



CNH | KEY CLUB

2009-10  
Official **CNH**  
**Presidents' &  
Vice Presidents'**  
MANUAL

Compiled by 2009-10 CNH District Governor Jesse Truong

Please BEE green. Do not print this publication. Thank you!



pictured: CNH Presidents and Vice Presidents Workshop at District Convention 2009 in Anaheim, CA

# Introduction

## Letter from the Editor

Hello leaders!

Welcome to the 2009-2010 year. As the president or vice president to your club you have a great opportunity to not only develop yourself as a character and leader, but also to lead your peers to bring a change to your home, school, and community. You have been put into a position of responsibility and expectation. Therefore, as this year of service progresses you will face challenges, but you must be a strong leader and remember that your club is depending on you to maintain commitment and determination.

You are also in a position of respect and authority. Therefore, it is your challenge this year to make the best of your position to do great things. When the year ends, there is no value you can put on the impacts you have made and the feeling of accomplishment you will feel if you work hard for your club.

This manual is a simple publication to help you succeed in your position this year. It contains several tips and facts to help you be a great leader, but please don't limit yourself to this manual. Go beyond the words of this publication and find ways to do more! I really hope this helps you and if you have any questions, comments, and/or concerns please let me know.

Lastly, have fun! If you love what you do and enjoy your time, it will show. Your passion will bring you to do great things and I am excited to see these great things happen.

Buzzin' for service,



Jesse Truong  
District Governor  
Cali-Nev-Ha District

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## CNH District Goals

**40,000 members**  
**\$75,000 for PTP**  
**750,000 hours of service**

# Key Club Knowledge

As president or vice president, you are a representative of the California-Nevada-Hawaii District and Key Club International. Therefore, we expect you to have exceptional knowledge of the organization so that you can be a great representative at all times. If someone asks you a question, you'll know the answer. By knowing about the organization you can make sure your club is top-class and well educated.

## General Facts

Key Club International is a very unique organization. It is the oldest and largest service program for high school students. It is a student-led international organization existing on 5,000 campuses internationally with more than a quarter of a million members and still growing.

- **Motto:** "Caring - Our way of life"
- **Core values:** A good way to remember the four core values of Key Club International is through the acronym "CLIC"
  - o Caring, Leadership, Inclusiveness, Character building
- **Mission statement:** This is the goal of our organization
  - o "Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership."
- **Vision:** This is what we want to achieve by doing what we do
  - o "To develop competent, capable, and caring leaders through the vehicle of service"
- **Pledge:** I pledge on my honor to uphold the objects of Key Club International; to build my home, school, and community, to serve my nation and god; and to combat all forces which tend to undermine these institutions
- **Objects:** So when you pledge to uphold the objects of Key Club International, what are you pledging to?
  - o To develop initiative and leadership.
  - o To provide experience in living and working together.
  - o To serve the school and community.
  - o To cooperate with the school principal.
  - o To prepare for useful citizenship.
  - o To accept and promote the following ideals:
    - To give primacy to the human and spiritual, rather than to the material values of life.
    - To encourage the daily living of the Golden Rule in all human relationships.
    - To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
    - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
    - To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.
    - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and good will.

## History

- The first 11 charter members met in Sacramento, CA for the first time in May 1925
- Sacramento High School Key Club still exists today
- The school administrators were also Kiwanis members who spread the idea of Key Club with other principals
- Kiwanis clubs from all over the country began asking the Sacramento Kiwanis Club about Key Club.
- In 15 years, 50 clubs were functioning in California, Florida, Kentucky, Louisiana, New Jersey, Pennsylvania, and Washington.
- In 1939, the Florida Association, a federation of Key Clubs in the state, was formed at their first convention
- In 1943, the Florida Association invited clubs from Alabama, Louisiana, South Carolina, and Tennessee to attend and the International Association of Key Clubs was formed and Malcolm Lewis of West Palm Beach, Florida, was elected as the first President.
- In 1946, the Constitution & Bylaws were formed and Key Club International was officially launched
- In 1946, the first Key Club in another country, Canada, was formed and it continued to grow to in the Caribbean



# Key Club Knowledge

## Structure & Leadership

### International:

- Key Club is an international organization existing mostly in the US, Canada and 30 other countries and is currently spreading to other countries.
- The student leaders are International President, International Vice President, and 11 trustees.
- A trustee serves as the liaison and representative to 3 assigned districts & is part of the International Board.
- The International Trustee assigned to us is Larmon Luo from the Cali-Nev-Ha District.
- We are honored to have IP District Secretary Jenelle Yee, serving as the Int'l Trustee for the Pacific Northwest, Southwest, and Texas-Oklahoma Districts.



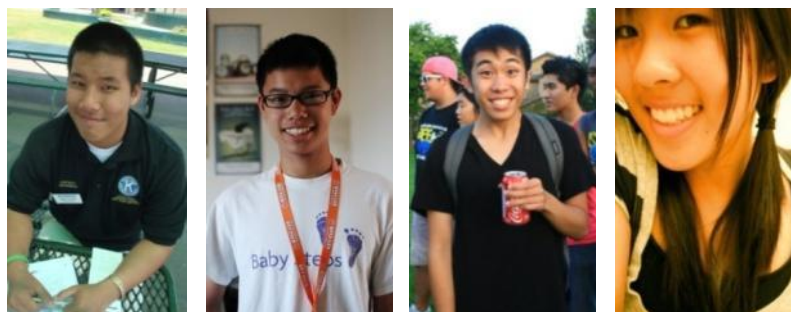
**Int'l President**  
Abigail McKamey  
Kentucky-Tennessee



**Int'l Vice President**  
Adam Joslyn  
Wisconsin-Upper Mich



**Int'l Trustee**  
Larmon Luo  
Cali-Nev-Ha



**Governor**  
Jesse Truong  
Division 30N  
Sunny Hills

**Secretary**  
Willy Hoang  
Division 19N  
Lawndale

**Treasurer**  
Jeremy Truong  
Division 7S  
Laguna Creek

**Tech Editor**  
Hillary Yuan  
Division 34S  
Palo Alto

### District:

- Key Club International is divided into 33 districts.
- Our district is called the **California-Nevada-Hawaii District**, also known as “CNH” or “Cali-Nev-Ha” with more than 36,000 members we are the largest district.
- The Board of Trustees (District Board) is made up of the student-led executive board, appointed board, and a Lieutenant Governor from each division within the district. The executive board is made up of the District Governor, District Secretary, District Treasurer, and District Technology Editor elected at DCON

**Region:** There are 18 regions in the CNH District. Regions are based on different territories within the district. It is a grouping of local divisions. The Key Club regions are aligned with the Kiwanis regions. One or more Kiwanis regional advisors mentor the lieutenant governors within the region.

### Division:

- There are 63 divisions in the CNH District.
- A division is made up of 8-16 local Key Clubs and is based on several factors such as school district, location, Kiwanis sponsor, etc.
- Each division is led by a Lieutenant Governor, also known as the LtG, from one of the schools in the division.
- The LtG is elected at the divisional Conclave held every winter prior to District Convention by two delegates from each school in the division.
- The LtG also serves on the CNH Board of Trustees



**The 2009-10 CNH Board of Trustees**

**Club:** Each club is led by the Board of Directors. The Board of Directors consists of the club president, vice president(s), secretary, treasurer, bulletin editor, and a class representative from each class. The first five listed officers should be elected before District Convention. Another election should be held at the beginning of the school year to elect one representative from each class (freshman, sophomore, junior, senior). We have more than 640 clubs in the CNH District.

# Projects & Events

## International Initiatives

**Major Emphasis Project (MEP)** - The MEP is the focus of our international organization.

**“Children: Their future, our focus.”**

### Service Initiative -

The service initiative is changed every other year at International Convention. The 2008-2010 service initiative is Live 2 Learn which focuses on helping children, ages 5-9, overcome learning obstacles so they can be successful and give back to their home, school, and community by



- 1. Improving grades** - Tutor at a local elementary school or read to kids at the library
- 2. Giving back** - Organize service projects where young students can help with and learn the value of service
- 3. Growing together** - Be creative with the children with art projects that both you and they can develop from.

**Service Partners** - As an International organization we partner with other service organizations devoted to helping children. We try our best to support 3 of these organizations:

**UNICEF** - devoted to the benefit children all over the world where aid is needed. The most familiar project is the Trick-or-Treat for UNICEF



**March of Dimes** - devoted to raising awareness of premature births and reducing them. The most familiar project is the March for Babies walks. Look for one in your local area



**Children's Miracle Network (CMN)** - devoted to funding children's hospitals throughout the nation. Have a fundraiser to donate money to your local children's hospital.



**Kiwanis One Day:** One Way, One Day, One K - On the first Saturday of April, Key Clubs all over the world join the rest of their Kiwanis Family to unite for one large service project. Over 600,000 Kiwanis Family members serve on this one day



**Key Club Week** - This week encourages everyone to promote Key Club every day. It takes place every first full week of November. This year it will take place Nov 2-6.



Day 1: Show your K in every way - Wear your Key Club shirts and spirit gear to school or post school announcements wishing everyone a Happy K Day!

Day 2: Kudos to the Key players - Appreciate those who worked hard to make your club and community better such as teachers, administrators, school staff.

Day 3: Connect the K's - Work with your Kiwanis Family to have a meeting, project, or fundraiser together

Day 4: Bring your friend to Key Club - invite one of your friends that is not in Key Club to a special meeting where you can have a social/service project and get them into your club.

Day 5: Your way - Be creative on this last day and plan something with your club to show off your Key Club spirit!

Visit [keyclub.org](http://keyclub.org) and click "Service" for more information on all these initiatives

### International Convention (ICON)

Join the CNH District and the rest of the world at the 67<sup>th</sup> Annual Key Club International Convention. It takes place July 7 - 10, but we will also be traveling on a district tour so the dates will extend either after or before the convention. We will be traveling to bustling Memphis, Tennessee to enjoy inspiring workshops, fun activities, international elections, meeting new friends, showing off CNH spirit, sight-seeing opportunities, a Key Club experience on a whole new level, and more! Don't miss it! More information will be released spring 2010. Check the CNH CyberKey 2 weeks before DCON.



# Projects & Events

## District-Wide Functions

**Fall Rally** - Fall Rally is our largest fundraiser for PTP. Anyone is invited to come to this event where Key Clubbers rally to raise thousands of dollars for a great cause. Clubs are encouraged to fundraise prior to the event in order to buy a district officer. It is surely one of the loudest and most fun events you can attend. There are two held every year

### Fall Rally North 2008



**Fall Rally North**  
California's Great America  
October 24, 2009  
10:00AM - 5:30PM

**Fall Rally South**  
Six Flags Magic Mountain  
November 14, 2009  
10:30AM - 6:00PM

Enjoy spirit competitions, rallies, great rides and attractions, a discounted admission price, fundraising for PTP, and more! Talk to your Lieutenant Governor or contact Mr. Bruce Hennings at [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org) for more information and arrangements.



### Fall Rally South 2008

### Candidate's Training Conferences (CTC) -

CTC is held every year to prepare leaders to run for candidacy. It is district hosted and workshops are led by officers who already went through the process so this is top-notch training. If you or any of your members want to run for office please encourage them to attend CTC. Talk to your regional advisor to see how you can find transportation. Visit the CNH CyberKey at [cnhkeyclub.org](http://cnhkeyclub.org) for more details and information.



**District Convention (DCON) 2010** - DCON is a large gathering of the Key Clubs of the Cali-Nev-Ha District to elect the new District Executive Board, receive well-earned awards, compete in spirit battles, enjoy some time away from home, learn from the workshops how to make your club and yourself better, gain new ideas for service projects, get down at the Governor's Ball, meet thousands of other Key Clubbers, have a once-in-a-lifetime experience, and so much more. Register your club to attend DCON!

For more information visit [cnhkeyclub.org](http://cnhkeyclub.org) and click "Convention"

**DCON 2010!**  
Sacramento, CA  
April 9-11, 2009



**Lieutenant Governor** - For anyone who would like to run for Lieutenant Governor:

**January 16, 2010 from 10:00AM - 5:00PM**

**LTG CTC North**  
Kiwanis Family House

**LTG CTC South**  
Kiwanis Professional Center  
(District Office)

**Executive/Int'l** - For anyone who would like to run for executive office or international endorsement at DCON

**Executive/Int'l CTC**  
February 27, 2010

Kiwanis Professional Center (District Office)  
More information Winter 2009, ask your LTG

**District Project (DP)** - The CNH District adopts a service initiative every 2 years that encourages members of the district to focus on certain service in their community. The 2008-2010 District Project is Project C.A.R.E.

- C** - Combat Poverty
- A** - Acknowledge Daily Heroes
- R** - Reduce Global warming
- E** - Encourage Healthy Living

Visit [cnhkeyclub.org](http://cnhkeyclub.org) and click "Projects" and "District Project" for service ideas and more information. Attend DCON 2010 for the unveiling of the 2010-2012 District Project.

# Projects & Events

## Service Ideas

We cannot forget the need of service in our home, schools, and communities. A member in good standing serves 50 hours of service. As club presidents or vice presidents, your job is to make sure that you give your members the opportunity to serve these hours. Here are some tips:

1. **Appoint** a service committee and committee chair made up of members of your club. Have them be in charge of finding, organizing, and promoting events. Make sure you oversee the committee as well.
2. **Ask** the members for their advice. They know what service they want to do so they should be able to give tips and suggestions on projects to participate in.
3. **Have** a small service project at club meetings. You can make bracelets to sell for charity or make cards for daily heroes. Do something quick and creative that members can participate in during the meeting.
4. **Make** service routine by adopting timely projects such as the same project every week, once a month, etc. Examples are going to the soup kitchen every Monday or reading to your local elementary school every Friday.
5. **Offer** rides to service projects. At your meetings make a carpool list so that members who don't have rides can find one and members who do have a ride can offer.



### Finding Service -

- Try participating in the service initiatives Key Club offers: Live2Learn, our District Project, helping our service partners, etc. See Page 5 and 6 for more information.
- Work with your sponsoring Kiwanis to hold joint service projects for more volunteer force.
- Look through community organizations such as libraries, parks, Boys & Girls Clubs, YMCA's, food banks, soup kitchens, Red Cross, etc. They usually depend on volunteer service to make a difference.
- Interclub with other campus clubs. Ask the Make-A-Wish club, American Cancer Society, Red Cross, Habitat for Humanity, etc. how you can help.
- Visit [volunteermatch.org](http://volunteermatch.org) to find local projects that need your help.

## Fundraisers

### What to fundraise for -

- Your home club expenses (this would not be considered service)
- Pediatric Trauma Program (see below)
- Our service partners (see page 5)
- Sponsoring Kiwanis initiatives
- Other local community needs



**Pediatric Trauma Program (PTP)** - PTP is the largest service focus of our Cal-Nev-Ha Foundation and is meant to raise awareness and prevent pediatric trauma. The reason that we focus on PTP is because unintentional injury is the number one killer of children under the age of 14 and could be prevented. By fundraising for PTP we provide funding for our 6 partner children's hospitals for much needed supplies and training for doctors to be specially trained for pediatric emergency. In other words, we save lives. Fall Rally is the largest fundraiser for this cause. Have fundraisers from your club to help raise money for the cause. If you held an independent fundraiser for PTP, contact your Lt. Governor or me at [cnh.dg0910@gmail.com](mailto:cnh.dg0910@gmail.com). If you would like to find out other ways you can help visit [cnhfoundation.org](http://cnhfoundation.org).



### Fundraising Ideas -

- The classic weekend **car wash**. If planned and publicized well and held at a busy intersection, a couple hours can make a lot of money.
- Organize an **Awake - a- thon** in your school gym asking for sponsors to support your cause.
- **Sell healthy snacks** or candy and drinks at school breaks or gaming events
- Ask a **local restaurant** if they can help by donating a



certain percentage of sales if you promote their store with a flier

- **Appoint** a group of members to work on finding other ideas on how to fundraise

**CNH GOAL** 750,000 hours

**CNH GOAL** \$75,000 for PTP

# Club Relations

## Kiwanis Family

### Kiwanis International (KI) -

Kiwanis is our parent branch. Without them we would not exist. Your club is sponsored by a Kiwanis Club in your area. They provide support, guidance, and supervision. Especially since we are minors, we need our Kiwanians to help us legally get our big ideas out. Get involved with them by contacting the local Kiwanis Club president or asking your Kiwanis Advisor on ways to get involved.



### Circle K International (CKI) -

Circle K is the collegiate level of the Kiwanis Family. It is very easy to understand them; they are structured similar to Key Club, led by students like Key Club, and focus on service like Key Club. They serve as our mentors being young, but old at the same time. Get involved by finding the local Circle K in your area, attend their meetings, invite them to yours, and serve together.



**Aktion Club** - Aktion Club is a service organization just like us but is meant to give opportunities to those with special needs. Although they may seem handicapped, Aktion Clubbers have the desire to serve their community just as we do. If you have a local Aktion Club in your area, join your Kiwanians and them for a service project.



**Builders Club** - Builders Club is also very similar to Key Club except they are made up of members in the junior high or middle school age. Here, you as the Key Clubber in high school serve as a mentor to them. Chartering a Builders Club gives you an opportunity to get new members once they become incoming freshman. Invite them to your projects with your advisor's and their advisor's permission.



**Kiwanis Kids (K-Kids)** - K-Kids is the youngest Kiwanis branch being established in elementary schools. Young students who want to get involved with service join this club. Plan service projects where you can invite K-Kids to help out in and watch them grow as servant leaders of the world. By being a mentor to them, you encourage them to continue with the Kiwanis Family and continue serving.



## Recruitment

**1. Preparation** - Hold a meeting with past members who would like to help recruit members possibly at your club rush or school assembly. Here is where tasks should be assigned, posters should be made, sign-up sheets should be printed, and any extras on the day of recruitment be decided on. On the sign-up sheet have a spot for their name, phone number, fourth period class, and school ID.

**2. Execution** - On the day of try your best to have everyone match so your club is organized, seems unified, and looks like a family you would want to belong to. Have some people work the table where sign-up sheets are. These people should be welcoming and friendly and should pass out the extras you planned out (like candy or stickers). Make sure everyone is enthusiastic and spread out so that different people can ask questions. Be spirited but be careful of scaring students away.



**3. Dues payment** - On one of the first meetings you should be collecting dues. Members are more likely to stay in a club to get their money's worth so make sure you give them that. Prior to dues payment show them how much fun Key Club is by having icebreakers or a social at the first meeting so they are more willing to pay. Collect the first batch of dues and have your treasurer send them in, but remember that members can join anytime and can pay their dues later.



**4. Follow-Through** - Once you have members, don't stop. Explode on your first month by having a social one weekend and a service project the next weekend. At meetings, still play icebreakers so everyone meets each other and continue to show new members a good time so maybe their friends will join. Fall Rally, big events like Rose Float in the south, and DCON will come up where new members will want to attend. Always be inclusive and welcome new members at all times. Take some time as the president or vice president, if you go and have a friendly conversation with a member to make them feel special and welcomed.

**5. Retention** - So you did all this and you got a whole bunch of new members for your year! When the next year rolls around, stay active in the summer to make sure members stay in Key Club and get excited for the next year.





# Club Relations

## Icebreakers

Icebreakers are a good way to break the ice. If you have shy members, new members, inactive members, bored members, etc. icebreakers can help. It helps people get out of their comfort zone and just enjoy socializing. Plus it helps you and others get to know each other. Here are some Key Club-friendly icebreakers in my opinion.

**EVOLUTION** - Everyone stands in a crowd starting as an “egg”. They must find a fellow “egg”, introduce themselves and play a game of rock, paper, scissors. The winner will evolve to a “chicken” and any loser at this level will stay as an “egg”. The new “chicken” must find a fellow “chicken” and repeat the process of introduction and game. The winner will evolve to a “monkey” and the loser will reduce back into an “egg”. The game will continue with people finding their fellow animals. Here are the movements that distinguish your status:

**Egg** - hands above your head like an “O” stating “I’m an egg”

**Chick** - arms bent like a chicken screaming “cluck! cluck!”

**Monkey** - scratching the armpits shouting “ooo-eee-ooo-eee!”

**Dinosaur** - hands up like claws, waddling big steps, yelling “RAWR!”

**Ultimate being** - arms waving crazily stating “I’m an ultimate being!”

If someone wins the rock, paper, scissor game as an ultimate being, they have won. After you have 50% winners stop the game and ask non-winners “How do you feel?”

**I LOVE MY NEIGHBOR** - Have everyone stand in a circle tight enough so there aren’t spaces in between people. You will start it by calling out a random category such as “I love my neighbor who likes to play basketball”. Instruct everyone that if they apply to this type of neighbor (if they like basketball), they must run to another spot in the circle. You too will try to find a newly freed spot so that there is someone new left in the center of the circle. This person will be the next to state a random category.

**SCREAMERS** - Have everyone stand in a circle with their heads down so that they are looking at their feet. You will count out “1-2-3” and on “3” everyone has to look up and face someone else in the circle. If two people make eye contact they both have to scream and wave their arms in panic. Have those two people introduce themselves and give a random fact and sit outside the circle until everyone else has screamed.

**BABY, I LOVE YOU** - Have everyone stand in a circle. For every 8 people in the circle, have 1 volunteer. (Ex. 16 people playing would be 2 volunteers). The volunteers will travel the circle to someone and state “Baby, I love you, will you smile for me?” The person in the circle being asked this must try to respond “Baby, I love you but I just can’t smile” with a straight face. If they succeed, the volunteer must try to get someone else. If they fail and smile or laugh then they switch spots with the volunteer. You can make it interesting by making the volunteers target certain people such as those wearing red.

## Club Committees

As president it is your job to make sure things get done in your club. This doesn’t mean that you are the one who has to do it. A good idea is to give members and others an opportunity to lead and make change by being on appointed committees. Committees are a group of members that specialize on certain tasks to be led by their committee chair. This is also a good way to relieve yourself of an overload of work. Here are some ideas for committees you can have:



**Fundraising** - In charge of organizing and managing fundraisers as well as ensuring that the funds are sent to the correct cause. See page 7.

**Service** - In charge of finding, organizing, and hosting service projects as well as adopting initiatives to take. See page 7.

**History** - In charge of attending projects and events and taking pictures to develop a year-in-review scrapbook throughout the year and submitting it on behalf of the club.

**Interclub** - In charge of organizing relations, programs, meetings and projects with other campus clubs that specify their service like American Red Cross, Habitat for Humanity, or an Eco Club to do co-operative efforts.

**Kiwanis Family** - In charge of educating the club about the Kiwanis Family and organizing projects and events with your local Kiwanis Family members. See page 8.

**Publicity** - In charge of the promotion of events and meetings as well as making sure the community knows about Key Club. Makes press releases and develops tools to recruit new members and publicize Key Club. Can be in charge of recruitment (pg8)

**Recognition** - In charge of developing ways and guidelines to recognize members for hard work and service throughout the year and at the end of the year.

**Projects** - In charge of preparing the club and organizing for large events such as Fall Rally, DCON, banquets, etc.



**Remember that these are just some ideas. Try your best to make committees based on your club’s needs. Also try to involve as many members as possible, have it so any member can join any committee if they feel they want to.**

# Leadership

## Duties

### President Duties

- Complete at least 50 hours of service to remain in good standing
- Serve as the chief executive officer of your club.
- Call and preside over Board of Director meetings
- Delegating and assigning tasks, but also ensuring they are done
- Be an example to your club and show enthusiasm to motivate them.
- Represent the club at Kiwanis meetings and Key Club DCM's
- Be readily available for your club to contact you if needed
- Monitor all other officer work to make sure it is completed on time.
- Plan and hold elections prior to DCON and submit a new board roster to your Lieutenant Governor
- After DCON, serve in a transition period and train your new president
- Have exceptional knowledge of Key Club International and the CNH District
- Analyze problems and solve them to ensure the success of your club
- Communicate with your Lieutenant Governor often to receive updates and share information



### Vice President Duties

- Complete at least 50 hours of service to remain in good standing
- Preside over meetings in the case of the president being absent
- Assist the president in every way
- Serve on all committees and oversee the committee chairs
- Back the president up and give reminders in the case that he/she forgets
- Attend Kiwanis meetings and Key Club DCM's to represent the club with the president or if the president is unable to attend.
- In the case of vacancy in the office of president, step up and serve that position with approval of your Board of Directors

## Vice Presidency

### Dual Vice Presidency -

- The office of vice president is very unique. It is the only office that may have more than one person and recommended up to 5 serving.
- The office of co-president may not exist. Only one person may serve as the president.
- A secretary may have an assistant though
- The term “co-vice presidents” is frowned upon. Instead, all vice presidents serve the same position with the same title “Vice President”.

### Focuses -

- It is suggested that each vice president be given a focus.
- The duties listed above describe the “Executive Vice President” and only one vice president should be designated as such.
- The other vice presidents can also serve as elected committee chairs.
  - Example: The “Vice President with a focus on service” can be the Service Committee Chair
- Other focus ideas are communication, Kiwanis Family, meetings, a committee chair, and more

**Vice President is a flexible decision so make sure responsibilities are specifically assigned with approval of the Board of Directors.**

## Etiquette

### 10 ways to represent your club

You always want to behave professionally and respectfully at ANY Kiwanis Family event, including your own events

**one** Use proper English, no slang. Don't talk like you are instant messaging.

**two** Dress appropriately for the occasion.

**three** Address adults as “Mr.” or “Ms.” and “Sir” and “Ma'am”. Don't use first names unless they give you permission to do so.

**four** Give firm, palm-to-palm handshakes. Don't offer limp fingers

**five** Respect your title and introduce yourself confidently. “Hello, my name is \_\_\_\_, (vice) president for \_\_\_ Key Club”

**six** Turn your phone off or silent and don't text while busy.

**seven** Don't slouch, sit up, shoulders back, and head up.

**eight** Be humble and interact with everyone. Just because you're a chief leader in your club, does not mean you are better than everyone.

**nine** Obey all school rules, laws, and the Golden Rule. Treat EVERYONE how you wish to be treated

**ten** Have fun! Don't look tense and worried; make sure you look comfortable and welcomed.



# Leadership

## Officer Recognition

Make sure you encourage all your officers to apply for recognition and also apply yourself. In addition, take advantage of all the other recognition opportunities:

### Cali-Nev-Ha Contests:

1. Advisor Recognition Program
2. Club Attire
3. Club Website
4. Digital Scrapbook
5. District Project
6. Jack Luther Hall of Fame
7. Kiwanis Family
8. Marvin J. Christiansen
9. Member of the Year
10. Most Improved Club
11. Prepared Oratory
12. Sandy Nininger
13. Talent

### International Contests:

1. Club Poster
2. Club Video
3. Major Emphasis Program
4. Partners in Service
5. Single Service
6. Year in Review
  - a. Traditional
  - b. Non-Traditional

**Automatic Entry** (these awards you don't have to apply for. You are already in the running, just work for it and we'll find you):

1. Achieve Increased Membership (AIM)
2. Club Achievement Award
3. Distinguished Club
4. District Tree
5. Early Bird Dues
6. Governor's Focus
7. Membership Retention
8. Most Improved Division
9. Overall Division Excellence
10. Spirit

To find out more about these awards and how you can apply, visit [cnhkeyclub.org](http://cnhkeyclub.org) and click "Recognition"

## NEWS! CNH IS GOING GREEN!

Progressing with technology, CNH plans on being the first to have a **green** way to apply for awards to make judging, submitting, and recognizing more efficient, easy, and eco-friendly. This year, the Member Recognition Committee will be accepting **e-portfolios**, CD submissions, and traditional binders. Be one of the first leaders to apply electronically and send your e-portfolio!



### How to apply:

- Save and back up ALL your work in electronic form
- Work hard throughout your year and work for quality, not quantity
- Visit the [cnhkeyclub.org](http://cnhkeyclub.org) website and click "Recognition" to familiarize yourself on how to apply.
- Ask questions on electronic applications
- Compile your BEST work and get all your approvals on the Outstanding Officer Checklist early and on time!
- If you would like Outstanding Officer recognition, just complete the checklist, but if you want to go above and beyond, apply for Distinguished (guidelines below).
- Submit your work by **March 5, 2009**, no exceptions.

## Distinguished Guidelines (the complete guidelines will be available on the CNH CyberKey soon)

### President Guidelines:

- **Nomination Form** - Provided for you
- **Letters of Recommendation (Limit 3)** - Ask for these early so you don't miss the deadline and to give your writers time
- **Outstanding Officer Checklist** - Provided for you
- **Proof of Attendance** - make sure you attend and record service projects, large events, Kiwanis Family functions, meetings, etc.
- **Agendas** - well-planned board and general meetings
- **Club achievements** - List and explain
  - **Communications** - Emails, letters, newsletters you made while in office
  - **Kiwanis Relations** - Evidence of Kiwanis Family interaction
  - **Miscellaneous** - show that you went above and beyond your duties.



### Vice President Guidelines:

- **Nomination Form** - Provided for you
- **Letters of Recommendation (Limit 3)** - Ask for these early so you don't miss the deadline and to give your writers time
- **Outstanding Officer Checklist** - Provided for you
- **Proof of Attendance** - make sure you attend and record service projects, large events, Kiwanis Family functions, meetings, etc.
- **Summary of Position** - a detailed explanation of your duties and responsibilities as defined by your Board since multiple vice presidents may exist
- **Task achievements** - List and explain achievements you have made in the roles that you play for your club
- **Communications** - Emails, letters, newsletters you made while in office
- **Kiwanis Relations** - Evidence of Kiwanis Family interaction
- **Miscellaneous** - show that you went above and beyond your duties.

Questions? GO FOR IT! Ask Member Recognition Chair Antoinette Dickerson at [cnh.mr0910@gmail.com](mailto:cnh.mr0910@gmail.com)

# Leadership

## Frequent Issues

**Ineffective board members** - Here is a strategy to solve the problem if your officers are not completing their job.

**Removal Process:** Highly NOT recommended but may be required for a while is that you have to take the duties of the position on yourself.

1. Find the problem. Be personal with the officer; do not attack him/her. Discuss your concern.
2. If the problem continues, give the officer a warning by having a discussion just between you, your faculty advisor, and the officer. Do NOT do this publically. Let the officer know that he/she will be in a period of probation where no improvement will lead to removal.
3. If work begins being produced, congratulations! If the probation does not help then have a board meeting with your entire Board of Directors and faculty advisor to finalize removal from office.
4. Hold elections or replace someone else to fill the vacant position. In the case of a vacancy in presidency, a vice president may step up and the empty vice president spot can be filled.



**Three-strike system:** Have a board meeting with all officers prior to the start of the school year. Discuss the expectations and responsibilities of each officer and make a checklist. The checklist should be a list of tasks that each officer must fulfill (attend Fall Rally, send a report, attend DCM, etc.) Let everyone know there is a 3-strike policy that if three tasks are not fulfilled by any one officer then the officer shall be removed. An officer may miss a task as long as he/she gives the entire board at least 1 week notice.

**Unmotivated members** - Do members not have the enthusiasm that you wish they had?



**Recognition:** Give as many awards as possible. Find ways to recognize. Give stickers to everyone at the meeting. Hand out candy to people who ask questions. Cheer and give high fives when a member signs up to go to Fall Rally. If you make people feel special and welcome they will want to stay and be active and everyone else will try to be active so they can feel special.

**Variety:** Maybe members are bored of the same things over again. Do something different. Have meetings outside one week, let freshman run the meeting the next week, etc. Don't have the same type of service project or socials over and over again. Change it up; spark interest in those who aren't interested.

**Key Club hours:** (separate from service hours). Make a goal to how much time someone devotes to Key Club. Log one hour if you attend a meeting. Log one hour if you go to DCM or a Kiwanis meeting. Log 10 hours for going to Fall Rally. Log 5 hours for going to that service project. Although it isn't service, it'll get your members more motivated to get involved. If a member achieves 200 Key Club hours as a graduating senior, your club will award them a stole or sash at graduation.

**Lack of Kiwanis support** - If your Kiwanis club, Kiwanis advisor, Kiwanis president, or Kiwanis LtG does not communicate or participate with you, then there is a problem. The solution is simple, discuss your concerns with another Kiwanis party. Previously listed are different Kiwanis parties. So if your Kiwanis advisor is not helping you, tell your Kiwanis president. If your Kiwanis president isn't helping you, tell your Kiwanis LTG. In the case that none want to help, talk to your Key Club LTG and ask him/her to direct you to your regional advisor.

**Board drama** - Having personal problems with other officers on your board?

**Discussion:** Find out the problem with the other officer. Is Key Club life getting in the way of your personal lives with each other or are your personal lives getting in the way of Key Club work? Compromise to a solution to separate the two.

**Intervention:** Have a neutral person help to moderate your discussion to get a fair opinion from each side. The neutral party can be a faculty advisor, Key Club LtG, or another board member that will try to understand the story without bias and work out a fair solution. Don't hide issues, they might grow to become worse.



**These are just ideas, feel free to change them up. With any issue you may have, contact your Key Club LTG to communicate the problem and have him/her brainstorm solutions with you.**

# Resources

## Grants & Scholarships

**Grants** free money to help you fund your service projects.

**Youth Opportunities Fund (YOF):** This is an international grant to help you fund the service projects that you believe are needed in your community.

- The application must be received by Key Club International Office by October 15
- Clubs may request funding from \$200 up to \$2,000
- The YOF grant is typically given to clubs requesting funding for a portion of the project costs.
- Clubs will receive notice of by January 15
- Plan your project now and have a detailed timeline and budget
- Since this is an international grant, be thorough in your project explanation since they may be unfamiliar with your community
- For more information and the application, visit [keyclub.org](http://keyclub.org) and click on "Who we are" and then click "Grants and Fellowships" or visit [keyclub.org](http://keyclub.org) and click on "Service" and then click "Help with Funding"
- Both have different information that you can learn from but disregard the May 15 deadline, which is not correct.
- Follow directions on the application and get free money!



**Cal-Nev-Ha Foundation:** Our CNH Foundation also offers grants to help you run your service project.

- The CNH Foundation Grant for Service Leadership Programs are used to help fund PTP service projects
- Clubs may request up to \$250, but it is possible that you may be granted more
- There is no deadline to apply to for this grant. Applications are accepted year-round.
- Applications are accepted both prior and after events, budgets are required.
- The CNH Foundation Grant is a matching grant expecting the club to pay as much of the cost as the grant does
- This grant is not requested a lot so take advantage of this free money.
- For more information on projects and the grant application visit [cnhfoundation.org](http://cnhfoundation.org) and click "Grants" and find grant named "Pediatric Trauma Program Grant for Service Leadership Programs".



**Scholarships** Key Club would like to help you pay for college

- If you are a dues-paid member of Key Club International and the CNH District, you are eligible for the scholarships we offer
- Only graduating seniors are eligible for the scholarships
- There are several scholarships available and several are offered per year so please take the opportunity
- For now, educate all your seniors about scholarship opportunities. All you can do now is to learn about the scholarships and take a look at last year's application to see what each scholarship requires.
- More information and updated applications will be available in the winter.
- Continue to work hard as a devoted member of Key Club
- Scholarships can range from \$750 to more than \$20,000 (for the Loretta B. McElwain scholarship)
- All application processes are different so please look into each one listed to the right

### Key Club International

Visit [keyclub.org](http://keyclub.org)

Click "Leadership" then "Recognition & Awards"

### CNH Foundation

Visit [cnhfoundation.org](http://cnhfoundation.org)

Click "Projects" and at the right column near the bottom click "Key Club and KIWIN'S Scholarship Application"

### Local Kiwanis

Ask your sponsoring Kiwanis club and division if they offer scholarships and how you can take that opportunity.

# Resources

## Acronym Helper

If you are unfamiliar with some of the acronyms used in this manual or any Key Club acronyms used, here is some help.

- AAR** - Annual Achievement Report
- ADAN** - Assistant District Administrator North
- ADAS** - Assistant District Administrator South
- C.A.R.E.** - Combat Poverty, Acknowledge Daily Heroes, Reduce Global Warming, Encourage Healthy Living
- CMN** - Children's Miracle Network
- CNH** - California - Nevada - Hawai'i
- CKI** - Circle K International
- CTC** - Candidate's Training Conference
- DA** - District Administrator
- DB** - District Board
- DG** - District Governor
- DCON** - District Convention
- DCM** - Divisional Council Meeting
- DNEWS** - Divisional Newsletter
- DP** - District Project
- DS** - District Secretary
- DT** - District Treasurer
- DTE** - District Technology Editor
- ERF** - Event Request Form
- FRN/S** - Fall Rally North/South
- ICON** - International Convention
- Int'l** - International
- IP** - Immediate Past or International President
- KI** - Kiwanis International
- KCI** - Key Club International
- KFC** - Kiwanis Family Conference
- KFF** - Kiwanis Family & Foundation
- LTG** - Lieutenant Governor
- MEP** - Major Emphasis Project
- MR** - Member Recognition
- MRF** - Monthly Report Form
- MRS** - Member Relations
- OTC** - Officer Training Conference
- PIE** - Policies, International, & Elections
- PEM** - Pediatric Emergency Medicine
- PR** - Public Relations
- PTP** - Pediatric Trauma Prevention
- RA** - Regional Advisor
- RFL** - Robert F. Lucas
- RNEWS** - Regional Newsletter
- RTC** - Regional Training Conference
- SLP** - Service Leadership Program
- YOF** - Youth Opportunities Fund

## Available Resources

If you ever need help, here is your toolbox of resources you can use to get an answer. Try them all!

### Leaders

- Other presidents and vice presidents in your division
- Your Lieutenant Governor
- The Executive Team
  - o District Governor Jesse Truong (myself)
  - o District Secretary Willy Hoang
  - o District Treasurer Jeremy Truong
  - o District Technology Editor Hillary Yuan

### Publications

- Your Divisional Newsletter
- Your Regional Newsletter
- The CNH CyberKey (website)
- The CNH KEY (articles)
- The Official CNH District Newsletter (especially the Presidents' and Vice Presidents' Insert)
- The 2009-2010 Key Club International Guidebook

### International Resources

- 1-800-KIWANIS ext. 411 but it is based in Indianapolis to call considering Eastern Time Zones
- Leadership Pack (April mailing)
  - o Annual Planner
  - o Make Your Meetings Move
- Club Officer Duties
- New Club Building Kits
- Membership Motivation
- Graphic Standards templates
- Advisor Resources
- Membership Update Center

### Other

- Leadership Opportunities
- Grants & Scholarships
- Contests & Awards

### Adults

- Faculty Advisor
- Kiwanis Advisor
- Kiwanis Lieutenant Governor
- Regional Advisor
- District Administrators



# Resources

## Contact Information

### Your Executive Board

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**District Governor**

Jesse Truong  
cnh.dg0910@gmail.com

**District Treasurer**

Jeremy Truong  
cnh.dt0910@gmail.com

**District Secretary**

Willy Hoang  
cnh.ds0910@gmail.com

**District Technology Editor**

Hillary Yuan  
cnh.dte0910@gmail.com

### Your Adults

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**District Administrator**

Mr. Marek LeBlanc  
cnhkeyclubda@verizon.net

**Director of Service Leadership Programs**

Mr. Bruce Hennings  
bruce@cnhkiwanis.org  
1(877) 597 - 1770 ext. 105

**Assistant District Administrator North**

Mr. Marshall Roberson  
cnhadan@gmail.com

**Assistant District Administrator South**

Mrs. Lisa Lotito-Byers  
cnhadas@gmail.com

### Your Websites

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**CNH CyberKey**

cnhkeyclub.org

**Key Club International**

keyclub.org

### Your Kiwanis Family

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**Cal-Nev-Ha Kiwanis**

cnhkiwanis.org

**Kiwanis International**

kiwanis.org

**Cal-Nev-Ha Circle K**

cnhcirclek.org

**Circle K International**

circlek.org

**CNH KIWIN'S District of KCI**

kiwins.org

**Aktion Club**

aktionclub.org

**Builders Club**

buildersclub.org

**Kiwanis Kids**

kkids.org

**Kiwanis Cal-Nev-Ha Foundation**

cnhfoundation.org

**Key Leader**

key-leader.org

### Your Reflector

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Please join the Presidents' and Vice Presidents' reflector for updates, forums, and resources. Remember that this manual is just some of my ideas, share some of yours on this reflector or ask a question if you have one.

<http://groups.google.com/group/cnh-presidents0910>

# Thank you for reading!



produced by District Governor Jesse Truong  
a proud Kiwanis-family member  
[cnhkeyclub.org](http://cnhkeyclub.org)