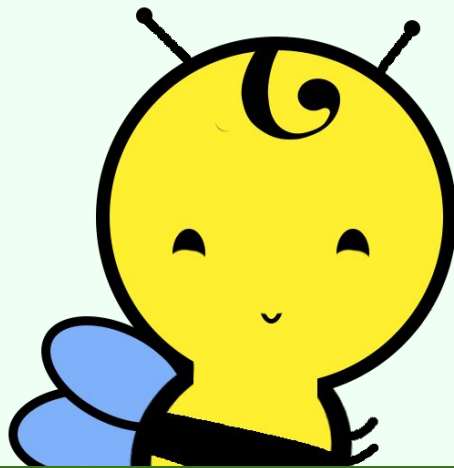
MEMBER involvement

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

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!

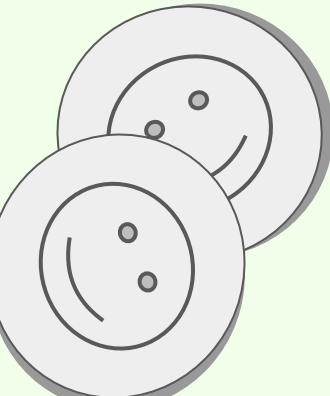
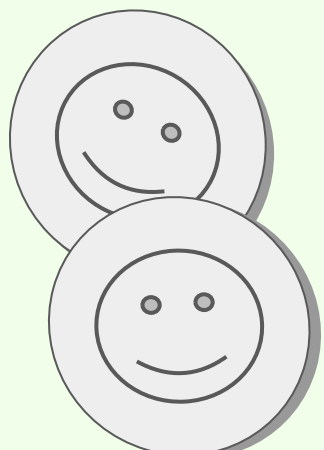
Sustainable projects are projects you keep going through the year! EX: Plarn, dog toys, book cleaning, food bag donations, ext...

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 District 6940

MEMBER LEADERSHIP PROGRAMS • 1000 Red Hill Road, Suite 201 • Rancho Cucamonga, CA 91709-0908
Phone: 909.982.1330 ext. 301 • Toll Free: 877.365.1776 ext. 100 • Fax: 909.982.1331

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 closed invitation list. ERFs 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 72L, which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions. Further, high school students must adhere to Key Club District Policy section 955A if the event is an overnight event. Kiwanis District Policy Section 72L and Key Club District Policy Section 955A 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/Institution Name: ☐ Circle K ☐ Key Club ☐ KIWINS

EVENT INFORMATION

Event: Details:

Location:

Description, including cost:

Which clubs or divisions will be invited?

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

CONTACT INFORMATION

Requester:

Email: Telephone:

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 clubs, see Kiwanis Policy Section 72L

Family Advisor:

Regional Advisor: District Administrator:

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

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Event Request Form

Information Worksheet for Key Club and KIWINS Members

Kiwanis District Policy Section 72L covers the use of the Event Request Form (ERF). Key points include:

- 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 must be posted with a closed invitation list.
- ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

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

EVENT	Permission of original facility advisor	Permission of all involved club's facility advisors	Permission of Kiwanis/Sponsor 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	Permission from all involved KLA's
Synopsis other Service Leadership Programs or All-Overnight Events	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 (ECOM), Regional Training Conferences (RTC), KIWINS Training Conferences (KTC), Fall Rally (North/South), Conferences, District Conventions, International Convention or any event where the sponsoring organization is to Key Club members to participate (e.g., Rose Boat, 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, facility advisors shall be given a copy of the ERF with the advertisement from the sponsoring Kiwanis/organization for individual 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 forms?
The ERF was developed to avoid any situations where the facility, Kiwanis and/or sponsoring Advisors could become unaware of the activities happening beyond the local and/or divisional level. The purpose of the ERF is to ensure the advisors are aware of the projects, to ensure proper supervision, and to ensure proper advertisement at events. Furthermore, these forms will also allow students to understand the importance of planning, properly advertising each event for higher standards, and allowing the sponsoring organization time to ensure proper supervision at each event.

What do we do if we do not have a facility advisor or when the regular academic term is not in session?
The Kiwanis/Sponsor advisor representative may sign in place of the facility advisor when the regular academic term is not in session.

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Kiwanis District Policy - Section 72L: Procedures for SLP to Operate Outside the Normal Club Functions

A. Events organized within the confines of an SLP club are subject to approval or disapproval, by either its facility or Kiwanis/Sponsor advisor. (953B)

B. Events within a Division (949B)

- 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/Sponsor organization of the host club. (953C)
- Events in this category for high school SLP clubs shall require approval on an Event Request Form (ERF).
- Each high school SLP club that participates is required to obtain the signature of its facility advisor and Kiwanis/Sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the club's Kiwanis/Sponsor advisor in the event an audit is later required. ERF forms and associated receipts shall be retained for one year following the event. The Kiwanis/Sponsor advisor representative may sign in place of the facility advisor when the regular academic term is not in session. (953C)

C. Events within an SLP Organization (949B)

- Events organized solely for one SLP Organization, but to include any other SLP activities, require advance approval of the applicable Regional Advisors.
- Events in this category for high school SLP clubs shall require approval on an ERF.
- Each high school SLP club that participates is required to obtain the signature of its facility advisor and Kiwanis/Sponsor advisor 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/Sponsor advisor in the event an audit is later required. ERF forms and associated receipts shall be retained for one year following the event. The Kiwanis/Sponsor advisor representative may sign in place of the facility advisor when the regular academic term is not in session. (953C)
- For Circle K clubs, an individual member may participate with a local club other than his or her home club while staying with family, or as the single parent 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 (953B)

- 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. (953B)
- 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. (953B)
- Each high school SLP club that participates is required to obtain the signature of its facility advisor and Kiwanis/Sponsor advisor 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/Sponsor advisor in the event an audit is later required. ERF forms and associated receipts shall be retained for one year following the event. The Kiwanis/Sponsor advisor representative may sign in place of the facility advisor when the regular academic term is not in session. (953B)
- 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 for medical treatment, or an express direction to withhold medical treatment based on religious belief.
- If a Circle K club hosts a "Stay a Night" or other similar event designed to provide members of both Key Club and KIWINS clubs with an educational program in preparation for college, the event is limited to daylight hours, and the involved Key Clubs 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 Clubs and KIWINS clubs, and any Key Club or KIWINS club that attends shall be required to comply with paragraph D(5) and D(4). (953B)

E. Photos and Representations (949B)

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

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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 secretaries 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 Organizations, annually. (953B)

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 closed list to be made for. Postings shall specifically identify the hosting club and not be made in the name of the SLP Organization in general.

6. Extensions in high school clubs shall apply to all Key Club (CNS) and KIWINS whether school based or community based. (953B)

7. If a club is discovered to have attended without permission, utilized 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 deems appropriate, including but not limited to the suspension of participation by individuals or internal or campus discipline. (953B)

Key Club District Policy - Section 955A: Overnight Functions

- Any overnight function sponsored by or advertised as a Key Club sponsored event must be approved in advance by the Administrator. The signature of the facility 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 attached to all events.
- Attendance at any Kiwanis Family overnight function or overnight travel to attend a function by any Key Club member must be approved in advance by the Regional Advisor, the Administrator or a designated alternate.
- Extended trips by club members of more than 24 hours outside the home Division (such as interclub travel) must be approved by the Facility or Kiwanis Advisor in writing.
- Approval of the sponsor, advisor, school official or other appropriate school official must also be obtained in advance.
- Each Key Club member must provide the completed District Medical Release/Approval form before gaining admission to any overnight event.

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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!

fundraising 101

Steps to Fundraising

1. **Think** : Brainstorm any ideas that work best for area/situation
2. **Plan** : Decide a date, location, and time that is the most convenient for the participants. If necessary, plan a budget
3. **Take Action** : Complete all necessary steps in order for you fundraiser to happen, this includes submitting forms and contacting people.
4. **Promote** : Publicizing your event is necessary in order to have a successful fundraiser. Use multiple platforms for advertise your fundraiser and where the funds will be going.
5. **Submit** : It is very important that you submit your funds as soon as possible, to prevent loss of any funds.

Key Club CAN NOT hold raffles or ANYTHING that involves gambelling. Adults must be present when handling money.



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Local
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And so much
more!

fundraising ideas

\$1 per idea, 5 for \$3

advice

During the beginning of the term, **brainstorm** all the Key Club events (service, social, and fundraisers) you and your board plan to hold during the year. Afterward, **create a calendar** and **schedule each event into a specific month**. You don't have to follow the calendar strictly, but it keeps you and your board prepared and on top of things throughout the year!

Also, make sure to **communicate with your school's ASB and Kiwanis**. It's crucial to have a good connection with them because not only do they support your club, but it makes some processes a lot easier (such as fundraisers) and you can also ask them for help when needed!

In addition, I highly encourage everyone to strive for Bronze in the **Member Recognition Program** because everyone deserves to be recognized for the hard work and countless hours they put into Key Club.

Lastly, remember to enjoy your time and **have FUN!**

Serving with Passion,
2021-2022 Benicia Key Club President
Sophia Li

Don't be afraid to ask questions, keep in contact with other presidents for ideas, guidelines, ect., and **try to reach out to people** sooner than later because it tends to pile up!

Serving with Tenacity,
2021-2022 Coronado Key Club President
Emma Okamura

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

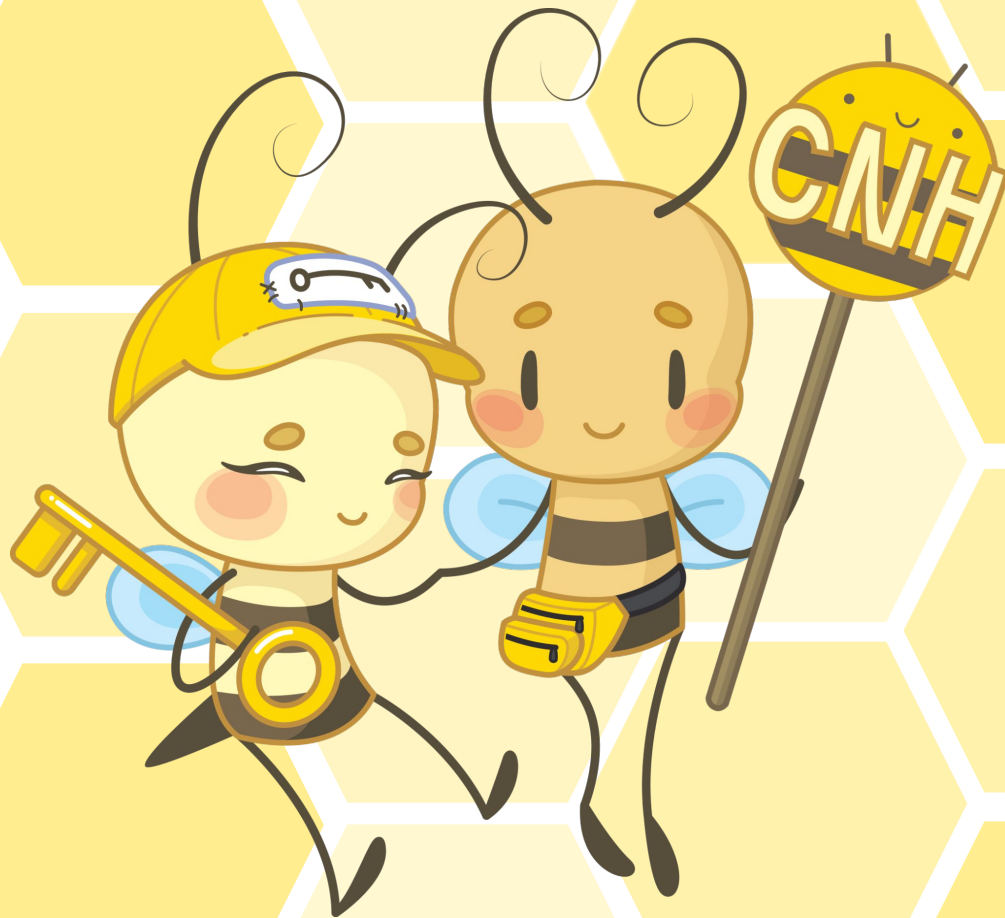
The CNH Key Club District would like to acknowledge the following individuals who have contributed to this guide.

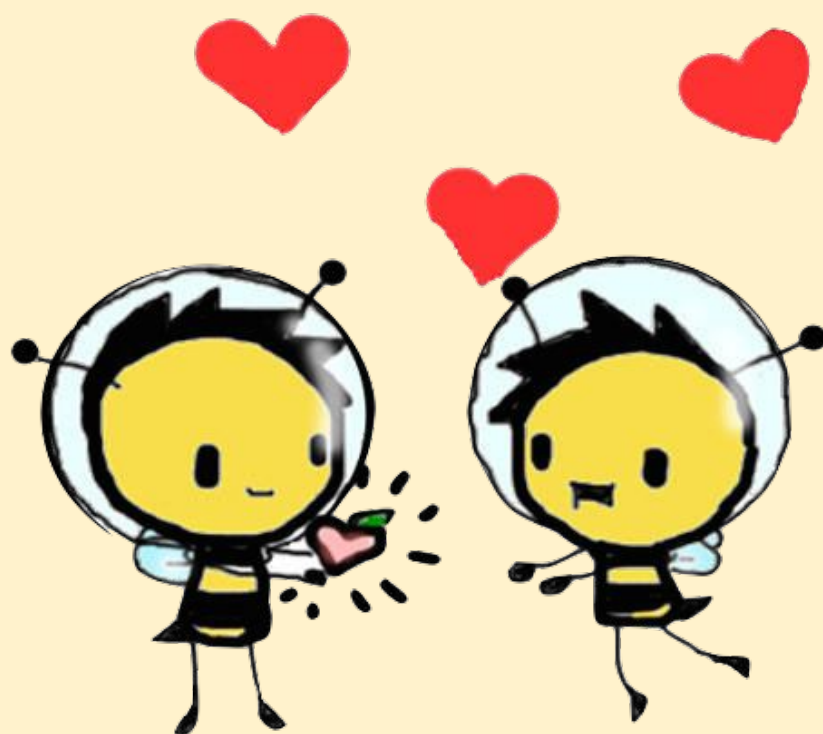
Shanelle Relucio, Member Development & Education Chair, 2021-2022

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Vanessa Saerang, Division 16 East Lieutenant Governor, 2021-2022

Reagan Carroll, Division 28 East Lieutenant Governor, 2021-2022





thank you for
reading!