

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Chartering Checklist

The *Key Club in Your Community* booklet is designed to provide an overview of Key Club International, its role as a Kiwanis-family member, and the benefits it can provide to the high school and community. A copy of this booklet may be obtained from Service Leadership Programs department at the Kiwanis International Office and should be read before analyzing the information in this publication. Reading this booklet will help a school principal or a Kiwanis club understand how Key Club can play an important role in the development of a high school student's positive self-esteem and leadership skills.

Before a decision is made to build a Key Club, it is essential that the commitment to sponsor the club is affirmed by the Kiwanis club and the high school.

The Chartering Checklist provides a step-by-step approach on how to build a Key Club. The steps may occur in a slightly different order, but each step is important, and each step must take place to successfully build a Key Club. Keep the following in mind throughout the new-club-building effort:

- Begin club activities immediately – don't wait until the membership reaches a preset level;
- Plan and maintain a balance of service projects and social activities for the club;
- Understand that it takes several months to build the new club;
- Remember that Key Club is a student-led club;
- Set a plan for the first year;

Assign club committees to encourage participation from all club members. Remember that building a Key Club requires involvement from the students, Kiwanis members, and school officials. Get everyone involved in the effort.

### Step 1: Select the Site

Building a Key Club is a joint sponsorship between a Kiwanis club and a high school. A Key Club should be considered beneficial to a school of any size and can be one of several active, contributing service clubs.

In the event a high school will not allow a Key Club in the school, a community-based organization may be substituted for the school. Such organizations might include the community library, Boys Club, Girls Club, YMCA, YWCA, or church.

### Step 2: Secure a Sponsoring Kiwanis Club

The Service Leadership Programs Team at Kiwanis International will send you a *New Club Building Kit #1*, at no cost. It consists of information about Key Club for the sponsoring Kiwanis club and the school principal, and discusses things such as the history, purpose, sponsorship, club membership and structure, and types of service. This information can be used to promote Key Club to a potential school and Kiwanis sponsor.

This New Club Building Kit may be obtained by calling 1-800-KIWANIS (or 317-875-8755), ext. 390, or you can order it at [www.keyclub.org](http://www.keyclub.org). Click on “How to Build a Key Club... Club Building”. Scroll to the bottom of the Introductory Kit section and click on “to order Kit #1 via email, click here.” Complete the online form and submit.

### **Step 3: Order a New Club Building Kit**

Using local Kiwanis contacts, determine which area Kiwanis club would be the best match to sponsor the new Key Club. Consider proximity to the high school, participation in or support of school-related activities, and Kiwanis members with links to the school (such as faculty members, administrators, and parents).

Meet with the Kiwanis club president, president-elect, and sponsored programs chairman. A member of the district committee on Key Club also could be a part of this meeting. Present the idea for a Key Club, and discuss the opportunities and benefits for the Kiwanis club. Include discussion of expanding the Kiwanis club’s community involvement into the high school, the opportunities for growth in the club’s service projects, and the possibilities for membership growth by introducing the Kiwanis club to parents and school administrators. Once the club’s board of directors has approved the sponsoring of a Key Club, a program about Key Club should be presented to the membership of the Kiwanis club.

### **Step 4: Meet with the School Principal**

Schedule a meeting with the school principal to discuss the proposed Key Club. The Kiwanis club president, president-elect, sponsored programs chairman, and any members involved in the school (school board members, school administrators, possible faculty advisor, etc.) should be present. If possible, include a member of the district committee on Key Club. Present a copy of *Key Club In Your Community* to the principal.

Include the following points:

- Key Club is the largest and oldest service club for high school students.
- Key Club is a student-led club sponsored by a Kiwanis club consisting of leading business and professional people in the community.
- Key Club draws its members from the student body and welcomes any student who is interested in service, is of good character, and possesses leadership potential.
- The principal is the final authority for all club activities.
- The principal should appoint a faculty advisor as his/her representative to the Key Club.
- The sponsoring Kiwanis club is expected to attend the club meetings and provide financial and labor support for the Key Club. A Kiwanis advisor will be designated for the club.
- If the school already has one or more service clubs, most schools still have service needs that aren’t met. Key Club is encouraged to work with other school clubs and organizations to provide enhanced service to the school and community.

### **Step 5: Secure a Faculty Advisor**

Usually, the principal will appoint a faculty advisor for the new Key Club. In some cases, however, the Kiwanis club or the students may meet with the principal and offer suggestions for an advisor. The following are good “rules of thumb” for effective advisor selection:

Student input can be effective in identifying a faculty member who is well liked and respected by students.

A teacher who is a former member of Key Club or Circle K will have a better understanding of Key Club and its purpose.

A teacher or school employee who is a member of the Kiwanis club can be a good selection but should not be the same person as the Kiwanis advisor.

If school policies allow, the faculty advisor can be a counselor, administrative staff member, or even a parent or aide who is employed by the school.

### **Step 6: Order Kit #2**

After the Kiwanis club and the school have decided to sponsor a Key Club, and have selected a Faculty Advisor and a Kiwanis Advisor, the *New Club Building Kit #2* should be ordered. It consists of information for the sponsoring Kiwanis club, the school principal and faculty advisor, and potential student members. It also contains a petition for charter, the official document that must be submitted to the Kiwanis International Office to secure a club charter. (See Step 2 for ordering information).

Once the kit has arrived, review the contents and call your district administrator or Key Club staff at Kiwanis International with any questions. Schedule a meeting with the Key Club leaders of the sponsoring Kiwanis Club, the Key Club, the member of the district committee on Key Club, and any other Key Club or Kiwanis officers involved in the new-club-building effort.

### **Step 7: Recruit Members**

Begin this process by discussing with the principal the grade levels he/she would like to be involved in the Key Club. Solicit nominations from counselors, faculty members, and school administrators. Remember that membership is open to any student who is interested in community service.

A great way to encourage student participation is to display Key Club posters at various locations throughout the school to spark interest. Distribute brochures to faculty members and administrators to share with students they believe might benefit from involvement in Key Club. Ask faculty to record the names of any students they recommend and those who volunteer to participate.

Schedule a time to make a special presentation about Key Club and invite all interested parties, including interested students, school administrators, school faculty, Kiwanis members, and parents.

This meeting should be a fun, informative 20- to 30-minute session. Be sure to have refreshments for everyone and include students in a discussion about possible projects a Key Club could conduct to help the school. This will start the brainstorming process, and students will provide more than enough service project ideas. If possible, schedule a project that the students can start on immediately. This activity should be scheduled to take place one or two weeks following the initial meeting. Club members might want to consider conducting a project survey to determine what type of service project would best meet the needs of the school and community. At the end of the meeting, give each student a personalized letter of invitation and a Key Club brochure. Students should take this information home to share with their parents and obtain permission to participate in the club.

### **After the First Meeting**

This is the time when interested students are eager to learn about the organization. The following are just a few of the topics that should be covered with new and prospective members:

- Parliamentary procedure used to conduct meetings
- Objects and purpose of Key Club
- Structure of Kiwanis and the Kiwanis family
- Responsibility and benefits of membership
- Involvement of the sponsoring Kiwanis club

- Role and importance of the faculty advisor
- Importance of conducting a project survey
- Duties and responsibilities of club officers and directors

## Step 8: Organize the Key Club

As new members commit to joining, an official organizing meeting should be scheduled. The purpose of the meeting will be to adopt the club's bylaws and elect the charter officers and directors. The officers and directors will compose the club's board of directors. The faculty and Kiwanis advisors serve as ex-officio members of the board.

Bylaws – The Key Club Standard Form for Club Bylaws is provided to give clubs the required structure for a club. This form may be amended to meet school or other guidelines or policies but should not deviate from the requirements for clubs in the Key Club bylaws. The club bylaws should be adopted by two-thirds (2/3) majority vote of the members and approved by the principal and sponsoring Kiwanis club.

Election of Officers – The club members should vote to elect the officers for the club. A president, a vice-president, a secretary, a treasurer, and an editor should be elected by majority vote of the membership. Prior to election, the members should be informed as to the various duties and responsibilities of each officer. Normally, the president is elected first, allowing each candidate to be nominated by another member. Candidates should be allowed to provide brief remarks on why they should be elected. Once the president is elected, he/she should be allowed to preside for the remainder of the meeting.

Election of Directors – Just as the club's officers were elected by popular vote of the entire membership, one director should be elected from each grade level with only members of that grade level participating in that grade level's election process.

### Training and Orientation

Providing training and support to the newly elected club officers and directors is vital to the success of the club. Using resources provided by Key Club International and utilizing information available on the Key Club Web site will assist with officer training. Schedule a meeting to train the officers and to begin goal setting and calendar planning for the remainder of the Key Club year.

### On-line Training and Orientation Resources

- Core Values Workbook
- Conference In a Can
- Key Solutions Officer Duties

## Step 9 – Charter the Key Club

Once the club is organized, the official Petition for Charter must be completed. There are three sections to the petition: one for the sponsoring Kiwanis club, one for school administration, and one for the student leaders of the Key Club. It is important that each section is completed and the signatures of the designated officials be provided. The petition form is available on-line and included in the new-club-building kit. A membership form (roster) must be completed and submitted with the petition.

The Requirements of Sponsorship for the Kiwanis club are stated in the petition, and it is suggested these be read to the Kiwanis club so its members understand what is expected of them and their Kiwanis club.

Once the Petition for Charter has been completed, the Kiwanis club should submit this along with a check or money order (payable to *Kiwanis International*) for the new club fee to: Service Leadership Programs Department,

Kiwanis International, 3636 Woodview Trace, Indianapolis, IN 46268-3196. Refer to the web site at [www.keyclub.org](http://www.keyclub.org) for current club fee information. A charter certificate and official correspondence will be returned to the Key Club's Kiwanis advisor. **Please allow four to six weeks for processing of these materials.**

Take the time to build the new club's membership. The charter members submitted with the petition for charter are included in the charter fee paid at the time of chartering. Members added after the petition has been submitted will be required to pay member dues.

Also, each club is required to file a copy of the club's adopted bylaws with the International Office. Make two copies of the signed bylaws. One should be sent to the International Office for approval, and one should be kept in the club's files.

## Planning a Charter Presentation

Most Key Clubs celebrate the organization of a new club by conducting a special charter night dinner or party. There, the members can be recognized for their commitment to helping their school and community. Officers and directors officially are inducted. Invited dignitaries should include area Kiwanis and Key Club officers and school officials. Parents, members of nearby Key Clubs, Kiwanis club members, and other community leaders should be invited as guests.

The Kiwanis club usually presents the Key Club with its banner, gavel and gong, and officer, member, and advisor pins. These are sent to the club after the petition for charter is processed.

The charter presentation for a new Key Club is an important event because it announces to the school and community the official formation of the club. Therefore, it is important that the following people are invited to the event in addition to the members of the Key Club and Kiwanis club.

- Parents of the members
- Member of the district committee on Key Club and spouse
- Kiwanis family district officers living in the area
- Faculty advisor and spouse
- School principal and spouse

Select a site for the event that is nice, yet affordable. Many Key Clubs stage the event in the school's auditorium or conduct a "pot luck" dinner in the school's cafeteria. **Allow approximately six weeks from the time the petition is received by the International Office to the day the charter presentation is scheduled.**

Take the time to make arrangements for publicity. Arranging for community and school newspaper coverage shouldn't be overlooked. Asking a mayor or local government official to declare "Key Club Day" usually will result in an official proclamation for the new club. Send out a press release to television, radio, and newspapers in the area.

## On-line Charter Presentation Resources

- Charter Presentation Program Planning Guide
- Installation of Club Officers
- New Member Ceremony

## Step 10: Launch the Key Club

Once the Key Club has been chartered, all members should be encouraged to learn more about Key Club. A membership card and handbook will be mailed to each member. Visiting the Key Club Web site at [www.keyclub.org](http://www.keyclub.org) is a great way to learn more about service and fund-raising projects that other Key Clubs are conducting.

The club's board of directors should begin regular monthly meetings, or semimonthly meetings. Every member should be appointed to a committee, and the committees should become active. Weekly service and social activities can be planned. For the young club, it is important to plan a simple project or activity.

Members of the sponsoring Kiwanis club should be regular guests at Key Club meetings, and Key Club members should be invited to attend Kiwanis meetings as allowed by school policies.

### **Step 11: Support the Key Club**

During its first year, the Key Club officers and members should be encouraged to work together as a team while the club learns how to function. Support from the sponsoring Kiwanis club and the school administration must be constant. To ensure this support, it is critical that the club officers and advisors maintain communication with their sponsoring Kiwanis club, school principal, and the Key Club Department at Kiwanis International.

At all times, the Key Club officers and advisors should be aware that a network of support exists for every club. A telephone call or e-mail should solicit a response from any one of the following:

Key Club International  
3636 Woodview Trace  
Indianapolis, IN 46268 USA  
telephone: 317-875-8755, ext 390 (toll-free 1-800-KIWANIS, ext. 390)  
fax: 317-879-0204.  
E-mail: [keyclub@kiwanis.org](mailto:keyclub@kiwanis.org)  
Key Club Web site address: [www.keyclub.org](http://www.keyclub.org)

Key Club International provides several publications to assist with the organization and development of your club. To receive helpful resources please contact Key Club International via phone or refer to the Forms and Literature section at [keyclub.org](http://keyclub.org). Our staff looks forward to assisting you with a productive and fun year!

a Kiwanis-family member

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

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA  
1-317-875-8755 • US AND CANADA: 1-800-KIWANIS • E-Mail: [keyclub@kiwanis.org](mailto:keyclub@kiwanis.org)

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