

# TIPS FOR NEWLY CHARTERED KEY CLUBS



## MAINTAIN CONSISTENCY

Schedule club and board meetings ahead of time and create an agenda for each event. Plan service projects throughout the year, even during summer and winter breaks.

## CONNECT WITH YOUR DIVISION

Contact your Lieutenant Governor to participate in divisional projects and attend your division's Divisional Council Meetings (DCMs). Use DCMs to collaborate with other clubs and plan out service projects.

## CONTACT YOUR KIWANIS FAMILY

Get in contact with your sponsoring Kiwanis Club and local Builders Clubs. Contact each branch of the Kiwanis Family to notify each other about upcoming events.

## BUDGET AND DUES

Visit the Florida Key Club website under the treasurer resources for a sample budget. Account for projects and other key club related activities. Collect dues as soon as the school year begins and submit them two weeks in advance on the Florida Key Club website.

## BE TRANSPARENT

Maintain constant contact with all members in your club. Inform club members of all meetings and service events in advance. Allow members to voice their ideas regarding service events and other activities.

## CREATE CLUB STRUCTURE

Create specialized committees within your club to divide work amongst members. Appoint committee chairs to lead certain aspects of your club's activities (i.e. fundraising committee, DCON committee, etc.)