



CNH | KEY CLUB

KEY CLUB 101



CNH District Member Development & Education Committee

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MISCELLANEOUS

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

Vision | What's the big idea?

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

History | How did Key Club start?

Key Club was started by Albert C. Olney & Frank C. Vincent on May 7, 1925 at Sacramento High School which still exists as a Key Club today. They approached a neighboring Kiwanis club to help charter a similar club for service at their high school. The club was comprised of the **key** boys in the school, willing to serve the school in any way possible and to create better school spirit – hence the name Key Club. In 1943, Key Club reached international status and Malcolm Lewis became the 1st president.

Core Values | What does Key Club stand for?

- Caring
- Character Building
- Inclusiveness
- Leadership

Motto | What does Key Club stand for?

Caring - Our Way of Life



ABOUT KEY CLUB

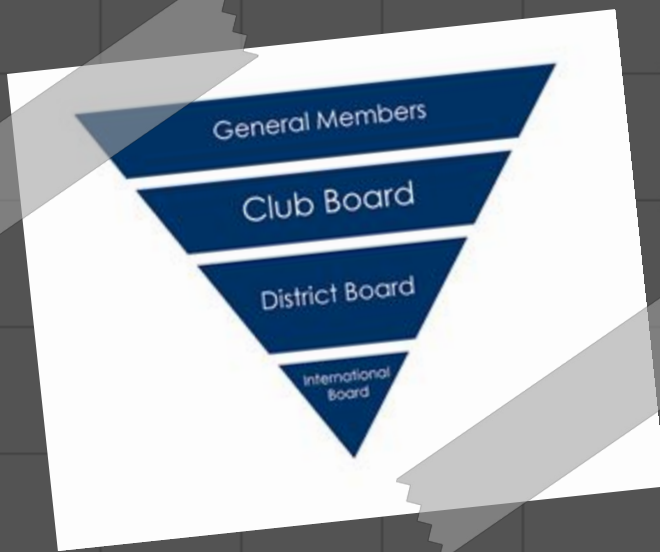
Pledge | Raise Your Right Hand

"I pledge on my honor to uphold the objects of Key Club International; to build my home, school and community; to serve my nation and the world; and combat all forces which tend to undermine these institutions."

Why? | Key Club

Here are a few reasons why YOU should join Key Club:

- TONS of unique service opportunities
 - Meeting New People
 - Leadership Opportunities
- Award & Scholarship Opportunities
 - Learn New Skills
- Immerse yourself in unique high school experiences
- Be a part of the largest student-led organization in the world



Key Club's structure is mostly associated with an **INVERTED TRIANGLE**. Learn more about the different levels of Key Club →

KEY CLUB STRUCTURE

Club | High School

Consists of members from a local high school or high schoolers from the community. Club officers include Presidents, Vice Presidents, Secretaries, and Treasurers. Potentially, there is also a board of directors which includes editors, class representatives, and committee chairs!

Division | 1-15 Clubs

Divisions are clusters of anywhere from 1-15 clubs. A Lieutenant Governor leads the division and acts as a liaison between the club and district level. Under the LTG serves a Division Leadership Team and various committees, such as Spirit or Fundraising Committee. Every division has a mascot as well as division colors.

(EX: Division 05 North, Corgis, Orange and White)

Region | 1-7 Divisions

A Region is cluster of anywhere from 1-7 divisions. A Region Advisor (similar to a faculty advisor) mentors and guides the Lieutenant Governors within the Region.

KEY CLUB STRUCTURE

District | Group of States

Your club is a part of Cali-Nev-Ha, or the California, Nevada and Hawaii District (CNH). As the biggest District in International, we have 700+ clubs, 79 divisions, & 18 regions! The District Board includes 79 Lieutenant Governors, an appointed Leadership Team, and our District Executives! Our district mascot is the bees, and our colors are yellow & black.

Sistrict | 3 Districts

A Sistrict is 3 districts within Key Club International annually assigned to an International Trustee! Formally known as “sister districts”, International trustees act as a liaison between their sistricts and Key Club International. They often create initiatives and projects for members to participate in. This year our Sistrict is the **Cal-Lil-Inas** (CNH, Illinois-Eastern Iowa, & Carolinas Districts)! Our International Trustee is **Sana Yooseph**.

International | KC All Over the World!

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

KIWANIS *family*

K-Kids | **ELEMENTARY SCHOOL**

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 | **MIDDLE SCHOOL**

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 | **HIGH SCHOOL**

Key Club International, also called Key Club, is an international service organization for high school students.

KIWINS | **HIGH SCHOOL**

Past Kiwanis DGOV Sid Smith wanted his daughters to have an option to be in a service organization, thereby founding the Keyettes. At the time, Key Club was an all-male club, but both clubs have grown inclusive since then. KIWINS functions very similar to Key Club.

KIWANIS

family

Circle K | **COLLEGE**

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 | **ADULTS**

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**

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

PREFERRED *charities*

Pediatric Trauma Program | **DISTRICT**

The Kiwanis CNH Foundation recognized a serious need for education and training in the pediatric trauma and injury prevention. From there, the foundation established the Pediatric Trauma Program in 1994. The main goal is to reduce the number of children who are killed or injured by trauma.

Erika's Lighthouse | **INTERNATIONAL**

Erika's Lighthouse is a non-profit organization committed to raising awareness about teen depression in middle school and high school communities at no cost to schools. In 2004, Erika's parents, Tom & Ginny Neuckranz, founded this organization to raise awareness about mental health & prevent other teenagers from suffering.

March of Dimes | **INTERNATIONAL**

This organization fights for the health of all mothers and babies. March of Dimes helps prevent birth defects, promote healthy pregnancy, and provide medical support for premature infants.

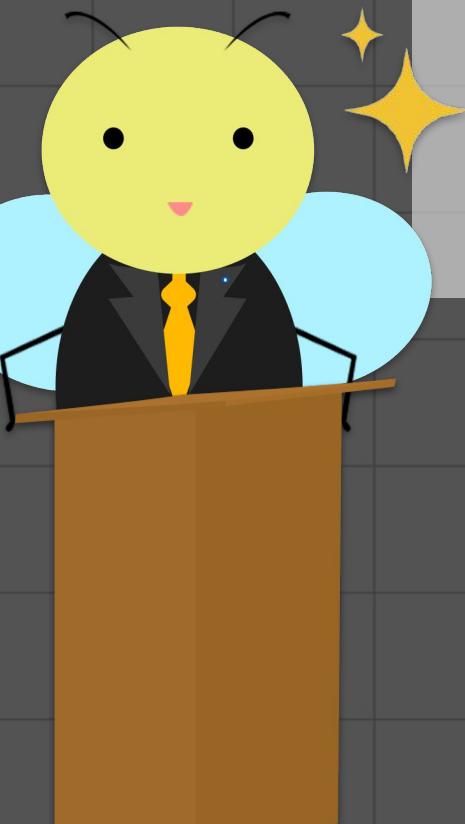
PREFERRED *charities*

Children's Miracle Network | **INTERNATIONAL**

CMN supports hospitalized children and increases awareness of its member hospitals. They also help purchase proper hospital equipment, train doctors, implement outreach programs, and provide healthcare for children whose parents struggle financially.

HOW TO HELP

- Donate to club/division fundraisers
- Participate in CNH's annual Eliminate Week on Instagram
- Participate in Trick-or-Treat for UNICEF in October
- Participate in IHOP National Pancake Day
- Participate in Dairy Queen's Miracle Treat Day



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**
 - 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**
 - 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 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 is an annual 4-day convention held in the Summer to elect our new International Board.

LEADERSHIP

opportunities

POSITIONS MAY VARY WITH EACH YEAR, CLUB, OR DIVISION

Club | Officers

ELECTED POSITIONS

President
Vice Presidents
Secretary
Treasurer
Editor

BOARD OF DIRECTORS (APPOINTED)

Public Relations
Class Representatives
Committee Chairs

Division | Officers

ELECTED POSITION

Lieutenant Governor

DIVISION LEADERSHIP TEAM (APPOINTED)

Executive Assistant(s)
Division News Editor
Other Positions May be Created by the LTG

COMMITTEES

EX: Spirit Committee

District | District Board

ELECTED POSITIONS (EXECUTIVES)

District Governor
District Secretary
District Treasurer

LEADERSHIP TEAM (APPOINTED)

News Editor
Tech Editor
Communications & Marketing Chair
District Convention Chair
Kiwanis Family & Foundations Chair
Member Recognition Chair
Member Development & Education Chair
Policy, International Business, and Elections Chair
Service Projects Chair



LEADERSHIP

opportunities

POSITIONS MAY VARY WITH EACH YEAR, CLUB, OR DIVISION

District | **Members**

APPOINTED

District Visual Media Team
District Technology Team
District Judging Committee
Sergeant - At - Arms Team
DCON Creative Media Team

International | **International Board**

ELECTED

International President
International Vice President
International Trustees (11)

MEMBER OPPORTUNITIES

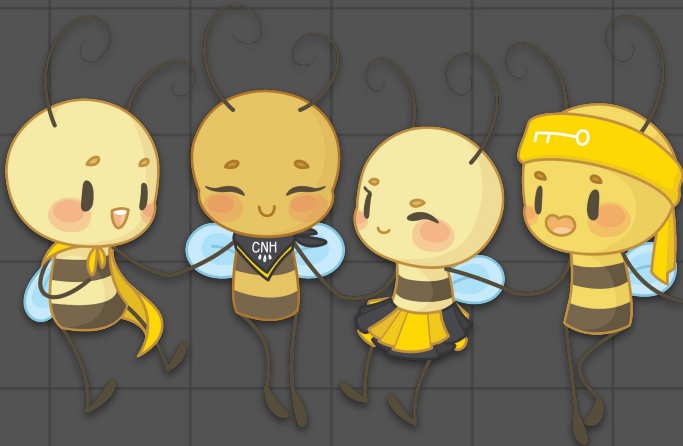
International Committee Member
Representatives

Presenting | **at Events**

Throughout your Key Club Term, you may have the opportunity to present at various training events. This may include Officer Training Conference, Region Training Conference, Candidate Training Convention, and even District Convention.

Tips | **for being more involved!**

- Actively seek opportunities by staying connected! (EX: Following Instagram accounts, signing up for email update and Reminds)
- Shoot your shot (Just go for it!)
- Ask questions & seek advice from other Key Club leaders.
- Assess your own strengths & weaknesses
- Determine what you can bring to this organization, or to any role you're going for!



AWARD

opportunities

INTRODUCTION | AWARDS

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 President or Lieutenant Governor.

ADVISOR

Advisor of the Year
Marvin J Christensen

CLUB

Club Attire
Club of the Year
Club Poster
Club Video
Most Improved Club
Year In Review (Digital)
Year In Review
(Traditional/Non-Traditional)

MEMBER

Member of the Year
Sandy Nininger
Talent
Member Recognition Program
(Explained on next page)

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

MEMBER

recognition program

INTRODUCTION | MRP

The Member Recognition Program, or MRP aims to recognize members and officers who dedicate themselves to service and stay involved. There are 4 tiers you can achieve, each with higher standards. All requirements are counted from April 2021 to January 2022.

Requirements	Bronze	Silver	Gold	Platinum
Dues Paid	Yes	Yes	Yes	Yes
Service Hours	50 hours	100 hours	150 hours	200 hours
Additional Requirements	5 of 9	6 of 9	9 of 13	10 of 13
Training Events	2	2	4	4
Events with Kiwanis Family	2	3	4	5
Interclubs	3	4	5	6
Division Events	2	3	4	5
District Events	1	1	2	2
International Events			1	1
Articles/Visuals Submitted	1	1	2	2
Chair of an Event	1	1	2	2
Host Club/Division/Region/District Workshop			1	1
Club Committee Member	Yes	Yes	Yes	Yes
Division or District Committee Member			Yes	Yes
Club, Division, or District Leadership Position			Yes	Yes
Lives Saved From MNT	3	20	50	100

MEMBER

recognition program

MRP | EXPLANATION

DUES PAID

Full dues paid to the District and to International. See your Club Treasurer for details.

SERVICE HOURS

All community service hours & events completed between April 11, 2021 to January 31, 2022, count for the MRP. (A member must be dues paid before counting service hours.)

KIWANIS FAMILY EVENT

To count as a Kiwanis Family event, please refer to interclub for membership attendance requirements. Examples include attending a Kiwanis meeting, DCM, etc.

INTERCLUB

Any event hosted by another Key Club or K-Family organization.

- If your club has 20 or less members, at least 2 members present from your Key Club and at least 2 members present from the other Kiwanis Family Organization.
- If your club has 21-30 members, at least 3 members present from your Key Club and at least 3 members present from the other Kiwanis Family Organization.
- If your club has 31+ members, at least 4 members present from your Key Club and at least FOUR members present from the other Kiwanis Family Organization.



MEMBER

recognition program

MRP | EXPLANATION

DIVISION EVENTS

An event hosted by your Lieutenant Governor (LTG) for all the clubs in the division you serve. Examples include Division Council Meetings (DCM), socials, service projects, banquet, etc.

DISTRICT EVENTS

An event that is organized and hosted by the District Board. This includes Fall Rally (North & South), District Convention (DCON), and/or District Board Meetings.

TRAINING EVENTS

An event that helps in the retention, development, & education of new and old members. You may either host or attend the event. EX: DCON Workshops, Region Training Conference, Officer Training Conference, Key Leader and other training events that may occur during the term.

INTERNATIONAL

An event held throughout all of Key Club, such as International Convention (ICON).

ARTICLES AND VISUALS SUBMISSION

An article/visual is sent to the Club Editor, which is sent to the District News Editor for use in District publications. An ARTICLE is ¼ page writing about a service project you attended, while VISUALS are candidate photos of you participating in the project.

MEMBER

recognition program

MRP | EXPLANATION

CLUB COMMITTEE MEMBER

Involvement in any committee within the club. The chair of the committee is also considered a member of the said committee. Club Committees may or may not be in your club depending on your President's decision.

EVENT CHAIR

An event chair's duties vary by club. But, generally the chair is in charge of verifying the event is planned thoroughly and that everything is prepared. During the event, the chair acts as the contact person for the members and makes sure that the project runs smoothly.

HOST DIVISION/DISTRICT WORKSHOP

The host, or co-host, of a workshop at a District/Division event. This can be hosting a workshop at a DCM, at a District Board Meeting, or at District Convention. Workshop hosts will be verified by the event chair.

DISTRICT/DIVISION COMMITTEE MEMBER

Involvement in any District/Divisional committee. To receive credit for involvement in a committee, the member must attend 75% of all committee meetings, unless otherwise arranged with the chair. The member also must fulfill all responsibilities & commitments as put forth on the committee application. Chairs will verify member's involvement at the end of the term. Being on an Int. Committee also fulfills this requirement.

MEMBER

recognition program

MRP | EXPLANATION

CLUB/DISTRICT LEADERSHIP POSITION

A leadership position within a committee, Club, Division or District. This includes executive officers, committee chairs, subcommittee chairs, and task coordinators on the Division Leadership Team and on the CNH District Board. Within this category, be sure to list your specific title (i.e. District Member Recognition Chair)

LIVES SAVED FROM MNT (ONLY FOR UNICEF!)

The amount that will go toward the member's "Lives Saved" section on the MRP is equal to the total funds raised from the event divided by the number of members who participated in the fundraiser.

EX: For Trick or Treat for Unicef, for every \$1.80 that a key clubber receives as donations, that counts as one life saved from MNT. That is because \$1.80 is the price for a vaccine to save a life.

If I received \$10 in donations, I would divide that by \$1.80, so the number of lives saved would be 5.

EX: If it's a group fundraiser that a member helps with, the total profit raised is divided by the total participants that helped run or plan the fundraiser. That amount is counted as how much you fundraised, then you divide by \$1.80 for the number of lives saved from MNT.

If an event raised \$100, and 10 people helped plan or run the event, then each person raised \$10. Then, you divide \$10 by \$1.80, so each person saved 5 lives

KEY CLUB CHEER

HOW DO YOU FEEL?

I feel good! Oh, I feel so good!

UNGH! (pelvic thrust)

I feel fine! All of the time!

Abooga! Abooga!

Abooga! Booga! Booga!

(Vegas Key Club members substitute
“ABOOGA” for “UNGA”)

SAFEKEY

Staying Safekey is remaining appropriate inside & outside of Key Club events. As a Key Clubber, please refrain from using harsh language, participating in inappropriate behavior on social media and in person as you are a representative of Key Club International.

"TERM"

A Key Club Term is kind of like a school year! A term begins at one District Convention and ends at the next. For example, the 2021 Term started at the end of DCON 2021, on April 11th. The term will end at DCON 2022.

CNH cyberkey

CNHKEYCLUB.ORG

- The CyberKey is the official website of the California-Nevada-Hawaii District
- Main hub for members to access all CNH resources and updates
- Spot an error? Tell the District Tech Editor ASAP at dte@cnhkeyclub.org
- Encourage others to use the resources found on the CyberKey

HELPFUL PAGES

- Read our CNH District Newsletter “What’s The Buzz” under News > Newsletter
- Learn more about Member Recognition Program and other Contests you can apply for under Recognition > Contests / Member Recognition Program
- Learn about other opportunities and CNH Programs under the Projects tab!
- Want to learn more about Key Club? Look under Resources > Training
- Need help with graphics or marketing your Key Club? Go to Resources > Graphics & Marketing



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

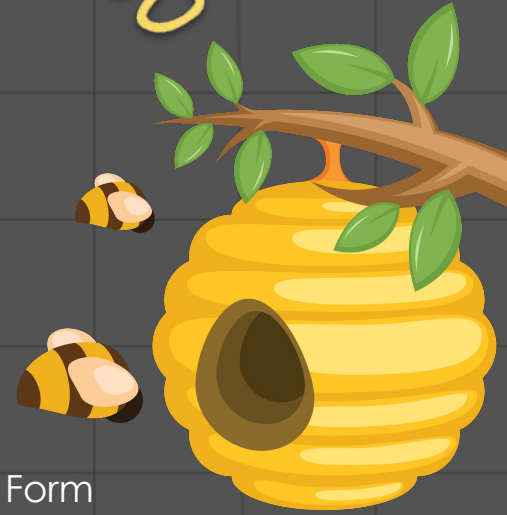
CMN: Children's Miracle Network

ETC.

CNH: California Nevada Hawaii

KCI: Key Club International

CKI: Circle K International



RESOURCES

CNH CYBERKEY
cnhkeyclub.org

CNH YOUTUBE CHANNEL
CNH Key Club

CNH INSTAGRAM
@cnh_keyclub

**KEY CLUB INTERNATIONAL
INSTAGRAM**
@keyclubint

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**DISTRICT TECH EDITOR
HANNAH SU**
dte@cnhkeyclub.org

**DISTRICT VISUAL MEDIA
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dvme@cnhkeyclub.org

**DISTRICT CONVENTION
CHAIR HILARY WONG**
dcon.chair@cnhkeyclub.org

**KIWANIS FAMILY &
FOUNDATION CHAIR
VICTORIA NGUYEN**
kff.chair@cnhkeyclub.org

**MEMBER RECOGNITION
CHAIR RACHAEL ZHENG**
mr.chair@cnhkeyclub.org

**MEMBER DEVELOPMENT &
EDUCATION CHAIR SHANELLE
RELUCIO**
mde.chair@cnhkeyclub.org

**POLICY, INTERNATIONAL
BUSINESS & ELECTIONS
CHAIR AIMEE HAN**
pie.chair@cnhkeyclub.org

**SERVICE PROJECTS CHAIR
JENNIFER CHEUNG**
sp.chair@cnhkeyclub.org

*Please feel free to reach out to your
respective Lieutenant Governor or Club
President if you have any questions!*



THANK YOU

for reading!

FEEL FREE TO REACH OUT IF YOU
EVER HAVE ANY QUESTIONS
ABOUT KEY CLUB!

BUZZING IN SERVICE,

Shanelle Relucio

2021-22 CNH MEMBER DEVELOPMENT & EDUCATION
COMMITTEE CHAIR (she/her)