



Key Club

Crisis Packet

If your club is falling apart, you have no Club Advisor, your school won't back any projects, all of your money is blocked off, and/or you are in serious crisis mode, step back and take a deep breath. Many clubs have been in your shoes once and are now doing better than ever! With the action plans in this packet, you will make it through too!

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If you are need of a Faculty Advisor:

1. Keep in close touch with your administration. Pressure them to ask teachers to be your advisor. Be sure to stress to your administration the importance of Key Club as a leadership opportunity and community service for all of its members.
2. BE LOUD, PLEAD, AND BEG IF YOU MUST! Talk to every teacher you know or that your officers know and make them want to be your club's advisor. Stress to them that we are student-led and driven; most of the club's responsibilities will fall on you not the Faculty Advisor.
3. Contact your Kiwanis Club. See if any Kiwanians may be willing to step up and help your club until a Faculty Advisor can be found!
4. Contact both your Kiwanis and Key Club Lieutenant Governors. Either should be more than willing to meet with someone in your school's administration to find a solution!

Resources You May Find Useful:

Faculty Advisor Manual:

http://www.keyclub.org/Libraries/Administrator_and_Advisor_Resources/Handbook_Key_Club_Faculty_Advisor_Resource_Guide.sflb.ashx

New Advisor Workshop:

<http://floridakeyclub.org/dlid=88>

If you have no sponsoring Kiwanis Club or are in need of a Kiwanis Advisor:

1. Consult the Kiwanis Directory below for the Kiwanis Club closest to your location, and contact them about sponsoring your Key Club.
2. Ask your Lieutenant Governor to assist you in reaching out and talking to your Kiwanis club. Remember that it is one of the duties of your Lieutenant Governor to acquaint him or herself with Kiwanians in the area. He or she may be a great resource in securing you a Kiwanis advisor
3. If you already have a sponsoring Kiwanis Club, but no Kiwanis Advisor, contact your sponsoring Kiwanis Club and ask if any Kiwanian would be interested. Be sure to attend Kiwanis meetings and participate in Kiwanis projects, as these initiatives show your dedication to the Kiwanis family!

Resources You May Find Useful:

Kiwanis Directory:

<http://www.floridakiwanis.com/zones/clublist.asp>

Kiwanis Club Requirements to Key Club:

<http://floridakeyclub.org/wp-content/uploads/Kiwanis-School-Responsibility1.pdf>

Ways Kiwanians Can Interact with Key Clubbers:

<http://floridakeyclub.org/wp-content/uploads/Ways-Kiwanians-Can-Interact-with-a-Key-Clubber.pdf>

If you are in need of more funding:

- 1. If your school has restricted funding for your club, find out why, and do everything possible to get it back!**
- 2. Seek funding from other sources, including Kiwanis Clubs and private sponsors.**
- 3. Continue to do service projects that do not require money such as running collection drives, attending other clubs' projects, attending DCMs, and volunteering at soup kitchens.**
- 4. If you are determined to organize your own projects or club, appeal to outside donors in newspapers, school news, etc. Let everyone who can hear you know that you have a fantastic idea and need some capitol to start it up.**

Resources You May Find Useful:

Sample Fillable Budget:

<http://floridakeyclub.org/dlid=66>

If your school will not support your club or projects:

- 1. Reevaluate what type of projects your club is asking your school to approve, and see if any modifications can be made that may allow them to approve the projects.**
- 2. Speak personally with your administration about the projects, and explain to them what the purpose of Key Club is, our motto, "Caring...Our Way of Life," and that we are a service organization whose purpose is to help the community. Discuss what types of projects the school may allow your club to do.**
- 3. Speak with your Lieutenant Governor, Club Advisor, and Kiwanis Advisor. They may be able to meet with your administration to help you get some projects approved or be a voice for Key Club International on your behalf.**
- 4. If your projects are not being approved or your club is not being supported for any reason other than school politics, be sure to fix those problems before you confront school officials.**

Resources You May Find Helpful:

School & Kiwanis Responsibilities to Key Club:

<http://floridakeyclub.org/wp-content/uploads/Kiwanis-School-Responsibility1.pdf>

Bylaws of the Florida District of Key Club International:

<http://floridakeyclub.org/wp-content/uploads/Bylaws-of-the-Florida-District-of-Key-Club-2012-FINAL.pdf>

If you are having trouble retaining membership:

- 1. Do your best to keep your officers and remaining members involved. Make member input a priority, and hold continuous service projects to keep your club active despite its lagging membership.**
- 2. Do not stop making projects that shine! If you are experiencing a decrease in membership, then this should only be more motivation for you to host a large service project. Use larger service projects to bring in new people to your club and gain publicity.**
- 3. Offer food, icebreakers, and fun at all of your meetings. Make sure that your meetings are enjoyable occasions that many people would like to attend.**
- 4. Send messages to past members letting them know that you miss them and you want them to return to Key Club. Nothing will pressure members to return more than your recognition of their absences.**

Resources You May Find Useful:

Training PowerPoint- Members:

<http://floridakeyclub.org/dlid=191>

Key to Planning a Successful Event:

<http://floridakeyclub.org/dlid=190>

How to Run a Successful Meeting:

<http://floridakeyclub.org/dlid=189>

If you are having issues with your officer board:

1. Use the 3 strikes and you're out rule! If a board member is not doing his or her job, let them know that you know and there will be consequences.
2. Establish clear officer requirements to keep your officers on their toes. Even if you have not utilized officer requirements before, do not be afraid to start. Requirements for officers can include but are not limited to a minimum number of monthly service hours, a report of tasks completed, or a minimum number of attended projects.
3. If you must remove a board member, be sure to do so in a diplomatic manner and the following the procedure spelled out in your club bylaws.

Resources You May Find Useful:

Presidents PowerPoint:

<http://floridakeyclub.org/dlid=192>

Vice Presidents PowerPoint:

<http://floridakeyclub.org/dlid=198>

Secretaries PowerPoint:

<http://floridakeyclub.org/dlid=193>

Treasurers PowerPoint:

<http://floridakeyclub.org/dlid=197>

Editors PowerPoint:

<http://floridakeyclub.org/dlid=187>

Class Directors PowerPoint:

<http://floridakeyclub.org/dlid=186>

Key Club International "Key Club Solutions" Page:

<http://www.keyclub.org/fad/gov/cbd.aspx>