

# 12 Steps to Your New Key Club

## Find

- 1. Find a Kiwanis Club.** Having a supporting Kiwanis Club will help your club have a strong base. The Kiwanis club will take you through these steps in a much easier process, rather than attempting to create a Key Club. Key Club after all, is a Kiwanis based club.
- 2. Find an Adult Advisor.** This person will be the basis of starting a new Key Club, and will assist you in any way in founding the club. Be assured this advisor is well organized and very committed to Key Club, in order to make the entire chartering process much easier.
- 3. Find Members.** What is a club without members? The more members 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 still serve even when you are well out of high school.

Created by the Florida District of Key Club's  
Membership Development Committee

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## Lead I

- 4. Bring it all together.** Once you have your advisor, adequate number of members, and a central location, start your meetings. Together your new club can work together to plan out certain events in assistance with chartering their Key Club. Elect leadership positions and create committees to organize your club. At this point you officially have a "Baby Key Club."
- 5. Funding.** To officially charter a club into Key Club International, your club will need to pay a \$600 charter fee. Talk to your local Kiwanis club, or any Kiwanis club in the area about chartering a Key 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. This will help your Baby Key Club grow to new levels.

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## Lead II

6. **Paperwork.** You will need three documents to charter a Key Club. One is the membership documents which ensure the first established members, and their information. The second document is the Key Club petition, basically an application form, creating your Key Club. The third document is your club's bylaws. The Florida District of Key Club has a basic set of bylaws already created, and is on their website [www.floridakeyclub.org](http://www.floridakeyclub.org) under Documents and Resources. Use this document as the basis of your club bylaws, and modify the bylaws with your club to match your club's standards and conditions.
7. **Send It in!** Once everything is complete mail in all of the paperwork and money to Key Club International. Once this is processed, you will officially have a chartered Key Club!!!!
8. **Celebrate.** Congratulations! If you have reached this step, it's time to celebrate your new club. Host a small celebration or gathering to commemorate your hard effort in building a club.

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## Serve

- 1. Talk to the K-Family.** Since the clubs in your local area know what they are already doing, contact them and have them help you in establishing service opportunities, or even merging service projects together. Your division Lieutenant Governor is also a wonderful resource in helping you establish connections, and allowing you serve your community. Also contact any Kiwanis club, or Kiwanis sponsored club to help build your home school and community.
- 2. Create your own projects.** This allows you to have your club under control and serve within your OWN region and community. Simple service projects, always create a big assistance in expanding Key Club.
- 3. Pay dues.** Make sure all of your members pay their dues of \$12.50 every year. This will ensure that your club's charter will remain.
- 4. Keep being awesome.** Key Club is an enriching club. If you have completed every task on this list, you have done a lot and have much to say for yourself. Keep leading, keep serving, always have fun when doing so, and most importantly, keep being awesome!

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