

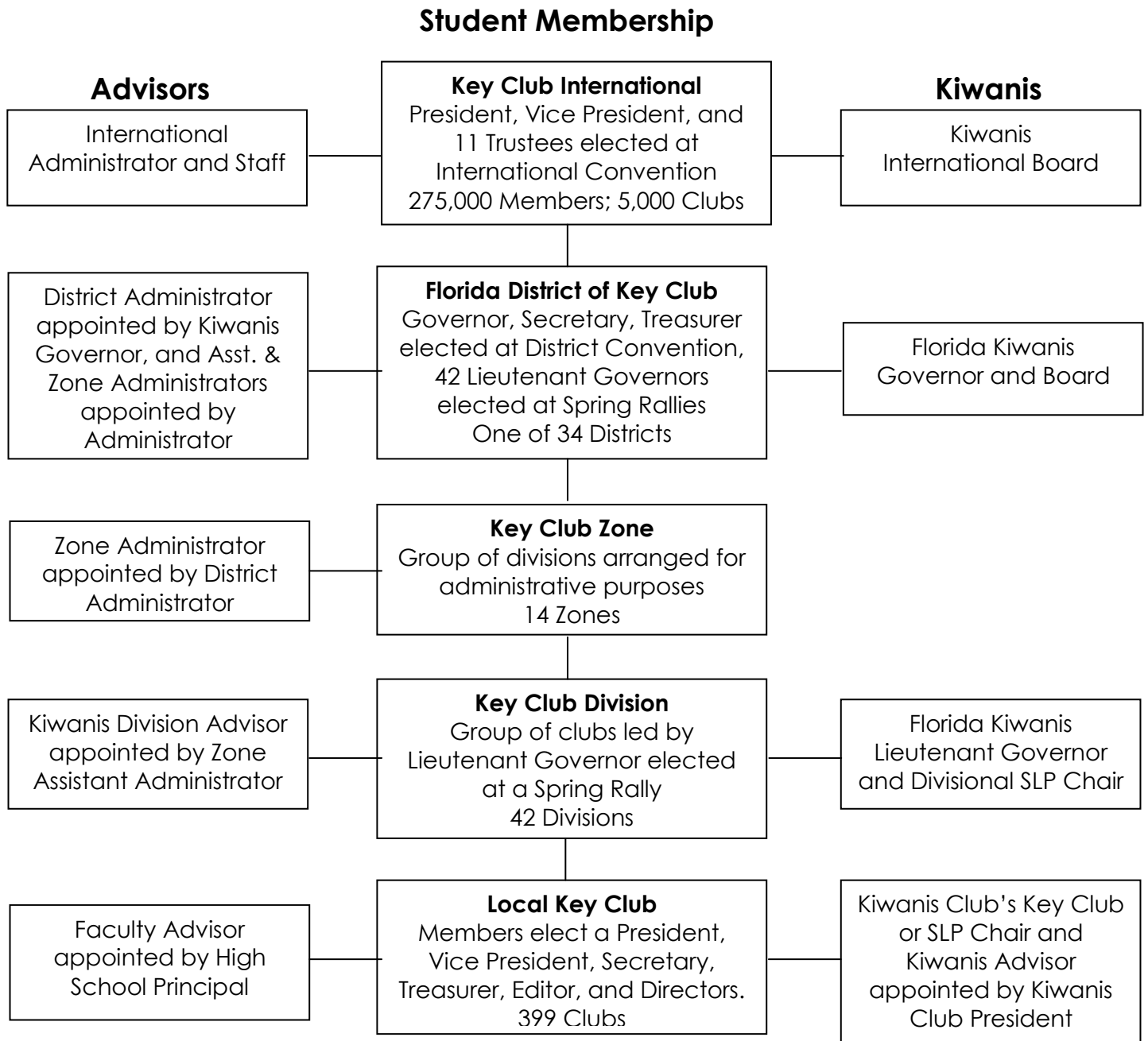
Florida District of Key Club International



## Advisor Workshop

78<sup>th</sup> Annual District Conference  
April 29, 2016

# STRUCTURE OF KEY CLUB



NOTE: The final authority in the local Key Club rests with the High School Principal.

The Key Club name, materials, and emblem may only be used by officially chartered clubs in good standing.

## Resources

**Florida Key Club website:** <http://www.floridakeyclub.org/>

**Key Club Int'l website:** <http://www.keyclub.org>

**Advisors' Guide:**

[http://www.keyclub.org/Libraries/Administrator and Advisor Resources/Guide Faculty  
Kiwanis Advisor Guide.sflb.ashx](http://www.keyclub.org/Libraries/Administrator_and_Advisor_Resources/Guide_Faculty_Kiwanis_Advisor_Guide.sflb.ashx)

**Pride Report/OIF logon page:** [http://opr.floridakeyclub.com/opr/opr\\_login.asp](http://opr.floridakeyclub.com/opr/opr_login.asp)

**Contact info for Assistant and Zone Administrators:**

<http://floridakeyclub.org/contact-information/#KCC>

**Contact info of District Board:** <http://floridakeyclub.org/contact-information/#Board>

**Sunshine Source Publication:** <http://floridakeyclub.org/sunshine-source/>

**Dues payment site and info:** <http://floridakeyclub.org/dues/>

**Florida Key Club Endowment Fund:** <http://floridakeyclub.org/endowment/>

**Florida Opportunity Fund:** <http://floridakeyclub.org/flof/>

**Petition for Charter:** [http://www.kiwanis.org/kiwanisone/youth-students-special-  
programs/start-a-kiwanis-service-leadership-program---chartering-toolkit/key-  
club#.VJWEncCc5](http://www.kiwanis.org/kiwanisone/youth-students-special-programs/start-a-kiwanis-service-leadership-program---chartering-toolkit/key-club#.VJWEncCc5)

**Club Bylaws:** [http://www.kiwanis.org/docs/default-source/service-leadership-  
programs/chartering-resources/club-bylaws-for-key-club.docx?sfvrsn=0](http://www.kiwanis.org/docs/default-source/service-leadership-programs/chartering-resources/club-bylaws-for-key-club.docx?sfvrsn=0)

**Statement of Candidacy for Club Officers:** [http://floridakeyclub.org/wp-  
content/uploads/Club-Officers-Statement-of-Candidacy-12-2014.docx](http://floridakeyclub.org/wp-content/uploads/Club-Officers-Statement-of-Candidacy-12-2014.docx)

**Club Chartering Toolkit:** See Petition for Charter

**Other Resources:** <http://floridakeyclub.org/resources/>

**Club Officer Duties:** <http://www.keyclub.org/fad/gov/cbd.aspx>

# REASONS FOR

## Reasons for Paying Dues

1. Makes you an official member of Key Club International
2. Provides service project grants through the Florida Opportunity Fund (FLOF)
3. Provides service project grants through the Youth Opportunity Fund (YOF)
4. Makes possible the promotion of Key Club throughout the district and the world
5. Provides funds for scholarships
6. Pays for the Key Club Magazine
7. Pays for the Sunshine Source and other District publications
8. Provides a great website
9. Qualifies your club and its officers and members for many awards
10. Qualifies club and members to attend district conference and international conventions

## Reason for Attending DCM's

1. Get psyched about being in Key Club!
2. Find clubs who are interested in partnering in projects.
3. Participate in a service project.
4. Share experiences with other Key Clubbers.
5. Have fun...Eat food!
6. Get new ideas for service and fundraising projects.
7. Tell other clubs about your cool projects and activities.
8. Get a better understanding of how you are connected to a larger international organization.
9. Learn new ways to be a leader, run your club better, or carry out your duties.
10. Learn about icebreakers and other group games that build teamwork.
11. Give input to the District on how to help you or make improvements.
12. Meet new people and build camaraderie and friendships within the division
13. Learn what is happening in your community, division, zone, district, and International.
14. Find out more about specific Key Club topics like FLOF, DCON, ICON, YOF, dues, awards, division or district-wide service projects, Kiwanis family events etc.
15. Learn about what an Lt. Governor does.
16. Get answers to questions from others.
17. Makes your school and your club look good.
18. Qualifies you for club and officer awards.
19. Makes your Lt. Governor very happy.
20. Keeps your Lt. Governor from bugging you.

## Reasons for Completing Pride Reports

1. Get recognition and awards within your division.
2. Give your Lt. Governor something to write in their newsletter.
3. Brag about all the great service you are doing.
4. Provide a record of your activities, community service hours, and money raised that you can look back on later in the year of future years.
5. Show that the club secretary is being responsible for carrying out his/her duties.
6. Have your club's work acknowledged in the District.
7. Help Key Club International report to the world how much Key Clubs are doing.
8. Give other clubs ideas for projects.
9. Qualify the club and officers for several awards at District and International competitions.
10. Help your Lt. Governor and others know your club better.
11. Let your Lt. Governor and others know if you need help.
12. Share with your Kiwanis club, your principal, and others what you have accomplished.
13. Help evaluate how effective the Lt. Governor is in assisting their clubs.
14. Make your Lt. Governor look good and be happy.
15. Gives the District Secretary something to do.
16. Keep your Lt. Governor from bugging you about doing them.

## Monthly Checklist for Faculty and Kiwanis Advisors

(Revised 5/01/2012)

### APRIL

- By 10<sup>th</sup> March Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- International Convention Registration (ICON) due soon
- Attend district Conference
- Order pins, certificates, etc. for officer installations next month and plan for event

### MAY

- By 10<sup>th</sup> April Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- Raise money for ICON (send at least 2 members)
- Club Secretary must re-register for OIF/Pride reporting system
- Attend district Conference (DCON)
- Attend Kiwanis meeting and report on DCON (President)
- Arrange for Lt. Governor to install new officers (President)
- Attend any training session set up by Lt. Governor (Officers)
- Assist President, if needed, in creating committees and assigning committee chairs
- Hold installations and awards ceremony
- Begin planning for summer projects and board meetings

### JUNE, JULY, AUGUST

- By 10<sup>th</sup> May Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- Club officers should set up summer officer/board meetings to plan membership drive and projects during first part of the school year
- Attend ICON
- Attend Kiwanis meetings (officers, members, advisor)
- Plan and conduct some service or other activities over summer
- Plan ways to work with K-Kids, Builders, CKI, Aktion, Kiwanis
- In this month or next, Kiwanis President and advisors meet with principal

### AUGUST

- Attend DCM
- Volunteer to help with beginning school activities (e.g., orientation)
- Final membership drive planning
- First club meeting – begin dues collection for returning members
- Submit KCKC field trip forms if required and put in club calendar to avoid conflicts
- Focus on fundraising for DCON
- Request of Kiwanis funds for their next year's budget

### SEPTEMBER

- By 10<sup>th</sup> Summer Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at KCKC
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Key Club Kickoff Conferences begin – KCKC - TBD by Zone)
- Order club shirts
- Plan for UNICEF project

- Review back to school mailing from Key Club International
- Plan ways to support Governor's Project
- Faculty Advisor receives dues password from KCI to school address
- By 30<sup>th</sup> complete membership drive and collect dues

## OCTOBER

- By 10<sup>th</sup> September Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at KCKC
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Key Club Kickoff Conferences – KCKC cont'd - TBD by Zone)
- Trick of Treat for UNICEF
- Plan projects and activities for Key Club Week at beginning of November
- By 31<sup>st</sup> club treasurer updates membership at the Membership Update Center, prints invoice, and puts check in mail for early bird dues
- Note yearbook club picture appointment

## NOVEMBER

- By 10<sup>th</sup> October Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Update the current year's Officer Information Form (OIF) (Secretary)
- Key Club Week
- Plan induction ceremony for new members for December
- Send in money for Trick or Treat for UNICEF
- By 30<sup>th</sup>, if not done in October, Treasurer updates membership at the Membership Update Center, prints invoices, and submits dues check to Key Club International

## DECEMBER

- On 1<sup>st</sup> dues are past due – verify dues have been *mailed* (advisor)
- By 10<sup>th</sup> November Pride Report due (Secretary)
- Update the current year's Officer Information Form (OIF) (Secretary)
- Attend Division Council Meeting, if any (DCM)
- Submit Spring Rally field trip form if required and put in club calendar to avoid conflicts
- Hold induction ceremony for new members
- Review status of contest and awards
- Plan social project for club members (committee or board)
- Encourage qualified members to seek District offices (Lt. Governor, Governor, Secretary, Treasurer, Webmaster, Editor)
- Finalize fundraisers for DCON

## JANUARY

- By 10<sup>th</sup> December Pride Report due (Secretary)
- Division Council Meeting (DCM) or at Spring Rally
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Spring Zone Rallies begin – TBD by Zone)
- Submit DCON field trip forms if required
- Decide how many people to send to DCON – collect deposits
- Promote district and club officer positions

## FEBRUARY

- By 10<sup>th</sup> January Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at Spring Rally
- (Spring Zone Rallies cont'd – TBD by Zone)
- By 28<sup>th</sup> must elect officers for next year
- New officers shadow current officers and learn position
- Complete the next year's Officer Information Form (OIF) (Secretary)

- Begin planning installation an awards ceremony
- Online Registration for DCON
- Clubs that have not paid dues are suspended and ineligible to attend DCON

**MARCH**

- By 10<sup>th</sup> February Pride report due (Secretary)
- Attend Division Council Meeting (DCM) or at Spring Rally
- (Spring Zone Rallies cont'd – TBD by Zone)
- Send in dues for any new members joining this semester
- Complete DCON registration and send in money
- Complete next year's OIF form (Secretary)
- Elect two members to attend district Conference as delegates
- Complete award and scholarship applications by April 1
- Complete and submit Annual Achievement Report (if deadline if pre-DCON)

**APRIL**

- Go back to the top and do all over again 😊

***FUTURE EVENTS***

July 6-10, 2016	ICON – Atlanta, GA
March 30-April 2, 2017	DCON – Rosen Shingle Creek, Orlando, FL
July 5-9, 2017	ICON – San Antonio, TX
April 5-8, 2018	DCON – Rosen Shingle Creek, Orlando, FL
April 4-7, 2019	DCON – Rosen Shingle Creek, Orlando, FL
April 2-5, 2020	DCON – Rosen Shingle Creek, Orlando, FL
April 8-11, 2021	DCON – Rosen Shingle Creek, Orlando, FL



# School and Kiwanis Partnership Agreement

## School Responsibilities

- 1. Provide a Faculty Advisor**
- 2. Ensure the Key Club conducts service-related projects**
- 3. Confirm the Key Club pays Dist & Int'l dues**
- 4. Encourage the Key Club to send reps to Dist & Int'l conventions and conferences**
- 5. Encourage parents of members to be included in active participation with Key Club Activities**

## Kiwanis Responsibilities

- 1. Appoint and orient a Kiwanis Advisor**
  - ✓ Should be able to attend most meetings
  - ✓ Works closely with officers and Faculty Advisor
  - ✓ If FA is a Kiwanian, second Kiwanian as Kiwanis Advisor
- 2. Ensure Kiwanis members attend as many meetings and other functions as possible**
  - ✓ Besides Kiwanis and Faculty Advisors
  - ✓ Rotate attendance – Spread the wealth
  - ✓ Make it an interclub
  - ✓ Attending projects and DCM's may be better approach
- 3. Maintain expense line item in Kiwanis Budget**
  - ✓ From Service Account
  - ✓ KC should participate in Kiwanis projects and receive portion of proceeds
  - ✓ Include support for training events (1/3 rule)
  - ✓ Pay cost of FA and chaperones
- 4. Meet with principal before beginning of school year**
  - ✓ Hold one month before school with advance appointment
  - ✓ Attending: Kiwanis Pres-elect, KA, FA, etc.
  - ✓ Review purpose of Key Club, membership requirements
  - ✓ Hear school regulations
  - ✓ Additional topics
- 5. Ensure all members pay dues**
  - ✓ Monitor until dues are sent in
  - ✓ Deadline is November 30; remember delay in school issued checks
  - ✓ Paying dues teaches responsibility and belonging
  - ✓ No excuse for late dues submission for active clubs
- 6. Ensure officers receive proper training following election**
  - ✓ Make sure elections are held in February

- ✓ Make sure officers attend training

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

- ✓ Minimum attending – KC board, FA, KA
- ✓ Hold in June before Kiwanis and KC Int'l conventions
- ✓ Discuss joint activities and expectations

**8. Host or participate in [at least] two joint activities involving the memberships of both clubs**

- ✓ Can be social, service, recreation, fundraising
- ✓ Opportunity to interact with each other
- ✓ This is where SLP members learn Kiwanis is where they want to be!

**9. Invite members to attend every Kiwanis meeting**

- ✓ Paid for from service account
- ✓ Should alternate attendees
- ✓ May need principal's permission, background checks
- ✓ Attendees should report on activities

**10. Ensure members attend conventions and conferences**

- ✓ District Conference: KC-May; CKI-Feb/Mar
- ✓ Int'l Convention: KC-June/July; CKI-August
- ✓ 8<sup>th</sup> Grade Builders may attend KC DCON
- ✓ DCM's and other conferences
- ✓ Assist with costs
- ✓ Have attendees give report to Kiwanis Club



## STANDARD FORM FOR KEY CLUB BYLAWS

### ARTICLE I: Name

Section 1. The name of this organization shall be the Key Club of \_\_\_\_\_.  
(Same name as school/community-based organization)

### ARTICLE II: Organization (Please complete Article II if you have a Kiwanis sponsor)

Section 1. Its form of organization, its ideals and its purpose shall be similar to those of the Kiwanis Club of \_\_\_\_\_.

Section 2. It shall be sponsored by, but not a part of, Kiwanis club of \_\_\_\_\_.  
(Kiwanis Club sponsor)

### ARTICLE III: Objects and activities

Section 1. The objects of the Key Club shall be:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
  - To give primacy to the human and spiritual, rather than to the material values of life.
  - To encourage the daily living of the Golden Rule in all human relationships.
  - To promote the adoption and application of higher standards in scholarship, sportsmanship and social contacts.
  - To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.
  - To provide a practical means to form enduring friendships, to render unselfish service and to build better communities.
  - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism and good will.

Section 2. The activities of the Key Club shall be in accord with its Objects. They should include those suggested by Key Club International, plus such additional activities as might be adopted by the Key Club and approved by the school principal.

### ARTICLE IV: Motto

Section 1. The motto of the Key Club shall be "Caring—Our Way of Life."

### ARTICLE V: Membership

Section 1. Membership shall be limited to the high school students as apportioned from the senior, junior, sophomore and freshmen classes (or the five upper classes in Canada where high school is of a five-year duration) by the Board of Directors, who possess the qualifications prescribed by Article 6, Section 1 of the Constitution of Key Club International.

### ARTICLE VI: Officers

Section 1. Officers shall be president, vice president, secretary, treasurer and editor. They shall serve for one (1) year or until their successors are elected and qualify.

Section 2. Each officer shall be a member in good standing. No other restrictions or limitations shall be placed on these officers.

Section 3. There shall be a Board of Directors, composed of the above officers and one director to be elected from each class.

Section 4. The duties of the officers shall be such as are usually performed by similar office holders, and as outlined by the Key Club International document "Duties of Club Officers."

Section 5. The Board of Directors shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of Key Club International.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal and the sponsoring Kiwanis club. The Board of Directors shall meet at least once monthly at a time and place selected by the Board.

Section 7. Any general member may recommend the removal of a club officer to the Board of Directors. The Board of Directors shall hold a meeting at which the officer in question shall be heard. If approved, the recommendation shall be presented to the club and voted on by 2/3 vote of the quorum. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

Section 8. The faculty and Kiwanis advisors shall serve as ex-officio members of the club Board of Directors, retaining all rights of that membership without the right to vote.

### ARTICLE VII: Election of officers

Section 1. Election of new officers (president, vice president, secretary, treasurer, and editor) should be held at a meeting in February and they should take office in May.

Section 2. Election of directors (one from each class) shall be held at the first meeting following the opening of school in the fall.

Section 3. All officers and directors who are members in good standing shall be eligible for re-election.

**ARTICLE VIII: Meetings**

Section 1. The club shall hold regular weekly meetings at such time and place as shall be determined by the club with the approval of the principal.

**ARTICLE IX: Committees**

Section 1. There should be at least the following standing committees:

- a) Kiwanis Family Relations Committee
- b) Program Committee
- c) Project Committee
- d) Public Relations Committee
- e) Social Committee
- f) Membership Development Committee
- g) Major Emphasis Committee

Section 2. The duties of the standing committees shall be as follows:

- a) The Kiwanis Family Relations Committee shall work with the Program and Project Committees in preparing inter-club activities with Kiwanis and Key Club (if one exists in the area) and shall see that the membership of the Key Club and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.
- b) The Program Committee shall plan and present programs at all regular meetings, club inductions and inter-clubs with Key Clubs and other service groups in the school and community, unless otherwise directed by the president. The committee shall arrange for a suitable place for club luncheons and see that the space occupied is made orderly after each meeting.
- c) The Project Committee shall formulate worthwhile activities, and upon approval by the principal, shall recommend them to the club. The projects adopted by the club shall be initiated and completed under the direction of the Project Committee with the aid of the club membership.
- d) The Public Relations Committee shall be responsible for informing the public of the Key Club's activities and goals through the use of articles, photographs, the local newspaper, and talks with school officials, radio and television.
- e) The Social Committee shall plan the social activities of the club, such as banquets honoring the fathers and mothers of the members, dances, etc., and entertainment for club meetings.
- f) The Membership Development Committee shall devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service.
- g) The Major Emphasis Committee shall plan projects and activities promoting and supporting the Key Club International Theme and Major Emphasis programs during their administrative years.

**ARTICLE X: Annual dues**

Section 1. Total amount dues shall be \$\_\_\_\_\_ per member, which is the sum of \$\_\_\_\_\_ for district dues, \$7.00 for international dues, and \$\_\_\_\_\_ for individual club dues.

**ARTICLE XI: Amendments**

Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one week or more after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2. These bylaws and all amendments or additions thereto shall not become effective until approved by the high school principal, the sponsoring Kiwanis club and Key Club International.

These Bylaws were adopted and approved on \_\_\_\_\_, 20\_\_\_\_ (date)

\_\_\_\_\_  
(Principal's signature)

\_\_\_\_\_  
(Principal's name printed)

\_\_\_\_\_  
(Kiwanis Club President's signature)

\_\_\_\_\_  
(President's name printed)

**APPROVED:** Director of Key Club International Kiwanis International Please return two signed copies to Key Club International. One copy will be signed by Key Club International Administrator and returned to the club