

# **Kiwanis Club and School Annual Requirements to Key Clubs**

*When a Key Club is chartered, the sponsoring Kiwanis club and the school principal agree to carry out respective responsibilities. See the Key Club International website for more detailed information.*

## **Responsibilities of a Sponsoring Kiwanis Club**

Requirements of sponsorship: This Kiwanis club hereby petitions that Key Club International issue a new club charter for the Key Club listed in this petition. The Kiwanis club agrees to annually support the following requirements of sponsorship for the Key Club:

1. Appoint a Kiwanian or committee of Kiwanians to be Key Club advisors.
2. Attend Key Club meetings and events.
3. Maintain an expense line item in the service account.
4. Meet with the school principal each year.
5. Ensure all dues and fees are paid.
6. Make sure Key Club officers receive proper training.
7. Schedule an annual meeting with Kiwanis and Key Club leadership.
8. Host or participate in joint activities.
9. Invite Key Club members to attend Kiwanis meetings.
10. Ensure Key Club members are provided training opportunities beyond the club level.

## **Responsibilities of the Sponsoring School**

Terms of sponsorship: This school hereby petitions that Key Club International issue a new club charter for a Key Club to be sponsored by the Kiwanis sponsor of record shown herein. The school agrees to provide the following terms of sponsorship to support the Key Club:

1. Provide a faculty advisor, designated by the school administration, to advise and counsel the Key Club, attend all meetings of the club and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws.
2. Ensure the Key Club conducts service-related projects and activities within the school and community.
3. Confirm the Key Club pays international and district dues annually.
4. Encourage the Key Club to send representatives to district and international conventions and conferences.
5. Encourage parents of members to be included in active participation with Key Club activities.

## CHECKLIST FOR KIWANIS ADVISORS TO KEY CLUBS

When:	Kiwaniis sponsor/advisor should see that the Key Club:
February	Elects officers who will take office after the District Conference or by May 1 <sup>st</sup>
February	Inputs officer information online ( <a href="http://www.floridakeyclub.org">www.floridakeyclub.org</a> ) after election
February	Registers delegates to the District Conference; early registration deposit due in Jan., early registration due Feb., registration deadline early March; convention is April
February	Prepares and sends awards applications (deadline is March 1)
April - July	Officers are trained
May	Registers delegates to the International Convention in early July
July – Aug	Develops a plan for new member recruitment, projects, and budget for the beginning of the school year
August	Have meeting with school principal by early August
August	Line item is in Kiwanis budget (include help with DCON & ICON)
Aug – Oct	Collects and sends District and Int'l dues to Int'l by Nov. 1 <sup>st</sup>
Before 10th each month	Completes monthly reports ("Pride Reports") online ( <a href="http://www.floridakeyclub.org">www.floridakeyclub.org</a> ) and on time

### Other Kiwanis Advisor responsibilities include seeing that the Key Club:

- Secretary keeps up to date the online Officer Information Form (OIF)
- Follows the Constitution and Bylaws of Key Club.
- Holds regular club meetings (ideally weekly) and board meetings at least monthly
- Develops club fundraising activities
- Has some social activities
- Develops and sends in articles about activities to the editors of Florida's *Sunshine Source* and International's *KEY CLUB MAGAZINE*
- Understands and uses correct parliamentary procedure, especially at BOD mtgs.
- Keeps complete and accurate minutes of all meetings
- Completes an Annual Achievement Report and submits it to the district
- Is asked to assist Kiwanis in its projects as appropriate

[www.keyclub.org/fad/aar.aspx](http://www.keyclub.org/fad/aar.aspx) for online information.

[www.floridakeyclub.org](http://www.floridakeyclub.org) for even more information!