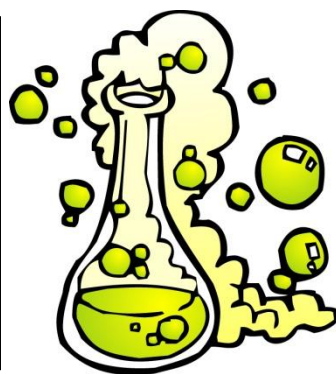


Periodic Table of the Elements

1	2											3	4	5	6	7	8	9	10
H	He																	Ne	
Li	Be											B	C	N	O	F	Ne		
Na	Mg											Al	Si	P	S	Cl	Ar		
K	Ca	Sc	Ti	V	Cr	Mn	Fe	Co	Ni	Cu	Zn	Ga	Ge	As	Se	Br	Kr		
Rb	Sr	Y	Zr	Nb	Mo	Tc	Ru	Rh	Pd	Ag	Cd	In	Sn	Sb	Te	I	Xe		
Cs	Ba	*La	Hf	Ta	W	Re	Os	Ir	Pt	Au	Hg	Tl	Pb	Bi	Po	At	Rn		
Fr	Ra	*Ac	Rf	Ha	106	107	108	109	110										

* Lanthanide Series	Ce	Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Er	Tm	Yb	Lu
+ Actinide Series	Th	Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	Md	No	Lr

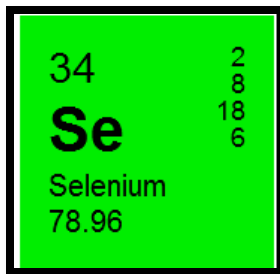


A CHEMICAL BREAKDOWN FOR KEY CLUB FACULTY ADVISORS

79	2
Au	8
Gold	18
196.966569	32
	18
	1

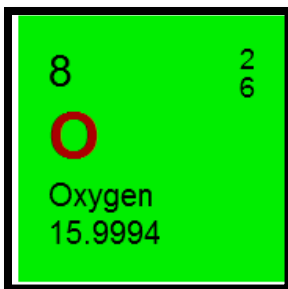
GUST

- ✿ Attend DCM
- ✿ Volunteer to help w/beginning school activities (ex: orientation)
- ✿ Final membership drive planning
- ✿ First club meeting- begin dues collection for returning members
- ✿ Start thinking of fundraising ideas for District Education and Leadership Conference (formerly DCON)
- ✿ Request funds from sponsoring Kiwanis club for this year's club budget



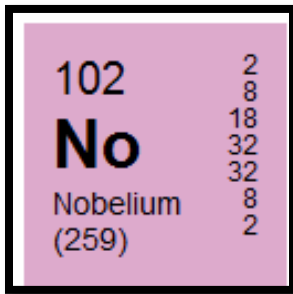
PTEMBER

- * September 1st: Summer Pride Report due (Secretary)
- * Attend Division Council Meeting (DCM) or KCKC
- * Update the Officer Information Form (OIF) (Secretary)
- * Order club T-shirts
- * Plan for UNICEF Project
- * Review “Back to School” Mailing/Email from Key Club International
- * Plan ways to support Governor’s Project
- * You, the Faculty Advisor receives the password needed to pay dues from Key Club International to school address
- * September 30th: Complete Membership Drive and collect dues



CTOBER

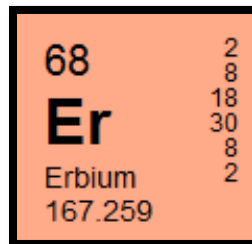
- * October 1st: September Pride Report due (Secretary)
- * Attend DCM or Key Club Kick Off Conference (KCKC)
- * Update the Officer Information Form (OIF) (Secretary)
- * Trick or Treat for UNICEF
- * Plan projects and activities for Key Club Week at beginning of November
- * By October 26th Latest!! Treasurer updates membership at the Membership Update Center, prints invoice, and puts check in mail for Early Bird Dues (which is November 1st).



VEMBER

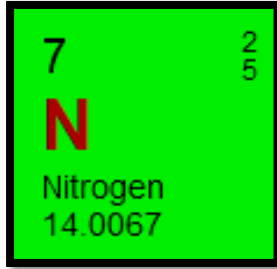
- * November 1st: October Pride Report due (Secretary)
- * Attend DCM
- * Update the Officer Information Form (OIF) (Secretary)
- * Key Club Week
- * Plan induction ceremony for new members for December
- * Send in money from Trick or Treat for UNICEF
- * By November 30th, if you did not turn in Early Bird Dues, Treasurer updates membership at the Membership Update Center, prints invoice, and puts check in mail. **TRY TO GET EARLY BIRD DUES THOUGH!**

DECEMB



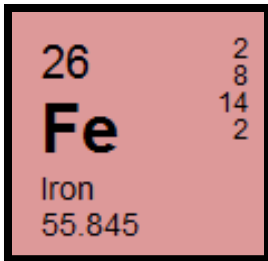
- * If you haven't done so already, verify that dues have been mailed (Advisor)
- * December 1st: November Pride Report is due
- * Update the OIF (Secretary)
- * Attend the DCM
- * Hold Induction Ceremony for new members
- * Review contests and awards your club can apply for at the District Education and Leadership Conference (formerly DCON)
- * Plan social project for club members (Entire club board or committee)
- * Encourage qualified members to seek District Offices in Key Club
- * Finalize fundraiser for District Education and Leadership Conference (formerly DCON)

JA



UARY

- * January 1st: December Pride Report due (Secretary)
- * Attend DCM or Spring Rally
- * Update the OIF (Secretary)
- * Submit District Education and Leadership Conference field trip forms
- * Decide how many people are going to the District Education and Leadership Conference- collect deposits
- * Promote district and club officer positions



BRUARY

- * February 1st: January Pride Report due
- * Attend DCM or Spring Rally
- * By February 28th: Elect officers for next year
- * New officers shadow current officers and learn position
- * Complete next year's Officer Information Form (Secretary- Use this as opportunity to teach incoming Secretary)
- * Begin planning installation and awards ceremony
- * Online Registration for the District Education and Leadership Conference
- * Clubs that have not paid dues are suspended and ineligible to attend District Education and Leadership Conference
- * Start finishing and/or send award and scholarship applications for District Education and Leadership Conference due in March

M CH

- ✿ March 1st: February Pride Report due (Secretary)
- ✿ Attend DCM or Spring Rally
- ✿ Send in dues for any new members joining this semester
- ✿ Complete District Education and Leadership Conference registration and send in money
- ✿ Complete next year's OIF Form (Secretary- Use this as an opportunity to teach the incoming Secretary)
- ✿ Finish and award and scholarship applications for District Education and Leadership Conference in very EARLY March
- ✿ Elect two members to attend District Education and Leadership Conference as delegates

A RIL

- ✿ April 1st: March Pride Report is due (Secretary)
- ✿ Attend DCM
- ✿ Complete/Update Officer Information Form (OIF) (Secretary)
- ✿ International Convention Registration (ICON) due soon
- ✿ Attend District Education and Leadership Conference
- ✿ Order pins, certificates, etc. for officer installations next month and plan for event