

Key Club International  
**Kiwanis Sponsorship Resource Guide**

FOR KIWANIS ADVISORS TO KEY CLUB



# Annual

## Requirements

### of Sponsorship

1. **Appoint a Kiwanis Advisor to the Key Club and ensure he/she receives adequate orientation.**
2. **Ensure Kiwanis members attend every Key Club meeting.**
3. **Maintain an expense line item in the Kiwanis club's service account to support the activities of the Key Club.**
4. **Meet with the school principal before the beginning of the school year.**
5. **Ensure that all members pay annual dues.**
6. **Ensure Key Club officers receive proper training following election.**
7. **Hold a planning session involving the leadership of both clubs.**
8. **Host or participate in two joint activities involving the membership of both clubs.**
9. **Invite two Key Club members to attend every regular Kiwanis meeting.**
10. **Ensure Key Club members attend conventions and conferences.**



## 1. Appoint a Kiwanis Advisor to the Key Club and ensure he/she receives adequate orientation.

- ✓ Encourage multi-year involvement with the Key Club.
- ✓ Consider former Key Club members.
- ✓ Consider time commitment of two to three hours weekly.
- ✓ Stress the rewarding aspect of Kiwanis involvement with Key Club.
- ✓ Train committee on recruiting parents, guardians, and relatives of Key Club members into Kiwanis.

Kiwanis advisor (sponsorship) training may be available at the following:

- Key Club International convention
- Kiwanis district convention
- Key Club district convention
- Key Club division and district club officer training conferences

*NOTE: Advisor training at these events varies from district to district. Contact your district administrator or zone/regional advisor for additional information.*

**Reference materials found on the Key Club Web site include:**

- ▲ **Kiwanis International Board Policies and Procedures on Key Clubs**
- ▲ **Effectively Sponsoring a Key Club**

## 2. Ensure Kiwanis members attend every Key Club meeting.

- ✓ Visiting Kiwanians should be members other than the faculty advisor and Kiwanis advisor, both of whom normally attend each Key Club meeting.
- ✓ Every effort should be made to assign different Kiwanis members to attend each Key Club meeting.

The Kiwanis advisor is responsible for:

- Instructing the presiding Key Club president on the protocol for introducing guests attending the Key Club meeting
- Informing the Key Club president of whom Kiwanis guest(s) will be
- Notifying the Kiwanis club of any Key Club meeting changes or cancellations

## 3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Key Club.

- ✓ The amount of money a Kiwanis club budgets to support its Key Club should be proportionate to its ability to support the club.
- ✓ The Key Club should be included in the Kiwanis club's fundraising projects and, in turn, should receive a portion of the proceeds.

It is suggested that Kiwanis clubs provide the following support to Key Clubs:

- Scholarships to graduating seniors
- Awards and recognition
- Financial support to attend the Key Club district and International conventions as well as leadership conferences (i.e. transportation, registration, and lodging).

*NOTE: Key Club members are encouraged to use the following rule: 1/3 of expenses paid by their Key Club and/or school, 1/3 of expenses paid by the sponsoring Kiwanis club, and 1/3 of expenses paid by themselves.*

- Pay the entire cost of faculty advisor and chaperone travel, registration, and lodging at conventions and conferences.
- Share costs with the Key Club to fund service projects.
- Pay food or facility rental costs for joint Kiwanis-Key Club social or recreational events.

Some clubs provide the Key Club with a set amount each year, allowing the Key Club board to budget the expenditures through the club's budgeting process. Other Kiwanis clubs provide the Key Club the money it raises through joint fundraising projects. Others fund special projects and events. Funds provided to the Key Club may come from the Kiwanis club's service account.

Reference materials that can be found on the Key Club Web site:

- ✓ **Club Administrative Structure**
- ✓ **Duties of the Key Club President, Vice-President, Secretary, and Treasurer**
- ✓ **Duties of a Class Director**
- ✓ **Duties of a Club Bulletin Editor**
- ✓ **Standard Form for Key Club Bylaws**



#### 4. Meet with the school principal before the beginning of the school year.

- ✓ **Minimum attendees:** Kiwanis club president-elect, Kiwanis advisor to the Key Club, faculty advisor to the Key Club.
- ✓ **Other suggested attendees:** Chairman of the Kiwanis club committee on Key Club or sponsored youth and school activities director. Do not make the meeting too large; three or four members from the Kiwanis club are sufficient.
- ✓ **Time frame:** Suggested for late July or early August (approximately one month before school starts). Schedule an appointment for this meeting well in advance.
- ✓ **Setting:** School, as determined by the principal or his/her representative.

##### Information to provide:

- The purpose of Key Club
- The relationship of Key Club to Kiwanis and the role of the sponsoring club
- Membership requirements

##### Information to learn:

- Understanding of school regulations for the Key Club and Kiwanians attending meetings including visitor parking, meeting room regulations, and other pertinent information regarding a meeting

##### Sample topics:

- The Key Club and its plans (established at planning session)
  - Key Club attendance at Kiwanis meetings and projects
  - Kiwanis club commitment for support (i.e. through scholarships, awards, recognition, and leadership training opportunities)
  - Maintaining communications and cooperation between the Kiwanis club, Key Club, and the school
  - Invite the principal to present a program at a Kiwanis meeting.
  - Ask, "What can the Kiwanis club do for the school?"
- ✓ **Follow-up:** The president-elect should send thank-you letter to the principal within one week of the meeting.

#### 5. Ensure that all members pay annual dues.

- ✓ The current schedule for Key Club International dues is posted on the Key Club Web site at [www.keyclub.org](http://www.keyclub.org).
- ✓ Key Club district dues vary by district. The current schedule for district dues is posted on the Key Club Web site.
- ✓ Club dues should not exceed the cost of International dues.
- ✓ The dues invoice is mailed to the permanent school address in August.
- ✓ Dues payment deadline is November 30th.
- ✓ Add new members as they join throughout the year. Use the "New Member Add Form" found on the Key Club Web site.

##### Key Club International dues provide:

- KEYNOTER magazine subscription
- Membership card and handbook
- Ability to participate in conventions, conferences, and scholarships

Key Club members should pay their own dues in order to provide a sense of ownership in the organization. A Kiwanis club should not pay the dues for the youth members; however, in hardship cases, the Kiwanis club may choose to assist or loan the Key Club funds. The dues payment is part of a learning process and dues collection should be the responsibility of the Key Club treasurer.



## 6. Ensure club officers receive proper training following election.

- ✓ Officers should be elected in February.
- ✓ Training should occur at district conventions which are held in March or April.
- ✓ Training often occurs at division training conferences.
- ✓ Mid-year training can occur in September or October at division or district training conferences.

### Reference materials found on the Key Club Web site include:

#### ▲ Conducting a Club Officers Planning Conference

## 7. Hold a planning session involving the leadership of both clubs.

- ✓ **Minimum attendees:** four officers from Key Club, Kiwanis advisor, faculty advisor
- ✓ **Other suggested attendees:** other board members, committee chairmen, Key Club and Kiwanis lieutenant governors
- ✓ **Time frame:** suggested for June (before Kiwanis and Key Club International conventions) but can be scheduled any time during the summer
- ✓ **Setting:** casual, comfortable setting (backyard party, park, cookout, etc.)

### Sample topics:

- Review and evaluate the previous year
- Goal-setting and strategies for accomplishing Key Club goals
- Budget and fundraising
- Joint projects and activities
- Calendar

## 8. Host or participate in two joint activities involving the membership of both clubs.

- ✓ **Can include:** service, social, recreation, fundraising

### Suggested Activities:

- Pancake breakfast
- Adopt-a-highway
- Softball, basketball, volleyball games (Note: Liability insurance is in force here for non-participants, but there is no liability medical coverage for participants.)
- Officer installation involving both sets of club officers being installed at the same meeting
- Awards banquets
- Parent appreciation events
- Kiwanis-family events with Circle K, Builders Club, K-Kids, and Aktion Clubs
- Picnics and cookouts
- Staffing phone bank for charity events
- Concession stands
- Career shadowing

### Reference materials found on the Key Club Web site include:

#### ▲ Producing a Parent/Advisor Appreciation Event

## For Extra Credit...

Ways to enrich the Key Club experience (but not required)

- ✓ **Host** a Key Club model meeting at a regular meeting of the Kiwanis club.
  - Key Club members make all arrangements for the meeting including speaker, entertainment, etc.
  - Key Club members should undertake every role in the meeting that normally is handled by a Kiwanian. Follow the same format as a regular Kiwanis meeting.
  - Schedule during Key Club Week (first full week in November) or Kiwanis Family Month (November).
- ✓ **Hold** joint board meetings
- ✓ **Show** appreciation for the faculty advisor
- ✓ **Invite** the faculty advisor and principal to participate in the Kiwanis club (membership, honorary membership, special events, etc.)
- ✓ **Provide** transportation for Key Club members attending division and district events.
- ✓ **Attend** Key Club rallies, training conferences, etc., as invited.
- ✓ **Volunteer** to present programs at Key Club meetings.
- ✓ **Provide** special awards and recognition to the Key Club leaders and members throughout the year, Key Club Week, or the end-of-year awards banquet.

## 9. Invite two Key Club members to attend every regular Kiwanis meeting.

- ✓ Obtain approval in advance from the principal.
- ✓ Alternate members from meeting to meeting.
- ✓ Key Club members should provide a brief report on the Key Club's activities.
- ✓ Meals are covered by the Kiwanis club and may be paid from the service account.
- ✓ If the Key Club members are missing school to attend the meeting, realize their time is limited and they must return to school promptly.

## 10. Ensure Key Club members attend conventions and conferences.

District convention occurs in March or April (2-3 days).  
International Convention happens in summer (4-5 days).

- ✓ Includes speakers, educational workshops, officer elections, contests, and awards.
- ✓ The Kiwanis club could help cover a portion of the costs of the registration fee, meals, and lodging.
- ✓ There is a minimum ratio of one adult chaperone for every 10 members attending.
- ✓ District tours offer an economical way to attend and participate in additional educational travel.

"KC Weekend" leadership training programs (2-3 days)

- ✓ Opportunities to learn leadership skills and working within a group
- ✓ Offered annually in various regions of the country. See the Key Club Web site for location and dates.

District sponsored leadership conferences

- ✓ Contact Key Club District Administrators for specifics.

## Outstanding Sponsoring Kiwanis Club Recognition (OSKCR)

A Key Club may nominate its sponsoring Kiwanis club for this annual recognition. The nomination form is found on the Key Club Web site. A banner patch will be mailed to every nominator for each qualifying Kiwanis club. A list of qualifying clubs will be sent to each district administrator.

The criteria for this "OSKCR" nomination is as follows:

### Criteria:

1. **Conduct** a summer planning session involving the leadership and boards of both clubs.
2. **Meet** with the school principal before school year begins.
3. **Provide** funding to support the activities of the Key Club.
4. **Ensure** that the Kiwanis advisor, committee members, and sponsored youth committee chairman attend Kiwanis advisor training.
5. **Host** a Key Club model meeting at a regular meeting of the Kiwanis club.
6. **Have** two Kiwanis members attend sixty percent of the regular Key Club meetings.
7. **Have** two joint Kiwanis/Key Club activities involving the membership of both clubs.
8. **Have** two Key Club members attend sixty percent of the regular Kiwanis meetings.

## General Information and Resources

### Club:

Key Club is a "student-led" organization, which means that the students are responsible for making decisions on how the club will function, the budget will be administered, and how issues will be addressed. Every Key Club elects a president, secretary, treasurer, and vice-president. Clubs may choose to elect or appoint additional officers or committee chairs.

Each Key Club has a set of bylaws that serves as a governing document to guide the leaders. Club bylaws must model the Standard Form for Club

Bylaws provided by the International Office. Amendments to club bylaws must first be approved by the Key Club members, then by the high school principal and the sponsoring Kiwanis club, as prescribed in the club bylaws. A copy of the Standard Form is found on the Key Club Web site at [www.keyclub.org](http://www.keyclub.org).

Each Key Club relies upon a faculty advisor (appointed by the high school principal) and a Kiwanis advisor for advisement of club officers. Club officers are elected in February of each year. After elections, club officers are responsible for reporting their contact information to the district secretary and the International Office.

### District:

Key Club International is comprised of 32 districts. Each Key Club district has a set of bylaws that serves as a governing document to guide the leaders. District bylaws must model the Standard Form for District Bylaws provided by the International Office. Any amendments to district bylaws must first be approved by the house of delegates at the Key Club district convention, then by the sponsoring Kiwanis district board and the International director.

Key Club district officers serve a one-year term that begins in March or April. District officers include a governor, secretary, treasurer, editor, and lieutenant governors. Additional officers may be elected or appointed as prescribed in the district bylaws.

Districts are required to conduct one district training event between September and December and a district convention in March or April. District conventions must all be completed by April 30.

Each Key Club district is advised by a Kiwanis volunteer appointed by the Kiwanis governor-elect to serve as the district administrator. Questions regarding the district, its meetings, and its programs should be directed to this individual. A current listing of District Administrators is found on the Key Club Web site.

### Key Club International:

The governing documents for Key Club International are the Constitution, Bylaws, and Board Policy Code. These documents contain important procedural information, as well as the objects, core values, and pledge to which all members are held accountable. These documents are available on the Key Club Web site at [www.keyclub.org](http://www.keyclub.org).

Key Club International is governed by a Board of Trustees, which consists of a President, Vice-president, and 14 Trustees. The Board of Trustees is elected annually at the Key Club International convention. Information on the current International Board of Trustees is found on the Key Club Web site at [www.keyclub.org](http://www.keyclub.org).

A Key Club International convention is scheduled annually in early July. All Key Club members and advisors are eligible to attend, and those clubs in good standing are eligible to register two active members as delegates. All members attending the convention are responsible for abiding by the code of conduct. Information on the next convention is also shown on the Key Club Web site.

### Web Site Resources:

Please visit the Key Club International Web site at [www.keyclub.org](http://www.keyclub.org) to find forms, literature, and other general information for assistance in sponsoring a Key Club. Items that are found include: marketing tools, a public relations kit, major emphasis program information, suspended club resources, officer installation scripts, International and district convention information, and current happenings.

### For Extra Credit...

- ✓ **Provide** hosting support for club, divisional, or district functions, as requested.
- ✓ **Invite** the Key Club officers and faculty advisor to the Kiwanis club installation dinner.
- ✓ **Provide** financial assistance for a Key Club district officer for expenses that are not reimbursed by the district.
- ✓ **Show** appreciation to the parents of Key Club members, including presentation of Key Club parent pins and invitation for membership in the Kiwanis club.
- ✓ **Invite** Key Club members to present a program about the Key Club at a regular Kiwanis club meeting several times during the year, including reports about the district and International convention.
- ✓ **Ensure** that the Key Club is mentioned frequently in the Kiwanis club bulletin.
- ✓ **Participate** in the end-of-the year banquet, providing appropriate mementos to graduating seniors, officers, and the faculty advisor.
- ✓ **Help** the Kiwanis club understand that the Kiwanis advisor is the primary liaison to the Key Club but needs the entire Kiwanis club's support.



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