



Resources for Newly Chartered Key Clubs



KEY CLUB®



Congratulations on chartering your Key Club! This will definitely be one of the most memorable adventures you will have throughout your high school years. To ensure that your Key Club is successful, there are several resources within this document that will guide you in building and structuring your club. Once again, congratulations and have fun!

For more information online as well as more resources on Key Club visit www.floridakeyclub.org. Other helpful resources include your Lieutenant Governor and the Executive Board.

On the following pages, you will find a presentation that outlines the Key Club structure, basic Key Club knowledge, and your role within our organization.

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Mission statement

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

Vision

We are caring and competent servant leaders transforming communities worldwide.

Core values

The core values of Key Club International are leadership, character building, caring and inclusiveness.

Pledge

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

Motto

Caring—Our Way of Life

Objects

To develop initiative and leadership.

To provide experience in living and working together.

To serve the school and community.

To cooperate with the school principal.

To prepare for useful citizenship.

To accept and promote the following ideals:

To give primacy to the human and spiritual, rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and application of higher standards in scholarship, sportsmanship and social contacts.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide a practical means to form enduring friendships, to render unselfish service and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and good will.

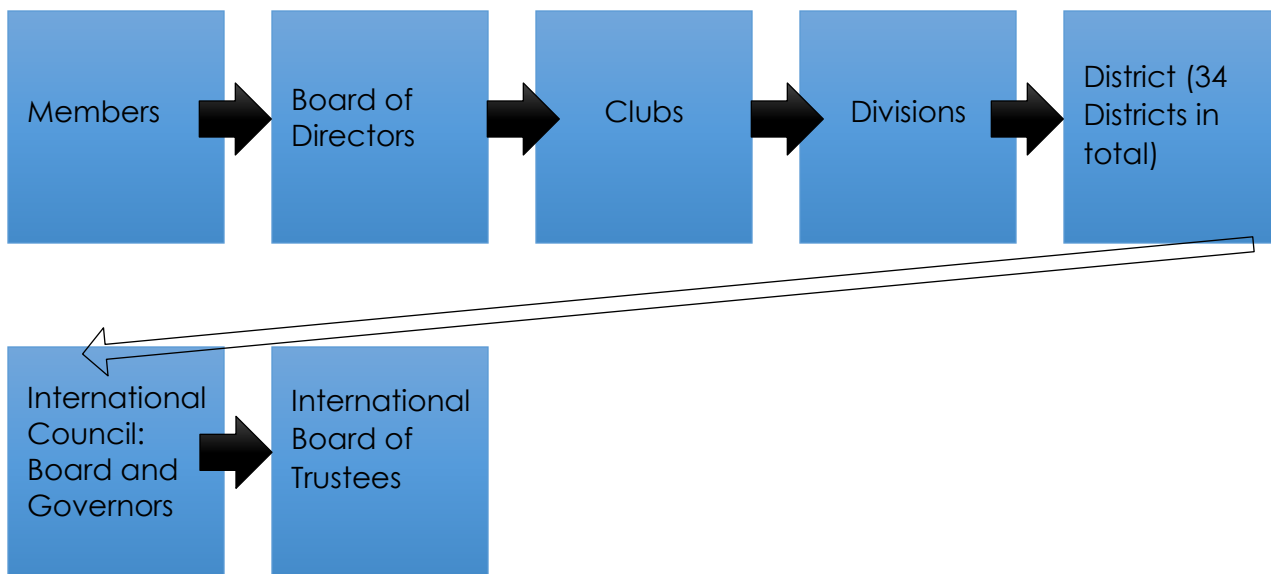
Basic Knowledge of Key Club

- *Key Club is the oldest and largest service organization in the world!*
- *Key Club is a student-led service organization consisting of 5,000 clubs in over 30 countries!*
- *250,000 members*
- *12 million hours of service each year*

Key Club members decide how:

- Club will function
- Budget will be administered
- Issues will be addressed

Structure of Key Club International



10 Tips to a Strong Club

- 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.

Monthly Checklist for Faculty Advisors

APRIL

- By 10th March Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- International Convention Registration (ICON) due soon
- Attend District Education and Leadership Conference (DCON)
- Order pins, certificates, etc. for officer installations next month and plan for event

MAY

- By 10th April Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- Raise money for ICON (send at least 2 members)
- Club Secretary must re-register for OIF/Pride reporting system
- Attend district conference (DCON)
- Attend Kiwanis meeting and report on DCON (President)
- Arrange for Lt. Governor to install new officers (President)
- Attend any training session set up by Lt. Governor (Officers)
- Assist President, if needed, in creating committees and assigning committee chairs
- Hold installations and awards ceremony
- Begin planning for summer projects and board meetings

JUNE, JULY, AUGUST

- By 10th May Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- Club officers should set up summer officer/board meetings to plan membership drive and projects during first part of the school year
- Attend ICON
- Attend Kiwanis meetings (officers, members, advisor)
- Plan and conduct some service or other activities over summer
- Plan ways to work with K-Kids, Builders, CKI, Aktion, Kiwanis
- In this month or next, Kiwanis President and advisors meet with principal

AUGUST

- Attend DCM
- Volunteer to help with beginning school activities (e.g., orientation)
- Final membership drive planning
- First club meeting – begin dues collection for returning members
- Submit KCKC field trip forms if required and put in club calendar to avoid conflicts
- Focus on fundraising for DCON
- Request of Kiwanis funds for their next year's budget

SEPTEMBER

- By 10th Summer Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at KCKC
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Key Club Kickoff Conferences begin – KCKC - TBD by Zone)
- Order club shirts
- Plan for UNICEF project
- Review back to school mailing from Key Club International
- Plan ways to support Governor's Project
- Faculty Advisor receives dues password from KCI to school address
- By 30th complete membership drive and collect dues

OCTOBER

- By 10th September Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at KCKC
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Key Club Kickoff Conferences – KCKC cont'd - TBD by Zone)
- Trick of Treat for UNICEF
- Plan projects and activities for Key Club Week at beginning of November
- By 31th club treasurer updates membership at the Membership Update Center, prints invoice, and puts check in mail for early bird dues
- Note yearbook club picture appointment

NOVEMBER

- By 10th October Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Update the current year's Officer Information Form (OIF) (Secretary)
- Key Club Week
- Plan induction ceremony for new members for December
- Send in money for Trick or Treat for UNICEF

- By 30th, if not done in October, Treasurer updates membership at the Membership Update Center, prints invoices, and submits dues check to Key Club International

DECEMBER

- On 1st dues are past due – verify dues have been *mailed* (advisor)
- By 10th November Pride Report due (Secretary)
- Update the current year's Officer Information Form (OIF) (Secretary)
- Attend Division Council Meeting, if any (DCM)
- Submit Spring Rally field trip form if required and put in club calendar to avoid conflicts
- Hold induction ceremony for new members
- Review status of contest and awards
- Plan social project for club members (committee or board)
- Encourage qualified members to seek District offices (Lt. Governor, Governor, Secretary, Treasurer, Webmaster, Editor)
- Finalize fundraisers for DCON

JANUARY

- By 10th December Pride Report due (Secretary)
- Division Council Meeting (DCM) or at Spring Rally
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Spring Zone Rallies begin – TBD by Zone)
- Submit DCON field trip forms if required
- Decide how many people to send to DCON – collect deposits
- Promote district and club officer positions

FEBRUARY

- By 10th January Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at Spring Rally
- (Spring Zone Rallies cont'd – TBD by Zone)
- By 28th must elect officers for next year
- New officers shadow current officers and learn position
- Complete the next year's Officer Information Form (OIF) (Secretary)
- Begin planning installation an awards ceremony
- Online Registration for DCON
- Clubs that have not paid dues are suspended and ineligible to attend DCON

MARCH

- By 10th February Pride report due (Secretary)

- Attend Division Council Meeting (DCM) or at Spring Rally
- (Spring Zone Rallies cont'd – TBD by Zone)
- Send in dues for any new members joining this semester
- Complete DCON registration and send in money
- Complete next year's OIF form (Secretary)
- Elect two members to attend district conference as delegates
- Complete award and scholarship applications by April 1

APRIL

- Go back to the top and do all over again ☺

FUTURE EVENTS

April 4 – 7, 2013	DCON – Rosen Shingle Creek, Orlando, FL
April 24-27, 2014	DCON – Rosen Shingle Creek, Orlando, FL
April 9 – 12, 2015	DCON – Rosen Shingle Creek, Orlando, FL
April 28 – May 1, 2016	DCON – Rosen Shingle Creek, Orlando, FL

Example Advisor Email

Also make sure you are receiving an Advisor email, at least once a year. Below is snippet of an example of the kind of Advisor email you should be receiving. These will also contain very important information and reminders to keep you and your club on track.

This monthly email has been sent to all Florida Key Club Faculty and Kiwanis Advisors on record and to Key Club and Kiwanis District Board Members.

Information for Advisors – March 2014

Dear Advisors,

The purpose of this periodic email is to provide Faculty and Kiwanis Advisors with timely information that will help you carry out your Advisor responsibilities.

In this issue:

- Important and useful links
- March Advisor Checklist
- Important Deadlines
- Awards and Contests
- Scholarships
- New Officer Information Form Ready
- Featured Kiwanis and School Responsibility to Key Club

Important and Useful Links

Advisors Resources (Key Club Int'l) (<http://www.keyclub.org/fad/aar.aspx>)
Advisors Resources (Florida District) (<http://floridakeyclub.org/resources>)
Florida Key Club website (<http://www.floridakeyclub.org>)
Pride Report/OIF logon page (http://opr.floridakeyclub.com/opr/opr_login.asp)
Contact info for Zone Administrators (<http://floridakeyclub.org/keyclubcommittee>)
Contact info of District Board (<http://floridakeyclub.org/district-board>)
Dues payment site and info (<http://www.floridakeyclub.org/dues>)
The Sunshine Source Publication (<http://floridakeyclub.org/sunshine-source>)
Florida Opportunity Fund (Club Grant Program) (<http://www.floridakeyclub.org/flof>)
Key Club International website (<http://www.keyclub.org/>)
Florida District of Kiwanis website (<http://www.floridakiwanis.com/>)
The Eliminate Project (<http://sites.kiwanis.org/Kiwanis/en/theELIMINATEproject/home.aspx>)

ACTIONS TO BE TAKEN THIS MONTH . . .

From the "Monthly Checklist for Faculty and Kiwanis Advisors"

MARCH

- By 10th February Pride report due (Secretary)
- Attend Division Council Meeting (DCM)
- Send in dues for any new members joining this semester or not yet submitted
- Complete DCON registration and send in money
- Complete next year's OIF form (Secretary)
- Elect two members to attend district conference as delegates
- Complete award and scholarship applications by Mid-March
- Complete and submit Annual Achievement Report (if deadline if pre-DCON)

Policies and Procedures

Key Club International uses Robert's Rules of Order (most recent revision) in order to run its organization. If your officers (or yourself) are not familiar with this Parliamentary Procedure, it is very important that you all familiarize yourselves. Club and board meetings should be run using Robert's Rules of Order in order to maintain order and keep meetings professional.

Club Level Policies:

Your Key Club will contain bylaws, which determine the club's policies and procedures. Below is the standard form for Club Bylaws. Please note, under the dues portion, Florida District dues are \$4.50 and International dues are \$7.00.



STANDARD FORM FOR KEY CLUB BYLAWS

ARTICLE I: Name

Section 1. The name of this organization shall be the Key Club of _____.
(Same name as school)

ARTICLE II: Organization

Section 1. Its form of organization, its ideals, and its purpose shall be similar to those of the Kiwanis Club of _____.
(Kiwanis Club Sponsor)

Section 2. It shall be sponsored by, but not a part of, Kiwanis club of _____.
The Kiwanis Club assumes all chartering costs. (Kiwanis Club Sponsor)

ARTICLE III: Objects and Activities

Section 1. The objects of the Key Club shall be:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.

- To prepare for useful citizenship.

To accept and promote the following ideals:

To give primacy to the human and spiritual, rather than to the material values of life. To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities. To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.

Section 2. The activities of the Key Club shall be in accord with its Objects. They should include those suggested by Key Club International, plus such additional activities as might be adopted by the Key Club and approved by the school principal.

ARTICLE IV: Motto

Section 1. The motto of the Key Club shall be "Caring-Our Way of Life."

ARTICLE V: Membership

Section 1. Membership shall be limited to the high school students as apportioned from the senior, junior, sophomore, and freshmen classes by the Board of Directors, who possess the qualifications prescribed by Article 6, Section 1 of the Constitution of Key Club International.

ARTICLE VI: Officers

Section 1. Officers shall be president, vice-president, secretary, treasurer, and editor. They shall serve for one (1) year or until their successors are elected and qualify.

Section 2. Each officer shall be a member in good standing. No other restrictions or limitations shall be placed on these officers.

Section 3. There shall be a Board of Directors, composed of the above officers and one director to be elected from each class.

Section 4. The duties of the officers shall be such as are usually performed by similar office holders, and as outlined by the Key Club International document "Duties of Club Officers."

Section 5. The Board of Directors shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of Key Club International.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal and the sponsoring Kiwanis club. The Board of Directors shall meet at least once monthly at a time and place selected by the Board.

Section 7. Any general member may recommend the removal of a club officer to the Board of Directors. The Board of Directors shall hold a meeting at which the officer in question shall be heard. If approved, the recommendation shall be presented to the club and voted on by 2/3 vote of the quorum. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

Section 8. The Faculty and Kiwanis Advisors shall serve as ex-officio members of the club Board of Directors, retaining all rights of that membership without the right to vote.

ARTICLE VII: Election of Officers

Section 1. Election of new officers (president, vice-president, secretary, treasurer, and editor) should be held at a meeting in February and they should take office in May.

Section 2. Election of directors (one from each class) shall be held at the first meeting following the opening of school in the fall.

Section 3. All officers and directors who are members in good standing shall be eligible for re-election.

ARTICLE VIII: Meetings

Section 1. The club shall hold regular weekly meetings at such time and place as shall be determined by the club with the approval of the principal.

ARTICLE IX: Committees

Section 1. There should be at least the following standing committees:

- a) Kiwanis Family Relations Committee
- b) Program Committee
- c) Project Committee
- d) Public Relations Committee
- e) Social Committee
- f) Membership Development Committee
- g) Major Emphasis Committee

Section 2. The duties of the standing committees shall be as follows:

- a) The Kiwanis Family Relations Committee shall work with the Program and Project Committees in preparing inter-club activities with Kiwanis and Circle K (if one exists in the area) and shall see that the membership of the Key Club and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.
- b) The Program Committee shall plan and present programs at all regular meetings, club inductions, and inter-clubs with Key Clubs and other service groups in the school and community, unless otherwise directed by the president. The committee shall arrange for a suitable place for club luncheons and see that the space occupied is made orderly after each meeting.
- c) The Project Committee shall formulate worthwhile activities, and upon approval by the principal, shall recommend them to the club. The projects adopted by the club shall be initiated and completed under the direction of the Project Committee with the aid of the club membership.
- d) The Public Relations Committee shall be responsible for informing the public of the Key Club's activities and goals through the use of articles, photographs, the local newspaper, talks with school officials, radio and television.
- e) The Social Committee shall plan the social activities of the club, such as banquets honoring the fathers and mothers of the members, dances, etc., and entertainment for club meetings.
- f) The Membership Development Committee shall devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service.
- g) The Major Emphasis Committee shall plan projects and activities promoting and supporting the Key Club International Theme and Major Emphasis programs during their administrative years.

ARTICLE X: Annual Dues

Section 1. Total amount dues shall be \$_____per member, which is the sum of \$4.50 for district dues, \$7.00 for International dues, and \$_____for individual club dues. **NOTE ON DUES:** It is recommended that club dues should not exceed Key Club International dues.

ARTICLE XI: Amendments

Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one week or more after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2. These bylaws and all amendments or additions thereto shall not become effective until approved by the high school principal, the sponsoring Kiwanis club, and Key Club International.

These Bylaws were adopted and approved on _____, 20____
(date)

(Principal's signature)

(Principal's name printed)

(Kiwanis Club President's signature)

(President's name printed)

APPROVED:

Director of Key Club International
Kiwanis International

Please return two signed copies to Key Club International. One copy will be signed by Key Club International Administrator and returned to the club.

Revised: 08/2004

Duties of the Club President

As your club's president, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. Remember, planning and preparation count, and enthusiasm is contagious.

Duties and Responsibilities

- Appointing and delegating- take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, it is your responsibility to ensure that the task is done correctly and completely.
- Attending- as an ex-officio member, you must attend as many committee meetings as possible, but it is not necessarily your job to run the meetings. All officers and committee chairs should have a chance to speak about anything that is appropriate to their role. You are a significant role model; so your attendance at regular club meetings, board meetings, and all club activities is crucial. Attend and encourage all others to attend the Key Club International convention and all other division and district functions.
- Evaluating- on-going analysis of club meetings and operation leads to continuous improvement in the club. Take feedback from your advisors, members and board to develop ways to improve meetings, projects, and attendance.
- Goal setting for results- goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- Monitoring- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- Motivating- establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- Presiding- make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences fellowship. You are responsible for agenda setting and for preparing the vice-president to preside in your absence.
- Problem solving- make it apparent that you are concerned about your club and willing to help. Seek input and explore alternatives before making important decisions.
- Recruiting and retaining- make certain all members are active and involved throughout the year. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly

goals to be achieved. Make certain new members understand Key Club before induction and are actively involved immediately after induction.

- Reporting- the club president bears ultimate responsibility for meeting the reporting requirements of the district and Key Club International.
- Succession- prepare next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year.
- Training- club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year.

a) Communicate with your division's Lieutenant Governor and update your club on pertinent information about your District.

Club President's Checklist

Weekly Duties

- Conduct and preside over a regular Key Club meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep officers on task and provide assistance for committees to run smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are handled properly.
- Meet with your faculty advisor to discuss agenda points and current club issues.
- Ensure that at least two members from your club are attending each Kiwanis meeting. • Attend as many Kiwanis meetings as possible.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing their tasks.

Monthly Duties

- Arrange and conduct a board of directors meeting.
- Work with the committee chairs on their proposed projects for the coming month.
- Make sure all monthly reports are submitted on time.
- Communicate with the student council and school administration.
- Make a list of the coming month's activities and post it so members are aware of the schedule. • Organize or participate in inter-clubs.

Annual Duties

- Work toward a net increase in membership over the previous year. • Receive help and information from the past president.

- Review all Key Club educational materials.
- Become knowledgeable of parliamentary procedure.

- Establish good Kiwanis-family relations with your sponsoring Kiwanis Club and any other local branches of the K- Family.

- Review your membership roster and form committees.

- Conduct elections for class directors and representatives.

- Plan service over the summer so that projects can be started shortly after school begins, if not sooner.

- Designate a public relations committee chair and make sure your club activities are sent into the District publication and the Key Club magazine magazine.

- Verify each member paid his/her dues to both district and International and received a membership card and Member Handbook in return.

- Work with the secretary in filing your club's annual and monthly reports.

- Conduct elections for new officers, and confirm that they learn about their respective offices. Elections should be scheduled in February so that they officers can be trained at your District's annual convention.
- Assist the new president in every way possible as they learn about the duties of the highest club office and your Key Club.

- Send delegates to the district and International Key Club conventions.

- Try to increase the number of members that attend district and International Convention.

- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Key Club. Invite potential members from the incoming class to join you in service.

Duties of Club Vice President

Your role as vice-president is an important one. Sometimes it happens that the Key Club president is prevented from carrying out the duties of his/her office for various reasons. A well organized and properly operating Key Club should have a properly trained vice-president who is prepared to administer the Key Club in the absence of the president.

The real importance of the office of vice-president is found in the role and function you have in the Key Club program. The role is found in one word: Service - service to the president; service to the other club officers; and service to the general membership of the club. As vice-president, you are the right hand of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the club.

Weekly Duties

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help edit a club newsletter. See that a weekly club newsletter is produced.
- Attend all club meetings.
- Make sure that attendance is taken at every meeting.
- Keep a personal record of each club member.
- Assist the president in every way.
- Watch over the committee system and assist committee chairs.
- Attend all meetings of the project committee as a counselor and ex-officio member.

Monthly Duties

- Attend the monthly meetings of the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the secretary.
- Attend the club's board of directors meetings.
- Make sure the club secretary sends in the club monthly pride reports.

Annual Duties

- Become thoroughly acquainted with the president's duties so you can assist the president.
- Receive all materials and possible help from the past vice-president of your club.

- Talk to prospective members of the Key Club, and help them decide whether or not to join.
- Conduct an educational program for new members.
- Work with the new vice-president and help him/her prepare to take over your job next year.

Review the portion of this planner dedicated to the club president and the other Key Club officers. You, as vice- president, are as responsible as the president to make sure that the president's functions are executed properly. That means that you must know Key Club inside and out and the duties of each officer and member, and be able to lead your club with the other officers and members.

Duties of a Club Secretary

A good secretary is essential for any Key Club if it is going to function **well**. The office of the secretary is one of the most demanding in the Key Club organization because the secretary manages all of the club's records, files, and details. The best way for a secretary-elect to begin his/her term is to watch and learn from the present club secretary. He/she will be able to give advice and guidance on how to best handle the job. It may be beneficial to set up time to meet with the present club secretary to ask questions or solicit advice.

Duties and Responsibilities

Responsible for the club's records, it is imperative that the secretary be prompt, organized, and efficient. This means that the club's records must be kept up to date and orderly. The secretary's Key Club record file should include the following:

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Key Club Timeline
- Minutes of all club meetings-regular and board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Copies of the club's current and past annual dues submissions • Club roster having the following information for each member:

1. Member's full name, home address, phone, and e-mail address
2. Date of birth
3. Date of joining Key Club
4. Committee assignments and offices held in Key Club
5. Chief interest in Key Club work and chief interest in sports and hobbies

- Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications. • Complete set of printed material and Key Club literature.

The items listed above are those normally found in well organized and updated Key Club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or call the appropriate source for copies.

The secretary should record the following at each regular Key Club meeting: Number of members present, names of those absent, list of guests attending, and presiding officer.

Duties of the Club Treasurer

The office of club treasurer is important because the treasurer is in control of the club's money, its collection, and disbursement.

The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer should do his/her best to see that everything is done meticulously so that there are no doubts about his/her integrity.

In some instances the club may be permitted by the school to keep an independent savings or checking account. If your club is not permitted to keep such an account, the treasurer is still responsible for keeping records despite not being the person actually writing the check. If your school policy does permit your club to have its own checking or savings account, it is strongly advised that two (2) signatures be required on each check. Your faculty or Kiwanis advisor should co-sign with the Key Club treasurer.

It should be noted that the treasurer's records always should be open to inspection by the club's officers, faculty advisor, principal, and Kiwanis advisor.

Duties and Responsibilities

- Collect member dues. In coordination with the secretary, forward dues, the invoice, and your club's Membership Roster to the International Office.
- Prepare the club's budget, present it to the board for approval, and ensure that club activities adhere to the budget.
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.
- Transact business through a bank or school account.
- Inform the club of its financial strengths and weaknesses.
- File appropriate forms with the Internal Revenue Service by February 15 (for US clubs only).
- Inform the Kiwanis Club of the Key Club's financial status.
- Disburse funds and pay bills promptly as approved by the board of directors.
- Reconcile bank statements.
- Bill members for unpaid dues.
- Deposit club funds.
- Understand school and club policies regarding student financial accounts relating to school organizations.

Club Treasurer Checklist

Weekly Duties

- Pay all bills as approved by the board of directors.
- Attend club meetings.
- Record all expenditures and income for the week.
- Secure advice of your faculty advisor and Kiwanis advisor on all financial matters.

Monthly Duties

- Collect all money from club projects.
- Prepare a financial report for the board of directors meeting.
- Attend the board of directors meeting.
- Collect dues from new members and forward them to the District and International office.

Annual Duties

- Obtain all financial records, receipts, and files from immediate past treasurer. • Prepare a budget for the Key Club year.
- Organize all financial records to give to the treasurer-elect.

Preparing the Budget

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for planning the club's activities during the year.

When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut.

Key Club International is a nonprofit organization, receiving much of its receipts from the general public. Therefore, the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and the administrative account.

Service Account-All money collected from the general public must be returned to the general public. Such money cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to non-service projects.

Administrative Accounts-The administrative account is the operating account for the club. It is used for those money to be spent on club administration and/or members. Monies coming from the administrative account are collected from dues, Kiwanis-Family members, and school subsidies. Money in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account.

It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

Collecting and Submitting Dues

Your club's faculty advisor will receive a letter in early September containing your club key number and a *unique password*. This will allow you to update your club roster and generate a dues invoice on-line at the Key Club Membership Update Center. Please keep and safeguard this password, and use it to add new members throughout the year. By updating your club's roster on-line, we ask that you do NOT mail a paper copy to us. The electronic submission will generate cards, pins, certificates and handbooks for your new members much sooner.

Annual dues are payable by November 1s, and become past due on December 1st. Clubs submitting properly completed invoice and membership roster forms and appropriate membership fees on or before November 1st, you will receive an "Early Bird" patch for your club banner. Any time your club recruits new members throughout the year, you should submit their names and contact information on the Membership Update Center, generate an invoice, and mail the payment to Key Club International.

Maintaining Accurate Financial Records

It is important to keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer.

When disbursing money, always obtain a receipt as evidence of payment. When at all possible, use a check rather than cash. This will provide you with an additional receipt. When reimbursing a club member for expenses, require them to complete an expense voucher and attach a copy of the receipt to receive reimbursement. A sample expense voucher is included in this workbook.

No more than two individuals should have authorization to write checks. Typically, the club treasurer and president are authorized to write checks. When receiving money, always issue a receipt, especially when you receive cash (i.e. dues and fund-raiser money). Ideally, you should purchase a book of cash receipts so the club can maintain copies of the receipts.

And finally, never hold cash personally for any length of time. You are responsible for the finances of the club. By depositing cash soon after receipt, you guarantee that your members' money or community's contributions are secure.

Bank Reconciliation

Periodically, the bank will submit a statement listing all transactions that took place within a certain period of time. They may or may not return your canceled checks, depending upon their policy. Upon receipt of the statement (usually monthly),

reconciliation should be made to certify the accuracy of the club's balance. If this is done upon receipt of each statement, errors can be corrected.

To perform this reconciliation, follow these steps:

1. Verify all amounts on the statement with amounts noted in the checkbook.
2. Place the amount of the bank balance in the appropriate space on the back of the statement.
3. Add any deposits not noted on the statement.
4. Deduct all outstanding checks not yet cashed.

This adjusted balance should agree with the checkbook balance. If it does not, double-check your arithmetic. If the error is not yours, contact the bank and ask that they review the statement for the possible error.

Duties of the Club Editor

A club editor is vital to a Key Club because he/she is responsible for all printed material the club receives. The editor is the advertiser, the communicator, and general publicity person of the club. This role requires time and knowledge on dates and happenings of district and International events, in addition to the current club projects and plans. The editor must be knowledgeable of the programs and structure of Key Club International.

The role of club editor is that of a public relations officer. The editor makes sure the club, and even the public, is informed of the service Key Club renders. The club editor works alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, fliers, bulletins, and other publicity pieces. Club editors have the responsibility of making Key Club known within their school and their community.

Duties and Responsibilities

- Produce a monthly newsletter to members providing the following information:
 1. Important dates
 2. Upcoming events
 3. Officer information
 4. Meeting schedule
 5. Service project dates and information
 6. Review of completed projects
 7. Committee updates
 8. President's message
 9. Major Emphasis information
 10. District Project Information
 11. Reminders
 12. Dues update
- Post signs, posters, and banners announcing meeting dates, projects, and any type of Key Club promotion at your school and in the community.
- Send articles to the district publication and Key Club Magazine regarding projects and new ideas from your club. Be sure to include photos.
- Make public-service announcements, contact local press, and send articles to community newspapers.

Weekly Duties

- Attend all club meetings within the club, and the club officer-training conferences with the lieutenant governor.
- Post a calendar of events to publicize meetings.
- Make morning announcements, posters, signs, and banners to promote projects and meetings.
- Take pictures at meetings and events.

Monthly Duties

- Attend club board of director's meetings.
- Attend Kiwanis club meetings and provide updates on club happenings.
- Update the club website or social media page, if the club has one.
- Produce a bimonthly or monthly newsletter.

Annual Duties

- Receive all materials from past club editor.
- Save all published newsletters, signs, calendars, and banners for the next club editor to use as a reference.
- Take pictures and document club events, meetings, and overall work in a scrapbook to be entered in district and International contest (when applicable).
- Publicize meetings by posting fliers and Key Club posters.
- Set up a filing system for the incoming club editor.

How to make a newsletter worth reading!

- Create a catchy title.
- Use the Key Club logo & use the Key Club graphic standards.
- Include a table of contents, date, school name, volume, and issue number on the front page.
- Use different (but easy to read) fonts.
- Keep articles concise, but complete.
- Ensure grammar and spelling is correct.
- Use clip art.
- Include a personal message in each issue, such as, "A Note from the Editor."
- Use pictures from recent events as a, "Picture of the Month" corner.
- Add quotes.
- Include contact information.

Suggested Reporting Timeline

May-June-July

- New board member names and addresses
- District convention highlights
- Information on the Major Emphasis (ME)
- New lieutenant governor and board information
- International convention review and registration
- Farewell to past officers and members
- Promote Key Leader events and other leadership development opportunities.

August-September-October

- Information on Fall mailings

- International convention highlights and introduce the new International Board representative
- Fall Rally and/or Officer Training Conference promotion and summary (if applicable)
- Dues information
- District project explanation and tips to help
- ME Service Partners Information

November-December-January

- Key Club Week and the planned activities
- Holiday service projects
- District convention promotion (include site, dates, and costs)
- Fundraising ideas

February-March-April

- Club elections
- District convention preview
- Lieutenant governor and district executive board election results
- International convention promotion

Creating Signs and Posters to Advertise Key Club

- Use clear, bold, and easy-to-read fonts.
- Make sure it is concise.
- Include date, time, and place.
- Keep it simple.
- Post signs in school corridors, bathroom stalls, classrooms, lunchroom, and library.
- Include purpose.

Additional Suggested Duties

- Create/**maintain a** Web site or maintain club website and/or social media page the current one, or support the club Webmaster.
- Create a scrapbook to be entered into the district **scrapbook** competition.
 - Make sure there is a table of contents.
 - Categorize the scrap book by using sections with tabs.
 - Keep receipts and records of **the** cost of materials.

How to Make a Scrapbook Memorable

- DO use clear, representative, and appropriate photos of your club events and projects.
- DO make captions clever and catchy.
- DO make sure all writing is legible, preferably typed.

- DO pick a theme and use it throughout.
- DO have a table of contents and page numbers.
- DO abide by all criteria **set forth** in the scrapbook contest **rules**.
- DON'T make the pages too sparse or too busy.
- DON'T make it too long and tedious.

Duties of the Club Board of Directors

The board is composed of the officers and directors and is directly responsible for the administration of the club. Since most clubs prefer to have as little business as possible brought before regular club meetings, most of the administrative and planning activity of the club is carried on by the board of directors and the committees. The directors (one from each class and often called the class representatives) bring new viewpoints to board meetings. They assist the president with his/her duties by taking on special assigned tasks from time to time.

The following focuses on group function, and the duties listed are in addition to those each officer handles individually. As the club's governing body, the board of directors should:

- Conduct regular monthly meetings at a time determined by the board.
- Approve the budget and all club expenditures.
- Approve new members and membership deletions.
- Require that the chair of each committee or his/her representative be present at each meeting to give a report of the committee's activities.
- Make suggestions to the committees regarding their work; outline an active, continuous program of club service, social, and fund-raising activities.
- Discipline members when necessary. The board may suggest a member be suspended or expelled for nonpayment of dues, for unexcused absence at meetings, for conduct unbecoming a member, or for failing to meet the scholastic requirements of the school. Any decisions on discipline are subject to immediate review by the principal prior to final action.
- Request that the Kiwanis advisor or representative and the faculty advisor be present at all board meetings. • Approve the president's appointment of members to all standing and special committees.
- Report to the club at the regular business meeting all action taken by the board of directors. Invite club members to attend board meetings at any time.
- Perform such other duties as may be referred to it by the club.

Dues

What are Dues and Why Pay?

- Dues are at least \$11.50 (\$4.50 to the District and \$7.00 to Key Club International.)
- Clubs may add an additional amount to be retained by the club. The total dues amount must be in the Club Bylaws as approved by a two-thirds vote of the club members.
- The Membership Update Center (MUC) is used to input and update membership information and will be opened early September.
- A Key Club must pay dues in order to be in good standing with Key Club International, be eligible for awards, attend District Conference, and more.
- District dues provide training for the District Board members, travel, services to clubs, the Florida Opportunity fund, and general expenses.
- International dues help create and distribute resources, such as promotional materials, posters, and the Key Club Magazine, provide membership cards and pins, help underwrite the cost of International Convention, and provide recognition awards.

Six Easy Steps to Pay for Dues!

1. Go to www.floridakeyclub.org/dues.
2. Click on "CLICK HERE TO PAY DUES". This will take you to the Membership Update Center (MUC) login page.
3. Use your advisor's email address and password that your advisor set up to login (see below for password set-up instructions if you did not pay dues last year).
4. After you're logged in, enter the club secretary's information and designate them as such by going to the "Dashboard" tab.
5. At this point, the secretary can log in with his/her own email, access the "Members" tab, and add or edit the information for all members (for example, delete graduated seniors).
6. Your club membership is completely updated, print the invoice by going to the "Finance" tab and mail in a check or submit payment online. Note that not all club members must be paid for at one time. You can generate multiple invoices throughout the year and pay for members as they join the club.

How to Create a Password (completed by the Faculty Advisor)

1. If your club did not pay dues last year, do not fill in your email or attempt to put in a password. Instead, click Register/Reset Password.
2. Enter the faculty advisor's email address on record and a hyperlink will be sent to the faculty advisor.
3. Check your email and your spam folder for the email. Note that the response is not necessarily immediate.
4. If an advisor or club secretary is having problems accessing the information, send an email to memberservices@kiwanis.org with the problem AND include all of their contact information for updating (club's full name, your name, email, phone). This information must be emailed.
5. Clubs can now begin entering members (go to Six Easy Steps to Pay Dues above).

Remember:

Early Bird Dues: November 1. This means you should send your check prior to October 15 so that it arrives on or before November 1. Don't forget that your club will get the Early Bird Dues Banner Path and your treasurer will be more likely to receive the Distinguished Treasurer award if your dues are received by this date.

Regular Dues: December 1

Dues Information

- Your club status will become suspended or inactive, requiring a reactivation fee to return to good standing, and will become ineligible for any awards, honors, or YOF or FLOF club grants.
- Eventually the Club can actually lose its charter and have to start the long process of chartering once again.
- Members will not be considered "in good standing" by Key Club International.
- Members cannot attend District Conference (DCON) or the International Convention.
- Members are ineligible to receive any scholarships from International or the Florida District or to run for district or International office.
- Some colleges request membership reports from Key Club International to verify that applicants were actually members of Key Club and will not admit students who are not members, but claimed they were.

Important Dates

September 9 – Clubs may start the dues process in the Membership Update Center

November 1 – Early Bird Dues deadline

December 31 – First time late notice to Key Club President and Advisors

January 31 – Late notice to Sponsoring Kiwanis Club

February 1 – Suspended Status for clubs who have not paid dues

February 15th – Notice to school principal of delinquent dues status

October 1st – Inactive Status for clubs who have not paid dues. Reactivation requires a \$100 fee plus the current year's dues

FLOF & YOF

About FLOF

The Florida Opportunity Fund (FLOF) is a grant for service projects available only in the Florida District of Key Club International. FLOF can give clubs up to 2/3 the money necessary for service projects; however, schools must provide 1/3 of the amount they wish to receive. The amount of money you can get ranges from \$100 to \$1,000. Your club must be in good standing, meaning they have submitted most Pride Reports on time, completed the OIF, paid dues, and are active in service projects and divisional/district events.

How to Apply for FLOF:

1. Click on FLOF Application Parts I and II.
2. Follow instructions and fill out Part I.
3. Email application to your Lieutenant Governor and the District Treasurer.
4. Your Lieutenant Governor must fill out part II: Lieutenant Governor Comments within one week of FLOF submission.
5. KEEP ALL RECEIPTS.
6. Follow-Up Report must be submitted within three weeks of the project date or the beginning of an ongoing project or by **March 5th**.
7. Failure to account for all of the money will result in the return of all 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.

[2013-2014 FLOF Application](#)

[Sample FLOF Application](#)

About YOF

The Youth Opportunities Fund (YOF) is Key Club International's grant program for service projects. You can receive funding for projects between \$100-\$2,000 once a year. Applicants must have an adult advisor. Divisional projects will not receive a YOF Grant. For more information about YOF, look at this [YOF PowerPoint](#) that was produced by two International Trustees from last year.

How to Apply for YOF:

1. Applications can be found at <http://www.keyclub.org/service/fund/yof/yofgrant.aspx>
2. Applications must be received by Key Club International on or prior to October 15.
3. Wait for the decision, which is released in mid-January.
4. Use all grant money for the purposes detailed in your application.
5. Keep accurate financial records and include the records in your final report.
6. KEEP ALL RECEIPTS.

7. Submit a final written report within 2 weeks of the completion of the project.
8. Once Step 7 is completed, Key Club International will distribute the funds to your club.

Contact your Lieutenant Governor, Zone Administrator, or the District Treasurer at treasurer@floridakeyclub.org if you have any questions.

