

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Charter Presentation

After the charter has been received from the International Office, most sponsoring Kiwanis clubs plan a party to officially present the charter to the Key Club. At this time, the officers can be installed. This should be a dignified occasion. The following are some suggestions for conducting this event. Details may be changed to adjust the program to the local situation. Further details are available in the Key Club Manual.

Purpose

The purpose of the charter presentation program is:

1. To give public recognition of the new club and its affiliation with the International organization.
2. To present the charter, which is the official document of the club's affiliation with Key Club International.
3. To impress the members with the purposes and ideals of Key Clubs and their responsibilities to the club, district, and International organization.
4. To secure the pledge of officers and members for carrying out their duties.
5. To educate the high school and community, through publicity of the occasion, concerning the club and the ideals of Key Club in general.

Types of meetings

Two types of charter meetings are common:

1. A meeting attended by the parents, school officials, Kiwanians, Key Club and Kiwanis district officers (International officers if possible), and Key Club charter members. When conditions permit, this type of meeting has certain advantages because it is helpful to the club to have the parents understand the principles and ideals of Key Club.
2. A meeting attended only by the charter members. This type of meeting occurs more frequently since it is often difficult to schedule a meeting when all can attend. If this type of meeting is decided upon, it is essential to invite the school principal, Kiwanis officers, and Key Club district officers.

General Suggestions

1. Begin planning for the charter presentation well in advance to secure facilities, speakers, guests, meals or refreshments, and publicity, etc. Early preparations guarantee good attendance. If a cost is incurred for a meal, provide advance ticket sales, which will provide for a more accurate head count.
2. Conduct your meeting in a room where the ventilation and acoustics are good.

3. In some situations, a dinner is served. If this is the preference, decide upon details. Will the meal be catered or will members of the club provide the food?
4. Order pins and supplies well in advance to be able to present them at this ceremony.

Guests

An important phase of the charter night party, which should not be overlooked by the sponsors and the new club, is its guests. It is usual for the neighboring Key Clubs to send delegates to share in the celebration of the receipt of the new club's certificate. Following are suggested guests whose presence will add much to the success of your charter night party:

1. Key Club governor and/or lieutenant governor, other district or International officers, or member of the Key Club district committee (administrator, etc.).
2. The sponsoring Kiwanis club ~ as large a representation as possible.
3. Representatives of neighboring Key Clubs, if possible.
4. Parents and special friends of the members.
5. The officers of other organizations in the community, including Rotary, Lions, chamber of commerce, etc.
6. Kiwanis district officials (governor, lieutenant governor. etc.)
7. Faculty and school administration members.

Circumstances and seating capacity will govern the number of outside invitations.

Invitations

Make sure your invitations request a RSVP.

It is general practice in Kiwanis and Key Clubs that "every Kiwanian and Key Clubber pay his/her own way." The sponsoring club especially should bear this in mind. It is suggested, therefore, that in extending invitations to other clubs to attend the charter night party, specific and definite information courteously be given as to the visitor's cost for the meals.

This practice also should be considered where civic or other bodies, such as chambers of commerce, are invited to attend the charter party. As to individual guests who are not members, the club shall decide for itself what its policy shall be.

Head table protocol

The head table should include all speakers at the function and if possible both the Kiwanis and Key Club officers. If room is available, the school principal and other school dignitaries should be included.

Program suggestions

Program arrangements should be made with all details coordinated so the proceedings will be interesting and move within a proper time limit. Care should be taken that the program is not too long.

Program Content. The program should be arranged so it will be serious and appropriate. Every feature of the program should be chosen with a view to making it dignified from first to last.

The program should be prepared along the following lines:

- a) Address of welcome to visitors by the president of the sponsoring club or someone he/she may designate.
- b) Charter presentation by a member of the Key Club district board, Key Club International officer (if possible), Key Club district administrator, Kiwanis district governor, or lieutenant governors. This should be prefaced by a brief discussion of the ideals and objects of the organization and how the new members can benefit their school, community, country, and themselves by following them.
- c) Acceptance of charter by president of the Key Club. The acceptance speech should be brief and to the point, and it is suggested that it express to those present the assurance of the members to live up to Key Club principles as was indicated by the official presenting the charter.
- d) Brief talk by prominent Key Club member (other than president), district, and/or International officer, indicating their support of the chief executive in his leadership of the club's activities.
- e) Closing remarks by visiting Key Club member or Kiwanian. This talk should be given by a visitor who has sufficient Key Club experience to know the organization and is able to express the benefits to be derived from affiliation with the great Key Club International movement.

2. The Printed Program

A neat, carefully prepared program should be provided. It should be:

1. Not too expensive, perhaps photocopied at the school copier.
2. Made as attractive as possible.
3. Include: Names of club officers, names of district officers, names of International officers, names of members of the club, the menu, the program, speakers, and entertainment.

a Kiwanis-family member

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