

## Florida District of Key Club

### **Procedure for Changing a Key Club's Sponsoring Kiwanis Club**

#### Requirements

In order change from one sponsoring Kiwanis club to another, three conditions must be met:

1. The school administration (generally the principal) must provide a written statement approving the change in sponsorship.
2. The current sponsoring club must provide a written statement agreeing to the transfer to the other Kiwanis club.
3. The Kiwanis club who wants to become the sponsor must provide a written statement agreeing to accept sponsorship.

If the Key Club does not currently have a sponsoring Kiwanis club, written statements from only the school and the new sponsoring Kiwanis club are needed.

#### Content of Communication

The written statements may be an email or a letter. They should contain the Key Club's full name (no abbreviations) and its club number.

Statements from the Kiwanis clubs also should contain the Kiwanis clubs' full names and club numbers.

#### Where to Send the Request

The email address is [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org). The mailing address is Key Club International, Member Services, 3636 Woodview Trace, Indianapolis, IN 46268

Requests for change in sponsorship should always be copied to the Florida Key Club District Administrator at [admindonna@floridakeyclub.org](mailto:admindonna@floridakeyclub.org) and the Key Club district secretary at [secretary@floridakeyclub.org](mailto:secretary@floridakeyclub.org) so that the district Key Club records can be updated.

Contact the Key Club District Administrator or Kiwanis International member services with any questions.