



CNH | KEY CLUB



Newly Chartered Clubs: Securing Stability

CNH |

Member Relations Committee 2015-2016

California-Nevada-Hawaii District | Key Club International

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This guide has been created to provide newly chartered clubs with a resource to strengthen the club itself. This guide will serve the district in teaching newly chartered clubs the ins and outs of the early years of a charter. This comprehensive guide will definitely aid any newly chartered club throughout the entire district.

KEY CLUB 101

Mission Statement

Key Club is an international student-led organization, which provides its members with opportunities to provide, build character, and develop leadership

Vision

To develop competent, capable and caring leaders through the vehicle of service

Core Values

These are the four core values of Key Club:

Leadership, Character Building, Caring, and Inclusiveness

Motto

Caring-Our Way of Life

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 God;
and combat all forces which tend to undermine these institutions.



PRESIDENT

The duties of a club president will be to plan, organize, and carry out responsibilities as your club's chief executive officer. To be successful make sure your tasks and expectations are defined clearly making them easy to understand. Be enthusiastic as enthusiasm is contagious!

Duties and Responsibilities

- ⇒ Conduct and lead Key Club meetings
- ⇒ Create agendas for weekly meetings
- ⇒ Keep officers and committee chairs on the right track
- ⇒ Lead all the club's membership in a well-versed environment
- ⇒ Meet and develop a healthy relationship with your faculty and Kiwanis advisors
- ⇒ Make sure that board member keep on task
- ⇒ Keep track of attendance at meetings
- ⇒ File monthly and yearly reports on time
- ⇒ Make sure ERFs are completed, submitted, and approved
- ⇒ Plan social activities over summer to maintain excitement and interest in your club
- ⇒ Conduct elections at the end of each year
- ⇒ Start projects as soon as school begins
- ⇒ Send delegates to Key Club conventions



VICE PRESIDENT

The duties of a club vice-president, is being able to carry out the duties of the club president. The most important duty is service to your president, other club officers, and the general membership of the club. You should assist the president and the other officers with their responsibilities. To do this, you must be in contact with the policies and work of the club.

Duties and Responsibilities

- ⇒ Fill in during club meetings if the club president is not in attendance
- ⇒ Help make and edit a club newspaper weekly
- ⇒ Attend all club meetings and keep track of attendance
- ⇒ Assist the club president and the committee chairs
- ⇒ Collect all monthly reports and submit them to the club secretary
- ⇒ Attend the club board of directors meetings
- ⇒ Conduct an educational program for new members
- ⇒ Make sure ERFs are completed, submitted, and approved



SECRETARY

The duties of a club secretary, is to keep records, files, and details. A club secretary needs to be prompt, neat, and efficient. In addition, the club secretary must be there to provide full support for the President and Vice President, especially during absence.

Duties and Responsibilities

- ⇒ Attend all club and board meetings and officer trainings
- ⇒ Make sure the club bylaws are upheld in all meetings and events
- ⇒ Follow the Key Club Guidebook
- ⇒ Follow the District Constitution
- ⇒ Record the minutes of club and board meetings
- ⇒ Read and understand committee reports
- ⇒ Keep a list of committee chairs and members
- ⇒ Record club's past achievements and monthly reports
- ⇒ Keep track of the club's roster
- ⇒ Make sure the Key Club officer information is kept updated
- ⇒ Complete and turn in on-time the Monthly Report Form



TREASURER

The duties of a club treasurer includes being in control of the club's money, it's collection, and disbursement. It is important that the club treasurer keeps accurate books that will allow him/her to give a financial report when requested.

Duties and Responsibilities

- ⇒ Collect member dues and forward dues monies and the invoice and Membership Roster to the International Office.
- ⇒ Create the club's budget with an advisor and ensure club activities adhere to it
- ⇒ Maintain accurate financial records
- ⇒ Transact business through a bank or school account
- ⇒ Inform the club of its financial strengths and weaknesses
- ⇒ File appropriate forms with the International Revenue service by February 15th (US CLUBS ONLY)
- ⇒ Disburse funds and pay bills as approved by the board of directors
- ⇒ Reconcile bank statements
- ⇒ Attend all club and board meetings and officer trainings
- ⇒ Make sure to follow standards and policies for fundraisers
- ⇒ Deposit club funds
- ⇒ Bill members for unpaid dues



EDITOR

The duties of a club editor, is to publicize club events and service projects, to communicate information of events to members, and to capture the club's moments of service. The club editor must work together with the club secretary to ensure accurate and necessary information is posted on newsletters, fliers, and bulletins.

Duties and Responsibilities

- ⇒ Produce a monthly newsletter to provide members with updated information of the club
- ⇒ Post signs, posters, and banners announcing club events and meetings
- ⇒ Submit articles on-time to the division and district publication
- ⇒ Capture and submit visuals of members in service to the division and district publication
- ⇒ Attend all club and board meetings and officer trainings
- ⇒ Document and compile all pictures and documents of club events



ADVISORS 101

In Key Club, advisors are very important! They make sure everything that we do is safe, all while being extraordinary role models and mentors. Your advisors can be the best source of information to get your club to reach stability, but it's all about communication! There are multiple things you need to know about advisors:

Chaperones

At every Key Club event, your club needs chaperones! The rules of chaperoning are simple: just have enough chaperones for the amount of members you have present! Here are the ratios:

Regular Day Event (DCM, service, etc.)

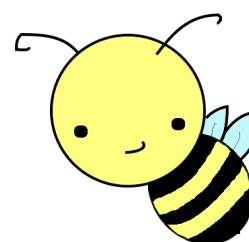
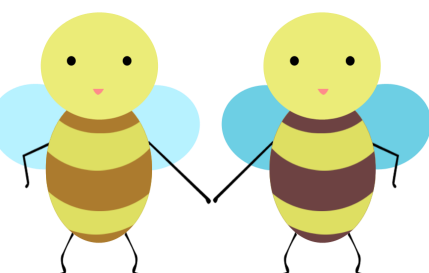
1 adult per 12 members, gender regardless

Overnight Event (DCON, RTC, etc.)

Communication

It is extremely important to communicate with your Kiwanis and faculty advisors! Advisors are a gold mine for assistance. They can help you plan events, provide supervision, give leadership advice, and more! Be sure to keep up communication throughout your term!

Your sponsoring Kiwanis club is also very interested in what you are doing! Keep them updated by attending their weekly meetings. Healthy relations with your sponsoring Kiwanis club is very important



DIVISION PARTICIPATION

As a club, you are part of a division! A division consists of 1-16 different clubs. Divisions hold different events during the term, such as Division Council Meetings, service events, training conferences, various fundraisers, and more! It is always important to stay active within the division you serve. This gives you and the club you serve a direct source of knowledge and experience to better your newly chartered club!

The division you serve has...

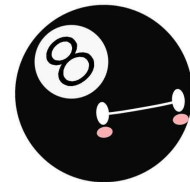
...a name!

...a mascot!

Division 2

Division 8

Division 28 West



Be sure you always communicate with your Lieutenant Governor! Your Lt. G serves as a liaison between the district and division. They are there to ensure your success!

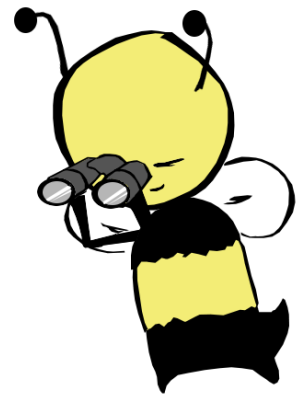
WHY SERVICE?

Why do we, as Key Club members, perform service? What is our purpose? Our drive? Our reward? We serve our home, schools, and communities to make a change in this world. We work to improve society, one service hour at a time. Service comes in many different forms, but all for one purpose: to better the lives of people around us. As a high school community service organization, we are able to lend a hand to others around the world, improving ourselves as competent servant leaders. In a short statement, we serve for a better world.



How do I find service?

Opportunities of service are everywhere! Some clubs struggle to find service events. However, if you get creative and look, it's a breeze! As stated before, service comes in many forms. Service events come in many different forms, ranging from a park clean-up to feeding the homeless at a shelter. The possibilities are endless! The first step is asking around your community, looking online, or offering help to those in need.



Do I make an impact?

Of course you do! With every single service hour, **YOU** are making a difference. You are helping members of the community, saving lives around the world, or providing for someone's smile for a day. Even as high school students, we have an amazing impact on the world around us. In the words of Mahatma Gandhi: "Be the change you wish to see in the world."

THE ELIMINATE PROJECT

What is the **ELIMINATE** Pro-

Kiwanis International and UNICEF have joined together to eliminate maternal and neonatal tetanus through the Eliminate Project. Each year over 60,000 innocent mothers and babies are left dead due to this excruciating disease—newborns suffer repeated, painful convulsions and extreme sensitive to light and touch.

To eliminate MNT form the Earth, millions of mothers and their future babies must be immunized, requiring millions of dollars for

What is **Maternal & Neonatal**

Maternal and neonatal tetanus (MNT) is a disease that inflicts mothers and their babies, quickly turning the joy of childbirth into tragedy. MNT is caused when tetanus sports, found in soil everywhere, come into contact with open cuts during childbirth. The disease strikes the poor and geographically unreachable areas and those without health care.

MNT is burdened by many due to inadequate immunization services, limited or absent clean

Current Progress

Since 1999, UNICEF and partners have eliminated MNT in 37 countries. In 2010, UNICEF and Kiwanis International partnered together to tackle this global issue. MNT still remains a public threat in 22 countries across the globe. As of May 16, 2015, the Eliminate Project has raised over \$80 million in funds out of the \$110 million goal.

22 Countries remaining with MNT:

Afghanistan, Angola, Central African Republic, Chad, Congo (DRC), Equatorial Guinea, Ethiopia, Kenya, Mali, Niger, Nigeria, Somalia, South Sudan, Sudan, India (4 of 36 states), Pakistan, Yemen, Haiti, Cambodia, Indonesia (3 of 33 provinces), Papua New Guinea, and Philippines.

37 Countries that have Eliminated MNT:

Bangladesh, Benin, Burkina Faso, Burundi, Cameroon, China, Comoros, Cote d'Ivoire, Egypt, Eritrea, Gabon, Ghana, Guinea Bissau, Iraq, Laos PDR, Liberia, Madagascar, Malawi, Mauritania, Mozambique, Myanmar, Namibia, Nepal, Republic of Congo, Rwanda, Senegal, Sierra Leone, South Africa, T



Get In-

Educate.

- Reach out using social media with news, stories, and inspiration to motivate people
- Tell people about the Eliminate Project
- Invite health professionals, officials, or Kiwanis members to talk about MNT
- Explain the positive impact the Kiwanis family is making

Give.

- Gifts from local fundraisers, local businesses and companies
- Pledges from students from your school and club members
- Pledges from within your Kiwanis family

Serve.

- Host events for mothers in the community
- Host a local event for everyone to spread the word of MNT
- Search for local outreach programs at local hospitals, schools, and daycares

EVENT REQUEST FORM

The event request form is a very important document on different levels of Key Club, whether it be club or division level. This form is a courtesy to your advisors, letting them know of upcoming events. In order to attend specific events, you need to get the approval of your Kiwanis and Faculty advisors. These events do not include DCMs, RTC, DCON, and other regulated events. There are two ways to fill out an ERF: when you are coordinating the event and when your club is attending the event. Both will be covered below.

Coordinating an Event

When coordinating event, you are required to fill out an ERF. Always be sure to fill out an ERF **AT LEAST** three(3) weeks before the event. In certain cases, you will need the approval of your Region Advisor in order to distribute the ERF to all recipients.

School/Institution Name:	Bee Hive High School	<input type="checkbox"/> Circle K	<input checked="" type="checkbox"/> Key Club	<input type="checkbox"/> KIWIN'S
EVENT INFORMATION				
Event:	Honey Relay Race	Date(s):	June 27, 2015	
Location:	1234 Honeycomb Street, Honeyville, CA 00000			
Description, including cost:	Members of Division 99 come together in a friendly relay race to raise awareness of Project EliMiNaTe			
Which clubs or divisions will be invited?	All clubs of Division 99			
Is This An Overnight Event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Check One)				

In this section, you, the event coordinator, fill out the details of the event. In the section labeled “School/Institution Name”, put the name of the school you attend. The description section is a brief summary of the event, including funds required.

CONTACT INFORMATION	
Requestor:	Busy Bee
E-mail:	busybee123@honey.com
Telephone:	(999) 999-9999
Address:	4321 Honeyglaze Avenue
City/State/Zip:	Honeyville, CA 00000
Supervising Advisor(s) who will be present throughout the event:	Bernice Bee
Supervising Advisor's Telephone Number(s): (Number(s) available during the event)	(888) 888-8888
APPROVAL as necessary by clause, (see Kiwanis Policy Section 721)	
Faculty Advisor:	
Kiwanis/Sponsor Advisor:	
Region Advisor:	Bob Bumble, 6/4/15
District Administrator:	

In the “Contact Information” section of the ERF, you, the coordinator of the event, will fill in your contact information. This includes name, email, phone number, and address. You will need at least **one(1)** supervising advisor that will be present throughout the event. This needs to be someone who is confirmed to be present during the event. You cannot complete the ERF without this single supervisor. Finally, on the bottom of the ERF, you may need your Region Advisor’s approval. Seeing that this is a Relay Race event, the Region Advisor’s approval was required. This can be a signature on hard copy or an E-Signature. You can fill in an E-signature by receiving an email of approval by your Region Advisor. After receiving the approval, you simply put the name of your Region Advisor and the date of approval. It’s that simple!

Once all of the proper information is filled out, you can save the file as a PDF and distribute it to all necessary recipients. On most occasions, ERFs are sent to Club Presidents and Vice Presidents. It is the event coordinator’s responsibility to distribute the ERF file in a timely manner. Be sure to always be proactive when working with ERFs!

Attending an Event

When an event coordinator distributes an ERF for an event your club would like to attend, it is typically the duty of the President or Vice President to get the required approval. For every event, the approval of both the Faculty and Kiwanis advisor is needed in order to attend. You cannot have one or the other, but both.

APPROVAL as necessary by clause, (see Kiwanis Policy Section 721)			
Faculty Advisor:	Herbert Honeybee, 6/15/15	Kiwanis/Sponsor Advisor:	Beatrice Buzz, 6/20/15
Region Advisor:	Bob Bumble, 6/4/15	District Administrator:	

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

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Filling out the ERF is simple: all you need is the approval of your Kiwanis and Faculty advisors! Similar to the Region Advisor, this can be a hard-copy signature or an E-Signature. You will be required to either submit the ERF to the event coordinator before the event is held or actually bring a hard copy of the ERF to the event, depending on preference of the coordinator. Also, when attending an event, be sure to have the proper amount of chaperones, as highlighted in the “Advisors 101” page.

Now you know everything you need to know about ERF files! They are very important to the event coordinating process, so be sure to take what you have learned and apply it to your club. More conditions and concerns are addressed in the ERF file, with a link provided below. If you have any further questions, feel free to contact your Lieutenant Governor. Good luck, and have fun with the event Coordinating process!

You may find the link to the Event Request Form [HERE](#).

FUNDRAISING

Aside from community service and leadership building, Key Club also revolves around fundraising! Whether for PTP, MNT, March of Dimes, or any other charity or organization, we are always looking for opportunities to fundraise. The donations we send in saves lives, either through funding medical equipment to vaccinations and even more!

Fundraisers can essentially be anything! From car washes, to candy gram sales, to a movie night, what you choose depends solely on you. Remember to keep your advisors notified of all the information regarding fundraisers!

How to Send in Donations

Step 1: Raise the money by holding a fundraiser.

Step 2: Have an adult handle the fundraised money and put it into your club's bank account, school bookkeeper, or parents bank account.

Step 3: Ask an adult to write out a check! (Varies with charities/organizations)

For PTP:

Payable To: Cali-Nev-Ha (CNH) Key Club

Memo: Division ##, Bee High School

Step 4: Put the check into an envelope!

To: ATTN: Bruce Hennings, Key Club PTP Donation	From: Bee High School
Cali-Nev-Ha (CNH) District Office	Division ##, Region ##
8360 Red Oak Street #201	1234 Beehive St.
Rancho Cucamonga, CA 91730	Beeville, BE 12345



For Eliminate:

Payable To: Kiwanis International Foundation

Memo: The ELIMINATE Project | Club #

Step 4: Put the check into an envelope! Also, complete this form, linked [HERE](#).

To: The Eliminate Project: Campaign Office	From: Bee High School
Kiwanis International Foundation	Division ##, Region ##
3636 Woodview Trace	1234 Beehive St.
Indianapolis, IN 46268 USA	Beeville, BE 12345

Memo: Club Name or Number



MEMBER DUES

What are member dues?

Member of Cali-Nev-Ha District are each required to pay \$11.50. These dues are split to provide resources for the members in the international and district level.

\$7.00		International
◇	Membership Card & Pin (once)	
◇	Administrative Budget	
◇	Officer & Board Budget (Int'l President, VP, & Trustees)	
◇	Key Club Magazine	
◇	International Convention	
◇	Recognition Awards	
\$4.50		District
◇	Administrative Budget	
◇	Office & Board Budget (Executives, Lt. Gs, Committees)	
◇	Key Leader Scholarship	
◇	Recognition Awards	

Important Deadlines

All payments must be received by International Office **BY** these dates, not sent by.

October 1, 2015 ~ First Payment Date You can now start sending your dues to the Key Club International!	December 1, 2015 ~ On-Time Dues Make sure your dues are received by this time, or your club will be considered a delinquent!
November 1, 2015 ~ Early Bird Dues If your dues arrive by this time, you are considered an Early Bird! You will be recognized by Key Club International so aim for it!	February 1, 2015 ~ Dues Recognition In order to be eligible for any recognition program, make sure club dues arrive by this date!
Suspended Club? Your club has until <u>September 30, 2015</u> to pay dues from last year before the club's charter is revoked. If revoked, the club will have to pay another \$100 to renew its charter. If your club is suspended, strive to reach this deadline!	

Make sure you send your dues to...

Key Club International
PO Box 6069 - Dept 123
Indianapolis, IN 46206-6069

After, use the information from Kiwanis to log onto the Membership Update Center to update your club's membership!

Need more help on how to pay dues and the Membership Update Center?

Click [HERE](#) for an in depth guide!

RECRUITMENT & RETENTION

In order to stimulate growth within the club you serve, you must put in the effort to spread the word around about Key Club. A makeshift way of doing that could include, asking friends to promote it and creating captivating posters to advertise. There are endless possibilities to how you can actively promote Key Club within your school.

Serra Key Club's *First Meeting of the Year*

WHEN: Tuesday, September 10th during lunch
WHERE: Media Center Patio

Who are we? Key Club is the **LARGEST** student-led service organization and one of the **BIGGEST** clubs on campus. Please join us on our first meeting to learn more about our club, how to join, and much more!

Plus, there will be **FREE COOKIES!**



In addition, you could also use incentives, such as free food, to encourage members to attend meetings and club events. Bringing friends to Key Club events is a good way to expand the club you serve by giving a little taste of what Key Club is about. Though, make sure you use incentives wisely, as members may just show up for the food and not the event!

Also, remember to plan accordingly to promote Key Club at your school's Club Rush. One way may be dressing up in your Spirit Gear to show them Key Club Spirit! Remember to think outside the box with your promotional items as well!

Make sure you stress the importance of Membership Dues as well. Keeping members updated with dues is the first step for member retention! Keep members well updated & engaged for events in order to keep their passion for Key Club high!

KIWANIS FAMILY RELATIONS

Building strong relations with your local Kiwanis club and other Kiwanis Family Service Leadership Programs (SLPs) is essential to keeping the club you serve active and guided. The significance of a bond between all Kiwanis Family SLPs is comparable to the relationship between your friends and family!

How does it strengthen the club you serve?

1. Strengthens the club's structure

Kiwanis SLPs, especially Kiwanis, possess a vast amount of resources that can be used to support the club officers. Using these resources, as well as the Kiwanis Club's members, will provide club officers with insight to possible service projects, fundraisers, and more!

2. Provides financial support

Kiwanis Clubs are capable of supporting the club you serve financially as well! If the Kiwanis Club that sponsors you is capable, they can assist paying for a variety of costs such as annual conventions, buses, and more! In fact, they may even be able to provide rides to and from a Kiwanis Family event! If possible, they can even provide generous donations to the club you serve.

3. Networks beyond college

Kiwanis Club members are also capable of providing insight to careers past the college education. Getting to know them is one way to use them as a resource to jump start your interest in a work field!

Overall, creating a strong bond with other Kiwanis Family SLPs, especially Kiwanis Clubs, will create a stronger impact onto the community. The more people that work together for a single cause produces a stronger impact, and this is what we strive for, to impact the world through our service!

IMPORTANT EVENTS

March - April

- ♦ Key Club District Convention
- ♦ Beginning of New Term

May - June

- ♦ Officer Training Conference
- ♦ International Convention

July - August

- ♦ Kiwanis District Convention
- ♦ Club Rush/Club Day
- ♦ First Club Meeting of the Year

September - November

- ♦ Region Training Conference
- ♦ Fall Rally North
- ♦ Fall Rally South

December - February

- ♦ Candidate Training Conference
- ♦ Conclave
- ♦ Club Elections
- ♦ Region 18 Convention

Monthly

- ♦ Division Council Meeting
- ♦ MRF Submission
- ♦ Articles and Visuals Submission

COMMON ACRONYMS

ARF: Attendance Request Form

CKI: Circle K International

CM: Communications & Marketing

CNH: California - Nevada - Hawaii

DCM: Division Council Meeting

DCON: District Convention

DGOV: District Governor

DNE: Division/District News Editor

DSEC: District Secretary

DTREAS: District Treasurer

DTE: District Tech Editor

EA: Executive Assistant

ERF: Event Request Form

FRN/S: Fall Rally North/South

GD: Graphics Department

KCI: Key Club International

KFF: Kiwanis Family and Foundation

KI: Kiwanis International

LTG: Lieutenant Governor

MR: Member Recognition

MRF: Monthly Report Form

MRS: Member Relations

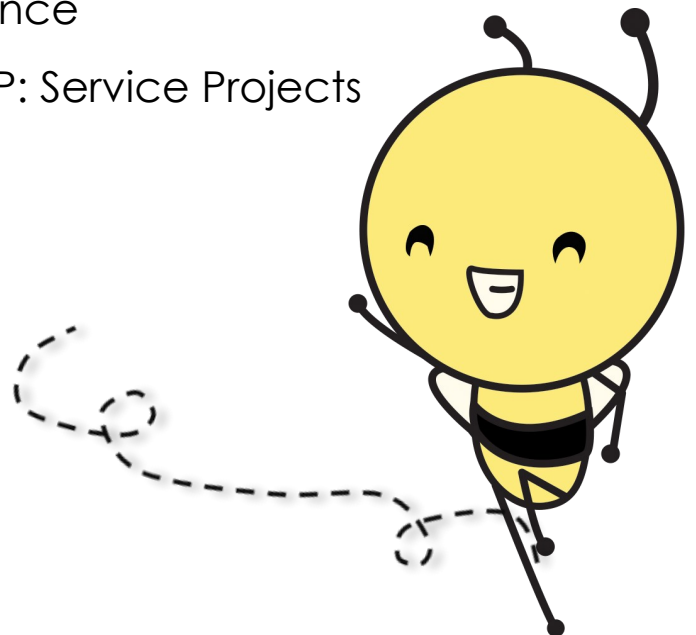
OTC: Officer Training Conference

PIE: Policies, International Business, and Elections

RA: Region Advisor

RTC: Region Training Conference

SP: Service Projects



MORE RESOURCES

If there was something not covered in this guide and you seek to find out, you can always view many of the resources offered in a variety of websites. These websites will contain the most up-to-date resources, ranging from information regarding District Projects to Graphics Resources and even more!

Cali-Nev-Ha (CNH) CyberKey

<http://www.cnhkeyclub.org/>

Key Club International

<http://www.keyclub.org/>

Kiwanis International

<http://www.kiwanis.org/>

Follow us on Social Media:

- **Twitter:** @cnhkeyclub
- **Facebook:** @CNH Key Club
- **Instagram:** @cnh_keyclub
- **Tumblr:** @cnhkeyclub
- **Pinterest:** @cnhkeyclub
- **Youtube:** @CNH Key Club

If you have any questions, comments, or concerns regarding about this comprehensive guide, please feel free to contact Member Relations Committee Chair, QuynhAnh Dam, at cnhkc.mrs@gmail.com.

If you have any general questions, comments, or concerns, please feel free to contact your division's Lieutenant Governor. The contact information can be easily looked up on the contacts page of the CNH Cyber Key.

You may also rely on Reflector Groups to ask for help directly from other officers, advisors, and district board. Learn how to join the Reflectors through the How to Join Reflectors PowerPoint under "Resources" on the Cyberkey.



Member Relations Committee 2015-2016

California-Nevada-Hawaii District | Key Club International