**‘Key Club Board – Principal’ Meeting Agenda Template**

(This agenda is meant to facilitate a meeting between your principal and your officer board by giving some talking points to discuss.)

* **Introductions**

Introduce yourself as well as any board members that you may have brought with you to the meeting and make sure to be respectful at all times, remember that you’re representing Key Club to your principal.

* **Explain What Key Club is**

Not all people know what Key Club is. Make sure your principal knows that Key Club is an international nonprofit corporation with clubs in 38 different countries. Finally explain to them the core values of Key Club being leadership, character building, caring, and inclusiveness.

* **Ask if there are any projects your club can help with**

No one knows your schools needs better than your principal. Ask them if there is any project that you can use your club to facilitate. These projects could be anything as simple from a trash clean-up a couple times a month or helping your library organize their books over the summer. Projects can also be as complex as helping paint a mural or a creating small green space on your campus.

* **Bring up any petitions that your club may have for the future**

Petitions can extend to a wide variety of topics from asking for help in reserving the auditorium when it comes to induction meetings to asking for permission to wear Key Club cords at graduation. At the end of the day, what’s most important is that you’re respectful at all times and remember that Key Club is a service-leadership organization, with the most important word there being ‘service’.

* **Add on any extra talking points**

At the end of the day, each club’s situation is unique. Below is a blank space where you can add any talking points that you and your club may feel is important to discuss with your principal or any other school faculty member you may need to have a meeting with. Just remember that you represent Key Club and don’t stop #Beingthekey