

# MEMBERSHIP GUIDEBOOK



Product of Key Club International



**CARING; OUR WAY OF LIFE**



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# ABOUT KEY CLUB INTERNATIONAL



## **History**

Key Club is the largest student-led service organization in the world! The first Key Club was started in 1925 in Sacramento California. It was a male-only club until 1977 when females were officially admitted into Key Club. Key Club boasts over 250,000 members internationally.

## **Levels of Key Club**

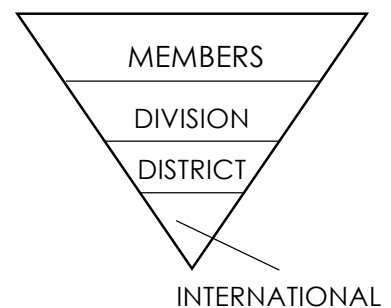
**International:** The International Board is made up of 11 Trustees, the Vice President, and the President – they work with the International Council made up of the District Governors from each district. The International Level of the organization oversees the function of the entire organization, providing resources to clubs, teaming with outside organizations, working to complete and promote the organization’s mission, etc.

**District:** Each individual district is led by their District Governor who oversee the District Board. The District Board is composed of Lieutenant Governors, Committee Chairs, and Executive Board Members that all work to assist, organize, and engage the club level.

**Division:** A division is made up of individual clubs in a specific region. A Lieutenant Governor from the division is elected/appointed to serve the clubs within the division by providing resources, training the club officers, holding divisional events, and representing their clubs at the district level.

**Members:** Members are the largest and most important level of Key Club International. The member level is where service events occur, fundraisers happen, and everything that Key Club is about commences.

## **INVERTED PYRAMID**



# HOW TO MAKE MEETINGS INTERESTING



It is extremely important to make meetings fun and interesting so that members want to keep attending. A common issue clubs run into is that halfway through the year, half the members stop attending meetings. Making sure that members stay engaged with the club is key to keeping their involvement and attendance.

Here are some ways to keep Key Clubbers coming back:

## ICE BREAKERS

- Have an icebreaker at the beginning of each meeting to get members talking with each other
- Here is a link to a list of [icebreaker ideas!](#)

## INTERESTING PRESENTATIONS

- Having guest speakers from local organizations that want to team up with your Key Club is helpful in making meetings less redundant
- Have multiple speakers instead of just the president speaking
- Include educational videos about Key Club (i.e. Thirst Project, UNICEF, District or International provided videos, etc.)

## FOOD!

- Setting aside part of your Key Club's budget to purchase food for meetings will incentivize attendance.
  - Doing this once a month or bi-monthly will keep costs low
- Ask Kiwanis to sponsor funds to purchase food for a meeting



# 5 Tips for Growth

Outreach is vital to any club's success. Make sure to spend some time with your Key Club officer board to brainstorm new ways to reach outside students. Below are five tips on how you can most effectively grow your membership:

## 1. Incentivize your meetings!

1. Bring food to your meeting
2. Bring in outside organizations to speak to your club about a project
3. Schedule icebreakers at the beginning of your meetings

## 2. Personal Invitations

1. Make personal invitations to your meetings to hand out to other students at your school
2. Make sure the invitations include meeting time and date, and what Key Club is/does

## 3. Target Freshmen!

1. Make it a goal to reach out to the incoming freshmen
2. Freshmen want to be involved, so making them aware of how amazing Key Club is will hopefully encourage them to join

## 4. Bring a Buddy campaign

1. Have each member bring a friend to a meeting
2. Each member that brings a buddy gets a prize

## 5. Announce Key Club to your school

1. Work with faculty to schedule a time that you can speak for morning announcements
2. Talk to faculty about allowing time for you to give a brief description on what Key Club is or provide a major accomplishment that your club has been able to do during an assembly

## RESOURCE

## HYPERSLINKS

## ICEBREAKER LIST

[CLICK HERE FOR A PERSONAL INVITE TEMPLATE](#)





## **MAKING CONNECTIONS**

### **Kiwanis Connections:**

Kiwanis, the parent organization of Key Club, is devoted to supporting you! Strengthening Kiwanis relations is an important association as you lead service initiatives. Attending local Kiwanis Club meetings, discussing successes and challenges with a Kiwanian, or inviting them to service projects are all simple ways to build relationships! In return, their years of wisdom from being a member of K-Family as well as access to project funding, scholarship opportunities, and community contacts can offer priceless benefits. Not to mention, their spirit and spunk make them fun people to interact with!

### **Key Club District Connections:**

Key Club does not end at the club level. It is an international organization that encompasses 34 districts spanning over 38 countries. Connecting with your club's district board can be a valuable resource. The district is a wealth of information, from new and exciting service project ideas to access to scholarships and grants. Not only does your district have focus projects throughout the year, but their officers are trained to provide support, mentorship, and most importantly, a Key Club friend. A few ways to connect include joining their social media groups, interacting with district officers, or attending their conventions.

### **Faculty/Student Club Connections:**

Establishing strong connections with faculty and leadership clubs in your school is also important for the success of your Key Club. Whether it is foreign language club, student council, or the journalism department, club connections matter! The more people involved in a project, the more impact the project makes. Need advertising support for a Key Club project? Partner with your media department to film a video announcement or write a story for your school's newspaper. Looking to increase school involvement? Student Council can be your cheerleader! School faculty can also make announcements before classes and provide valuable advice.

# CONTACT YOUR DISTRICT

**Alabama:** Instagram – alabamakeyclub  
Website – alabamakeyclub.org/

**Bahamas:** Instagram – N/A  
Website – bahamaskeyclub.weebly.com

**Cal-Nev-Ha:** Instagram – cnh\_keyclub  
Website – cnhkeyclub.org

**Cal-Nev-Ha KIWIN'S:** Instagram – cnhkiwins  
Website – kiwins.org

**Capital:** Instagram – kccrabs  
Website – capitalkeyclub.org

**Caribbean-Atlantic:** Instagram – keyclubcad  
Website – caribbeanatlanticdistrict.com

**Carolinas:** Instagram – carolinaskeyclub  
Website – carolinaskeyclub.org

**Eastern Canada:** Instagram – ecdkeyclub  
Website – keyclub.ca

**Florida:** Instagram – flkeyclub  
Website – floridakeyclub.org

**Georgia:** Instagram – gakeyclub  
Website – gakeyclub.org/

**Illinois-Eastern Iowa:** Instagram – iikeyclub  
Website – iikeyclub.org

**Indiana:** Instagram – inkeyclub  
Website – inkeyonline.org

**Jamaica:** Instagram – keyclubjamaica  
Website – keyclubjamaica.com

**Kansas:** Instagram – kansaskeyclub  
Website – kansaskey-club.weebly.com

**Kentucky-Tennessee:** Instagram – ktkeyclub  
Website – ktkey.org

**LaMissTenn:** Instagram – lamisstennkeyclub  
Website – lmtkeyclub.org

**Michigan:** Instagram – midkci  
Website – mikeyclub.org

**Minnesota-Dakotas:** Instagram – minndak.keyclub  
Website – minndakkeyclub.org

**Missouri-Arkansas:** Instagram – moarkdistrictkc  
Website – moarkkeyclub.com

**Montana:** Instagram – montanakeyclub  
Website – mtkeyclub.org

**Nebraska-Iowa:** Instagram – neiakeyclub  
Website – nebraskaiowakeyclub.com

**New England & Bermuda:** Instagram – nedkeyclub  
Website – newenglandkeyclub.org

**New Jersey:** Instagram – njkeyclub  
Website – njkeyclub.org

**New York:** Instagram – nydkc  
Website – nydkc.org

**Ohio:** Instagram – ohiodistrictkeyclub  
Website – ohkc.org/

**Pacific Northwest:** Instagram – pnwkeyclub  
Website – pnwkeyclub.org

**Pennsylvania:** Instagram – pakeyclub  
Website – pakeyclub.org

**Rocky Mountain:** Instagram – rmd\_keyclub  
Website – rmdkeyclub.org

**Southwest:** Instagram – swdkci  
Website – swdkeyclub.org

**Texas-Oklahoma:** Instagram – tokeyclub  
Website – tokeyclub.com

**Utah-Idaho:** Instagram – ui.keyclub  
Website – uikeyclub.org/

**West Virginia:** Instagram – wvkcdistrict  
Website – wvkeyclub.weebly.com/

**Wisconsin-Upper Michigan:** Instagram – wiumkeyclub  
Website – wiumkeyclub.org



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Product of Key Club International | 2019-20