

## Acronyms

CKI	Circle K International
CMN	Children's Miracle Network Hospitals
DA	District administrator
DCM	Divisional council meeting
DCON	District convention
GATC	Governors and Administrators Training Conference
ICON	International convention
IT	International trustees
KC	Key Club
KCI	Key Club International
KI	Kiwanis International
KIF	Kiwanis International Foundation
KOH	Key of Honor
LTG	Lieutenant governor
MEP	Major Emphasis
MOD	March of Dimes
MRF	Monthly report form
MUC	Membership Update Center
OTC	Officer training conference
RA	Regional advisor
RTC	Regional training conference
SLP	Service leadership programs
YOF	Youth Opportunities Fund

## Definitions

**District administrator:** The person appointed by the Kiwanis district responsible for carrying out the administrative functions of the district as well as planning the logistics of the district convention and training conferences in addition to advising the Key Club district board and committees. This person also assists clubs and advisors when necessary.

**District convention:** A three-day event held each spring. This is where executive officers are elected, club officers are trained, membership is educated and ideas are shared between clubs. Visit your district's web page for more information on when and where your district convention will be held.

**District governors:** Key Club governors are the chief executive officers of each district. They work closely with other international and district officers to strengthen and expand Key Club. The district governor appoints all standing and temporary district committees and presides at the annual district convention and other district meetings.

**Divisional council meeting (also referred to as the Presidents council meeting):** An informative meeting led by the lieutenant governor that provides updates on divisional and district happenings and an opportunity for one-on-one assistance for clubs. Officers and members from each club are highly encouraged to attend. Advisors are welcome as well. Often service projects and social events are carried out in conjunction with these meetings.

**Governors and Administrators Training Conference:** A training conference for Key Club district administrators and newly elected Key Club governors conducted each May by Key Club International in the host city of the next year's international convention.

**International convention:** A weeklong event held in early July every year in which Key Clubbers from around the world gather together to learn, share ideas, elect new international officers and make decisions on the international level. Each Key Club is encouraged to send members to this event.

**Key Club International Board of Trustees:** Key Club is led at the international level by a student board of trustees, representing many districts. Key Club International offices include president, vice president and 11 trustees. Each trustee is responsible for acting as a liaison between the Key Club International board and at least two Key Club districts.

**Key Club TV:** Key Club's YouTube channel that has videos of club projects and recruitment pieces.

**Key TV:** A closed circuit broadcast that covers the Key Club International convention.

**Key of Honor award:** The Key of Honor is the highest recognition award presented by the Key Club International board honoring either a person who has made a lifelong positive impact upon youth in general and Key Club specifically, or an organization that has shown long-term support of youth and Key Club programs. Nomination criteria can be found in the Key Club Guidebook and nominations must be received by the Key Club International Office on or before the first Friday following January 5 of each year.

**Lieutenant governor:** The chief administrative officer within the division who serves as a representative for a set area of the district. This person serves on the district board and communicates important information between the district and club level. The lieutenant governor coordinates and leads division council meetings and division rallies and provides training and support to club presidents.

**Major Emphasis:** An International program that started in 1946 to focus Key Club's energy into making an international impact.

**Membership Update Center:** This is the database that all Key Clubs use to update membership status for their members. The faculty advisor and the club secretary have access to this database through Kiwanis International. For a tutorial on how to use the membership update center visit, [www.kiwanis.org/mucvideo](http://www.kiwanis.org/mucvideo).

**Monthly report form:** Forms that summarize the service each Key Club does every month. The secretary from each club is in charge of filling them out and turning them into the district each month. These forms are used by the lieutenant governor and district to monitor how each club is doing and to provide any assistance necessary.

**New-officer information sheet:** This form provides the district with each club's officer's position, name, address, phone number and email addresses. It also includes meeting dates and other basic club information. These sheets are filled out and turned into the lieutenant governor after each election, as well as whenever there is a change in position or contact information.

**Officer training conference:** A conference designed to train club officers, usually conducted by lieutenant governors and adults working with the district administrator.

**Regional advisor:** Assists the district administrator by serving as a resource for a specific area of the district. The position serves as an advisor to a given number of lieutenant governors and assists with the logistics of division council meetings, rallies and officer training conferences.

**Regional training conference:** A conference designed to train club officers and advisors within a given area of the district, usually conducted by lieutenant governors and adults working with the district administrator. It educates Key Clubbers about changes, new programs and program areas of the organization.

**Sergeant-at-arms:** An officer whose duty includes maintaining order and security.

**Youth Opportunities Fund:** The Youth Opportunities Fund (YOF) is an endowed fund for Key Club International held within the Kiwanis International Foundation. This fund uses earned interest to help Key Clubs and Key Club members serve the world by providing grants for service opportunities. The fund also provides academic scholarships for higher education. The Youth Opportunities Fund was established through a portion of Key Club International dues and through the purchase of G. Harold Martin Fellowships.