

Faculty Advisor and Adult Communication

Importance of Adult Communication:

Adult communication is necessary for Key Club to carry out service events, meetings, and fundraisers. Remember to **CELEBRATE** Adult communication this year by keeping consistent communication with Kiwanis, club advisors, and other adults. It helps to keep our organization growing and at great heights.

How to Properly Communicate

- ❖ Make sure to utilize appropriate language **at all times** when addressing adults. This includes proper grammar, spelling, punctuation, and maintaining a professional tone.
- ❖ Address the individual by using the proper title before stating their name. Refrain addressing an adult by their first name, unless preferred.
 - Ex: Region 9 Advisor Ms. Grover, Club Advisor Mr. Smith, Lt. Governor Sally.
- ❖ Establish what times of day are appropriate to contact the adult. Avoid calling at extremely early or late times of day.
 - Tip: Try using the 8-8 rule with phone calls, No earlier than 8AM, No later than 8PM!
- ❖ Remember to respect the personal time of the adults that are **volunteering to serve you**. Avoid contacting them excessively. Be clear and concise with the information you are discussing with that adult.
- ❖ **BEE** friendly! Always thank the adult for the time and effort spent on their behalf.

Who are you speaking to?

- ❖ Recognize **exactly who** you are speaking to (Remember, not all adults fully understand what Key Club is or what the organization is about!).
- ❖ By communicating, a better understanding of Key Club is established.
 - This is important for them to recognize that their contributions are greatly appreciated and impactful towards our great service organization.

Why is communication essential to adults?

- ❖ Key Club advisors are responsible for the safety of the students that they serve. They should be aware and informed of what projects, events, and meetings that members are attending and participating in **at all times**.
- ❖ Advisors are also mentors and friends to all Key Clubbers. Creating a strong bond with your advisor will enhance the efficiency of the club you serve.

What are some appropriate questions to consider when communicating with an advisor?

- ❖ Policies and guidelines of the school such as: chaperone to student ratio, fundraising policies, and paperwork required for attending events, facility requests, fundraisers, etc.
- ❖ Assistance or feedback when planning events
- ❖ Addressing guidelines of the school such as: chaperone to student ratio, fundraising policies, and paperwork required for attending events, facility requests, fundraisers, etc.
- ❖ **Consideration of providing transportation for members to events**

KEY Resources

- ❖ Call **1-800-KIW-ANIS** if your advisors' questions cannot be answered by the Region Advisor(s) or Lieutenant Governor, you or your advisor are always free to call this number for any assistance.
- ❖ Make use of the resources on the CNH CyberKey and the Hive. These resources are here to help you. On these sites, there are many resources that can benefit you that can benefit you and the club(s) that you serve!
 - *Some items on the CyberKey: the Key Club Policy Manual, District Bylaws, Standard Club Bylaws, KCI Guidebook and much more! The list is endless! So start reading!*

Tips

- ❖ Key Club is an **international leadership organization**. We should recognize this by capitalizing the "K" and "C" in Key Club.
- ❖ We must remember that Key Club related activities **should always align with the policies and guidelines** set by the school or community in which the club is based.
- ❖ Remember, always maintain Professionalism and the proper etiquette in person and during emailing, text messaging, or calling an adult.

Why use Graphic Standards?

- ❖ Graphic standards promote Key Club International in a uniform fashion. Implement these standards when providing/creating Key Club documents for any adult.

Remember, communication is something to **CELEBRATE**. Do not forget to interact with the members and adults in a real life setting! You should make use of all methods of communication available.