

# 7 STEPS TO START YOUR KEY CLUB

KEY CLUB  
FLORIDA DISTRICT 

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## FIND A KIWANIS CLUB

Having a supporting Kiwanis Club will help your club have a strong base. Your sponsoring Kiwanis club can guide you through the chartering process. Key Club after all, is a Kiwanis based club.

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## GET SCHOOL SUPPORT

Find an adult at school to be your club's faculty advisor. This person will be overseeing your Key Club and assisting you in the charting process along with planning events in the future. Be sure that your advisor is well organized and very committed to Key Club in order to ensure success for your club. Then meet with your school administration in order to gain approval and school support for your key club.

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## RECRUIT MEMBERS

What is a club without members? The more members your club has, the more connections and power you and your club has for service and leadership throughout your community. Recruit new members into your club to ensure a well sustained and stable club, so your charter and club can continue to serve even when you are well out of high school.

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## BRING IT ALL TOGETHER

Once you have your advisor and adequate number of members, begin to host your meetings. Together, your new club can work to plan out certain events and projects. Elect leadership positions and create committees to organize your club.

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## FUNDING

To officially charter a club into Key Club International, your club will need to pay a charter fee (\$400-\$600). Talk to your sponsoring Kiwanis Club. Generally, they will pay the majority of the costs. If they are unable to cover, you can raise money towards the charter through fundraisers in your community.

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## PAPERWORK

You will need to complete the charter petition, membership roster, and club bylaws to charter a Key Club. All these documents can be found under Resources / Club Resources / Club Building & Improvements section on the Florida Key Club website

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## CONTACT YOUR KIWANIS FAMILY

Contact other branches of your local Kiwanis Family and have them help you in establish service opportunities and coordinating service projects together. Your division Lieutenant Governor is also a wonderful resource in helping you establish connections.