



Adult Communication

Advisor, Chaperone, Kiwanis and Parent communication is necessary to conduct Key Club functions to include; meetings, service events and projects, fundraisers and much more. Keep communication consistent with sponsoring Kiwanis, club advisors, and all other adults . Communication keeps our organization growing and strengthens bonds.

HOW TO PROPERLY COMMUNICATE

- ◆ Utilize appropriate language **at all times**. This includes proper grammar, spelling, punctuation, and maintaining a professional tone.
- ◆ Address individuals by using the proper title before stating their name. Refrain addressing an adult by their first name, unless permission has been given.
 - ◆ *Examples: Region Advisor Ms. Rivera, Club Advisor Mr. Smith, or Lt. Governor Sally.*
- ◆ Establish times of day that are appropriate for you and Adult mentors to interact via phone, text and when response time for emails.
 - ◆ *Example early calls can start at 8:00 am, but no calls after 9:00 pm no contact on Sunday*
- ◆ Respect the personal time of the adults that are **volunteering to serve you**. Be clear and concise with the information you are discussing when speaking with adults.
- ◆ **BEE** friendly! Always thank the adult for their time and effort spent on their behalf.

WHO ARE YOU SPEAKING TO?

- ◆ Recognize **exactly who** you are speaking to. (Respectful speak to all adults some may not fully understand what Key Club is or what the organization is about!).
- ◆ By communicating, a better understanding of Key Club is established.
 - ◆ This is important for them to recognize that their contributions are greatly appreciated and impactful towards our great service organization.

ESSENTIAL COMMUNICATION

- ◆ Key Club advisor are responsible for the safety of the students that they serve. They should be aware and Informed of what projects, events, and meetings that members are attending and participating in **at all times**.
- ◆ Advisors are also mentors and friends to all Key Clubbers. Creating a strong bond with your advisor will enhance the efficiency of the club you serve.

APPROPRIATE QUESTIONS TO CONSIDER WHEN COMMUNICATING WITH ADULTS?

- ◆ Policies and guidelines of the school which include: chaperone to student ratio, fundraising policies, and paperwork required for attending events, facility requests, fundraisers, etc.
- ◆ Assistance or feedback when planning events
- ◆ **Consideration of providing transportation for members to events**

KEY RESOURCES & TIPS

RESOURCES

- ◆ There are many resources available to you and your adults. Chaperones, Advisors and LT Governors can reach out to Region Advisors, CNH Administrators and Kiwanis International when you need additional assistance.
- ◆ Make use of the resources on the CNH CyberKey and CNH Social Media. These resources are here to help you. On these sites, there are many resources that can benefit you and the club(s) and members you serve!
 - ◆ *Some items on the CyberKey: the Key Club Policy Manual, District Bylaws, Standard Club Bylaws, KCI Guidebook, Service Agreements, Manuals and Guides, contest applications,*

TIPS

- ◆ Key Club is an **international leadership organization**. We should recognize this by capitalizing the "K" and "C" in Key Club.
- ◆ We must remember that Key Club related activities **should always align with the policies and guidelines** set by the school or community in which the club is based.
- ◆ Always maintain Professionalism and the proper etiquette in person and during emailing, text messaging, and or calling adults.

Communication should follow the ABCs
Accurate, Brief & Concise

