



**Kiwanis**<sup>®</sup>  
Service Leadership Programs

# Guide Book for Kiwanis Clubs- Creating a Bigger Impact



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# General Responsibilities of a Kiwanis Club

Why sponsor a Key Club?

- *Increase service to your community*
- *Develop character, leadership, and service-mindedness within young adults*
- *Promote a lifelong commitment to service (hopefully through the Kiwanis Family!)*

Kiwanis Responsibilities to Key Club

## 1. **Appoint and train a Kiwanis Advisor**

- *Should be able to attend most Key Club meetings (board and general club)*
- *Work closely with club's officers and Faculty Advisor*
- *If the Faculty Advisor is a Kiwanian, suggest having a second Kiwanian as Kiwanis Advisor*

## 2. **Ensure Kiwanis members attend as many Key Club meetings and as many other functions as possible**

*In addition to Kiwanis and Faculty Advisors present at the Key Club meetings*

- *Rotate attendance of Kiwanis members who attend Key Club meetings as guests*
- *This is similar to interclubbing*

### **3. Maintain expense line item in Kiwanis Budget**

- *From Key Club Financial Account for Service*
- *Should participate in Kiwanis fundraising projects and receive portion of proceeds*
- *Include support for training events and other events like DCON and ICON*
- *Try to pay cost of Faculty Advisor and chaperones*

### **4. Meet with principal before beginning of school year**

- *Hold one month before school with advance appointment*
- *Who should attend: Kiwanis President, Kiwanis President-elect, Kiwanis Advisor, Faculty Advisor, etc.*
- *Review purpose of Key Club & membership requirements*
- *Be aware of school policy & regulations*
- *Any additional topics can be discussed at this time*

### **5. Ensure all members pay dues**

- *Monitor until dues are sent in*
- *Early bird dues deadline- November 1st. Regular dues deadline- December 1st*

### **6. Ensure officers receive proper training following election**

- *Make sure club officer elections are held in February*

- *Make sure officers attend training (should be conducted by LTG; can include KCKC and SZR)*

**7. Hold a planning session with the leadership of both the Key Club and Kiwanis**

- *Discuss upcoming year and plans*
- *Minimum attendance should be the following: Key Club board members, Faculty Advisor, Kiwanis Advisor*
- *Hold meeting in June before Kiwanis International Convention and Key Club International Convention*

**8. Host or participate in two joint activities**

- *Can be social, service, recreation or fundraising*
- *Opportunity to interact with each other*
- *This is where Key Club learns that Kiwanis is the service organization they want to join in the future!*

**9. Invite Key Club members to attend Kiwanis meetings**

- *Should alternate who attends from Key Club*
- *May need the permission of principal*
- *Attendees should report on Key Club activities while at the Kiwanis Club meeting*

**10. Ensure Key Club members attend conventions, conferences, and meetings which include the following:**

- *District Convention*

- *International Convention*
- *DCMs, Key Club Kick-off Conference (KCKC) and Spring Zone Rally (SZR)*
- *Assist with costs*

**Other responsibilities as Kiwanis Advisor include seeing that the**

**Key Club:**

- *Follows the Constitution and Bylaws of Key Club.*
- *Holds regular club meetings and board meetings at least once a month*
- *Develops club fundraising activities*
- *Hosts social activities*
- *Develops and sends in articles about activities to the District Editors for The Sunshine Source (send to editor@floridakeyclub.org) and Key Club magazine (send to keyclubnews@kiwanis.org)*
- *Understands and uses proper parliamentary procedure, especially at board meetings*

- *Keeps complete and accurate minutes of all club and board meetings*
- *Completes an Annual Achievement Report and submits it to the district if applying for awards at DCON*
- *Assists and interacts with its Kiwanis Club*

## 43 Ways Kiwanians Can Interact Personally With Key Club Members

The below suggestions were provided by the 60 adult and student members of the Florida District of Key Club Board of Trustees. What makes these methods effective is the way that the adults interact with teens such that young people feel valued, appreciated, and respected. Spend more time listening and appreciating them, rather than getting them to listen to you. You might be pleasantly surprised by what you learn! Be sure to consult with your Key Club Board before implementing any of these ideas to be sure they will be attractive to your Key Club members.

1. Jointly charter a new K-Kids or Builders Club.
2. Get involved with a Key Club project where you can assist them with something they have difficulty doing themselves (like finding sponsors for a project). Take them with you when you make sponsor contacts, for example.
3. Offer Key Clubbers summer internships or jobs at your business.
4. Invite the Key Club Lt. Governor to speak at your club meetings (i.e., provide the program).
5. Interclub at local Key Club meetings (does not have to be your own Key Club).
6. Invite your Key Club officers to your Kiwanis Club board meetings.
7. Attend your Key Club's board meetings
8. Attend your Key Club's regular meetings
9. Ask Key Clubbers to attend your Kiwanis meetings, sit with them, and talk with them.
10. Attend Key Club District Education and Leadership Conference (DCON).

11. Have a joint Kiwanis-Key Club divisional council meeting.
12. Do something special for Key Club officers on their birthdays.
13. Call your Key Club president periodically and ask how they are doing and if they need help with anything.
14. Meet with the Key Club officers and explain how Kiwanis will financially support them and what they are expected to do to raise their own funds.
15. Offer to drive Key Club Members to their next function (project, Conference, DCM, Kiwanis zone conference, Key Club Zone rally, Kiwanis meeting, etc.).
16. Make sure all Kiwanians are encouraged to attend a Key Club meeting or board meeting at least occasionally, perhaps on a rotational basis.
17. When attending a Key Club meeting or other function, participate in their games, projects, and ice breakers instead of observing from a distance.
18. Ask a Key Clubber to help you with a question about technology (computers, computer programs, wireless devices, advice on what to purchase, etc.).
19. Plan fundraisers and service projects with your Key Club members instead of only inviting them to participate.
20. Lead an ice breaker at a Key Club Divisional Council Meeting (DCM).
21. Ask a Key Clubber to lead an ice breaker at a Kiwanis DCM.
22. Offer to help your Key Club plan a service or fundraising project.
23. Actively participate in your Kiwanis Club's Key Club Committee; make sure you let your Kiwanians, not just the advisor, participate fully with the Key Club.
24. Coordinate with a Key Club member to organize a Kiwanis Family event with both clubs in attendance.
25. Assign a Key Club member a task at service or fundraising project.
26. Introduce each Key Club member who is present at the Kiwanis meeting and have them speak a little about themselves or their Key Club.
27. Invite a Key Clubber to your Kiwanis Club's Installation Ceremony
28. Invite Key Clubbers to join your Kiwanis club for a social night out at a restaurant or other social event for both Kiwanians and Key Clubbers.
29. Participate in a Key Club project.
30. Attend a Key Clubber's sporting event, recital, etc.
31. Let Key Club members take over/run a few Kiwanis Meetings (give your program chair a break).

32. Have the Kiwanis Club president and Key Club president can sit down and plan a joint project or event.
33. Invite Key Club members to sit on Kiwanis committees or attend committee meetings.
34. Introduce each Kiwanian at a Key Club meeting and have them speak a little about themselves.
35. Have an icebreaker at a Kiwanis Meeting where Key club members can tell about themselves and vice versa.
36. Invite Key Clubbers to the games of a POP Warner football league Kiwanis sponsors.
37. Travel together with Key Clubbers to Kiwanis or Key Club events.
38. Plan and carry out a day at Disney or some other venue with Key Club and Kiwanis.
39. Conduct an award ceremony for the Key Club at the end of the school year
40. Sponsor or co-sponsor with Key Club a K-Family Picnic (can be a divisional event as well).
41. Key Clubs enjoy hands on service projects, and when Kiwanians are involved in those it really helps students get to know and bond with Kiwanians.
42. Become a mentor to a Key Clubber.
43. Have Kiwanians conduct officer trainings or committee chair workshops for their Key Clubbers.

## Checklist for Kiwanis Advisors

The following list can be used so that Kiwanis Advisors and Kiwanis Clubs understand and know what should be happening in each Key Club during various times on the year. This will help you keep check on the Key Club you sponsor.

### Monthly Checklist for Faculty Advisors

#### APRIL

- By 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 30<sup>th</sup> complete membership drive and collect dues

## **OCTOBER**

- By 10<sup>th</sup> 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 31<sup>th</sup> 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 10<sup>th</sup> 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 30<sup>th</sup>, 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 1<sup>st</sup> dues are past due – verify dues have been *mailed* (advisor)
- By 10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> January Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at Spring Rally
- (Spring Zone Rallies cont'd – TBD by Zone)
- By 28<sup>th</sup> 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 and awards ceremony
- Online Registration for DCON

- Clubs that have not paid dues are suspended and ineligible to attend DCON

### **MARCH**

- By 10<sup>th</sup> 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 9 – 12, 2015      DCON – Rosen Shingle Creek, Orlando, FL

April 28 – May 1, 2016      DCON – Rosen Shingle Creek, Orlando, FL

# Summaries of Responsibilities in Kiwanis Club

- Train and encourage officers
- Attend club meetings
- Attend and support attendance of Key Clubbers at division and district events
- Invite Key Club members to Kiwanis meetings
- Invite Key Club members to Kiwanis projects
- Present budget request to Sponsoring Kiwanis Club board in summer
- Assist Faculty Advisor wherever possible

