

# TEN THINGS EVERY ADVISOR CAN DO

*... to ensure a successful Key Club year!*

10. **Be patient.** It's a long year, and results will not be instantaneous. Even the best of us can't turn water to wine; turning a club around can be a slow process that might take more than one year to complete. If you're new at this, give it time. It can be pretty fun.
9. **Monitor club finances.** Know what kind of budget you have to work with (ask your club treasurer!), and help the club organize fundraisers, even when they don't seem immediately necessary. Don't commit any of your own money if it can be avoided.
8. **Let the members run the show.** Remember, it's a student-led organization. Don't run meetings or board meetings for them, but provide guidance. Take control in problem situations only if necessary.
7. **Familiarize yourself with district and divisional policies, projects, bylaws, and deadlines (*whew!*).**  
The more you know, the better suited you'll be to guide the club toward its goals. This stuff can be fun to learn!
6. **Maintain regular contact with your Kiwanis club.** They're here to help. Make sure you get to know some of them, attend their meetings, and be sure to participate in their service projects, too.
5. **Attend projects and events with your club's members!** As an advisor, you're invited to ALL projects, meetings, and events. Believe me, your club will be thankful to have you along.
4. **Make use of all available resources!** You've got plenty of colleagues, lots of leadership training resources, videos, games, Kiwanians, phone numbers, alumni... oh, and a little thing called the Internet. Try it out! E-mail reflectors can be very handy.
3. **Ensure that the club's officers are sufficiently trained.**  
An ounce of prevention is worth a ton of cure. Train your officers (get a helper if you need one) and train them well. You can stop ninety percent of your problems before they happen with some good officer training!
2. **Plan ahead.** Again, you can stop so many problems before they start! Prepare for deadlines and major events. Train officers, complete paperwork as soon as you get it, and anticipate special events. Your club shouldn't be dead on its feet and neither should you.
1. **Ask for help when you need it!** You're not alone. Please work with your co-advisor as part of a team, and seek additional advisors should the need arise. Call your regional advisor, Lt. Governor, club president, or parent volunteers for assistance. You might not have all the answers, especially if you're new at this. We're here for you.



## Who's In Charge Here?

**A Handy-Dandy Little Guidebook for  
Key Club Advisors  
(both new and experienced)**

**- or -**

**“Okay! I’m an Advisor! Now what???”**

# KEY CLUB

*Compiled by John Crawford  
Region 2 Advisor, Cali-Nev-Ha Key Club District  
Kiwanis Club of Grantville-Allied Gardens*

[kiwannabee@hotmail.com](mailto:kiwannabee@hotmail.com)

*With assistance from  
Charlene Matsuhara, Jennifer Skidmore, Sue Cummins,  
JoAnne Catran, and Stephanie Connolly  
Thanks to Marek LeBlanc, Jack Luther, and Lisa Lotito-Byers*



**JUST LIKE THIS LAWN NEEDS WATER,  
YOUR KEY CLUB MEMBERS NEED YOU**

If you've ever planted a seed, you know that a garden doesn't grow without a little tender loving care. You can plant a seed, sure, but without some water, some sunlight, and some good soil, you won't get much of a crop.

It's the same thing when you're working with Key Club leaders. We're in the business of growing tomorrow's leaders. We're farming the mentors, the parents, the teachers, the coaches, and the Kiwanians of the next generation. The lessons our members learn from their time in Key Club – from their advisors and from each other – can last them a lifetime. The real-life skills they acquire can help them develop long-lasting friendships and business relationships.

Your role as the advisor to your local Key Club is to till the soil. Help your student leaders thrive by providing more than just another meeting. Give them the leadership lessons that can help them reach their full potential. Give them the inspiration they need to continue their service leadership through the Kiwanis Family.

Just as a plant needs water, your Key Club needs you. Thank you so much for serving as a Key Club advisor!

**Your Sheet!**

(Because a teacher always has the answers in the back of the book)

The information you need:

Key Club of: \_\_\_\_\_

Club Key Number: \_\_\_\_\_

Charter Date: \_\_\_\_\_

Division #: \_\_\_\_\_ Region #: \_\_\_\_\_

Sponsoring Kiwanis Club: \_\_\_\_\_

Kiwanis Club Meetings: \_\_\_\_\_ (day) \_\_\_\_\_ (time)

Kiwanis Club Meetings: \_\_\_\_\_ (location)

Key Club Lt. Governor: \_\_\_\_\_

Lt. Governor's E-mail: \_\_\_\_\_

Lt. Governor's Phone #: \_\_\_\_\_

Kiwanis Club President: \_\_\_\_\_

Contact: \_\_\_\_\_

Regional Advisor: \_\_\_\_\_

Contact: \_\_\_\_\_

Local Key Club Advisor: \_\_\_\_\_

Contact: \_\_\_\_\_

Local Key Club Advisor: \_\_\_\_\_

Contact: \_\_\_\_\_

Local Key Club Advisor: \_\_\_\_\_

Contact: \_\_\_\_\_

Membership Update Password: \_\_\_\_\_

# What To Watch For

*A few events for your Key Club calendar!*

The Key Club year starts and ends with the District Convention in April. For your convenience, though, here's a calendar that begins with the school year in September.

- SEPTEMBER:** RTC (Regional Training Conferences, sometimes in October)  
Recruit new Key Club members (all year long)
- OCTOBER:** Begin collecting dues; send them in A.S.A.P!  
Collect & turn in Fall Rally money; make travel plans.  
FALL RALLY NORTH
- NOVEMBER:** Key Club Week (usually the 2nd week of November)  
FALL RALLY SOUTH (Six Flags Magic Mountain)  
Dues MUST be mailed in by December 1st
- DECEMBER:** Make plans for holiday-themed service projects!  
Rose Float Decorating in Pasadena
- JANUARY:** Distribute scholarship applications to seniors  
Review District Convention Award Applications  
Candidate Training Conferences
- FEBRUARY:** District Convention Registration is due!  
Divisional Conclave (election of Lt. Governor)  
Hold club officer elections for the next school year  
Division 22 Convention (Hawai'i)
- MARCH:** Make travel plans for District Convention  
Train newly-elected club officers  
Turn in award and scholarship applications
- APRIL:** DISTRICT CONVENTION  
New club officers take over  
Kiwanis One Day (usually 1st Saturday in April)
- MAY:** Hold club officer training and begin planning Year-End banquet  
Honor graduating seniors and thank outgoing club officers  
Review International Convention materials
- JUNE:** Encourage all Key Club members and advisors to visit Kiwanis!
- JULY-AUGUST:** OTC (Officers Training Conference) at Divisional level  
KEY CLUB INTERNATIONAL CONVENTION
- EVERY MONTH:** Attend Divisional Council Meetings (DCM)  
Monthly Report Form (MRF) by 5th of the month

**TIP:** Contact your local Kiwanis Club and set up a Key Club Takeover! Key Club students run a Kiwanis meeting and keep any funds raised through their efforts.

## ANNUAL REQUIREMENTS OF SPONSORSHIP

Listed below are the ten annual requirements of a Kiwanis club who sponsors a Key Club:

1. Appoint a **Kiwanis Advisor** to the Key Club and ensure he/she receives **adequate orientation**.
2. Ensure Kiwanis members **attend every** Key Club meeting.
3. Maintain an **expense line item** in the Kiwanis club's service account to support the activities of the Key Club.
4. Meet with the **school principal** before the start of the school year.
5. Ensure that **all** members **pay annual dues**.
6. Ensure that all Key Club **officers receive proper training** following club elections.
7. Hold a **planning session** involving the leadership of both clubs.
8. Host or participate in **two joint activities** involving the membership of both clubs.
9. **Invite Key Club members** to attend every regular Kiwanis meeting.  
(Make an interclub out of it!)
10. Ensure Key Club members attend **conventions and conferences** (just like this one).

Five Questions Advisors Should Answer "Yes" To:

- Do you "suggest" rather than "direct"?
- Do you attend all weekly meetings?
- Can you name advisors from at least two other schools in your Key Club division?
- Do you know the Key Club Lieutenant Governor assigned to your school?
- Do you enjoy your position and do the students enjoy working with you?

**Remember to give your club FREEDOM, not LICENSE.** Ultimately, the Kiwanians and school faculty appointed to guide our Key Clubs give Key Clubbers a great deal of *freedom* to develop as individuals and as leaders. Key Clubbers have *freedom* to plan projects, rallies, retreats, conferences, and conventions. However, these same Key Clubbers do not have *license* to lead or plan without following the rules and regulations supplied by Kiwanis for its sponsored youth. Key Clubbers do not have *license* to disregard or disobey rules and standards set forth by school districts, faculty, or school administrators.

**Find a mentor for yourself.** Talk to somebody who's been doing this for a while, even somebody from a different school or a different Kiwanis Club. They'll probably be willing to give you all kinds of advice.

**Each principal, each school district is different.** Policies will vary. Not every school will have the same experiences or regulations regarding transportation, conventions, or project planning. Get the facts about your school's rules.

**Provide some stability, even tradition.** If you have a favorite project, gently encourage your club to continue it from year to year. Consider this position a long-term appointment, but if you have to step down for any reason, try to find a suitable replacement for yourself before you go.

**It's OKAY to say "no."** Just remember that for a lot of projects and activities, the club will need your approval beforehand. If you feel uncertain or uncomfortable about approving a project, find a way to resolve that feeling by communicating with your club before rejecting the project completely. You make the final call.

**Provide a Secure, Serene, and Adequate Meeting Location, and Storage Space.** Sounds simple, but any of these things can make or break a club.

**Watch what your officers do at conventions.** Make sure they make the most of their time at events like this one! Are your club's officers interested in becoming the best leaders they can be? Or are they spending all their time learning Key Club cheers? Fun is fine, but your club will need well-trained officers who know their responsibilities. See that their time at conventions is productive. Prioritize!

**Make sure your students are SAFE.** Ensure that parents know where students are going and when they'll be home again. Have medical release forms completed, and do not leave Key Clubbers unattended. Common sense can prevent uncommon problems.

**Monitor club elections** closely to ensure a positive experience for everyone. Stop any questions that might be excessively personal or vicious in nature. Be sure that only dues-paid members are voting. No hanging chads, please.

**TIP:** How do you remember the difference between a *district* and a *division*? Easy! When you divide something, it *usually* gets smaller. Therefore, smaller = division.

**Get to know the personnel.** Besides knowing the officers of your own club, it is important to know, recognize, and communicate with other important people. Maintain regular contact with your sponsoring Kiwanis Club (including the club president), teachers, and school administrators (principal). Check in with your Lt. Governor and Regional Advisors once in a while. Know who to turn to in case of more serious issues.

**Encourage seniors to apply for Kiwanis scholarships.** Encourage your younger members to run for office or go to Key Leader Weekend. When it's time for convention, give priority to your younger members and incoming officers so your club will benefit from their experience for years to come.

**Promote the club to everyone.** Tell your students, tell your faculty, tell your Kiwanis Club what they've been missing. The more people know about Key Club, the more they'll want to be involved.

Make sure your club has a **social event** from time to time, just so everyone can relax and have fun. Otherwise it's all work and no play.

**Budget**, budget, budget, budget, budget! Trust me, it prevents headaches!

A responsible Key Club should at least **consider** 100 percent compensation for its advisors who attend conventions, conferences, banquets, and Fall Rally. If your club isn't reimbursing you for all you do (at least in part), maybe it's time to drop a few hints.

**ALSO:**

The **strength** of any club is **NOT** a product of its **SIZE**, of its **GEOGRAPHY**, or of its **FINANCIAL RESOURCES**, but of the **EFFORT** that its **members** and **advisors** are willing to give.

**EVERY** successful and **DYNAMIC** Key Club has something in common...

... an adult leader who **CARES**.



*I hope that the information included in this handbook, along with your unique personal experiences, will help you make the most out of your Key Club experience.  
Together, we can make miracles happen!*

**TIP:** Visit [www.keyclub.org](http://www.keyclub.org) and [www.cnhkeyclub.org](http://www.cnhkeyclub.org) for news, information, ideas, and the latest resources! There's a wealth of information available.