



CNH | KEY CLUB

cali-nev-ha key club

KEY CLUB 101 GUIDE

2023-2024



CNH District Membership Development & Education Committee
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TABLE *of* CONTENTS

03

WHAT IS KEY CLUB?

04

COMMONLY USED
ACRONYMS

05

ABOUT KEY CLUB

06

KEY CLUB STRUCTURE

08

KIWANIS FAMILY

10

PREFERRED CHARITIES

12

KEY CLUB EVENTS

14

LEADERSHIP OPPORTUNITIES

16

AWARD OPPORTUNITIES & MRP

22

MISCELLANEOUS &
CONTACT INFORMATION

WHAT *is* KEY CLUB?

And no, we don't make keys!

Key Club is an international service organization for high school students! We provide opportunities to serve others, build character and develop leadership.



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
EA: Executive Assistant
LTG: Lieutenant Governor
RLTG: Remote Lieutenant Governor
RA: Region Advisor
DLT: Division Leadership Team
LT: District Leadership Team
DJC: Division Judging Committee
IP: Immediate Past
CP: Counterpart (EX: Division 4 North & Division 4 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
SOEP: Spotlight on Education Program
SP: Service Project
YOF: Youth Opportunities Fund
PTP: Pediatric Trauma Program
CMN: Children's Miracle Network

OTHER:

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



about **KEY CLUB**

What is Key Club's VISION?

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

What is the HISTORY of Key Club?

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



What are the Key Club CORE VALUES?

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

What is Key Club's MOTTO?

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

about KEY CLUB

What is the Key Club PLEDGE?

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

Why should you JOIN Key Club?

There are many reasons why YOU should join Key Club! To name a few, you get to: serve your community through many different events, meet new people and make lifelong friendships, have access to different leadership opportunities, and learn new life skills! Key Club aims to BEE an inclusive club with access to many different resources to immerse you in many events and opportunities, so we welcome YOU to the world of Key Club.



The structure of Key Club resembles an **INVERTED PYRAMID**. Read more about the different levels of Key Club

KEY CLUB *structure*

A high school is chartered on the CLUB level.

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



Clubs make up a DIVISION.

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

Divisions make up a REGION.

About **1-7 divisions** make up a whole region. A region advisor (RA) mentors the Lieutenant Governors. Regional events occur throughout the term, such as Region Training Conference (RTC).



KEY CLUB *structure*

Regions make up a **DISTRICT**.

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

3 districts make up a District Pairing.

A district pairing are **three districts** within Key Club International. District pairings are used on the International level where International Trustees are assigned their own three districts. International trustees act as a **liaison** between their pairings and Key Club International. For the 2023-24 term, our district pairing is a combination of the **CNH District**, the **New York District**, and the **Eastern Canada District**. Our International Trustee is **Allan An**.

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

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

KIWANIS *family*

K-Kids serves on the ELEMENTARY SCHOOL level.

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



Builders Club serves on the MIDDLE SCHOOL level.

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



Key Club serves on the HIGH SCHOOL level.

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



KIWIN'S serves on the HIGH SCHOOL level.

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



KIWANIS *family*

Circle K serves on the COLLEGE level.

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



Kiwanis serves on the ADULT level.

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



Aktion Club serves those with INTELLECTUAL DISABILITIES.

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



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.

YES! Initiative | **DISTRICT**

YES stands for Youth, Education, and Support.

Youth – A portion of the proceeds for the YES! Initiative goes towards District Board members and the fees incurred when attending mandatory training conferences.

Education — Another portion of the proceeds goes to funding scholarships for Key Club, Circle K, and KIWIN'S.

Support — Money also goes towards grants awarded to Kiwanis clubs to initiate new projects.

Thirst Project | **INTERNATIONAL**

Thirst Project is a nonprofit organization that works with the support of young people to END the global water crisis by building freshwater wells in developing communities that need safe, clean drinking water. They exist to educate students about the water crisis and mobilize them to fundraise for global water projects.

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.

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.

HOW TO SUPPORT

- 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**

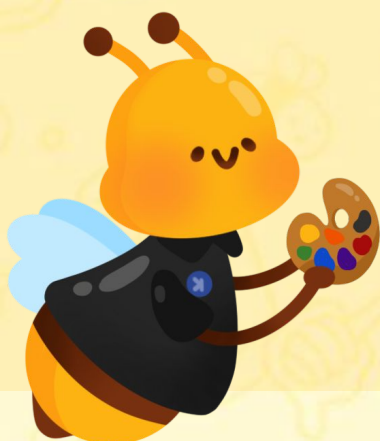
- Kiwanis Meetings are similar to regular club meetings, but with Kiwanians!

- **DIVISION COUNCIL MEETINGS (DCMs)**

- 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 (OTC)**

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



KEY CLUB

events



- **REGION TRAINING CONFERENCE (RTC)**
 - At RTC, you can meet people from all over your Region. Workshops are held as well as fun activities such as icebreakers and maybe even a talent show!
- **CANDIDATE TRAINING CONFERENCE (CTC)**
 - At CTC, workshops are held to train those interested in running for Lieutenant Governor.
- **BANQUET**
 - Banquet is a Division event held at the end of the term to commemorate officers & members for their hard work!
- **FALL RALLY (SOUTH or NORTH)**
 - Fall Rally is an annual District event held at Six Flags to celebrate all the funds raised for the Pediatric Trauma Program. All divisions dress up in their spirit gear, and participate in various spirit battles.
- **DISTRICT CONVENTION (DCON)**
 - DCON is an annual 3-day convention held around March or April to elect the new District Executives. There is the opportunity to meet Key Clubbers from all over CNH, attend workshops, watch performances, and listen to speeches. They also recognize members & officer for the hard work they put into this term.
- **INTERNATIONAL CONVENTION (ICON)**
 - ICON is an annual 4-day convention held in the summer to elect our new International Board.

LEADERSHIP

opportunities

CLUB

ELECTED POSITIONS

President
Vice Presidents
Secretary
Treasurer
Editor

BOARD OF DIRECTORS (APPOINTED)

Historians
Class Representatives
... and other positions created by the Club

DIVISION

ELECTED POSITION

Lieutenant Governor

DIVISION LEADERSHIP TEAM (APPOINTED)

Executive Assistant(s)
Division News Editor
Committees
EX: Spirit Committee
... and other positions created by the Lieutenant Governor

DISTRICT

ELECTED POSITIONS (EXECUTIVES)

District Governor
District Secretary
District Treasurer

LEADERSHIP TEAM (APPOINTED)

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



LEADERSHIP *opportunities*

POSITIONS MAY VARY WITH EACH YEAR, CLUB, OR DIVISION

DISTRICT

APPOINTED

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

INTERNATIONAL

ELECTED

International President
International Vice President
International Trustees

MEMBER OPPORTUNITIES

International Committee Member
Representatives

PRESENTER

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.

OTHER TIPS

- Actively seek opportunities by staying connected! (EX: Following Instagram accounts, signing up for email update and Reminds)
- Just shoot your shot!
- Ask questions and seek advice from other Key Club leaders!
- Assess your own strengths and 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 (Faulty & Kiwanis)
Marvin J Christensen

CLUB

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

MEMBER

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

OFFICER

Distinguished President, Vice President, Secretary, or Treasurer

SERVICE

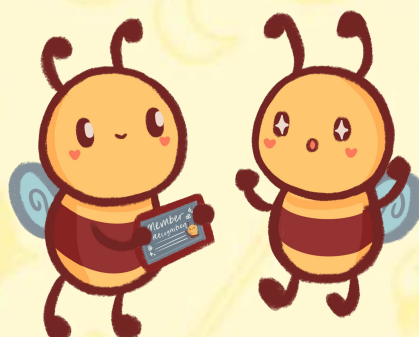
Single Service
Major Emphasis

WEBSITE

Club Website Contest
Division Website Contest

NEWSLETTER

Club Newsletter Contest
Division Newsletter Contest



MEMBER

recognition program

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 2023 to January 2024. Click [HERE](#) to see a more in depth explanation.

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 Activity			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
Funds Raised for PTP	\$5	\$25	\$50	\$100

MEMBER

recognition program

DUES PAID

Dues paid to the District and to International. See your Club Treasurer for details. In order to be eligible for the MRP and other recognition contests, you must pay dues by **December 1st, 2023**.

SERVICE HOURS

All community service hours & events completed between **April 1st 2023 to January 31st 2024**, count towards the MRP.

TRAINING EVENTS

An event that helps in the retention, development, and education of new and old members. You may either host or attend the event.

- Ex: Officer Training Conference, Region Training Conference, Key Leader, etc.

KIWANIS FAMILY EVENT

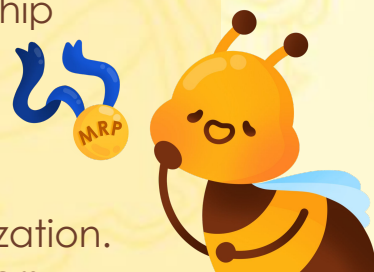
The Kiwanis Family includes: Kiwanis, Circle K, Key Club, KIWIN'S, Aktion, Builders, and K-Kids. To count as a Kiwanis Family event, please refer to the "Interclub" section below for membership attendance requirements.

- Ex: 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 4 members present from the other Kiwanis Family Organization.



MEMBER

recognition program

DIVISION EVENTS

An event hosted by your Lieutenant Governor (LTG) for all the clubs in the division.

- Ex: Division Council Meetings (DCM), division socials, service projects, banquets, etc.

DISTRICT EVENTS

An event that is organized and hosted by the District Board.

- Ex: Fall Rally (North and South), District Convention (DCON), District Board Meetings, etc.

INTERNATIONAL ACTIVITY

Participation in an event, initiative, program hosted by Key Club International.

- Ex: International Convention (ICON), Global Engagement Rally, Global Leadership Certificate Program, Trick or Trick for UNICEF.

ARTICLES AND VISUALS SUBMISSION

An article/visual or other item emailed to the Club Editor, which is sent to the District News Editor for use in District publications. It may also be an article submitted through the CyberKey for publication on the CyberKey - the article may not necessarily be utilized, but the author will still receive credit for submission.

CHAIR AN EVENT

The chair, or contact person, for a particular event. An event chair's duties vary by club. 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.

MEMBER

recognition program

HOST A CLUB/DIVISION/REGION/DISTRICT WORKSHOP

The host, or co-host, of a workshop at a club, Division, Region, or District event. Workshop hosts will be verified by the event chair.

- Ex: Hosting a workshop at a DCM, District Board Meeting, District Convention, etc.

CLUB COMMITTEE MEMBER

Involvement in any committee within the club. The chair of the committee is also considered a member of the said committee.

DIVISION/DISTRICT COMMITTEE MEMBER

Involvement in any District or Division 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 and commitments as put forth on the committee application. Chairs will verify member's involvement at the end of the term. Being in an International Committee also fulfills this requirement.

CLUB/DIVISION/DISTRICT LEADERSHIP POSITION

A leadership position within a committee, club, Division, or District.

- Ex: Executive officers, committee chairs, subcommittee chairs, task coordinators on the Division Leadership Team, CNH District Board members, etc.

Within this category, be sure to list your specific title (i.e. District Member Recognition Chair).

MEMBER

recognition program

FUNDS RAISED FOR PTP

The amount that will go towards the member's "Funds Raised for PTP" section on the MRP will equal the amount of funds the member raised for the Pediatric Trauma Program, or, if there was an event raising money for the Pediatric Trauma Program, will equal the total funds raised from the event divided by the number of members who participated in the fundraiser.

- Ex: If it is 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. If an event raised \$100, and 10 people helped plan or run the event, then each person raised \$10.

The Pediatric Trauma Program's mission is to develop local projects which will reduce the number of children in our three-state District who are killed or injured by trauma, ensuring all children live happy, healthy and safe lives.

The Member Recognition Program is judged on the club level to recognize as many outstanding members as possible. Personal submission are NOT required for this contest as your club Secretary organizes it. All members recognized by the Member Recognition Program will be recognized by the CNH District.

The MRP is due on **January 31st, 2023 at 6:00 PM** local time.



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 “UNGAAH”)

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 2024 Term started at the end of DCON 2023, on April 23rd. The term will end at DCON 2024.

CNH cyberkey

CNHKEYCLUB.ORG

- The Cyberkey is the official website of the California-Nevada-Hawaii District.
- This is the main location 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 "The Honey Scoop" 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



RESOURCES

CNH CYBERKEY
cnhkeyclub.org

CNH YOUTUBE CHANNEL
CNH Key Club

CNH INSTAGRAM
@cnh_keyclub

KEY CLUB INTERNATIONAL
INSTAGRAM
@keyclubint

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pie.chair@cnhkeyclub.org

SERVICE PROJECTS CHAIR
ANNABEL LEE
sp.chair@cnhkeyclub.org

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



THANK YOU FOR *reading!*

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

- ★ **Shanelle Relucio**, Membership Development & Education Chair, 2021-2022
- ★ **Joshua Placido**, Membership Development & Education Chair, 2022-2023
- ★ **Lina Tran**, Membership Development & Education Chair, 2023-2024