Chartering a Key Club

CNH | KEYCLUB

CNH |

Created by: Kiwanis Family & Foundation Committee
California-Nevada-Hawaii District
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Introduction

In this manual, you will find basic information about Key Club International, Cali-Nev-Ha district, and how to charter a Key Club. There is also a page of frequently asked questions and more resources you can access. Feel free to contact any of us (our information is on the contacts page) if you have questions. Good luck and happy chartering!

- Kiwanis Family & Foundation Committee

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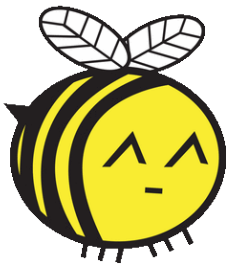
What is a Key Club?

Key Club International is the high school organization sponsored by Kiwanis International. Key Club assists Kiwanis in carrying out its mission to serve the children of the world. High school student members of Key Club perform acts of service in their communities, such as cleaning up parks, collecting clothing and organizing food drives. They also learn leadership skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels.

What is the California-Nevada-Hawaii District?

Home to over 45,000 members, the **California-Nevada-Hawaii (CNH) district** is one of thirty-three districts that make up Key Club International. The CNH district is subdivided into 18 regions, and 69 divisions. The birthplace of Key Club at Sacramento High School in 1925 is also located within the CNH district.



How does one… Charter a Key Club?

The first step is to *FIND*.

The first step to chartering a Key Club is finding the necessities, which include an advisor, members, and a location. A high school, a community-based center, or any other facility could serve as the meeting location. Even though it is not required, it would be best to find a sponsoring Kiwanis club to help with finances. Lastly, you need the members! Obviously you can't have a Key Club without people wanting to be in Key Club, so it takes advertisement through posters, brochures, and more!

The next step is to *LEAD*.

The next step is to lead by getting the club organized, filing the paperwork, and training the officers! By organizing the club, you want set and approve the by-laws, elect the officers, set a meeting schedule, and then do service!

After you have everything figured out, it's time to fill out the paperwork. In the **resources section**, you will find more information after clicking the link 'Petition for Charter for Key Club. This PDF will have all the instructions on what you must do.

After you send the charter in, and everything gets processed and confirmed, you may then celebrate with an official charter ceremony, in which you can find more details about with the resources provided [go to resources]. Once everything is completed and your club is officially recognized by International, it is time to train the officers so that they can lead the first year into success!

The last step is to *SERVE*.

After all has been said and done, it is time for your club to go out and do what Key Clubs are set out to do: SERVE. Continue looking for ways to serve your community or even plan your own innovative service projects.

The opportunities to help others are limitless! Communicate with your sponsoring Kiwanis clubs, other Key Clubs, and fellow members of the community to see what your Key Club can do to help.

Why should more Key Clubs be chartered?

Key Club teaches individuals about serving others and caring for the community and even the world around them. It allows them to appreciate what they have in life and inspire to change a person's life.

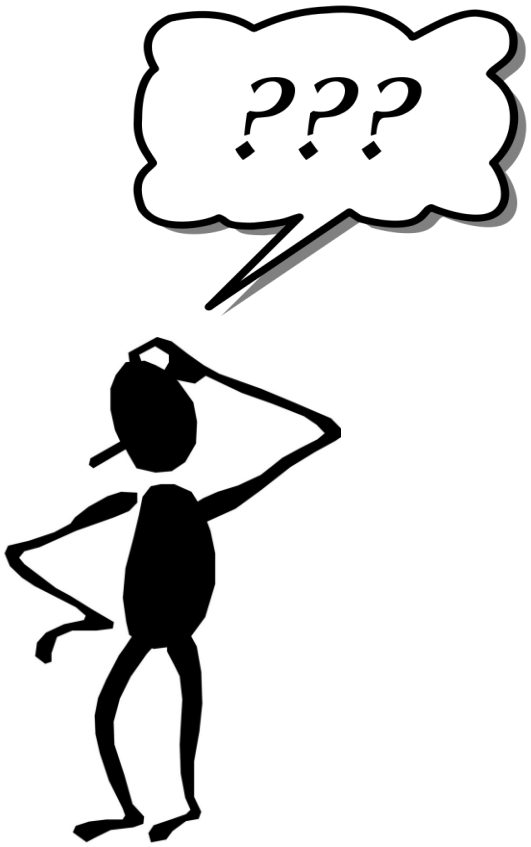
This organization can inspire these young leaders to do extraordinary things and reach above and beyond. If teenagers have the opportunity to experience these life-changing moments, then they should get the chance to.

Charter a Key Club today and begin changing the world by inspiring these future leaders to do more, be more, and care more, because Caring is Our Way of Life!

Frequently Asked Questions

Q: Who do I talk to if I want to charter a Key Club?

A: Look into the division map and locate what division you live in. Then, find the lieutenant governor that serves the division you live in and see if your school meets the requirements for chartering.



Q: How much does it cost to charter a Key Club?

A: Chartering a Key Club ranges from $400-$600, depending on the option you choose. For the $400 option, your charter kit will include pins, membership cards, and additional resources. For the $500 option, there are two different charter kits you can receive. The first one will include a gavel/gong, pins, membership cards and additional resources. The other kit will include a charter banner, pins, membership cards, and additional resources. For the $600 option, you will receive a charter kit that includes a gavel/gong, charter banner, pins, membership cards, and additional resources.

Q: How many members does it take to charter a Key Club?

A: In order to charter a Key Club, you must have at least 15 members petition, however the more the merrier!

Q: Why do I need a sponsoring Kiwanis to charter a Key Club?

A: Key Club is one of the many branches of the Kiwanis family, and the branches interact with each other often. One of the by-laws of Key Club International states that Key Club must coexist with Kiwanis, so for a Key Club to exist, it must have a sponsoring Kiwanis with it. Also, having a sponsoring Kiwanis club can benefit your club financially, and it will definitely make the chartering process easier if they decide to sponsor you so that you do not have to fundraise the cost entirely on your own.

Q: How long does the chartering process take?

A: From start to finish, it may take either several weeks or months depending on how long it takes to develop your club and fill out the paperwork. The paperwork, once sent in, will take at least 6 weeks or more to process. However, once it is processed, you are officially a chartered Key Club and may have a chartering ceremony to celebrate!

Kiwanis Family & Foundation Committee

Questions? Contact us!

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Resources

Some helpful websites:

Key Club Charting Tool Kit:
http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=375

2. Lead

Once you've laid the groundwork for your club, it's time to get organized, file paperwork, train club leaders and build enthusiasm.

Organize

Put all the pieces together. Get together with new members to adopt club bylaws, officially elect officers and directors, plan your club's meeting schedule and start brainstorming service project ideas.

- Club Bylaws for Key Club PDF / Word
- Electing officers for Key Club (PDF)

Charter

The chartering process makes your club a reality. Once the work is done, plan to celebrate with a special ceremony.

- Petition for Charter for Key Club (PDF)
- Charter presentation for Key Club (PDF)
- Installation of officers for Key Club (PDF)

Important document for chartering

Train

Make time to train officers, create a budget and set goals for your club.

More info on Key Club:
http://keyclub.org/home.aspx

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