

KEY CLUB®

MINUTES OF THE OFFICIAL MEETING OF THE 2013-2014 DISTRICT BOARD OF THE
FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL
HILTON GARDENS INN
PALM COAST, FLORIDA
8:55A.M., SUNDAY, AUGUST 11, 2013

Call to Order:

Governor Trina Sessions called the board meeting to order at 8:55am.

Pledge of Allegiance:

Division 23A Lt. Governor Arianna Hernandez led the Pledge of Allegiance.

Invocation:

District Editor Sabrina Moore gave the invocation.

Roll Call:

District Secretary Lauren McAllister took roll call and recorded the 2013-2014 Board Members present.

2013-2014 Board Members Present:

District Governor Trina Sessions	LTG Div. 12 Michael Risola	LTG Div. 25B Stephanie Nolasco
District Secretary Lauren McAllister	LTG Div. 13 Charli Baden	LTG Div. 25C Beth Leon
District Treasurer Shane Meyers	LTG Div. 14A Kathryn McAllister	LTG Div. 26A Felipe Montes De Oca
District Webmaster Nick Azcarate	LTG Div. 14B Shane Meagher	LTG Div. 26B Antoinette Avila
District Editor Sabrina Moore	LTG Div. 14C Kubra Khan	LTG Div. 26C Cassie Manz
District Executive Assistant Damani Eason	LTG Div. 15A Mia Mundell	LTG Div. 26D Matthew Welds
DICON Chair Devon Mims	LTG Div. 15B Juan Medina	ZA A & B Heather Locke
LTG Div. 1A Savannah Katt Crowdis	LTG Div. 16 Noureen Ahmed	ZA C Sara Matukaitus
LTG Div. 1B Rebecca Mesiner	LTG Div. 17 Chris Komarov	ZA D Gene Leonard
LTG Div. 2A Hunter Bell	LTG Div. 18 Tyler McNanna	ZA E Amanda Saguil
LTG Div. 2B Chase Craig	LTG Div. 19A Emma Orth	ZA F Richard Osso
LTG Div. 3 Amber Borgersen	LTG Div. 19B Christopher Murray	ZA G Rene Richar
LTG Div. 4 Taylor Paddock	LTG Div. 20A Rebecca Greenspan	ZA H Terri Davis
LTG Div. 5 Breanna Casto	LTG Div. 20B Madison Dalton	ZA I Nancy Markham
LTG Div. 7 Michael Collins	LTG Div. 21 Lily Putra	ZA J Richard and Gwen Leys
LTG Div. 8 Josh Wincott	LTG Div. 22 Sarah Davenport	ZA K Div. 26 Dawn Campbell
LTG Div. 9 Marcela Sierra	LTG Div. 23A Arianna Hernandez	AA Training Donna Parton
LTG Div. 10A Taylor Williams	LTG Div. 23B Munimul Muntakim	AA DCON Dennis Freckleton
LTG Div. 10B Maggie Milewski	LTG Div. 24A Jordan Greissman	District Administrator David McCampbell
LTG Div. 10C Hector Lacera	LTG Div. 24B Dillon Perez	
	LTG Div. 25A Edwin Perez	

Absentees:

ZA K Div. 25 Lana Nudel

Introduction of Guests:

Florida District Kiwanis Governor Allen Whetsell
CKI Governor Victor Roa
Florida District Kiwanis Governor Designate Matthew Cantrall
Florida District Kiwanis Governor-elect Designate Chuck Gugliuzza and, his wife, Emilia Gugliuzza
Division Advisor Carol Fries
CKI Board Member Michelle Ocampo

Quorum:

Secretary Lauren McAllister confirmed the presence of a quorum for the conduct of business.

Adoption of the Agenda:

Division 10C Lt. Governor Hector Lacera moved to adopt the agenda. Division 2A Lt. Governor Hunter Bell seconded. The motion carried.

Approval of the Summer Board Meeting Minutes:

Division 25C Lt. Governor Beth Leon moved to approve the Summer Board Meeting Minutes. Division 19B Lt. Governor Chris Murray seconded. The motion carried.

Approval of Appointments:

Division 8 Lt. Governor Josh Wincott moved to approve the appointment of LTG Div. 26B Antoinette Avila and ICON Chair Arianna Hernandez. Division 2B Lt. Governor Chase Craig seconded. The motion carried.

Installation of Appointments:

Kiwanis Governor Designate Matthew Cantrall installed Lt. Governor Antoinette.

Executive Committee Reports:

DISTRICT GOVERNOR TRINA SESSIONS:

Every day I respond to the general needs of the district board and club officers via phone calls, text messages, and ALOT of emails.

Since LTC, I have been following and evaluating each committee's performance. To help with this I have created an online reporting system for committee chairs to evaluate their committee's overall performance in addition to evaluating committee members individually. I have created the mass text messaging system that will allow me to distribute district information directly to club members and officers. Since the election of our International Trustee, I created a service agreement about what the Florida District expects from our Trustee.

I attended Leadership Conference in Indianapolis as well as Kiwanis DCON in Jacksonville.

In preparation for Kiwanis DCON, I created a work schedule for the attendees and followed up with Kiwanis staff to make sure Key Club attendees were as helpful as possible. In addition to Kiwanis events,

I attended the Circle K board meeting in Lakeland Florida. I plan to attend the Aktion Club Convention in Haines City in September.

DISTRICT SECRETARY LAUREN MCALLISTER:

Since LTC, I have attended ICON (International Convention) in Washington D.C. (July 3rd- July 10th) as well as Kiwanis DCON in Jacksonville, Florida (August 1st- August 4th). Both of these experiences have been extremely memorable and I have learned a lot about the Kiwanis Family!

I have also been revising and editing secretary resources many of which have been replaced on the Florida District website. The last of the secretary resources I recently revised and edited and I will be sending to David, Mrs. Parton and Trina for their approval before asking Nick to replace it on the website.

Also, I have worked with the Awards, Contests and Scholarships Committee and The Eliminate Project Committee to ensure a smooth start-up. This includes obtaining information or materials from last year/ this year and attending conference calls/ being an active member of group emails.

In addition to those activities, I have been updating my spreadsheets and correcting the functions to correspond with division changes, as well as, answering any questions presented to me by clubs and District Board officers. I have sent out numerous newsletters/ e-mails addressing some of the basics of being a club secretary and attempting to emphasize the answers to the most commonly asked questions.

Please let me know if you have any questions about the OPR system, deadlines, or the duties of a club secretary. Remember that Summer Pride Reports are due September 10th and cover the service done during the months of June, July and August. Also be aware that the deadline for OIFs is September 15th in order to get full points for your Robert F. Lucas (RFL) requirement. To be counted as having 100% OIFs by that date, make sure that each of the clubs in your divisions has the names, emails and phone numbers for each of their officers. I will send a list of qualifiers to place in your RFL Binders once the deadline has passed. Make sure that your clubs maintain their OIF; I have had many returned e-mails when I send out my newsletters and club secretaries/ advisors are missing pertinent information. Thank you and this concludes my report.

DISTRICT TREASURER SHANE MEYERS:

Since LTC, I've been working on a lot of different things. The most time consuming thing I've been doing has been making calls to club treasurers. If you read my latest newsletter, you know that I've been calling all the treasurers in our District to talk about dues, club budgeting, and fundraising. I've been doing this for about an hour and a half each day, but I think it's worth it. Calling them individually seems to be much more impactful than simply sending out a mass e-mail. I've also been working on creating a Fundraising Booklet for clubs around the District. Clubs can submit ideas until September 1, 2013. At that point, I will assemble the booklet and distribute it to the officers in our District. Another thing I've been focusing on a lot is FLOF. I've done a ton of work with my committee to make sure that we give out as many FLOF Grants as possible. I've also been working on updating the club file, getting dues in, and a lot more stuff. In the upcoming months, my time is going to be put primarily towards getting clubs to make the Early Bird Dues deadline. I am relying on the LTGs to work with me in order to get our club's dues in on time.

According to the most recent reports, the Florida District has \$17,121.64 in operations, \$11,500.43 in the FLOF account, \$78,313.96 in the DCON account, and a total of \$209,254.86 in all of our Raymond James investment accounts. This concludes my report.

DISTRICT EDITOR SABRINA MOORE:

Throughout this past month, I have successfully completed the second issue of *The Sunshine Source*. My goal is to make our district publication monthly vs. past year's bimonthly issues. I have completed a series of interviews with many school presidents and individual members for article ideas and discussions and received input on ways to improve the magazine. Committee's within our District Board have been assigned/suggested articles and deadlines for future publications.

Aside from *The Sunshine Source*, I have, also stayed active with my committee's as an Executive Advisor and have attended most conference calls and discussions. I served on various shifts at the 2013 Kiwanis District Convention, and created presentation materials for the Fall Board Meeting.

I have created a logo for Zone E and the Service/Major Emphasis Committee.

I created a digital logo for the 2014 Key Club District Convention along with a pin design and a shirt design sketch and a program booklet sketch.

I have reviewed most Lieutenant Governor's newsletters and have provided feedback to make sure it pertains to Key Club International Graphic Standards, as well as assisting any that need help or have questions.

For the future, I would like to make these sketches a reality, bringing it to life as soon as possible, to assure that this DCON is the greatest. *The Sunshine Source* for next month is already under way, and I am available for any questions and comments. This concludes my report.

DISTRICT WEBMASTER NICK AZCARATE:

Since Leadership Training Conference, I have helped all LTGs with any technologically related questions, anyone who had computer problems, continually updated the website with new information, and helped people with newsletter problems.

As far as reminders, please remember that if any Committee Chairs need any updating on the website, to please let me know so I can make the appropriate changes. There should be someone in each committee whose job is to review and brainstorm new ideas about the website. All of the recipients of your divisional emails should be Bcc'd, other than Board Members. It should be TO: Yourself, CC: District Board, Zone, etc., and BCC: Divisional Recipients. This is to protect their emails and keep them private. Your newsletters should be titled a certain way. It should be Month Year, Division ___ Newsletter. An example would be: August 2013, Division 23A Newsletter. Please refer to my newsletter if you have any questions about the contact filtering that I demonstrated at LTC.

Finally, I still have a lot of LTGs who have not sent me their past newsletters. Please come to me sometime during FBM to check your newsletters.

If you have any questions about anything I discussed, please let me know! This concludes my report.

EXECUTIVE ASSISTANT DAMANI EASON:

For the past few months I have continued to work on the LTG report and with my committee. That concludes my report.

Division 24B Lt. Governor Dillon Perez moved to approve the executive reports. The motion was seconded and carried.

International Convention Report:

1) OUR 2013-2014 INTERNATIONAL BOARD:

- International President: Raeford Penny (Capital District)
- International Vice President: Rachel Benoit (LA-MISS-TENN District)
- International Trustees:
 - Alberto Berrizbeitia
 - Roshni Chandwani
 - Renisha Daley
 - Avery Hitchcock
 - Kelsie Hoppes
 - Madison Kemker
 - Casey O'Neill
 - Maria Palazzolo
 - Michelle Petersen
 - Zachary Waldorf
 - Eric Yoon
- OUR New International Trustee: Eric Yoon (Capital District)!!!!!!!
- OUR 2013-2014 Sister Districts: Rocky Mountain, Caribbean-Atlantic

2) Figures from the Mighty Mighty Florida District:

- We had over 100 delegates in total at International Convention, the largest delegation in attendance of ANY district!!!!
- 78 attendees participated in the Florida Tour!
- This was the second largest Florida delegation in history!

3) Next Year's ICON:

- Next year, ICON will be in Anaheim, California, right next door to Disneyland!

Division 24B Lt. Governor Dillon Perez moved to approve the International Convention Report. Division 10C Lt. Governor Hector Lacera seconded. The motion carried.

Old Business:

REPORT ON KIWANIS DCON:

Governor Trina Sessions complimented all of the Lt. Governors and Executive Board members who attended Kiwanis DCON for their diligence and behavior. She said that many Kiwanians could not stop talking about how impressed they were by our Key Clubbers!

New Business:

APPROVAL OF COMMITTEE REPORTS/ RECOMMENDATIONS:

Division 12 Lt. Governor Michael Risola moved to approve the committee reports/ recommendations. Webmaster Nick Azcarate seconded. The motion carried.

KUDOS

Kiwanis Governor's Remarks:

Kiwanis Governor Allen Whetsell gave his remarks.

Kiwanis Governor Designate's Remarks:

Kiwanis Governor Designate Matthew Cantrall gave his remarks.

CKI Governor's Remarks:

CKI Governor Victor Roa gave his remarks.

Kiwanis Governor- elect Designate's Remarks:

Kiwanis Governor-elect Designate Chuck Gugliuzza gave his remarks.

International Trustee's Remarks:

International Trustee Eric Yoon gave his remarks.

Zone Administrator's Remarks:

Zone Administrators' gave their remarks.

District Administrator's Remarks:

District Administrator David McCampbell gave his remarks.

Key Club Pledge:

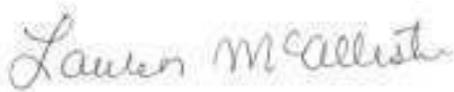
Division 16 Lt. Governor Noureen Ahmed led the Key Club Pledge.

Benediction:

Division 25B Lt. Governor Stephanie Nolasco gave the Benediction.

Adjournment

District Governor Trina Sessions adjourned the August Board Meeting at 10:23am



Lauren McAllister -Florida District Secretary 2013- 2014

EXHIBIT A

Awards, Contests and Scholarships Committee (Chair: Emma Orth)

Since Summer Board the Awards Contests and Scholarships Committee have been working on making improvements to all the applications on the Florida Key Club website. We have successfully completed preliminary editing each application, in its entirety, and I am now ready to start the official editing process. Of course not without the help of our Webmaster, Nick, who has successfully transferred the PDFs into Word Documents for me to start, then sending them back to him to have them be fillable.

For all Distinguished Officer awards we removed the rule stating that you must attend the upcoming conference to receive your award. While adding two new sections to the point system: Attending the upcoming District Conference (5 points) Attended the past District Conference (10 points).

Other changes were the obvious; for example, the conference date from “April 4-7 2013” to “April 24-27 2014”, along with name changes and 75th DCON, to 76th. Our biggest goal is to have the Awards, Contests and Scholarships applications on the Florida Key Club website updated and ready for clubs to start planning for their year as quickly as possible.

For blurbs, I equally divided the months and assigned each corresponding month to a member. This was done to both intimately involve all the groups and to give each an important role in the processing and distributing of information. I also thought that it would enable members to add a certain personal and unique touch to an integral part of our monthly newsletters.

Governor’s Project Committee – CAPES (Chair: Arianna Hernandez)

Committee members developed service projects that will be featured in the 2013-2014 Governor's Project Service Booklet. Since the Governor's Project correlates with six main objectives: inclusiveness, citizenship, leadership, caring, sportsmanship, and scholarship, all project ideas involve one or more of the core values. Organizations clubs can work with to serve their homes, schools, and communities through CAPES were researched by Madison. Madison has communicated with the Education committee in order to devise a lesson plan, as well as a list of supplies necessary for a Governor's Project workshop. Noureen is currently writing an article regarding the Governor's Project for the Sunshine Source to sum up CAPES, as well as how it may be utilized. Felipe has created incentives, and awards, that can be used to encourage clubs, as well as individual members, to engage in the Governor's Project. I have created a cover for the Governor's Project service booklet, and at the moment, I am working on incorporating all assignments into a beneficial booklet for the Florida District.

DCON (District Education and Leadership Conference) Committee (Chair: Devon Mims)

Hello! As you can imagine, the District Education & Leadership Conference Committee has been working nonstop since LTC to achieve our main goals, centered around attendance, sponsorships, and service.

What we would like to see is between 62% and 72% of clubs in attendance at DCON, at least \$6,500 raised in sponsorships, and service projects completed throughout the duration of our conference.

Members of the committee were assigned “coordinator” positions so that they would be consistently focused on tasks that were well suited to their strengths and interests and steer us toward reaching the committee’s goals. Each position revolves around a vital element of District Conference planning and execution: multimedia, registration, entertainment, and service. For organization purposes, I will be separating this report into those four categories.

Multimedia:

The multimedia element of our committee consists of two aspects. First is social media. We have so far created two successful blurbs and promotional accounts on both Facebook and Twitter. We have also created the first issue of our tri-monthly “Social Media Marketing Plan” which will steer our committee and LTGs in the right direction toward DCON promotion.

The other aspect is our promotional videos. The first promotional video has been completed, and will be approved at Fall Board Meeting. This promo should be shown at KCKCs to reveal the details of this year’s conference, and provide initial excitement to members.

Our committee has also planned to create a second promotional video to be shown at Spring Zone Rallies. This will be an actual film, directed by LTG Jordan, to further promote DCON and excite membership. There will still be an ample amount of time after SZRs for clubs to register for DCON, so we believe this is a worthwhile objective.

Registration:

In order to increase attendance at conference, we are focusing on keeping clubs informed and prepared for the registration process, and providing them with resources to stay knowledgeable about DCON. So far, we have created DCON Resource Schedules for both district and club officers and an updated DCON Fundraising Guide. We are also working to update the Registration Packet and have it ready for distribution to clubs early. The dates (to be approved by Jose Josenvil, Kiwanis District Technology Director) for registration are as follows:

- December 1st: Registration Opens
- March 7th: Early Bird Registration Deadline
- March 18th: Final Registration deadline

Entertainment:

We have identified and narrowed down possibilities for entertainment and Keynote Speakers. For our Keynote Speaker, we are looking into Robbie Stokes Jr., a past Key Clubber and CKI LTG, and founder of a movement called “I Talk to Strangers”. For entertainment, we are looking into a technological dance crew (iLuminate), a hypnotist (Jon Simon), and an acrobatics act (ImaginAerial). We are currently looking into specific booking details.

Service:

We have also drafted and narrowed down a list of possible service projects to have at conference. Our main focuses now are on implementation of Kiwanis First Lady Cheryl Cantrall's Diaper Dump project, a superhero cape making station for hospitalized children, and a card making booth for US troops. Our goal is to have service projects and initiatives that can be easily implemented into regular conference activities, like the meet and greet and service fair.

More:

Along with all of the aforementioned, the committee has approved a proposal for the next conference theme, name, logo, and promotional video. These will hopefully be approved by the District Board, and then promoted first at KCKCs.

We have also been collaborating with The Eliminate Project Committee to ensure proper focus on the project throughout conference. Currently, methods include: continuation of our annual Eliminate walk-a-thon (Soar to Eliminate), an Eliminate fundraiser during our Meet-and-greet (4 Minutes to Save the World), an outside dunk tank during the service fair (Dunk the Evildoer), recognition of zone "Miss Eliminate" pageant winners during opening session, and possible silent auction to escort board members as they walk down the aisle during the banquet.

We have already held three successful conference calls, one joined by super cool International Trustee Eric Yoon, and will continue to do so. All executive officers are always welcome to join us, and we will periodically invite other committee chairs.

With all of the above said... that is all for now! Thank you.

Service Committee (Chair: Michael Risola)

The Service and Major Emphasis committee has been hard at work since our beginning at LTC. The most important thing that we have been working on is our Service Tour 2014. The concept of our service tour is much different than previous service trips. For one thing our service tour will be on the same day and will be located in three different regions of Florida, North, Central, and South. We did this so that we can have an even greater impact on this great district and even greater impact on the lives of those in our communities. For this service Tour we have teamed up with our partner Hershey's Track and Field. This service tour is all about getting kids and their families active and healthy. As well as teaching them the importance of staying active and having fun while they compete in a friendly atmosphere. We also hopes that this will help bring our communities and families together as well. We are currently working on a schedule of events, as well as the idea of having all volunteers arrive on the 28TH and have a dinner and we would set up and camp out on the field as well as a possible bon fire with the assistance of local fire-departments etc. We are also looking into different sponsors to help with make this event free; I have also been in communication with the Florida Foundation and will be applying for YOF and FLOF to help make this event accessible to all of those in our communities. As well Hershey's Track and field will be supplying most of the supplies as well.

We also hope that this service tour will not only provide a huge volunteering opportunity for more Key Clubbers than ever before but this service tour will also be a great membership drive as well. With many kids and families attending we hope that parents and kids of all ages will see the greatness of Key Club and will join when they enter high school. And unlike other service projects the service committee hopes

to incorporate fundraising for the Eliminate Project, March of Dimes and All Children's Miracle Network. We would do this through possibly a dunk tank, bounce house, or any of the million different fundraising efforts available. We would also have information about Key Club our mission and how others can support what we do. The service committee however wants to make as much as a difference as possible in this event. That is why we are including everything we wish to do. However most importantly we need LTG support and as many volunteers as possible to help make this an event that families will never forget. We want children of our communities to get active and meet children from all over Florida while having a blast!

The Service Committee has also created a flyer to promote the Service Tour to all in Key Club. We will be spreading it both electronically and in hard copy format.

The Service Committee has also been hard at work updating the website to make it more visually appealing and emotionally touching to those that visit the page. We have included videos and pictures to truly speak about all the different service opportunities available. We are also working on including a section that breaks projects up into beginner, intermediate, and advanced projects based on wear clubs stand. Since the Webmaster is our advisor we have been working closely with him to ensure these changes go into effect and that the website is completely updated by the 1st of September.

The Service Committee has also agreed to completely re-do its current Facebook page from Service Project Ideas for Florida Key Clubs to a Service and Major Emphasis of the Florida District of Key Club page. We hope to not only gain ideas of different service projects but to inform, unite and proclaim our major service partners as well. We hope to have this page set up and running by the 20th of August. However we need all LTG's to help ensure that all clubs and key clubbers like this page and visit it for updates from the committee.

The Service Committee is also working on creating a video that will promote service and how important service is to clubs and the impact they will have on the community. We hope to have this video done by October 1ST. On top of this the Service and Major Emphasis committee will be calling each and every club and discussing service with them and answering any questions, comments or concerns regarding service and its true impact on our homes, schools and communities.

Most importantly the Service Committee wants to ensure that all clubs are doing at least 10 hours of service a month. After all "Service is what it's all about!" To do this we wish to have each LTG let us know what clubs are falling short of this 10 hour goal and we will personally reach out to the club and provide as much resources and support as possible. We hope to start this in September.

The Service and Major Emphasis Committee has also paid close attention to the 3 major service partners (UNICEF (Eliminate), March of Dimes, Children's Miracle Network). And what we have done is assign all members in the committee to a particular partner for the year. To whatever partner the member was assigned it is their responsibility to promote awareness and funds in their Division as well as zone. This will be done through a project to fundraise for the partner as well as spread information regarding the organization as well.

The Service and Major Emphasis Committee has also discussed and has been approved to do a service project at FBM and hopefully future meetings as well. FBM service project will be "A Million Thank

You's". This is a letter making project that will be sent to troops both active and retired. This project is quite simple however its effect is huge and can make the day of an soldier. It is the least we can do and is a worthy cause.

The Service Committee has also worked on ideas for Pride Report Incentives and has created a document to showcase these ideas.

The Service and Major Emphasis Committee has also proposed the idea to change the "Service Fair" to "Service City" at DCON. The Committee also wants to increase the amount of people that visit the "Service City" so that the hard work of clubs can truly be appreciated. We will be working closely with the DCON committee to ensure this happens.

Overall the Service Committee wants clubs to have a greater appreciation of service, what it means and how vital it is to our organization. We also wish to educate Key Clubbers that service can be big or small but no matter what as long as you are truly making a positive impact on the life of just one person. That is service and that is why we do what we do. We wish to change the world for better through service for just one person at a time.

Lastly the Service Committee wants to ensure everyone that we are here available to answer any questions, comments or ideas. We want to serve you and the members of this District as much as possible.

Member Education and Public Relations Committee (Chair: Amber Borgersen)

I. KCKC Powerpoints

a) Powerpoints Themselves:

The Member Education and Public Relations Committee has created and decided upon providing 15 Power points to be used at LTGs' KCKCs. These Power points include one to be shown to all attendees at the beginning of KCKC and 15 to be split into 3 Rounds of Workshops. The Powerpoints are as follows:

- President Training
- Vice President Training
- Secretary Training
- Treasurer Training
- Involved Member: Running For Club Level Positions
- Running for Higher Office
- How To Be a Great Key Club Member
- It's A Member Thing
- Fundraising

- Large Club Administration
- Kiwanis Family
- Icebreakers
- Time Management and Organization
- Make Meetings Move
- Bigger Than You: The Impact of Key Club International

b) PowerPoint Cheat-Sheet

The ME & PR Committee has finalized a “Cheat-sheet” to be provided to LTGs. It will include a short synopsis of each PowerPoint and recommended organization of the 3 rounds of workshops.

II. Sunshine Source Articles

a) “Why are you a Key Clubber?”

ME & PR Committee has decided to take on an article in which each of us will personally interview a key clubber and ask them questions like "Why did you join?" "Why do you continue to stay involved?." We will advertise each interview as a "key clubbers are all very different, but same in the sense that they are servant leaders" type of topic. Deadlines are still being discussed with Editor Sabrina.

b) “Your Legacy – How do you get people to remember your club?”

ME & PR Committee will use a similar interview-style method to complete this article as used in the one listed above. Each member of the committee is to interview a Key Clubber, record notes, and type up 1-2 paragraphs in summary. They will have them to me by September 15th and the finalized version will be compiled and sent to Editor Sabrina September 20th for her final review.

Club Advisory Council Committee (Chair: Dillon Perez)

Our committee has been hard at work in creating our three advisory resources: The Build-Up Plan, Crisis Packet, and 10 Tips to Keeping Your Club Strong. We have finalized all three of these resources and have made sure that they are each within the guidelines of Key Club graphic standards.

Along with these club resources, we have done our best to bring in club-based perspectives to our committee via 10 "counsels" who come from some of our district's greatest clubs. These counsels have been hard at work in assisting with our committee's duties and have participated in each of our committee meetings.

Our Build-Up Plan consists of a detailed, step-by-step plan following the motto: Plan, Promote, and Put into Motion. It is meant to be a clear outline, guiding any new or reactivated clubs in building themselves up from start to finish. This plan consists of 12 easily-defined steps in all with each step having clear tips on how to accomplish it.

Our Crisis Packet was actually put together in large part by our club counsels, and it is by far the most extensive advisory resource we created. It is meant to be a go-to guide for some of the most common and damaging problems our clubs face and how best to resolve each specifically.

Finally, the 10 Tips to Keeping Your Club Strong is a simple list of ten tips we as committee felt were the most important ones for any club to remember. This resource is presented in a very simple, one-page document that any club president can print out and tape to their desk for reference.

However, our committee did not just end its work with these resources. We also created our first Sunshine Source Article, dealing with how to run fantastic club meetings and set up a schedule whereby we would write a Sunshine Source Article each month. Our blurb for September has also been finalized early, and it includes tips on how to start your club effectively at the beginning of the year.

In the future, we plan on producing time-specific Sunshine Source Articles, so our articles relate to what our district's Key Clubs are dealing with at the time they are published. We also plan on discussing what other resources we can create and how we can contribute to the DCON committee we are scheduled to be a part of by Winter Board Meeting. Any additional resources we create should be done by Winter Board Meeting, and we are adhering to our bi-monthly schedule for producing committee blurbs.

FLOF (Florida Opportunity Fund) Committee (Chair: Shane Meyers)

Since the committee assignments were given out, we've been working hard to make sure that we receive more FLOF submissions than ever before. We've edited the application, submitted an article to the Sunshine Source, sent out info regarding FLOF to club treasurers, spoke to club treasurers about FLOF via phone, and have even approved an application.

Changes we've made to the application:

- Made it more user friendly
- Changed the format of some of the sections
- Moved it from pdf to Microsoft Word
- Changed the wording of the more confusing parts
- Changed a couple of requirements we thought weren't necessary
- Added an entire portion called "Project Timeline"
- Consolidated the application into three parts. Application, LTG Comments, and Follow-up Report
- Fixed spelling and grammatical errors
- There were about six drafts in total

Up until now we've mostly been focusing on the application, but moving forward, we plan on continuing to promote FLOF as much as we can. We will be releasing monthly blurbs, sending out e-mails, and contacting LTGs. We plan on creating a PowerPoint for LTGs to present at their KCKCs and DCMs.

Committee members will also make an effort to attend the KCKCs near them to present the FLOF workshop.

The Eliminate Project Committee (Chair: Tyler McNanna)

The Eliminate Project Committee has been working on quite a few different things since we began in June. Since our first meeting at LTC we have decided to continue the Emilia Gugliuzza Award which is an award that is given to Lieutenant Governor's that have raised \$500.00 or more for The Eliminate Project before DCON 2014.

We are also in the process of updating The Eliminate Project Service Directory which is a booklet of ideas on how to advocate and fundraise for The Eliminate Project on the personal, club, division and zone level (show last years or updated one if complete). Our committee is also in the process of figuring out what district wide merchandise we will offer this year. Although, due to the demand of items we may end up choosing for clubs, divisions, and or zones to order these types of things on their own time instead of ordering it for district wide. This may happen so money is not lost if an item doesn't sell as predicted.

Another topic we have discussed is fundraising at District Conference. Through thinking this out we have thought up a number of ideas such as: Selling eliminate ribbons as they were at ICON (incremental 10, 18, 30, and 50 lives saved). To possibly re-activate the Volley-to-Eliminate, continue the selling of vases at the governors banquet, have a silent auction to escort District Board members to the governors banquet and to have the MNT minute-to-EliMiNaTe at our Meet and Greet.

Also, we have been working on getting a process for clubs, divisions, or zones to order customized bows directly from a supplier for \$3.00 each and re-sell at a suggested selling price of \$5.00. This process and advertisement will be on the website shortly. Along with that David, Mr. Chuck Gugliuzza, Mrs. Leys, and myself have come up with a process for clubs, and divisions to send in money to make sure that it is not sent to the wrong place or going through unnecessary stages to be sent to Kiwanis International. I have also completed a form for clubs and or divisions to attach with a check or cash to send in money. (show)

Lastly, we have thought about the education of clubs about The Eliminate Project and have decided on <<a Prezi or power point for clubs use to show at a meeting or Division to use at a DCM and a power point for use at KCKC's and SZR's that will be up on the website shortly after production. >> We have also completed the speech for opening session at KCKC's <<have a committee member present the speech>>

Now, before I open the floor to any questions you may have I want to point out and congratulate a few people on their recent awards. Congratulations to Jordan Greissman, Arianna Hernandez, Mr. and Mrs. Leys, Amanda Saguil, Heather Locke and David McCampbell on recently being awarded Walter Zeller Fellows! Thank you for your contributions and together saving over 4,860 lives! Mothers and babies across the world thank you. Along with these new Zeller Fellows raising over 8,800 dollars for The Eliminate Project, our District is up to a grand total of <<will find out when Mia gets the latest total calculated>> this is a phenomenal start to our year as our district goal is \$110,000.00

Now, one more thing before questions. This past weekend at Kiwanis DCON Emilia came up to me with a fantastic idea to have a Miss Eliminate Pageant. For it to be successful each zone would have to participate. What would happen is you would advertise the Miss Eliminate Pageant across your community (only Key Clubbers would be able to enter in the pageant) and charge a fee for both registration of contestants and for people to attend the event. I would send out a rubric of some sort in which the contestants would be judged upon (awards earned, knowledge about the eliminate project, ect..) After you would have your pageant you would email me the winner and their score. Then, At District Conference all the zone winners would be announced and the contestant that scored highest out of all zones would be awarded and named Miss Eliminate 2014 (show sash). How does everyone feel about this? If you do a pageant it would take place of your zone or division fundraiser.

- Ask LTG's that plan on getting the Emilia Gugliuzza Award please sign up in the back at the end
- I have materials for LTG's to take home for their clubs
- Any other questions, comments or concerns?

Elections and Credentials Committee (Chair: Chase Craig)

Since our Summer Board Meeting the Elections and Credentials Committee has been working on updating the election forms including date changes, grammatical and spelling errors and as well deleting unnecessary pages. The committee has also been changing rules to our district's elections process. The new rule would not allow members seeking district office to spend any money what so ever on any campaigning materials this including literature, candy, buttons etc. This rule applies to members seeking international endorsement so why should the Florida District be any different? This new rule creates a less "popularity" feel during the campaign time that members have while at District Conference. I ask the board for the approval of this rule change as it does not go against the bylaws of the Florida District. If this rule is not changed then the previous rule of a \$200 spending limit will still be in effect. If the board will approve this then the forms will be complete upon the clarification of some future dates for Spring Trainings for Lt. Governor once I receive those dates then the forms will be complete and I send them to District Webmaster Nick for him to upload to the website so that members across the District may now begin "THINKING" and applying for District Office. This concludes my report.

Executive Committee (Chair: Trina Sessions)

The Executive committee consists of 3 elected officers, and 3 appointed officers. If you don't know, these officers include the District Governor, District Secretary, District Treasurer, District Editor, District Webmaster, and Executive assistant. Each executive officer is assigned an adult adviser. David McCampbell advises the District Governor and Treasurer, Donna Parton advises the District Secretary and Editor, Richard Leys advises the District Webmaster, and Amanda Saguil advises the executive assistant. All of the executive officers and their advisers are invited to attend conference calls.

The committee has a conference call on the first and third Tuesdays of the month. During the conference calls each officer gives a report on what they have accomplished since the last phone calls. We also give reports on the progress of the committees we advise. The function of this committee is to make decisions on district topics when there is not an opportunity for the district board to make the decision. For

example, after LTC we had to made adjustments to the budget. The executive committee met to vote on the changes.



Florida Opportunity Fund Application Cover Sheet

Dear Applicant,

Thank you for your interest in the Florida Opportunity Fund (FLOF)! FLOF grants will be used solely for service projects. **Fundraising projects will not be approved for a FLOF grant.** FLOF will grant up to two-thirds of the total cost of the project. The approval of a second FLOF grant in one Key Club year is up to the discretion of the FLOF Committee as long as the total of both applications does not equal more than \$1000 and funds are still available for grants.

Contact your local media sources to get publicity for your service project as this special attention gives your Key Club more support. Media coverage may also give way to more sources of funding from local community philanthropists and businesses.

The entire application contains three parts: the application, LTG comments, and follow-up report. Please e-mail Part I with signatures **to your Lieutenant Governor and the District Treasurer.** This contact information can be found at <http://floridakeyclub.org/district-board/>

If the above submission procedures are not followed, the application will not be approved until it is corrected and resubmitted. Remember to **keep all receipts** relating to the service project. You will be required to scan and email these receipts with Part III: Follow-Up Report **within three weeks of the completed project or by March 5th (for projects occurring prior to March 1), whichever is earlier.**

Applications will be reviewed starting on October 1, 2013 through April 30, 2014. **Applications for projects occurring before October 1, 2014 will not be accepted if they are received after April 30, 2014.** This means that any summer 2014 projects should be planned well in advance. You may submit an application between April 30, 2014 and October 1, 2014 for projects after October 1, 2014; however, you will not receive your grant until after October 1, 2014.

Thanks again for your interest. Let me know if you have any questions. Together we can make a difference!

Yours in Service,

Shane Meyers
treasurer@floridakeyclub.com
561-951-0587
District Treasurer
Florida District of Key Club International

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2013-2014

Criteria Checklist

In order to make sure you have everything required to qualify for a FLOF grant, the prerequisites for applying are listed below. Your application will be rejected if any of these criteria are not met.

- The club regularly submits Pride Reports on time and the Officer Information Form is completely filled out.
- The complete club name, no abbreviations, is written throughout the entire application.
- The club has paid dues and otherwise is in good standing.
- The club consistently participates in service projects as seen on their Pride Reports.
- The club participates in divisional and district events (including Divisional Council Meetings, District Conference, Key Club Kick Off Conference, and Spring Zone Rallies).
- The club funded at least one-third of the cost of the project from other sources.
- The club attached detailed descriptions (lists, essays, charts, etc.).
- The application is completely filled out.
- The club agrees to complete Part III: Follow-up Report within three weeks of the project that was funded by FLOF. Ongoing projects must have this report submitted within three weeks of the beginning of the project. All sections must be completely thoroughly. Failure to complete Part III will require the return of all FLOF funds awarded to the club.
- The application is **submitted 6 weeks prior to the event date.**

Please contact the District Treasurer if there are any questions about the application process.

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2013-2014

PART I

Comply with ALL instructions in completing this application. If there are any questions, contact the District Treasurer or any member of the FLOF Committee. Complete and send this application at least **six weeks prior** to the project for which FLOF funds will be used. You must type or clearly print.

Club and Project Information – To be filled out by a club officer

Name of Club:	Click here to enter text.	Lieutenant Governor:	Click here to enter text.
Key Club ID:	Click here to enter text.		
Name of Project:	Click here to enter text.	Date of Project:	Click here to enter text.
Zone:	Click here to enter text.	Division:	Click here to enter text.
Contact Information: Provide the following information about the person requesting the grant.			
Name:	Click here to enter text.	Club Position:	Click here to enter text.
Address (street, city, state, zip):	Click here to enter text.	Phone Number:	Click here to enter text.
		Application Date:	Click here to enter a date.
Email:	Click here to enter text.		

Payment Information

Payment Information. Approved grants will be paid by check made out to your Key Club. The check will be mailed to the Faculty Advisor. Provide the following additional information.

Faculty Advisor's name:	Click here to enter text.	Phone:	Click here to enter text.
Address (street, city, state, zip):	Click here to enter text.		

List of Materials

In this section of the application, please list ALL of the items that will be purchased and other costs for this project. Please indicate the item description, quantity of each item, and cost. Attach *additional pages as necessary*. **Make sure that the FLOF grant is no more than two-thirds the Total Cost of the Project.** Note: Costs may be estimates that are as accurate as possible

	Item Name and Purpose	Quantity	Cost
1	Click here to enter text.	Click here to enter text.	Click here to enter text.
2	Click here to enter text.	Click here to enter text.	Click here to enter text.
3	Click here to enter text.	Click here to enter text.	Click here to enter text.
4	Click here to enter text.	Click here to enter text.	Click here to enter text.
5	Click here to enter text.	Click here to enter text.	Click here to enter text.
TOTAL COST OF PROJECT (1)			Click here to enter text.
TOTAL OF FLOF GRANT (2)			Click here to enter text.
TOTAL OF OTHER INCOME (contributed by your Key Club and other sources) (3)			Click here to enter text.
TOTAL LINES 2 & 3 (Must equal line 1, Total Cost of Project)			Click here to enter text.

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2013-2014

Other Forms of Funding

In this section, please indicate all of the other resources that you have exhausted for funding your project.

Local Kiwanis Club: School: City Council: County: State:

Other (List): [Click here to enter text.](#)

Project Description

In this section of the application, please answer the following questions as completely as possible. For number 3, please include any links to the project if it is a pre-existing organization.

1. Describe in detail the project for which you are seeking a grant. Who will it benefit and why?

[Click here to enter text.](#)

2. Describe the impact the project will have on the community and club.

[Click here to enter text.](#)

3. Please include any links to the project if it is a pre-existing organization.

[Click here to enter text.](#)

Project Timeline

In this section of the application, please provide a general timeline of what you hope to have completed by what date. You may add more boxes if necessary. Projects with specific, time bound goals are more likely to be successful.

Goal	To be Completed by
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2013-2014

This page must be completed separately. Print this page, get handwritten signatures, scan the page, and email with Part I to your Lt. Governor.

Grant Conditions and Certifications

In order to receive a Florida Opportunity Fund Grant, the following conditions must be met:

1. The Key Club receiving the grant must be current in its dues payment and Pride Report submissions, consistently hold service projects, and participate in divisional and district events.
2. You use at least one third of your own funds for the project in addition to this grant.
3. You gave detailed descriptions of the project.
4. You submit Part III: Follow-up Report within three weeks after project completion or within three weeks of beginning an ongoing project.
5. You agree that any FLOF funds remaining after project completion will be returned to the District.

Failure to comply with these requirements will result in denial of a grant award or return of FLOF funds to the District, the ineligibility of the club to receive awards at the upcoming District Conference, and the ineligibility of the club to receive a FLOF Grant for the current and next year.

The signatures below certify that all the information contained in Part I in this application are factually correct and honestly presented and certify understanding and agreement by the Club officers and advisors to the Conditions above, including the return of any funds awarded if requirements are not met.

Club President		Date	
Club Vice-President		Date	
Club Treasurer		Date	
Club Secretary		Date	
Faculty Advisor		Date	
Kiwanis Advisor		Date	

FLOF COMMITTEE USE ONLY

The Florida Opportunity Fund application for the Key Club of _____ has been

- APPROVED for \$____ out of the \$____ requested.
- DENIED for the following reason: [Click here to enter text.](#)

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2013-2014

PART II: Lieutenant Governor Comments

Directions to the Lieutenant Governor: Please provide candid and accurate remarks about the club. Please do not show this to the club's officers, its members, or anyone else. Please email this application with your section completed directly to the District Treasurer at Treasurer@FloridaKeyClub.com.

Club applying for grant:	Click here to enter text.	Lieutenant Governor:	Click here to enter text.
Division:	Click here to enter text.		

1. What are your thoughts of the project that is being funded by a FLOF grant?
[Click here to enter text.](#)
2. How would the project be affected if it doesn't receive the full, requested amount or if the grant is not approved?
[Click here to enter text.](#)
3. Do you think the project will encourage students to be more involved with Key Club? Will the project attract new members?
[Click here to enter text.](#)
4. Do you feel the project will become self-sustaining in that after this initial FLOF grant the project will be able to continue year after year without further FLOF grants?
[Click here to enter text.](#)
5. This Club has attended [Click here to enter text.](#) out of [Click here to enter text.](#) DCM's.
6. This school has turned in [Click here to enter text.](#) out of [Click here to enter text.](#) Pride Reports.
7. Has this school turned in a completely filled out OIF? Yes No

Thank you for your time and consideration to this matter. Your signature below indicates that all the information on this page is factually correct and honestly presented.

Signature (type in name): [Click here to enter text.](#) Date: [Click here to enter a date.](#)

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2013-2014

PART III: Follow-up Report

Dear Applicant,

Thank you for participating in the Florida Opportunity Fund! Part III must be completed within 3 weeks of completion of your project. If your project is ongoing, it must be completed within 3 weeks of the project's start date. Please follow the instructions below. If you did not complete this project or if there is any money left over from the grant please return the grant or excess funds for our future projects to the address below. Make check payable to Florida District of Key Club. It might be wise to have your Lieutenant Governor look over this report before you submit it to me. This report should not be submitted with your application.

Thank you and if you need anything in the future please contact me.

Yours in service,

Shane Meyers
treasurer@floridakeyclub.com
 561-951-0587
 District Treasurer
 Florida District of Key Club International

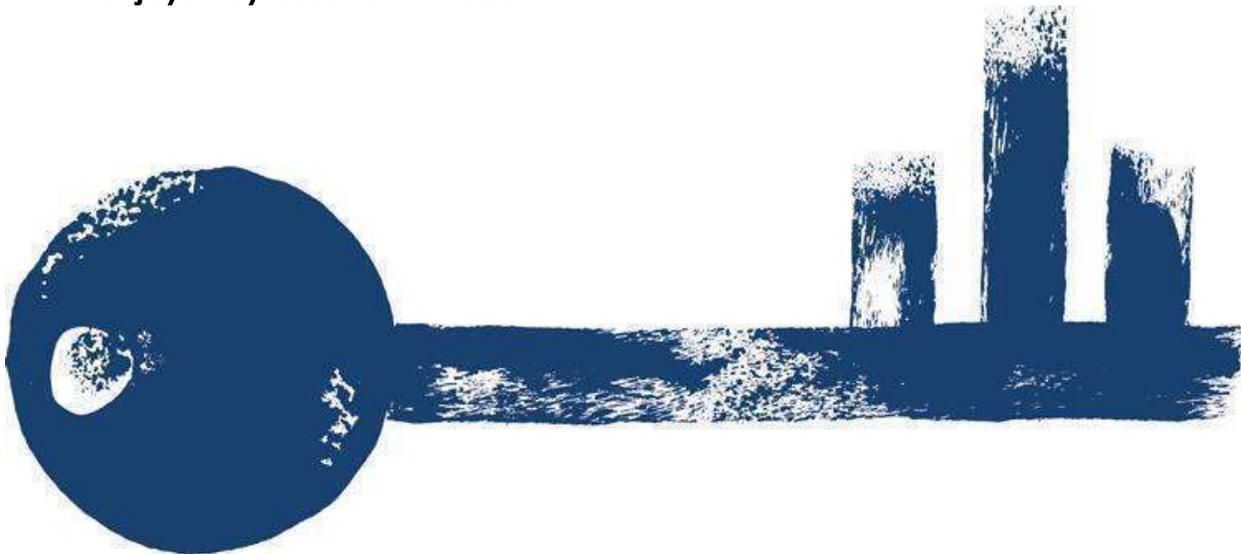
Name of Club:	Click here to enter text.	Lieutenant Governor:	Click here to enter text.
Division:	Click here to enter text.		Click here to enter text.
Name of Project:	Click here to enter text.	Date of Project:	Click here to enter text.
Contact Information: Provide the following information about the person submitting this report.			
Name:	Click here to enter text.	Club Position:	Click here to enter text.
Address (street, city, zip):	Click here to enter text.	Phone Number:	Click here to enter text.
		Report Date:	Click here to enter text.
Email:	Click here to enter text.	Amount of grant:	Click here to enter text.

1. Attach to this form an essay describing in detail your completed project. Be sure to reflect upon the positives and negatives as well as how this project impacted your community.
2. Attach a final financial accounting of this project and copies of all receipts. You must document that you spent all FLOF money and that it made up no more than two-thirds of the project cost. Any unused funds must be returned to the District.
3. Attach at least 10 photographs showing different aspects of the project (photographs may be published and will not be returned).

10 Tips to Keeping Your Club Strong



- 
- 1) **Maintain a constant schedule of service projects and meetings.**
 - 2) **Keep the fun in your club alive by holding socials and fun service projects.**
 - 3) **Attend all of your division's Divisional Council Meetings (DCMs) and read your Lieutenant Governor's newsletters.**
 - 4) **Do your best to fundraise for and send club delegates to District Conference (DCON) and International Convention (ICON).**
 - 5) **Maintain a presence on all forms of social media including Facebook, Twitter, and Instagram.**
 - 6) **Offer incentives to keep your members involved, such as a Member of the Month award or Key Club chord for graduating seniors.**
 - 7) **Make sure your members, administration, Kiwanis Club, and Faculty Advisor are always updated on all club activities, projects, and events.**
 - 8) **Establish high standards for your officers, keeping them busy with important tasks and helping to maintain their excitement for Key Club.**
 - 9) **Allow members to easily contribute their ideas to the club and help you improve it.**
 - 10) **Have comprehensive and fun meetings to ensure that every member enjoys Key Club to the fullest.**



FLORIDA DISTRICT OF KEY CLUB

2013-2014 DRESS CODE GUIDE

CASUAL:

Registration, Refreshments/mixer, Free Time, Soar to Eliminate, Service City

Males:

- Shorts or jeans
- Collared shirts, sweatshirts, or other appropriate t-shirts
- Casual footwear

Females:

- Shorts, skirts, skorts, or jeans
- Collared shirt, sweatshirt, or other appropriate shirts
- Casual footwear.

Do Not Wear:

Pajamas, short shorts, short skirts, or shirts that do not cover the midriff and any other revealing clothing.

SUPERHERO SPIRIT WEAR:

Meet and Greet

Males:

- Appropriate pants, jeans, or dress pants.
- **Superhero related clothing or costumes.**
- Key Club/DCON related shirts
- Casual or dress shoes.

Females:

- Appropriate pants, jeans, dress pants, or skirts;
- **Superhero related clothing or costumes.**
- Key Club/DCON related shirts
- Casual or dress shoes;
- Dresses and skirts 3 inches or less above the knee. Dress shoes include pumps, heels, wedges, or flats.

Those who register prior may participate in our Superhero costume design contest.

Do Not Wear:

Pajamas, flip flops, sweat pants, short skirts or short dresses, cleavage bearing tops, shirts that do not cover the midriff, and any other revealing clothing or anything that does not relate to superhero attire or Key Club.

BUSINESS CASUAL:

Entertainment Assembly

Males:

- Dress pants
- Button down dress shirt or polo
- Dress shoes.

Females:

- Appropriate dress, skirt, slacks, blouse, collared shirt, and dress shoes.
- Dresses and skirts 3 inches above the knee. Shoulders and bust covered. Dress shoes are pumps, heels, wedges, or flats.

Do Not Wear:

Flip flops/sandals, short skirts or dresses, shorts, jeans, sweat pants, t-shirts, cleavage bearing tops, and sneakers or tennis shoes.

FLORIDA DISTRICT OF KEY CLUB

2013-2014 DRESS CODE GUIDE

BUSINESS PROFESSIONAL:

Zone Caucuses, Workshops, Meet the Candidates, Meet Your New LTG, Awards Assembly, and House of Delegates

Males:

- Dress shirt, pants, and jacket
- Tie
- Dress shoes

Females:

- Business dress or business suit with dress shoes (dress pants or skirt, blouse and jacket).
- All dresses and skirts must not exceed 3 inches above the knee and shoulders and bust must be covered. Dress shoes include appropriate pumps, heels, wedges, or flats.

Do Not Wear:

Flip flops/sandals, short skirts or dresses, shorts, jeans, sweat pants, t-shirts, cleavage bearing tops, and sneakers or tennis shoes.

FORMAL:

Governor's Banquet and Governor's Ball

Males:

- Suit with dress shirt or tuxedo
- Bow tie or neck tie
- Dress shoes
- Suit jacket must be worn at all times

- Business/formal dress or Sunday dress (Usually a prom or homecoming style dress)
- Dress shoes (includes nice heels or flats)
- Shoulders may be revealed.
- Dresses and skirts must be no more than 3 inches above the knee.

Females:

Do Not Wear:

Flip flops/sandals, short skirts or dresses, shorts, jeans, sweat pants, t-shirts, cleavage bearing tops, and sneakers or tennis shoes.

**IF YOU HAVE ANY QUESTIONS CONCERNING THE
DISTRICT EDUCATION & LEADERSHIP CONFERENCE, FEEL FREE TO CONTACT
DISTRICT CONFERENCE CHAIR DEVON MIMS AT DCONCHAIR@FLORIDAKEYCLUB.COM.**

SEE YOU AT DCON!

Revised by the 2013-2014 District Conference Committee



Key Club

Crisis Packet

If your club is falling apart, you have no Club Advisor, your school won't back any projects, all of your money is blocked off, and/or you are in serious crisis mode, step back and take a deep breath. Many clubs have been in your shoes once and are now doing better than ever! With the action plans in this packet, you will make it through too!

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No School Support	6
Zero (or Close to Zero) Members	7
A Faulty Officer Board	8



If you are need of a Faculty Advisor:

- 1. Keep in close touch with your administration. Pressure them to ask teachers to be your advisor. Be sure to stress to your administration the importance of Key Club as a leadership opportunity and community service for all of its members.**
- 2. BE LOUD, PLEAD, AND BEG IF YOU MUST! Talk to every teacher you know or that your officers know and make them want to be your club's advisor. Stress to them that we are student-led and driven; most of the club's responsibilities will fall on you not the Faculty Advisor.**
- 3. Contact your Kiwanis Club. See if any Kiwanians may be willing to step up and help your club until a Faculty Advisor can be found!**
- 4. Contact both your Kiwanis and Key Club Lieutenant Governors. Either should be more than willing to meet with someone in your school's administration to find a solution!**

Resources You May Find Useful:

Faculty Advisor Manual:

http://www.keyclub.org/Libraries/Administrator_and_Advisor_Resources/Handbook_Key_Club_Faculty_Advisor_Resource_Guide.sflb.ashx

New Advisor Workshop:

<http://floridakeyclub.org/dlid=88>

If you have no sponsoring Kiwanis Club or are in need of a Kiwanis Advisor:

- 1. Consult the Kiwanis Directory below for the Kiwanis Club closest to your location, and contact them about sponsoring your Key Club.**
- 2. Ask your Lieutenant Governor to assist you in reaching out and talking to your Kiwanis club. Remember that it is one of the duties of your Lieutenant Governor to acquaint him or herself with Kiwanians in the area. He or she may be a great resource in securing you a Kiwanis advisor**
- 3. If you already have a sponsoring Kiwanis Club, but no Kiwanis Advisor, contact your sponsoring Kiwanis Club and ask if any Kiwanian would be interested. Be sure to attend Kiwanis meetings and participate in Kiwanis projects, as these initiatives show your dedication to the Kiwanis family!**

Resources You May Find Useful:

Kiwanis Directory:

<http://www.floridakiwanis.com/zones/clublist.asp>

Kiwanis Club Requirements to Key Club:

<http://floridakeyclub.org/wp-content/uploads/Kiwanis-School-Responsibility1.pdf>

Ways Kiwanians Can Interact with Key Clubbers:

<http://floridakeyclub.org/wp-content/uploads/Ways-Kiwanians-Can-Interact-with-a-Key-Clubber.pdf>

If you are in need of more funding:

- 1. If your school has restricted funding for your club, find out why, and do everything possible to get it back!**
- 2. Seek funding from other sources, including Kiwanis Clubs and private sponsors.**
- 3. Continue to do service projects that do not require money such as running collection drives, attending other clubs' projects, attending DCMs, and volunteering at soup kitchens.**
- 4. If you are determined to organize your own projects or club, appeal to outside donors in newspapers, school news, etc. Let everyone who can hear you know that you have a fantastic idea and need some capitol to start it up.**

Resources You May Find Useful:

Sample Fillable Budget:

<http://floridakeyclub.org/dlid=66>

If your school will not support your club or projects:

- 1. Reevaluate what type of projects your club is asking your school to approve, and see if any modifications can be made that may allow them to approve the projects.**
- 2. Speak personally with your administration about the projects, and explain to them what the purpose of Key Club is, our motto, "Caring...Our Way of Life," and that we are a service organization whose purpose is to help the community. Discuss what types of projects the school may allow your club to do.**
- 3. Speak with your Lieutenant Governor, Club Advisor, and Kiwanis Advisor. They may be able to meet with your administration to help you get some projects approved or be a voice for Key Club International on your behalf.**
- 4. If your projects are not being approved or your club is not being supported for any reason other than school politics, be sure to fix those problems before you confront school officials.**

Resources You May Find Helpful:

School & Kiwanis Responsibilities to Key Club:

<http://floridakeyclub.org/wp-content/uploads/Kiwanis-School-Responsibility1.pdf>

Bylaws of the Florida District of Key Club International:

<http://floridakeyclub.org/wp-content/uploads/Bylaws-of-the-Florida-District-of-Key-Club-2012-FINAL.pdf>

If you are having trouble retaining membership:

- 1. Do your best to keep your officers and remaining members involved. Make member input a priority, and hold continuous service projects to keep your club active despite its lagging membership.**
- 2. Do not stop making projects that shine! If you are experiencing a decrease in membership, then this should only be more motivation for you to host a large service project. Use larger service projects to bring in new people to your club and gain publicity.**
- 3. Offer food, icebreakers, and fun at all of your meetings. Make sure that your meetings are enjoyable occasions that many people would like to attend.**
- 4. Send messages to past members letting them know that you miss them and you want them to return to Key Club. Nothing will pressure members to return more than your recognition of their absences.**

Resources You May Find Useful:

Training PowerPoint- Members:

<http://floridakeyclub.org/dlid=191>

Key to Planning a Successful Event:

<http://floridakeyclub.org/dlid=190>

How to Run a Successful Meeting:

<http://floridakeyclub.org/dlid=189>

If you are having issues with your officer board:

1. Use the 3 strikes and you're out rule! If a board member is not doing his or her job, let them know that you know and there will be consequences.
2. Establish clear officer requirements to keep your officers on their toes. Even if you have not utilized officer requirements before, do not be afraid to start. Requirements for officers can include but are not limited to a minimum number of monthly service hours, a report of tasks completed, or a minimum number of attended projects.
3. If you must remove a board member, be sure to do so in a diplomatic manner and the following the procedure spelled out in your club bylaws.

Resources You May Find Useful:

Presidents PowerPoint:

<http://floridakeyclub.org/dlid=192>

Vice Presidents PowerPoint:

<http://floridakeyclub.org/dlid=198>

Secretaries PowerPoint:

<http://floridakeyclub.org/dlid=193>

Treasurers PowerPoint:

<http://floridakeyclub.org/dlid=197>

Editors PowerPoint:

<http://floridakeyclub.org/dlid=187>

Class Directors PowerPoint:

<http://floridakeyclub.org/dlid=186>

Key Club International "Key Club Solutions" Page:

<http://www.keyclub.org/fad/gov/cbd.aspx>



The Key Club Build-Up Plan

**Follow the 3-step process: Plan,
Promote, and Put into Motion**

Plan

1) Charter a new Key Club:

- a. If you do not have a Key Club and are just beginning to interest yourself in the organization, you must charter a Key Club at your school.
- b. In order to see a step-by-step process on how to charter a Key Club, please follow the Chartering Toolkit (linked below) to make your club a reality:
<http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=375>

2) Contact your local Kiwanis:

- a. All clubs must have a sponsoring Kiwanis club and Kiwanis Advisor. Consult the Kiwanis Club list at <http://www.floridakiwanis.com/zones/clublist.asp>.
- b. Once you get in touch with a local Kiwanis Club, be sure to actively participate in Kiwanis projects and meetings. Kiwanians are a great source of advice and support for your club.

3) Elect a Board of Directors:

- a. It is very likely you will need help in beginning any club out there not the least of which is Key Club. However, do not look just amongst your friends for potential new officers, find officers who have a history in service, love their communities, and are highly excited by the prospects of a Key Club at your school!
- b. When electing officers, do so properly. Conduct an election for your Officers and Directors: President, Vice President, Secretary, Treasurer, Editor, and Class Directors from each grade.

4) Hold Planning Meetings:

- a. Summer Board Meetings, held before school starts, are keys to success in Key Club.
- b. Be sure to discuss every aspect of the new club: a calendar of events and meetings, a budget, officer requirements, involvement in the district and division, and first meeting planning.
- c. Throughout the year, be sure to hold regular, at least monthly, board meetings to discuss all of the happenings within the club.

Promote

1) Get your name out in posters, announcements, and banners:

- a. Be early in ordering posters and making announcements that sponsor your club. The information found [here](#) can help you in ordering completely free recruitment tools from Kiwanis International!
- b. **BE PRESENT EVERYWHERE!** Reserve tables for your school's freshman orientation, have posters in classrooms, be very boisterous about your club!

2) Hold Membership Drives:

- a. Membership Drives are events or presentations done by your club where you can sign up new members. Such drives can take place at heavily promoted service projects or even in front of the school courtyard; they are just meant to gain you new contacts and members.
- b. Do your best to hold membership drives throughout the year and especially at the beginning of it. When interested freshmen walk in through the school doors, they should already be on your contact lists!

3) Make sure people know exactly what Key Club is:

- a. There are so many ways to sponsor Key Club that the list just does not end about what you can publicize!
- b. Be sure that people understand we are an international service and leadership development organization...**NOT A KEY-MAKING ONE!**
- c. Some possible points you can make at a membership drive include: Key Club is the largest and oldest student-led organization in the world, home to over 260,000 members in over 30 countries, an incredibly prestigious organization that looks amazing on college applications, and an organization that prides itself on its motto- "Caring-Our Way of Life."

4) Hold a Fantastic First Meeting:

- a. Be sure to plan for your first meeting as early as your Summer Board Meetings because it is at this meeting that you will make a first impression as a Key Club.
- b. At your first meeting, try to make the atmosphere fun and exciting! Bring in videos or even a guest speaker! Also, utilize icebreakers and energizers!
- c. Reach out to your Lieutenant Governors or Kiwanis Advisors as they will certainly like to participate! Do your best to show to prospective members how Key Club is an INTERNATIONAL organization, and a future Lieutenant Governor may be sitting in that very room.
- d. In order to get a whole list of tips on how to plan a successful meeting, look here: <http://floridakeyclub.org/dlid=189>.

Put into Motion

1) Hold many service projects of a large variety:

- a. Be sure to start off the year with a multitude of service projects. Your new members must understand that they are a part of a club of high standards in service.
- b. Partner up with other organizations to help you with your projects; do not forget that your Kiwanis Club can also be a huge asset for support.
- c. For tips on how to plan the best events, read this:
<http://floridakeyclub.org/dlid=190>

2) Get involved with Major Emphasis and The Eliminate Project:

- a. Key Club has areas of Major Emphasis that partner with select organizations and charities in order to impact the lives of children. For more information on Major Emphasis, click [here](#).
- b. The Eliminate Project is an international initiative run by Kiwanis International and UNICEF to combat maternal and neonatal tetanus, a disease which kills 1 baby every 9 minutes! Key Club has made it one of its primary objectives to fundraise for The Eliminate Project through 2015. For more information on this campaign, and how your club can contribute, go to <http://www.theeliminateproject.org>.

3) Get your club involved within your division:

- a. Your Key Club is a part of the Mighty Mighty Florida District, the oldest and second-largest district in ALL of Key Club International!
- b. Every month, your Lieutenant Governor should be sending you newsletters that you can send out to members. Also, they should be holding Divisional Council Meetings (DCMs) that discuss all of the happenings in the District, your division, and Key Club. These meetings are fun, service-filled, and a perfect way for your members to acquaint themselves with Key Club at higher levels!

4) Have members attend KCKC, SZR, DCON and ICON:

- a. Along with DCMs, these district-level events prove how far your club has come with member involvement and are vital to expanding your members' views of Key Club!
- b. KCKC is the Key Club Kick-Off Conference, and it should be held within your zone at the beginning of the school year to introduce new members to Key Club and show off the new District Board. Spring Zone Rally is where Lieutenant Governors are elected, a zonal event that takes place after Winter Break.
- c. District Conference (DCON) and International Convention (ICON) are the two most groundbreaking events you would want to attend as it is at these events that the Florida District and Key Club International show off all of their glory. It is at these events that the District and International Board members are elected, and a new Key Club year is begun!

KEY CLUB®



Created by the Florida District Service Committee

“True leaders understand that leadership is not about them, but about those they serve. It is not about exalting themselves but about lifting others up.”

-Sheri L. Dew



*service and major emphasis
“service is what it’s all about”*

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District Projects

Rating Scale 1-5

The higher the number the more service committed your club is!

Good luck and no matter what you do remember that it is truly changing this world for the better!



3 Adopt a Grandparent

- <http://www.adoptagrandparent.org/>
- Adopt a Grandparent is a great opportunity to bridge the generational gap and give older citizens companions. You can help by volunteering at a local retirement home, visiting elders on the weekends or weekdays or donating to the organization.

3 Adopt a Troop Foundation

- <http://adoptatroop.net/>
- Adopt a Troop is a non-profit organization that raises money and collects supplies for troops in Iraq and Afghanistan. You can help by creating care packages for the soldiers, which can include a variety of items such as toiletries, books, or handwritten letters.

2 CHOW NOW Children Hungry on Weekends: Not on Our Watch

- Camden (941) 725-1202, Camsag8r@aol.com
- This program provides kids that have free or reduced lunch at school with non-perishable meals on the weekends. Fundraising, community involvement and supply drives are good ways to collect food supplies for the kids who need it on the weekends.

1 Christian Foundation for Children and Aging (CFCA)

- <http://www.cfcausa.org>
- CFCA is a non-profit organization that promotes the sponsorship of children and families in need in various countries around the world. By donating a simple \$30 a month, you can help pay for someone's education, medical expenses, as well as basic necessities. You can raise money with in your club or division, and sponsor a child for a year, or make simple monetary donations to help the cause.



3 Florida Coalition Against Domestic Violence (FCADV)

- <http://www.fcadv.org/>
- FCADV works towards ending domestic violence through events designed to raise awareness, as well as through other outlets such as the Florida Domestic Violence Center. To help victims of abuse, hold clothing drives in the community to collect clothes for the victims.

Very Worthy Cause

2 Feeding America

- <http://feedingamerica.org/>
- Feeding America works with Key Club and various other large corporations to secure food and grocery products for food banks across the nation. Volunteering at local food banks or collecting can food for the banks are great ways to help Feeding America, or go to the website and check out opportunities near you.



What Sport do you know?

3 Grass Root Soccer

- <http://www.grassrootsoccer.org/>
- Grass Root Soccer uses the power of sport to bring knowledge, skills and support African youth in order to enable them to live free of HIV. You can help raise money and awareness by having a soccer tournament in your school, and encouraging different teams and clubs to participate.

2 Florida Guardian ad Litem Program

- <http://www.guardianadlitem.org/>
- This organization helps speak against child abuse and neglect. You can help by creating gift baskets, bags of hygiene products, or even toys to be donated to the children.

3 Hershey's Track and Field

- <http://www.hersheystrackandfield.com>
- Sponsored by the food company Hershey's, Hershey's Track and Field is a project created in order to promote health, wellness, and fitness in your local community. You can participate by organizing your own event, or participating in one in your local area.



3 Horses and the Handicapped

- <http://www.handhmagic.org/>
- Horses and the Handicapped is a non-profit organization that provides horseback riding and other therapeutic activities to children and adults with developmental difficulties. You can help by raising money to be donated to the organization or by volunteering with the organization.

2 Jump Rope a Heart

- <http://www.americanheart.org/presenter.jhtml?identifier=2360>
- This organization was started to help prevent kids becoming overweight as adults and to prevent heart disease in those overweight kids. You can help by going to your local elementary school and starting a Jump Rope a Heart in the P.E classes as well as promoting the program at local youth centers in your community.



3 Marine Mammal Center

- <http://www.marinemammalcenter.org/>
- The Marine Mammal Center helps protect marine life that is essential to all life. As Key Clubbers you are able to adopt a seal or any other animal and raise money for the animal to be protected in its life.

What's your favorite Marine life?

2 Meals on Wheels

- <http://www.mowaa.org>
- Meals on Wheels is the oldest and largest organization in the United States, and helps provide meals to people in need. You can help Meals on Wheels by holding can food drive at your school or by volunteering at a local Meals on Wheels location.



A very simple effective project, how many cans can you collect?

2 Souper Bowl of Caring

- <http://www.souperbowl.org>
- This organization holds canned food drives that will be donated to local homeless shelters or other organizations that collect canned food. You can help by holding can food drives and by donating the cans to a local shelter, or creating a food bank of your own.

3 World Wildlife

- <http://www.worldwildlife.org>
- World's Wildlife is an organization that protects our earth and its natural resources and wildlife. You can promote awareness and learn more by checking out the website.

2 YMCA

- <http://www.ymca.net>
- YMCA is an organization that helps underprivileged kids and adults have fun and to see there is more to life than being underprivileged. Volunteering at your local YMCA events and other YMCA activities are many ways your Key Club can get involved.

**DEDICATED TO
TODAY'S YOUTH**



Remember no matter what project you pick, just put 100 percent into it and watch as your determination and hard work pays off and truly changes the lives of those around you for the better including yours. And remember take plenty of pictures and send them too

Division12@floridakeyclub.com

Service and Major Emphasis Chair



Drives



2 Becca's Closet

- www.beccascloset.org
- Becca's Closet is an organization dedicated to providing prom and other formal dresses to students who cannot afford them. Organize a dress drive with your club before the end of the school year when most proms are held, and help to provide girls in your community a chance they otherwise would not have had.

Books open our
imagination

2 Books for Africa

- <http://www.booksforafrica.org/>
- Books for Africa collects, sorts, ships, and distributes books to children in Africa. The most common form of aid is donations due to the fact that the shipping of books overseas is extremely expensive. Hold a book drive with your club, but also be sure to raise enough money to ship the books to the BFA warehouses overseas.

4 Christmas in July

- <http://christmasinjulyinc.com/>
- The purpose of the event is to provide homeless or poor children with school supplies.

Host a school wide collection drive for the program and donate the supplies and/or funds to Christmas in July, or talk to local businesses about getting donations for your project.



3 Florida Coalition Against Domestic Violence (FCADV)

- <http://www.fcadv.org/>
- FCADV works towards ending domestic violence through public awareness, policy development, the establishment of standards, provision of funding, and support for Florida's domestic violence centers. You can hold a drive at your school at any point during the year, or multiple times throughout the year. Shelter locations can be found on the website.

4 Halloween Costume Drives

- Providing costumes for kids whose parents cannot afford them makes the holiday more fun for everyone! Have your Key Club host a costume drive within your school and donate all the costumes to a local church, Boys and Girls Club, or orphanage. Hold the costume drive before the holiday, of course, so that these children have something to wear. After the holiday have a post-Halloween costume donation drive for which people can donate the costumes just worn that can be donated for next year.



3 Operation Christmas Child

- <http://www.samaritanspurse.org/index.php/OCC/index/>
- Operation Christmas Child brings joy and hope to children in desperate situations around the world through gift-filled shoeboxes. Gather your Key Club members as well as community members and have them donate wrapping paper, shoeboxes, and small non-perishable toys.



3 Room To Read

- <http://www.roomtoread.org>
- Room to Read focuses on improving gender equality in the school environment of developing countries, as well as literacy as a whole among the young people of today. They work in collaboration with communities and local governments in Africa and Asia to develop literacy skills and support the education of girls through monetary donations, sponsorship, and providing them with books. You can help by having a book drive in your local area to donate to the organization, or raising money to sponsor the education of a young girl.

4 The Salvation Army

- http://www.uss.salvationarmy.org/uss/www_uss.nsf
- The Salvation Army is an international movement, working to assist the homeless and disadvantaged people of America. By having a clothing drive and donating the items to Salvation Army houses throughout Florida, your club will also be participating in the FCADV Clothes Drive and competing for recognition at DCON.

Look for a salvation army near you!

3 Souper Bowl

- www.souperbowl.org
- (803) 788-3476
- The basic goal of the project is to collect and donate as many cans of food as possible to local homeless shelters or any organization that collects cans. Donating canned food items to Souper Bowl of Caring helps ensure that homeless people are fed.



4 Toys for Tots

- www.toysfortots.org
- (703) 643-9433
- The mission of the U.S. Marine Corps Reserve Toys for Tots Program is to collect new, unwrapped toys during October, November and December each year, and distribute those toys as Christmas gifts to needy children in the community in which the campaign is conducted. Have a toy drive at your school and collect new toys for underprivileged children, however



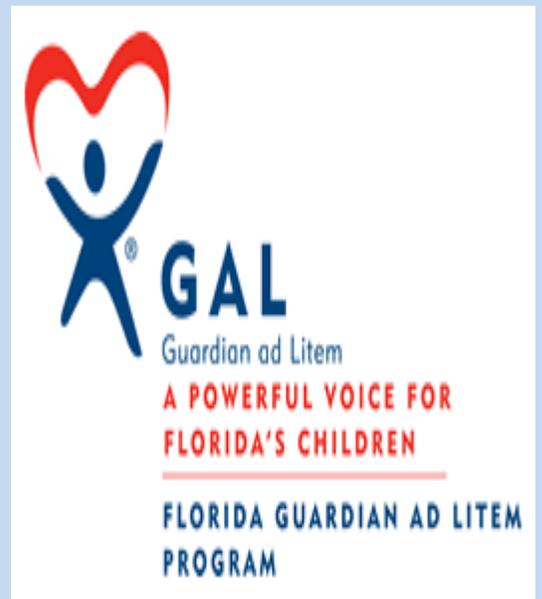


3 Teddy Bear Drive

- Hold a Teddy Bear drive at your school. Your club can design the competition however it likes, between grades, advisories, or even other clubs. Whoever wins should be given a prize such as an ice cream or pizza party. See if your club can get permission to spend time with the sick children either reading, playing games, or even just hugging their new teddy bear friend.

3 Florida Guardian Ad Litem Program

- <http://www.guardianadlitem.org/>
- **About it:** The Florida Guardian Ad Litem Program is a partnership of community Advocates and professional staff providing a powerful voice on behalf of Florida's abused and neglected children. Conduct a hygienic product drive in your school. Once all of the products are collected, create gift baskets within your Key Club to be donated to Guardian Ad Litem.



Hands-On Projects



4 Adopt-A-Highway

- <http://www.dot.state.fl.us/statemaintenanceoffice/aah.shtm>
- For nearly ten years, Florida's Adopt-A-Highway program has improved the appearance of highway right-of-way throughout Florida while reducing the cost of litter removal.

3 Appalachia Service Project

- <http://www.asphome.org/>
- The Appalachia Service Project strives to enhance housing services to low-income families in Central Appalachia. This area has poverty rates well above the national average and many of the counties are classified as "distressed" by the Appalachian Regional Commission.

How creative are you?

2 Arts and Crafts

- Arts and Crafts are all about being creative. Painting, sculpting, drawing...whatever it is, arts and crafts is a way to help people relax, bond, and have fun.

2 Beads of Courage

- <http://www.beadsofcourage.net>
- Beads of Courage is a resilience-based intervention designed to support and strengthen the protective resources in children coping with serious illnesses. Through the program children tell their story using colorful beads as meaningful symbols of courage that commemorate milestones they have achieved along their journeys of treatment.

4 Graffiti Clean-up

- <http://www.graffitihurts.org/community/organize.jsp>
- Graffiti clean-ups are a great way for your club to get involved with the community and make a positive impact on your local area. By cleaning up graffiti from buildings, signs and other areas you are creating an image of organized and put-together neighborhoods and communities. You are also helping the community save money usually spent on graffiti clean-up.



5 Habitat for Humanity

- <http://www.habitat.org/cd/local/affiliate.aspx?zip=33351>
- Habitat for Humanity is an organization dedicated to eliminating poverty and homelessness by working with homeowners to build houses for those in need. Relying on volunteers, this organization has built over 300,000 houses around the world, providing more than 1.5 million people in 3,000 communities with safe, decent, affordable shelters.

5 Homes for Our Troops

- <http://www.homesforourtroops.org>
- Homes for Our Troops is strongly committed to helping those who have selflessly given to their country and have returned home with serious disabilities and injuries. We assist severely injured Servicemen and Women and their immediate families by raising donations of money, building materials and professional labor and then coordinating the process of building a new home or adapting an existing home for handicapped accessibility. The finished home is then given to the veteran.

5 Park Renovations and Clean-ups

- <http://www.floridastateparks.org/>
- The Florida Park Service manages 160 state parks consisting of more than 700,000 acres. With more than 21 million visitors a year, it is a challenge to provide quality visitor services with just a little more than 1,000 employees. Years after being built, especially after consistent use and Florida rainy weather, much of a park's resources begin to wear away, signaling a need for renovation.



Kiwanis Family Projects



5

Boys and Girls Club

- <http://www.bgca.org/>
- **About it:** Boys and Girls Clubs helps promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging and influence. Your club could work with Kiwanians to help set up a Boys and Girls Club where it may be needed but is not yet present.



5

Builders Club

- <http://slp.kiwanis.org/buildersclub/Homepage.aspx>
- **About it:** Builders Club is a “student-led” community service organization that operates under school regulations and draws its members from the student body. If there are no Builders Clubs near your school, work with your sponsoring Kiwanis Club to set one up! If there is one already, set up a program to mentor and help the club.



5

K-Kids

- <http://slp.kiwanis.org/kkids/home.aspx>
- **About it:** These clubs are ideally suited for students in grades 1 through 5 (ages 6 to 12). K-Kids is a "student-led" community-service organization, which operates under school regulations and draws its members from the student body. If your Kiwanis Club does not sponsor a K-Kids, talk to them about finding a school to start the program in and find ways to mentor and expand the club for years to come.

5

Every Child A Swimmer

- <http://everychildaswimmer.org/index.html>
- **About it:** The ECAS Project offers to educate and train Elementary School children in water safety. K-Family can participate in Every Child A Swimmer by being “in-water assistants” to the trained professionals teaching the children to swim.

5

Kiwanis Young Children Priority One

- <http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=116>
- **About it:** YCPO helps the needs of young children in their areas and developed service projects based on those needs. By helping develop a service project, you are not only strengthening the bond between the Key Club and Kiwanis Club, but also helping the community of children.

What are your priorities?

4 Kiwanis Family Picnics

- **About it:** Picnics are a great way for people to come together, get to know each other, and eat great food! Instead of having your local Kiwanis host a Kiwanis Family picnic, let your club take the initiative and plan it yourself!

4 Pancake Breakfast

- **About it:** This is a great way for Kiwanis Clubs, Key Clubs and Builders Clubs to work together as part of the Kiwanis Family to raise money for projects and strengthen their relationships. Traditionally Kiwanians pick the location while the Key Clubbers make the pancakes and the Builders Clubbers serve coffee and juice. Tickets are either sold in advance or at the door.

3 Valentine's Day Party

- **About it:** Key Clubbers can organize parties at local Boys and Girls Clubs or children's hospitals for kids who may not be getting enough love at home or are just away from their loved ones for the time being. Invite your entire club to the party and encourage members to bring gifts or supplies.



Major Emphasis

The Major Emphasis is a collaboration of Key Club's preferred charities with the goal of uniting all Key Club members to focus energies on making a global impact on children. The three components of the Major Emphasis are the Service Initiative, the Service Partnerships, and participation in the program. The three Service Partners are the Children's Miracle Network, March of Dimes, and UNICEF, which are explained below.

5 Children's Miracle Network

- <http://www.childrensmiraclenetwork.org/>
- Children's Miracle Network is a non-profit organization that raises funds for more than 170 children's hospitals.



5 March of Dimes

- <http://www.marchofdimes.com/>
- March of Dimes strives to improve the health of babies by preventing and spreading awareness of birth defects, premature birth, and infant mortality.



5 UNICEF

- <http://youth.unicefusa.org/trickortreat/>
- UNICEF (United Nations Children's Fund) is a project that is easy to get involved in. Trick-or-Treat for UNICEF is a great way to raise money and work with K-Kids. To find out more information, please check out **THE ELIMINATE PROJECT** section.



Special Needs Awareness Program (SNAP)

The Special Needs Awareness Program is one of the past Governor's Projects, which still has many great and applicable service opportunities. Below are some ideas that go along with the project.

4 Autism Speaks

- [http://www.hosa.org/natorg/sectb/catv/natserv.pdf - search="Autism"](http://www.hosa.org/natorg/sectb/catv/natserv.pdf-search=)
- **About it:** Autism Speaks has grown into the nation's largest autism science and advocacy organization, dedicated to funding research about the causes, prevention, treatments, and a cure for autism; increasing awareness of autism spectrum disorders; and advocating for the needs of individuals with autism and their families.

5 Best Buddies

- <http://www.bestbuddiesflorida.org>
- **About it:** Best Buddies is a non-profit organization dedicated to establishing a global volunteer movement that creates opportunities for friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.



5 Dinner for the Blind

- **About it:** By holding a dinner for the blind, a club has the opportunity to see firsthand the effects of not being able to see while providing entertainment for those who may sometimes be overlooked in the service community.

5 Easter Seals

- <http://www.easterseals.com/site/PageServer>
- **About it:** Easter Seals provides exceptional services, education, outreach, and advocacy so that people living with autism and other disabilities can live, learn, work, and play in our communities.

4 Horses and Handicapped

- <http://www.handhmagic.org/>
- **About It:** Horses and the Handicapped is a non-profit organization dedicated to providing effective therapeutic horseback riding and other equine-assisted activities for children and adults with physical, cognitive, and emotional difficulties.



5 March of Dimes

- <http://www.marchofdimes.com/>
- **About it:** March of Dimes strives to improve the health of babies by preventing birth defects, premature birth, and infant mortality.

4 Muscular Dystrophy Association

- <http://www.mda.org/>
- **About it:** This is an organization founded to provide research, care, and treatment to the lives of those affected by muscular dystrophy.



5 Operation Smile

- <http://www.operationsmile.org>
- **About it:** Operation Smile is a worldwide children's medical charity whose network of global volunteers are dedicated to helping improve the health and lives of children and young adults. Since its founding, Operation Smile volunteers have treated more than 130,000 children born with cleft lips, cleft palates, and other facial deformities and the organization has a presence in 51 countries.

5 Special Olympics

- <http://www.specialolympics.org/>
- **About it:** Dignity, acceptance, and a chance to reach one's potential – these are human rights worth promoting for everyone. Since 1968, Special Olympics has been bringing one message to the world: people with intellectual disabilities can and will succeed if given the opportunity.



Walks

4 Alzheimer's Memory Walk

- <http://www.alz.org/walk/>
- **About it:** Since 1989, we've mobilized millions of Americans in the Alzheimer's Association Memory Walk®. We now ask you to register for Walk to End Alzheimer's, the nation's largest event to raise awareness and funds for Alzheimer's care, support and research. Together, we can end Alzheimer's disease the nation's sixth-leading cause of death.

5 DetermiNation

- http://www.cancer.org/docroot/PAR/PAR_10_DetermiNation.asp
- **About it:** This powerful and inspiring movement saves lives by enabling athletes to dedicate their training and participation in marathons, triathlons, cycling races, and other endurance events to a lifesaving effort to fight a disease that has already taken too many lives. Become a member of a club and your club can receive a number of benefits including free team training to help you achieve your race goals.

4 The Leukemia & Lymphoma Society

- http://www.leukemia-lymphoma.org/hm_lls
- **About it:** Their mission is to cure leukemia, lymphoma, Hodgkin's disease and myeloma, and improve the quality of life of patients and their families. Organize a walk in your school or community to raise money or visit the website to see if the LLS is holding a walk or an event near you.

5 March of Dimes

- <http://www.marchofdimes.com/>
- **About it:** March of Dimes strives to improve the health of babies by preventing birth defects, premature birth, and infant mortality. Your club can participate in a local walk or hold a March of Dimes drive at your school in which you can sell baby bracelets and/or students can donate coins to March of Dimes.

5 Operation Smile

- <http://www.operationsmile.org>
- **About it:** Operation Smile is a worldwide children's medical charity whose network of global volunteers are dedicated to helping improve the health and lives of children and

young adults born with cleft lips, cleft palates, and other facial deformities. Your club can participate by holding an Operation Smile walk-a-thon at your school.



5 Relay for Life

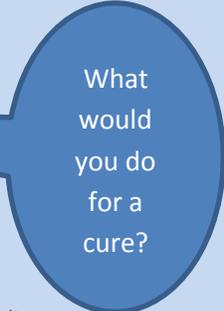
- <http://www.relayforlife.org>
- **About it:** It offers everyone in a community an opportunity to participate in the fight against cancer. Teams of people camp out at a local high school, park, or fairground and take turns walking or running around a track or path. Have your club start a team and participate in Relay for Life.

4 Susan G. Komen for the Cure

- <http://ww5.komen.org/>
- **About it:** As the world's largest grassroots network of breast cancer survivors and activists, we're working together to save lives, empower people, ensure quality care for all and energize science to find the cures.

4 Women for Women

- www.womenorwomen.org
- **About it:** Women for Women International provides women survivors of war, civil strife and other conflicts with the tools and resources to move from crisis and poverty to stability and self-sufficiency. You can help by organizing a Run for Congo Women walk and raise money to donate it.



The Eliminate Project

With The Eliminate Project, Kiwanis International and UNICEF have joined forces to eliminate maternal and neonatal tetanus. This deadly disease steals the lives of nearly 60,000 innocent babies and a significant number of women each year. The effects of the disease are excruciating – tiny newborns suffer repeated, painful convulsions and extreme sensitivity to light and touch.

To Eliminate MNT from the Earth, more than 100 million mothers and their future babies must be immunized. This requires vaccines, syringes, safe storage, transportation, thousands of skilled staff and more. It will take the US \$110 million – and the dedicated work of UNICEF and every member of the Kiwanis family.

Kiwanis and UNICEF joined forces to tackle iodine deficiency disorders, achieving one of the most significant public health successes of the 20th century. Now, they are eliminating MNT from the face of the Earth. And in doing so, the project will reach the poorest, most neglected mothers and babies with additional lifesaving health care. The end of this one disease means the beginning of better health for so many families.

For more information on the Eliminate Project and service projects associated with it, visit [The Eliminate Project Booklet](#) on the Florida Key Club website.

ELIMINATE

Kiwanis eliminating maternal/neonatal tetanus



what if
YOU COULD SAVE
A BABY'S LIFE?

what if
YOU COULD KEEP
A FAMILY WHOLE?

what if
YOU COULD CHANGE
THE WORLD FOREVER...

AGAIN?

**WHAT IF YOU COULD
SAVE A BABY'S LIFE?**



Are you ready to help
ELIMINATE
Kiwans eliminating maternal/neonatal tetanus



www.theEliminateProject.org

**One baby dies every
9 minutes from an easily
preventable disease**



Are you ready to help
ELIMINATE
Kiwans eliminating maternal/neonatal tetanus



www.theEliminateProject.org

The Governor's Project
The 2013-2014 Governor's Project is the CAPES Project

CAPES

This years governor's project is CAPES. CAPES is a character advancement program aimed at instilling morals in others.



CAPES focuses on promoting the values of:

- Leadership
- Caring
- Inclusiveness
- Citizenship
- Sportsmanship
- Scholarship

*For more information
on this project,
please contact:*

District Governor

Trina Sessions
governortrina@floridakeyclub.com
or

Governor's Project Chair

Arianna Hernandez
division23a@floridakeyclub.com



KCKC PowerPoint Cheat-Sheet

Updated: 8/22/13

Recommended Sessions

OPENING SESSION

- Bigger Than You: The Impact of Key Club International **(MANDATORY)**

SESSION 1

- Presidents Training
- Vice-Presidents Training
- It's A Member Thing
- Involved Members

SESSION 2

- Secretary Training
- Treasurer Training
- How to Be A Great Key Clubber
- The Eliminate Project

SESSION 3

- Kiwanis Family
- Fundraising
- Running for Higher Office
- CAPES

Other PowerPoints Offered

- Make Meetings Move & 15 Minute Service Projects
- IceBreakers
- Time Management & Organization
- Service and Major Emphasis
- Large Club Administration

PowerPoint Descriptions

- **Bigger Than You: The Impact of Key Club International**
Explains the benefits of being in Key Club. Also covers the structure from a member to International President.
- **Capes**
Explains the Governor's Project, how to take part, etc.
- **The Eliminate Project**
Explains what the MNT is, what the project is, and how to help/participate.
- **Fundraising**
Explains methods, benefits, and other criteria necessary to understand fundraising.
- **How To Be A Great Key Clubber**
General information about being a key club member
- **Icebreakers**
Explains the purpose of Icebreakers and provides four examples.
- **Involved Members and High Officers**
Allows all Key Club affiliates to see how they can move up in the Key Club world. It also gives helpful information on how to help your club thrive.
- **It's A Member Thing:**
Displays to members what their duties are, and how to be more involved with their club.
- **Kiwanis Family Relations**
This PowerPoint goes over the Kiwanis family and how we can work with them.
- **Large Club Administration**
Describes the challenges and benefits with having a large club. Also gives tips on administration.

- **Make Meetings Move**
This PowerPoint is about how to make meetings more interesting and briefly goes over working small service projects into meetings.
- **President**
Explains duties and responsibilities of a Club President.
- **Running For Higher Office**
Provides advice on when and how to run for higher-office. Also, briefly describes what each position entails.
- **Secretary**
Explains duties and responsibilities of a Club Secretary.
- **Service and Major Emphasis**
Covers topics such as who our Major Service Partners are, the Service Tour, 10-10-10, and the importance of service and documentation (pride reports.)
- **Time Management & Organization**
Gives tips on how to organize your time and plan ahead, as well as other tips.
- **Treasurer**
Explains duties and responsibilities of a Club Treasurer.
- **Vice-President**
Explains duties and responsibilities of a Club Vice-President.

DCON Schedule

Officers' Schedule for Getting Members to DCON

Print this list out. Follow the steps for an effective way to increase DCON attendance.

If you have any questions, your Lt. Governor and DCON Chair Devon Mims (dconchair@floridakeyclub.com) are always available for personal assistance.

- **By September 15th** Talk to your Lt. Governor about attending Kiwanis Club meetings. It's important that your sponsoring Kiwanis club knows you, so that they can assist you in sending members to DCON for a lower price. Find out what your Kiwanis Club will be providing for you to go to DCON.
- **By September 30th** Meet with the Board of Directors and officers of your club. Set a goal for DCON attendance, make sure to have a budgeted price for each member and have a direct plan on how to raise the money. Ask your Faculty Advisor to help you with all of this planning. You can use any promotional materials that you receive from the District to excite and inform your members.
- **By October 15th** Plan and execute monthly fundraisers to fund member's DCON attendance. Meet with your Lt. Governor to create an action plan on how to fundraise throughout the year. Check out the DCON Fundraising Guide for more ideas at www.floridakeyclub.org/dcon.
- **By November 1st** Make sure to have attended Key Club Kick-off Conference where the theme and DCON Video will be revealed. Promotions take place on a larger scale here and the district energy and enthusiasm are important for your members to experience. If members still aren't convinced that they should attend DCON, ask your Lt. Governor to come to a club meeting to give a presentation about the importance and fun of the conference.
- **By November 15th** Hold an officer meeting to plan out what awards you want to/can apply for, divide it amongst the officers and members to complete, and start working on them as soon as possible!
- **December 1st** Online DCON Registration opens!
- **By January 15th** Participate in an officer meeting one day after school and fill out awards applications. Make sure all awards and contests are in progress as almost all are due by **March 5th**! (Date tentative)
- **January 28th** Early Registration is due in one month! The price for a quad will increase from \$255 to \$305 on March 11th, so make sure your club is ready to register now.
- **By February 10th** Hold a parents meeting so that your faculty advisor can assuage any fears your parents have about letting their kids go away to a 4 day conference. This especially helps with underclassmen and first timers.
- **By February 15th** Complete any final DCON fundraisers. Ask your Lt. Governor to attend a service project or fundraiser, so they can fit in one more promotion speech. Make sure all needed forms are being completed especially school district field trip forms which can take time to be approved. Additionally, work on completing Code of Conduct and Medical Release forms.
- **By February 28th** Early Bird Registration due! (\$255 per person for a quad)
- **March 11th** Registration officially closes.
- **After March 24th** DCON is in one month! Have an informational meeting and go over the schedule of the weekend, dress attire, and answer any questions that your club members may have. Review everything to ensure that you have a smooth trip.
- **By April 20th** Set a date with your Kiwanis Club to come give a program at their Kiwanis Meeting to discuss what you learned at District Conference after April 24th.
- **April 24th-27th** **ENJOY YOURSELF AT DISTRICT CONFERENCE! YOU'VE MADE IT!**

**2014 DISTRICT EDUCATION AND
LEADERSHIP CONFERENCE
FUNDRAISING GUIDE**



2013-2014
Florida District of Key Club International

District Conference Fundraising Guide

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KEY CLUB

Small Simple Fundraisers

📌 Candy Cane Grams

- Candy Canes can be donated or bought in bulk
- Sell each candy cane with a little note attached
- Have people write who they're sending it to and have it delivered to their class throughout the school day

📌 Beef Jerky Fundraiser

- Order cases of beef jerky (choose a variety of flavors and packages)
- Sell for \$1

📌 S'mores Night

- Set up a space at a school event to sell s'mores
- Have a member bring in a toaster oven and have marshmallows, chocolate, and graham crackers
- Sell s'mores for a small price



📌 Cliff Bar Sale

- Set up a stand at your school's sports games and sell cliff bars!

📌 Auntie Anne's Pretzels

- Contact ABC Fundraising and order a pre-sale pretzel brochure for each member of your club
- Collect \$12-16 for each pretzel kit
- Place your order with ABC fundraising

📌 Valentine's Day Rose Sale

- Roses can be donated or ordered in bulk
- Provide options of packages (i.e., single rose, half dozen, bouquet)
- Attach note to the person receiving the flowers and have them delivered to their class

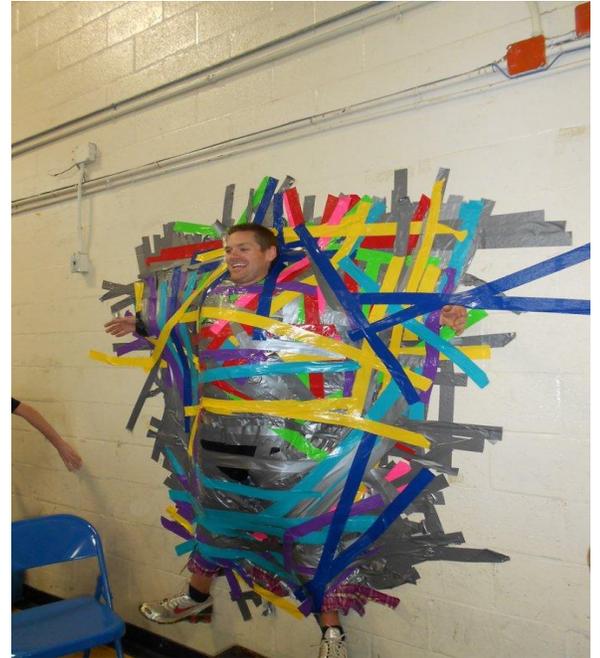
Small Simple Fundraisers

Ⓚ Balloon Grams

- Deliver balloons for any occasion!
- Have students choose the number of balloons they want to send to their classmates (charge about \$2 for each)
- Attach a note and have them delivered to class
- Set up a theme based on the holiday or have them all year to include birthdays!

Ⓚ Tape a Teacher to a Wall

- Have some popular teachers participate
- Sell a large piece of duct tape for \$1
- Begin using the pieces of tape sold to tape a teacher to the wall, a few inches off the ground



Ⓚ Holiday Gift Wrapping

- Set up a booth at one of your school or community's holiday events
- You can have members bring in a variety of gift-wrapping paper
- Charge to package all of their gifts

Ⓚ Doughnut Eating Contest

- Have people sign up to participate and charge a registration fee
- Local bakeries can donate the doughnuts or purchase them in bulk
- Provide the winner with a small prize

Ⓚ Pumpkin Smashing

- Have people in the community donate their pumpkins after Halloween
- Host an event allowing people to pay a small fee to smash some pumpkins!

KEY CLUB

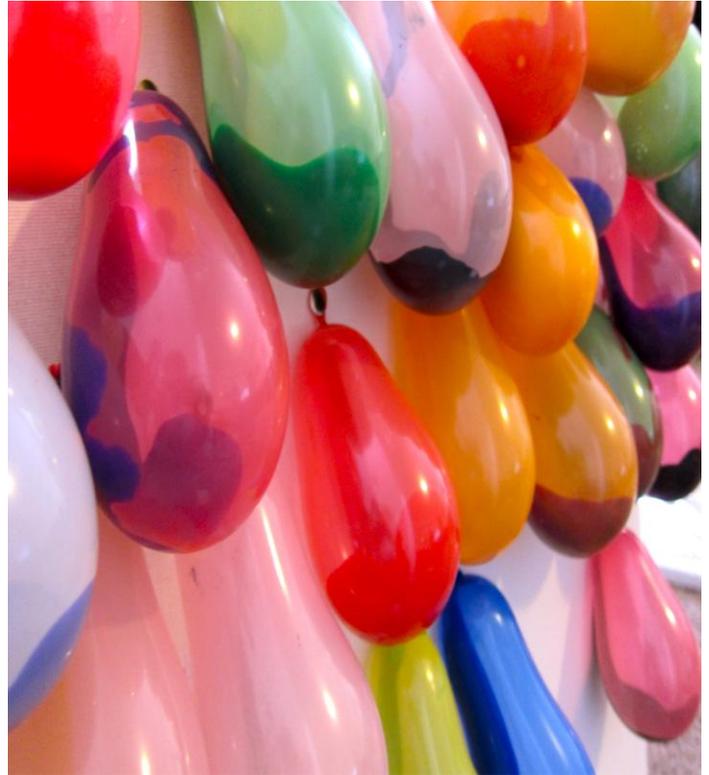
Small Simple Fundraisers

Shower with Flowers

- Place different colored pinwheels in the yards of your community
- Attach a note to the pinwheel explaining what you're raising money for and how the game works
- Charge \$5 donation to have the pinwheel simply removed, charge \$10 to have it removed and sent to someone else, charge \$15 to have it removed, sent to someone else, and find out who sent it to them

Balloon Art

- Fill some water balloons with different colored paint and pin them onto a canvas
- Have people pay for a couple darts to throw at the balloons
- Once people begin popping the balloons, the paint will explode on the canvas creating cool art!



Spirit Chain Fundraising

- Have the freshmen, sophomores, juniors, and seniors compete to see what class has the most spirit
- Assign each class 2 colors for their chain
- Sell a strip of paper for 25 or 50 cents
- Keep the chains hidden until the day of the pep rally
- Perfect to do before Homecoming!

Corsage Sale

- Make corsages to sell at your school before Homecoming or other dances throughout the year

KEY CLUB

Large Complex Fundraisers

Sports Tournaments

- Ask your school to use the gym or field one day after school or on the weekend
- Have equipment provided by the school/club members
- Charge for registration
- Have different pools of teams competing for a small prize

Rappin' Teacher

- A week or so before your school's pep rally, have a jar where people can place the name of a teacher they would like to see rap (let the teachers know and make sure they are willing to participate)
- The day of the pep rally, tally up the votes
- The teacher with the most votes gets to rap or lip-sync to the song provided

Dance-A-Thon

- Have people sign up to participate
- Have them ask different people in the community to sponsor them (i.e., a dollar for every hour they dance)
- Be sure to get a location that can accommodate everyone
- Set a time limit (i.e., 8 hours, 12 hours, 24 hours)



Garage Sale

- Have all members donate things they do not use at home and host one large garage sale
- Advertise in the school or local newspaper

No Uniform Day

- Talk to Administration
- Charge students for a wristband allowing them to not wear uniform the next day
- Be sure to emphasize that clothes must still follow school dress code

Bakeoff Bake Sale

- Twist on a traditional bake sale
- Charge a small fee to enter contest
- Find a local place for everyone to bring their baked goods and have them judged
- Provide a small prize to the winner, then sell all the left over baked goods

Large Complex Fundraisers

📌 Spaghetti Dinner

- Have the grocery store donate products to make spaghetti dishes or have members bring in dishes already prepared
- Charge for an all-you-can-eat dinner
- Host at your school or a local venue so everyone can stay a while and socialize

📌 Neighborhood Book Sale

- Set up a station in a neighborhood or a popular community spot
- Have people from the community donate used books and sell them!

📌 Board Game Tournament

- Have some people bring in a variety of board games
- Choose a spacious location so you can have several teams playing or games going on at the same time
- Charge an entry fee for each game
- Provide a small prize to the winners
- Consider having refreshments sold as well



📌 Cookie Sale

- Have members bake different types of cookies
- Display them in rows at a booth after school or at an event at your school
- Provide plastic bags for people to grab whatever they like and weigh their bags at the end (charge around \$4 a pound)
- You can also choose a variety of cookies to create a simple cookie basket for people to buy instead of the weighed option

📌 Battle of the Bands

- Organize a concert one night at your school or at a local venue that will allow you to host a concert
- Charge bands or singers a small registration fee
- Charge people tickets to the show
- Reward the winner of the battle with a cash prize



Large Complex Fundraisers

Ⓚ Bail Me Out!

- Handcuff two willing participants together and do not let them loose until they raise “bail”
- Event can be held during school, at a sports game, pep rally, or any school-sponsored event where there will be a lot of people
- Teachers, Principals, SGA Officers, and Star - Athletes are good people

Ⓚ Butler Auction

- Seniors auction themselves off to underclassmen as butlers for a day
- Remember to establish rules as to what the butler is and isn't responsible for (i.e. no test taking)

Ⓚ Movie Marathon

- Contact a local space to let you rent out the space for a night (i.e. school auditorium, independent movie theater, etc.)
- Choose a theme of movies to play all night
- Have a concession stand with a variety of refreshments and charge for entrance



Ⓚ Car Smash

- Contact a local junkyard or impound lot to see if they have a car in relatively good condition that they are willing to donate
- Remember to remove all liquids or hazardous materials from the car and have protective gear for people to wear
- Bring a hammer and charge people a small price for some swings at the car

Ⓚ Field Day

- Ask your school to let you use the field or gym for a day
- Have a wide range of events that people can participate in
- Charge for entrance, have food and refreshments people can purchase as well

Ⓚ Karaoke Night

- Find a venue that will let you host this event for a night
- Have someone bring in a karaoke machine or contact a local store that rents them
- Charge an entry fee and provide a small discount to people who sign up to perform in advance in order to be sure there is entertainment



World's Finest Chocolate:

- World's Finest Chocolate
Attn: Customer Service
4801 S. Lawndale
Chicago, IL 60632
- PH: 1.888.821.8452
Fax: 1.877.256.2685
- <http://www.worldsfinestchocolate.com/>

Morris Press Cookbooks:

- Morris Press Cookbooks
P.O. Box 2110
Kearney, NE 68848-2110
- PH: 800-445-6621
Fax: 308-234-3969
- <http://www.morriscookbooks.com/fundraising/fundraising-ideas.cfm?ref=fdirec>

EZFund:

- EZFund.com
1980 Afton
Houston, TX 77055
- PH: 1-800-991-8779
Fax: 1-713-973-8321
- <http://www.ezfund.com/>

eFundraising.com:

- E-Fundraising - C/O FedEx Trade Networks
156 Lawrence Paquette Ind'l Drive (PMW# 5)
Champlain, NY 12919
- PH: 1-800-561-8388
Fax: 1-877-275-8664
- <http://www.efundraising.com/allfundraisers.aspx?partner=efundraising>

Golden Harvest Sales:

- Golden Harvest
P.O. Box 2549 Fort Pierce, FL. 34954
- PH: 1-800-826-9099
Fax: 772-466-5920
- <http://goldenharvestsales.com/>

Little Caesars' Pizza Kit:

- Little Caesars Pizza Kit Fundraising Program
2211 Woodward Avenue
Detroit, MI 48201-3400
- PH: 1-888-4-LC-KITS
Fax: 313-471-6101
- <http://www.pizzakit.com/>

ABC Fundraising:

- ABC Fundraising®
9803 North 4680 West
Cedar Hills, UT 84062
- PH: 1.888.212.1344
Fax: 1.888.246-2487
- ABCfundraising.com

DCON Payment Breakdown

Early Registration begins December 1st!

\$255.00 Quad

\$310.00 Triple

\$365.00 Double

\$550.00 Single

Remember that the deadline to register early is **February 28th, 2014**. After that, all prices will be raised by \$50.

Rule of Thirds:

Do you need financial support to pay for DCON? Well follow these steps and divvy up the costs of DCON to ensure that you make it to the best event all year!

1. Talk to your sponsoring Kiwanis Club preferably at the beginning of the year about providing 1/3 of the money needed for attending members. Check out the donation letter that can be found online at www.floridakeyclub.org/dcon. Your top priority should be paying for the incoming officers of your club.
2. Use the many fundraisers in this guide or ones of your own to raise funds for your club. Make sure you know how many people are attending from your club so that you know how much money needs to be provided for the second third of the costs and don't forget you can use money in your club's account from past years to lower the costs.
3. Have club attendees come up with the final third of the sum by fundraising on your own, or simply using money that the person has saved up in the past.

** Don't forget to factor in transportation into your costs and planning.
The above figures account for registration costs only.

**IF YOU HAVE ANY QUESTIONS CONCERNING THE
DISTRICT EDUCATION & LEADERSHIP CONFERENCE,
FEEL FREE TO CONTACT
DISTRICT CONFERENCE CHAIR DEVON MIMS
AT DCONCHAIR@FLORIDAKEYCLUB.COM
FOR PERSONAL ASSISTANCE.**

SEE YOU AT DCON!

Revised by the 2013-2014 District Conference Committee.



DCON Social Media Marketing Plan: Issue 1

August:

- Ⓚ LTG's start advertising the DCON Twitter & Facebook accounts to their division.
- Ⓚ LTG's can post a link to the Twitter & Facebook accounts on each club's own Twitter and/or Facebook group.
- Ⓚ Advertise these accounts as the fastest way to receive communications about DCON 2014.
- Ⓚ Promote the official DCON hashtag (#) #FLKCDCON !
- Ⓚ Have Key Clubbers post their DCON 2013 photos on these social media accounts for others to see.
- Ⓚ Add DCON publications to these accounts as they become available.

September:

- Ⓚ LTG's communicate with club officers to share the DCON Facebook & Twitter accounts so their members can also see the DCON updates.
- Ⓚ Block all posts that reveal the DCON theme for this year on either of the social media accounts. (Until the end of KCKC season)
- Ⓚ Add DCON publications to these accounts as they become available.
- Ⓚ Announce that the DCON theme will be revealed at each zone's KCKC to build suspense and possibly increase KCKC attendance.
- Ⓚ Allow Key Clubbers to share fundraising ideas on these accounts so others may see them.

October:

- Ⓚ Direct attention towards fundraising and setting up a deposit plan for attendees.
- Ⓚ At end of KCKC season, announce the DCON 2014 theme on these accounts.
- Ⓚ Add DCON publications to these accounts as they become available.
- Ⓚ Announce the importance and potential benefits of DCON attendance to clubs via social media.

DCON Schedule

LTG Schedule for Getting Clubs to DCON

*Print this list out. Follow the steps to help your clubs attend District Conference.
If you ever have any questions, contact DCON Chair Devon.*

- **Prior** Get to know your club presidents and faculty advisors both in and outside of Key Club. Facebook them, call them, keep in contact with them so when DCON crunch time comes around they will feel the need to reply back to you on emails and correspondence. CC me on ALL DCON related emails.
- **By September 1st** Put the Save the Date and Fundraising DCON Blurb in your newsletters to let clubs know DCON is April 24th through 27th and to motivate them to prepare for it.
- **By September 1st** Monthly promotional materials start getting sent to clubs by DCON Committee.
- **By September 1st** Start talking about DCON now at ALL of your DCMs! Highlight different portions of the conference and get people excited!
- **By September 1st** Begin visiting each of your Kiwanis Clubs (probably at a Kiwanis club meeting) in your division to make sure they include in their budget the cost of the Club President, Secretary, and Faculty Advisor's fare [\$875] to DCON for each of their sponsored Key Clubs (especially target clubs). Kiwanis should sponsor one-third of a club's DCON fees.
- **By September 1st** Make sure to have included a DCON workshop and/or a DCON Presentation at KCKC. Start emphasizing how to dress Key Club professional, how to fundraise, and how clubs can collect installments to make it easier on the family's budget to start planting the seed early on.
- **By October 1st** Visit all clubs in your division, especially those that are *target clubs*. Ask for time on the program so that you can introduce the idea of District Education Leadership Conference. Meet with the officers while you are there to create an action plan for each club on how they plan on fundraising throughout the year to attend, how many people they will be taking, etc.
- **By October 1st** Start to consider holding a Divisional DCON Fundraiser. [See DCON Fundraising Guide]
- **By November 1st** If a club still isn't convinced that they should attend DCON or have barriers preventing them, have your ZA give them a call or visit in addition to working with the Kiwanis Club.
- **By November 15th** Call all Club Presidents to confirm that they have received your emails, answer any questions that they have, and make sure that they are holding fundraisers to make sure they can afford DCON and ask them what their attendance goal is.
- **By November 30th** This month make sure to go over the awards packet with your clubs.
- **By December 1st** Online DCON Registration opens!
- **By January 15th** **DCON CRUNCH TIME** Give your clubs a call and make sure that any final fundraisers are being completed. Ask to attend a service project or fundraiser. This will allow you to once again give your DCON pitch to anybody who still isn't convinced.
- **By January 30th** Make sure to remind clubs that Early Registration is due in one month!
- **February 28th** Early Bird Registration due! (\$255 per person for a quad)
- **After February 28th** Keep pushing for all clubs to sign up. Always remember that face to face contact is the most effective and if you need help convincing adults try utilizing your resources such as your Kiwanis LTG, Kiwanis Advisor, or Zone Administrator.
- **March 11th** Registration ends.
- **April 24-27th** **Give yourself a pat on the back. You have successfully completed a year of outstanding service. Now enjoy DCON with all the members you helped to attend!**

The Eliminate Project 2013 KCKC speech

We serve in an organization in which our high school careers consist of serving the homes, schools, and communities of the world. We take time out of our busy schedules with sports, academics and the various other extracurricular activities that students participate in, to serve. Whether it's cleaning up a highway with the environmental club or tutoring kids at our local elementary school we choose to help as many people as we can no matter who they are.

This is why back in the early 1990's Kiwanis International partnered with UNICEF to eliminate iodine deficiency disorder. After about 10 years of continuous fundraising they successfully rid the planet of this horrible disease and saved millions of lives. In 2010, Kiwanis embarked on their next campaign- to eliminate Maternal and Neonatal Tetanus (MNT). A deadly disease that ravishes countries in the underdeveloped regions of the world where people do not regularly have access to sterile, healthy birthing and living environments.

We, the Kiwanis Family, partnered with UNICEF because this disease kills over 60,000 mothers and their babies each year. We took on this task because it only takes \$1.80 to immunize a mother and each and every one of her future children. We as an organization took on this task because we as Key Clubbers believe that zero babies should die such an excruciating death.

When a child is born on the ground or with un-sterile birthing equipment, in under-developed areas, it is almost certain that the child will contract MNT. From the moment they are burdened with this terrible disease, even the most sensitive sound, light, or touch will send them into painful convulsions. The pain gets to a point where a

mother cannot even comfort her child for fear that she will put the child in more pain.

This is why we need to act. We need every member in our organization to help if we want to reach the Kiwanis Family's goal of 110 million dollars by 2015. If each club, division, zone and district participates in our campaign we will eliminate MNT, and we can assure that no mothers and babies will ever again have to go through the emotional and physical pain of this burden of maternal or neonatal tetanus.

Eliminate Bow Order Directions

Our newest District Fundraiser- bows specifically tailored to your school, sports team, club, or the Eliminate Project. Follow the steps below to order the latest Eliminate Merchandise!

1. Decide on the logo you would like to have in the center of your bow. You may decide to use the Key Club logo, the Eliminate logo, a club/sports team logo, or any other design.



*** Should you decide to use ANY logo besides the Key Club logo or The Eliminate Project logo, you MUST send (scan and email, or fax) a signed letter of permission from the creator of your logo for our bows providers' use of the logo.

2. Email Lissy at "Bows by Lissy" to order. Her contact information is:

Email: bowsbylissy@aol.com

Phone number: (305)218-3504

She is also available on Facebook!

3. Each bow costs \$3. (It is best to order in bulk, as shipping is included in your cost).
4. Once your bows arrive, we suggest that your club sells them for a price of \$5, donating \$2 to The Eliminate Project per bow sold.

***Follow the directions for sending donations to Kiwanis International, found [here](#). Make sure to include the name of your club/division on the "The Eliminate Project" Donations form.

Thank you for your continuous support of The Eliminate Project, and our District's efforts towards raising **over \$110,000** in the 2013-2014 Florida District of Key Club year!

ELIMINATE

maternal/neonatal tetanus

Kiwanis International and UNICEF have joined forces in The Eliminate Project. This project is geared towards eliminating Maternal/Neonatal Tetanus (MNT), a completely preventable disease which can be spread through spores in the soil. Maternal/Neonatal Tetanus affects mothers and babies who are forced to be in unsanitary birthing conditions. \$1.80 covers the cost of 3 rounds of vaccines that will save a mother and her future babies. Our goal is to eliminate this disease from the planet by raising \$110 million by the year 2015. In this booklet, you will find service project ideas to raise money towards this important cause.

Easy: Takes less than a week to plan/execute, minimal financial costs.

- **50/50 Raffle** – Have your sponsoring Kiwanis Club host the event. Sell raffle tickets. Have a drawing and randomly pick a ticket and the winner receives half of the money collected, while the other half is donated to The Eliminate Project.
- **Babies Saving Babies Program** - Please look at The Eliminate Project tab of <http://www.floridakeyclub.org> for more information.
- **Babysit for UNICEF** - Members do this on an individual basis. When babysitting, leave a flyer about The Eliminate Project for the parents.
- **Bail Me Out** – Select two volunteers to be the “prisoners”. Post bail, or how much money should be raised to be set free.
- **Bake/Doughnut Sales** - In addition to raising money, this project can raise awareness about The Eliminate Project throughout the community. They are a simple, but effective way to make a difference! Buying a dozen doughnuts can roughly cost 4 to 5 dollars, selling every doughnut at a \$1 can make for a huge profit.
- **Birthday Pledge** – Members do this on an individual basis or when celebrating the day the club was chartered (the club’s birthday). Ask for donations to The Eliminate Project as gifts.
- **Candy Fundraisers** - Buy boxes of candy and get permission from your school’s administrator to sell during lunch, between classes, and after school. Be sure to advertise that you’re selling candy to fundraise for The Eliminate Project and educate your customers on the statistics of the project.
- **Chores for Children** - Talk to your Kiwanis club about performing chores around their houses and yards that they would be willing to pay Key Clubbers to perform. Explain that the money will go to The Eliminate Project and submit all the money together as a club.
- **Collection Jar** - Have a collection jar in teacher’s classrooms throughout the school for students to throw their change into. Have resources and information about the project so students understand the project and know where their money is going. Be sure to stress the importance of how \$1.80 can potentially save multiple lives.
- **Dog Walk/Wash** - Set a fixed rate for walking and washing dogs and advertise your Key Club Dog Walk and Wash to the community. Have dog owners contact your Key Club Advisor so they can arrange members to walk or wash the dog.
- **Dress Down to Save Lives** - Charge students a fee in order to wear clothes that would normally be out of dress code, as long as it is in accordance with school board rules. This works best for schools that normally require a dress code. Schools that do not have a dress code could allow students to wear hats, sunglasses, or pajamas instead. Collect money before the Dress Down day.
- **Happy Box** - At club meetings bring a locked box with a slit in the top. Have Key Clubbers go around and donate change or dollars. As they do this, have members share reasons why they are happy or reasons why they are happy to donate their money. Stress the fact that it only takes \$1.80 to save a life.

- **Key Club Week** - Spread awareness of The Eliminate Project and its cause throughout school by making it a focus during Key Club Week (November 4-8). Flyers can be put around the school and a couple days of the week could be dedicated to different mini-projects. Throughout the week, play The Eliminate Project video to the school, sell The Eliminate Project sunglasses and wristbands, hold a day where every student wears blue or white and donates \$1.80 to The Eliminate Project. At the end of the week, plan a Walk-a-Thon where the entire community is invited.
- **Merchandise for The Eliminate Project** - Design and sell limited edition T-Shirts, drawstring backpacks, and wristbands in order to advertise The Eliminate Project. Speak to your Kiwanis Club about fronting the money for the merchandise. Charge more than the production costs in order to make a profit. After paying back Kiwanis, the rest of the proceeds will go to The Eliminate Project.
- **Miracle Minute** - Host a 'miracle minute' during lunch, breaks, homeroom, etc. This consists of everyone in the room quickly gathering their loose change during a set time (30 seconds to 1 minute usually gets people very energized and makes it more fun) to put in a donation jar. Make sure that before the 'Miracle Minute' is done that everyone is well educated about The Eliminate Project. Also, you may want to announce the date of the 'Miracle Minute' beforehand so students can bring in change.
- **Pie-in-the-face Contest** - Talk to your administration about allowing teachers to volunteer to be pied in the face. Charge students for each pie thrown in addition to having collection boxes in a central area for attendees to donate.
- **Senior Slave Day** - This project will require approval from school administration. Underclassmen will "buy" seniors who wished to auction themselves off. The senior would have to do whatever the underclassmen wanted for that day. They could eat lunch with them or have the senior hold their books. Make sure to come up with some parameters as to what the underclassmen were allowed to ask the seniors to do.
- **School Events** - Have volunteers collect money for Eliminate at athletic games, pep rallies, dances, school plays, talent shows, concerts, etc.
- **Trick or Treat for Eliminate with a Twist** - When participating in Trick or Treat for UNICEF, try to make Halloween a reason to strengthen Kiwanis Family Relations. Visit your local K-Kids and Builder's Club and make plans to pair up and go trick-or-treating for The Eliminate Project. Make it extra fun by dividing into groups and having group costume contests for the Key Clubbers that participate. These costumes will show the clubs dedication to the project and could increase the amount of money collected for the project.
- **Water Balloon Fight** - Hold a traditional water balloon fight and sell water balloons, emphasizing how \$1.80 can save a life. Select a neutral party to sell the water balloons.
- **Wishing Well** - This is a great project that can be used to both educate people about Maternal Neonatal Tetanus in addition to collecting money to benefit the project. Construct a wishing well- it could be a decorated box, a basket, or anything that will be able to hold money. Take this wishing well to key club meetings and allow people to make a wish as they place money inside the well.

Moderate: 2-3 weeks to plan/execute, requires moderate financial support.

- **Battle of the Bands** - This creative way of fundraising can either be done through the school or through your community. Talk with your friends, school music department, local bands, singers and entertainers about getting together for a concert. After finding a venue (local restaurant, theatre, park, or school auditorium), you can spread the word to your community.
- **Carwash** - Wash cars at a local business in order to raise money for The Eliminate Project. Advertise in advance and educate each customer on The Eliminate Project.
- **Car Smash** - Contact a local junkyard, automobile dealer or auto insurance company to see if they have a car in beatable condition.
- **Class Competition** - Give boxes to each class in your school then for a month have a competition go on to see which class can raise the most money. Have videos play throughout the month on your school news and post things up around the school informing about The Eliminate Project and why they should donate. After a month recognize the top 3 classes and give the 1st place winner a pizza or ice cream party!
- **Dance Competition** - Host a dance contest and charge a participation fee as well as a fee for all spectators. Key Clubs and Local Kiwanis Clubs could set up a booth to sell drinks and snacks. The last couple to stop dancing wins an Eliminate T-Shirt or wristband!
- **Dodge Ball Tournaments** - Have a Key Club host a dodge ball tournament and provide a gymnasium. Students could sign up across the division and participate for a small entrance fee. Talk to vendors about attending and set a vendor fee. Include a prize for the winning person.
- **Eliminate Butterfly** - Use the Eliminate Butterfly template to cut out butterflies to hang on a "wall". Whenever someone makes a donation to The Eliminate Project, they purchase a butterfly to hang. For more information, please look at The Eliminate Project tab at <http://www.floridakeyclub.org>.
- **Eliminate Sunglasses Day** - Get approval from your administration in advance to allow students that purchased Eliminate Project sunglasses to wear their glasses throughout the day. Students must pay an additional \$2.00 to pay for another vaccine in order to be allowed to wear their glasses. Advertise the fundraiser a week in advance, publicizing with the promotional video, posters, and flyers about the Eliminate Project.
- **Family Block Party** - Set up vendors, entertainment, and informational booths about the Eliminate Project at a local park. Charge vendors for the booth rentals and charge admission for those in attendance from your division or zone. If properly advertised this is a great way to help raise awareness and funds for the Eliminate Project! You could sell packages as well for included arcade tickets and concessions!
- **Garage/Yard Sales** - Rent a booth for a weekend at the local flea market or see if you could host it on the football field one Saturday. Key Club members could bring in items from home in November and get together in late November and December and put price tags on everything. This event not only gives Key club members a chance to get

together, but also helps raise awareness in the community for the Eliminate Project, local Kiwanis Clubs, and Key Clubs.

- **Haunted House** - Host a haunted house in school or community center around Halloween. Get Key Clubbers, Kiwanians, and Builders Club members to help set up and build props for the project. People pay to go in and the proceeds will go to The Eliminate Project.
- **Hold Monthly Raffles and/or Drawings** - Contact local businesses to see if they would like to donate gift certificates and have students purchase tickets and announce the winner on the school's morning announcements. An excellent time of the year to hold one or several of these raffles is near Homecoming and/or Prom. Raffles could include a free dinner for two at a local restaurant, one free night for a limousine rental, free tuxedo rentals, and free hair styling and free nail appointments from local hair and nail salons. This would not only raise awareness of both the Eliminate Project and local Key Clubs to the students, faculty and staff, but also to these local establishments who could definitely spread the word to the clients giving The Eliminate Project further publicity!
- **Karaoke Fundraiser** - Hold a karaoke contest in your school auditorium. All contestants would be charged a small participation fee and all spectators would have to buy a ticket. Key Club members could sell drinks and snacks for a small fee that would also contribute to The Eliminate Project.
- **Modernized Concert** - In your school auditorium or community center have your school band play modern songs such as We Will Rock You or Poker Face. Have a cost to get in and sell food and drinks. This project not only supports The Eliminate Project but it gives your school band some practice in front of a large audience
- **Penny War** - Hold a school wide competition separated by grades to collect the most pennies for The Eliminate Project. Set up collection areas for each grade in a central area such as the Cafeteria. The goal is not to see what class raises the most money, but what class can get the most pennies. One penny is one point, but anything else is a negative point. To win, classes must put as many pennies in their collection jar and try to put silver coins in other grade levels jars in order for them to have the most Penny Points. Talk to administration about what kind of prize the winning class can get.
- **Pumpkin Smash** - After Halloween when everyone is throwing out their carved pumpkins ask your friends and family for them. Then at your school or a local park, with permission lay down a tarp and offer people a bat and an opportunity to get rid of their anger and smash a pumpkin! Charge different amounts for different sizes. It's a free easy way to inform and raise money for The Eliminate Project.
- **Putt-Putt Golf Tournaments** - Get in contact with a mini-golf company and ask them to sponsor a tournament for your Key Club. Charge members a fee in addition to the mini-golf's charges that will go towards The Eliminate Project.
- **Video Game Tournament** - Students pay to enter a tournament, and then they compete against each other while playing any virtual game, e.g. Mario Kart or Wii Sports. This event could be held at school or at a community center. During the tournament, members can sell snacks and drinks as an additional fundraiser.

Hard: Takes more than a month to plan/execute, could be expensive.

- **Barbecue** - Use the Eliminate Business Sponsor Letter to get the help of local store and restaurants who could donate the needed supplies to perform this project. This will leave more room for profit, meaning a bigger donation to The Eliminate Project. Remember the key is to get your entire Kiwanis Family involved, make handouts and pass them out at District Council Meetings, Kiwanis Meetings, K-Kids, Builders Club! Make it a Kiwanis Family celebration day, and you will see a large turnout at the event. Many successful clubs who have done this project charge a fee for admission.
- **Car Show "Extravaganza"** - By talking with local car dealerships, car collectors, car clubs, friends, and family you can organize a great show. You can charge admission and possibly have a contest for best cars. When people purchase their admission ticket, they could receive a ballot form to cast their vote and winner would be announced at the closing of the event and receive a prize. Also, have local Key clubs and Kiwanis Clubs sell snacks and drinks for profit.
- **The Eliminate Project Games/Field Games** - Key Clubs would set up one to two events a day during breaks or lunch. These events would be simple, but fun and entertaining for all. Games could include sack races, cakewalks, three legged races, Frisbee tournaments, or other ideas from games on the "Minute to Win It" television show. All participants would be charged a participation fee and winners would get a prize.
- **Divisional Talent Show "Rock Out for Eliminate"** - Have contestants from schools across your division compete in a talent show, showcasing their talents. The host club will provide the auditorium and clubs from the division will volunteer to take tickets, sell snacks, and hand out programs along with information about Eliminate to the attendees. Charge \$5 dollars for admission to the show. Have club advisors judge the acts and award the top three contestants with prizes.
- **Eating Contest** - At a park or local area, hold an eating contest of any kind (hotdogs, cake, pie, wings ect.) Advertise the event and charge \$15 or \$20 per contestant. Have an award for 1st, 2nd, and 3rd place and recognize those winners. Try to get your local news or newspaper to cover the story (Most of the time they want to show these events because it's mostly student organized and led).
- **Eliminate Gala Night** - To make this project successful allow 2-3 months of planning. Make sure to use all resources to promote this in the community. This is essentially an elegant dinner at a nice venue. By charging \$50 a seat you can create a nice experience for attendees and raise a good amount of money. The night could include: auction, guest speakers for The Eliminate Project, Key club speakers, vocal professional entertainment, etc. This could be around the time of prom for a dinner before prom at a venue in the city or done separately. Be sure to invite Kiwanians from across the division. Ask your Lt. Governor to feature the dinner in their newsletters and stress how many lives will be saved with the event.
- **FIFA (Soccer) 2012 Video Game Tournament** - Host a full tournament in the high school and charge for entrance fee and also small competitor's fee. Consider talk to vendors about attending and charge a vendor fee. Don't forget to include information about The Eliminate Project during the Half-Time show.

- **Holiday Sale** - Some holidays throughout the year have a specific trademark to go with it (ex. Christmas - Christmas trees, Halloween - Pumpkins). Ask your school if you can use a piece of land for about a month. Then contact a local farm store to see if you can get the trees or items for a wholesale price and sell the items for The Eliminate Project.
- **Ping Pong to Eliminate Tournament** - This event must be planned and advertised with the help of local media (school newspapers, announcements, newspapers, neighborhood news) way in advance. Have your members bring Ping-Pong tables, paddles, and balls to the event and charge them for admission into the tournament. Decide in advance what the prizes will be for the winners- Eliminate Project shirts, trophies, certificates, anything your club chooses!
- **Race to Eliminate** - Hold a 5k race or a walk at a local park or high school track and charge registrants a flat fee to participate in the race. This event will promote health and wellness in the local community as well as raise awareness regarding the project and open countless opportunities for participants to contribute to the effort to eliminate Maternal and Neonatal Tetanus. At the finish line, give each participant an Eliminate Project shirt and wristband.
- **School Carnival** - Hold a festival at a school or community area. Publicize and plan well in advance and charge admission. Key Clubs and local Kiwanis Clubs could set up booths for games and hold contests; in addition to snacks and drinks being sold for a profit. Examples of events could be a pumpkin carving contest, where contestants bring their pumpkins the day of the event and people could vote on best carved pumpkin, a dunking booth for a teacher, coach or principal, a costume contest, etc.
- **"Taste of the Favorites" Night** - At your local community center or preferably your school, host an event where several local restaurants set up tents and sell their foods. People can walk from tent to tent and taste samples from each one. Charge an admission price and sell tickets ahead of time hoping to raise approximately for the Eliminate Project. Have Key club members and local Kiwanis members assist at the different tents as well as sent up a tent of their own to sell drinks for profit. This event brings great awareness not only to The Eliminate Project, but also to the school Key Clubs and local Kiwanis Clubs.

This booklet was made by The Eliminate Project Committee of the Florida District of Key Club International which is comprised of the following members; Eliminate Committee Chair Tyler McNanna, District Secretary Lauren McAllister, Lt. Gov. Division 2A Hunter Bell, Lt. Gov. Division 14A Kathryn McAllister, Lt. Gov. Division 15A Mia Mundell and Lt. Gov. Division 25B Stephanie Nolasco with the assistance of Zone J Zone Administrator Gwen Leys.



Kiwanis
Service Leadership Programs



KEY CLUB®

The Eliminate Project Donation Form

(Required) Club name (Division if Lieutenant Governor) _____

District _____ Name _____

(Required) Email address _____ (Required) Phone (____) _____

Club Number (If a club) _____ (Required) Total funds enclosed (US\$) _____

Complete form and include inside envelope with check or cash



ELIMINATE

maternal/neonatal tetanus

