



DISTRICT OFFICER

Be the

LT. GOV.
ERNOR



Be the Lieutenant Governor

Congrats on being elected lieutenant governor. You're going to be awesome. This facilitation and resource guide is full of tools to assist you throughout the next year. As lieutenant governor, you play a special role in Key Club. You are the link between the district executive board leaders and the Key Clubs in your division. This year will be full of excitement and maybe a little anxiety. Don't worry. You'll do great. We're all in this together.

Lieutenant governor duties

Use this list as a guide to help you fulfill all that is expected of you as a Key Club International lieutenant governor, and you'll be well on your way to a successful year. You even might win the coveted Robert F. Lucas Outstanding Lieutenant Governor's Award.

March

- Make first contact with the clubs in your division. This may be the first impression the leaders of your Key Clubs have of you, so be sure to make it a good one.
 - Encourage clubs to elect their officers for the upcoming year if they have not already.
 - Contact advisors and newly elected officers to ask how you can be a part of club officer training. Ensure they have the necessary training materials from **keyclub.org**.
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April

- Publish your first newsletter. Send copies to every club advisor and officer of your Key Clubs. Doing this each month will ensure maximum readership and impact. This month, consider covering:
 - Who you are and your job as lieutenant governor.
 - The Key Club mission, vision, core values and other vital information.
 - Highlights of your district convention.
 - Your district's plans to attend international convention.
- Make contact with the presidents and/or advisors of each of your clubs. If possible, make plans for a personal meeting or club visit.
- Begin collecting detailed contact information for all of your club officers. International board policies call for this information to be submitted by June 15.

Contact your governor or administrator with questions and with a report of your monthly activity.

May

- Publish your second newsletter. This month, consider covering:
 - An overview of the Kiwanis family with a special emphasis on Circle K International for outgoing seniors.
 - A list of service projects that can easily be planned and performed during the break between semesters.
 - Your district's plans to attend international convention.
- Contact each club president in your division to check on their clubs' statuses. Be sure to ask specifically for their questions and comments.

- Begin planning your first divisional council meeting, at which you should discuss each officer's role within the club. This meeting can serve as an official officer training conference as long as a Kiwanian officiates it with you.
- Finalize your own plans to attend international convention and secure a commitment from interested members in your division. Make sure the appropriate forms have been completed and sent.

Contact your governor or administrator with questions and with a report of your monthly activity.

June

- Use your time off school to investigate schools in your area that currently do not have an active Key Club.
- Contact the proper Kiwanis officials to begin a discussion about chartering a new club.
- Encourage your division's clubs to participate in service projects during any school breaks. Plan to attend as many as possible during your time off.
- Begin planning your division's rally. This event normally is held in October or November.
- Call and/or email all your club presidents and advisors.
- Begin organizing your work into a Robert F. Lucas Outstanding Lieutenant Governor nomination portfolio to be sent to your district administrator prior to your district convention.

Contact your governor or administrator with questions and with a report of your monthly activity.

July

- Attend the Key Club International convention. Attending both the convention and the Lieutenant Governor's Training Session are expected in order to be eligible for the Robert F. Lucas award.
- Develop a list of the strengths and weaknesses of each of your clubs, as well as your personal goals for each club's growth and success.
- Publish your third newsletter. You may want to include:
 - A look into the Youth Opportunities Fund and its application and awards process.
 - If possible, a recap of the international convention experience.
 - If possible, a recap of the semester break service projects and social events of the clubs in your division. These will count as official club visits.
- Call and/or email all your club presidents and advisors.

Contact your governor or administrator with questions and with a report of your monthly activity.

August

- Host your first divisional council meeting. Ensuring each officer understands their responsibilities for the upcoming school year should be your first priority. Attend and help facilitate training for clubs whose officers have not been trained yet.
- If necessary, meet with school administrators and students at schools with potential for chartering a new club. Use the Key Club district reports in the member resource section at **kiwanis.org** for a club information listing.
- Begin scheduling personal visits to all clubs in your division, especially those you have not visited yet.
- Publish your fourth newsletter. Topics of interest will be:
 - Member recruiting ideas.
 - How to pay Key Club district and international dues.
 - Information on attending a Kiwanis Key Leader weekend.
 - Final tips and tricks for applying for a Youth Opportunities Fund grant.
 - Identify possible club chartering locations.
- Call and/or email all your club presidents and advisors.
- Contact your district committee chairperson with questions and an update on your standing assignments.

Contact your governor or administrator with questions and with a report of your monthly activity.

September

- Host your second divisional council meeting. Consider discussing Key Club International service partners and service partners specific to your district. Suggest possible project ideas.
- Go on a back-to-school club visit tour.
- Publish your fifth newsletter. Important areas to cover are:
 - Paying Key Club district and international dues.
 - An overview of Key Club's UNICEF project and instructions on how to Trick-or-Treat for UNICEF next month.
 - Advertise your district convention.
 - Information about attending a Kiwanis Key Leader weekend.
 - Final push for Youth Opportunities Fund grant applications.
- Call and/or email all your club presidents and advisors.

Contact your governor or administrator with questions and with a report of your monthly activity.

When I let go of what I am, I become what I might be.

LAO TZU

October

- Finish planning and/or host your division's rally!
- Host your third divisional council meeting and discuss the Annual Achievement Report, the awards associated with it and other recognition programs at your district convention.
- Publish your sixth newsletter. You may want to include:
 - Last minute information on paying Key Club district and international dues.
 - Last minute information on your division's rally.
 - Information about upcoming Key Club Week.
 - Information about your district convention.
 - A Trick-or-Treat for UNICEF or other themed story.
- Call and/or email all your club presidents and advisors.
- Contact your district committee chairperson with questions and an update on your standing assignments.

Contact your governor or administrator with questions and with a report of your monthly activity.

TIP

Key Club Week is a great time for you to get out and see what clubs in your division are doing. They might be hosting big events you can attend to support their efforts. Be sure to touch base with them about their plans for the week, and post on social media to promote both your and their clubs. Don't forget to add #KeyClubWeek to your posts.

November

- If you haven't already, host your division's rally!
- Follow up on dues payment. Encourage clubs to pay their dues.
- Celebrate Key Club Week.
- Host your fourth divisional council meeting. Use it as an opportunity to explain the importance and ease of Key Club graphic standards.
- Formally train all untrained Key Club officers with the help of a Kiwanis sponsor.
- Publish your seventh newsletter. Discuss:
 - The organizations in the Kiwanis family.
 - International plans for Key Club Week.
 - A recap of your division's rally.
 - How to pay Key Club district and international dues.
- Call and/or email all your club presidents and advisors.
- Use the Key Club district reports in the member resource section at **kiwanis.org** for a paid club report. Work with the clubs that haven't paid dues yet.

Contact your governor or administrator with questions and with a report of your monthly activity.

December

- Clubs are running out of time to pay district and international dues. Check with any unpaid clubs during a personal visit.
- Push the idea of a service project and/or meeting over the holiday break.
- Reevaluate the list you made in July of each club's strengths, weaknesses and goals. What progress have you made to improve the clubs? What tasks remain?
- Publish your eighth newsletter. Consider covering:
 - Highlights of the Key Club preferred charities.
 - Specific information about registering for your district convention.
 - Ideas for hosting a midyear membership drive.
- Call and/or email all your club presidents and advisors.
- Contact your district committee chairperson with questions and an update on your standing assignments.

Contact your governor or administrator with questions and with a report of your monthly activity.

January

- Encourage clubs to hold a midyear membership drive upon returning from holiday break.
- Begin the search for your successor; encourage all qualified members to seek district office.
- Publish your ninth newsletter. Consider covering:
 - Highlights of the Key Club service partners.
 - Specific information about registering for your district convention.
 - Ideas for hosting a midyear membership drive.
 - Advertisement and registration information for your district convention.
- Host your fifth divisional council meeting and explain the Key Club International system of leadership and the importance of having qualified leaders on every level. Encourage those who are qualified to seek district office.
- Call and/or email all your club presidents and advisors.
- Youth Opportunities Fund: Work with your club presidents to inform members about the second cycle of YOF grant applications. Applications are due March 1 by 11:59 p.m. ET.



Contact your governor or administrator with questions and with a report of your monthly activity.

At keyclub.org, you can find tools to help you brand all of your meeting materials, sample meeting agendas and resources to assist in the planning of district convention.

February

- Meet with everyone interested in running for district office to explain thoroughly what each office entails.
- Host your sixth divisional council meeting. You may want to hold a mock Key Club election to show officers the correct way to conduct officer elections in their clubs.
- Encourage the election of new officers within each of your Key Clubs.
- Publish your 10th newsletter. You may want to include:
 - Last minute push for district convention attendance.
 - Push for district convention awards entries.
 - Information about the upcoming international convention.
- Call and/or email all your club presidents and advisors.
- Compile the previous year's work into a Robert F. Lucas Outstanding Lieutenant Governor nomination portfolio to be sent to your district administrator.
- Contact your district committee chairperson with questions and an update on your standing assignments.

Contact your governor or administrator with questions and with a report of your monthly activity.

March

- Personally check with each club in your division to ensure that:
 - The Annual Achievement Report has been submitted.
 - A quorum from each club plans to attend the district convention.
 - Each club has elected two voting delegates for the district convention.
- Write farewell letters to each of your Key Clubs thanking them for the opportunities in the previous year.
- Attend your district convention. Take all your files and divisional information with you to pass on to your successor.
- Work with your successor to plan their upcoming term as lieutenant governor of your division.

One of the deepest secrets in life is that all that is really worth doing is what we do for others.

LEWIS CARROLL

Be the Facilitator

One of the roles you may play is facilitating the training of new club officers. Recently, members were surveyed about their officer training experience. Results showed most officers participated in short training sessions throughout the year, at their district convention, or not at all. Additionally, those who responded said their conversations with a predecessor were most beneficial. To respond to this need, this facilitation guide has been created to guide lieutenant governors or advisors in a 90-minute new officer training session.

Although individual officers and clubs may not have any training while others may have a more robust, multi-hour retreat, the intent of this guide is to provide a foundation for all officers.

KEY SKILL

As a facilitator, your goal is to listen to the participants and help them arrive at their own conclusions. Find the balance between leading the conversation and giving them all of the answers. The session you lead should help officers learn their own leadership abilities and skills.

Access the resources

There are lots of forms and documents which can help guide you as a lieutenant governor. Many of those resources have been compiled and can be found at keyclub.org/resources-main.



Facilitation guide

Before you begin facilitation, it is very important that you read the entire facilitation guide. Be sure you understand how the conversation should flow so you can run the facilitation smoothly. Also note the guide only comprises 80 minutes of material rather than 90, to accommodate for time spent in conversation, answering questions or taking restroom breaks.

Below is an outline of the session. As you review the curriculum, you'll notice you need to keep time and take notes. Additionally, the officers will need to access their officer guides from the resources section of **keyclub.org**. Review free tools for interaction available to you and the club online. Select programs that are popular with your peers to help you with collect valuable input with polls, quizzes and Q&A. Make a plan to increase engagement and interaction during the training.

When possible, it is useful for outgoing officers to be present for the last 30 minutes of the training.

Outline

- Introductions.
- Greenleaf's Servant Leadership.
- What is Key Club?
- Leadership Roles.
- Guided Conversation with Past Officers or SWOT Analysis.

START

Using this guide

The prompts in the boxes to the left of the script will indicate which action you should take; for example, writing on a flip chart. There are prompts to highlight the questions you should ask officers.

10/10

Introductions

ACTIVITY TIME : 10 MINUTES
RUNNING TIME: 10 MINUTES

While it is probable the elected officers already know one another, it will be helpful for you to get to know a little about them before you work with them.

Let's start with everyone saying their name and year in school. I'll start: My name is _____ and I am a _____.

After all names have been shared, take a few minutes to tell them about your high school, how far it is from theirs and why you're excited to work with them.

10/20

Greenleaf's Servant Leadership

ACTIVITY TIME : 10 MINUTES
RUNNING TIME: 20 MINUTES

Note taking
required

There are many different types of leadership theories. Today, we are going to look at one in particular. Robert Greenleaf was an executive at AT&T who decided to turn the traditional leadership model upside down. He believed it was important to put serving others first. In the traditional model, the workers lifted up the executives, but he believed the executives should be lifting up the workers.

To explore this concept, let's list things we can do to serve our members.

Take notes on their responses about serving the members of the club.

Some ideas that should be included are:

- Listening to the members' ideas.
- Completing our work on time.
- Following up on responsibilities.
- Attending events, projects and meetings.
- Leading by example.

Now that we know what we want to do to serve our members, let's look at the organization we'll be leading.

10/30

What is Key Club?

ACTIVITY TIME : 10 MINUTES
RUNNING TIME: 30 MINUTES

Ask these
questions

Start by asking the following questions.

- When was Key Club started?
 - 1925.
- Where was Key Club founded?
 - Sacramento High School, California, U.S.
- When were women first admitted to the organization?
 - 1977, 10 years before women were admitted to Kiwanis.
- What's our current membership?
 - More than 220,000 members.
- What are Key Club's core values?
 - Caring, leadership, character building and inclusiveness
- What is Key Club's motto?
 - Caring — our way of life.
- What is Key Club's vision?
 - We are caring and competent servant leaders transforming communities worldwide.
- What is Key Club's Major Emphasis?
 - "Children: Their Future, Our Focus".

Ask these questions

Ask the club secretary to take notes on the following conversation.

- Building off Key Club's vision, what makes your club members "caring and competent leaders transforming communities"?
- What does your club do?
- What would you like your club to do?

20/50

Leadership Roles

ACTIVITY TIME : 20 MINUTES
RUNNING TIME: 50 MINUTES

To get your club to the places you want it to go, you have been elected to specific leadership roles. We're going to take a little bit of time looking into those roles.

Officer Guide required

Please take a look at your Officer Guide. Inside you will find some information about your new responsibilities. Some have more than others, but this does not mean one job is more important than another. It means the roles are different. The executive board is successful as a whole when individual officers carry out their duties. So, let's look at some of those duties.

Take a look at the list of duties related to your position. Read over these duties. Think about leadership roles you've had in the past and why you ran for them. Highlight the areas in which you think you will excel and take note of the items at which you think you'll have to work a little harder.

- Each officer should use this time to list some of their specific responsibilities.
- Ask each officer to share their weaknesses followed by their strengths.
- Have one of the students capture the responses as they are shared by each officer.

Throughout the rest of the guide, there are descriptions of roles you'll play in your position. Take a moment to flip through these roles and share the ones about which you're most excited.

Following are two options to conclude the training. If the outgoing/past officers are present, take advantage of their knowledge of the role. They lived it for a year and know what it took to be successful. If past officers cannot be present at this training, lead the new officers through a SWOT analysis.

Officer
Guide
required

Thank you to the outgoing officers for being here and for leading your club this past year. We feel you have a wealth of knowledge, and we'd like to learn about your struggles and successes. Go ahead and get with your executive board teams.

For the outgoing officers, take a couple minutes to write down your single biggest success this past year and write down your single biggest failure. For either of these items, the answer can be an event, a component of leadership or a change your team made.

For the new officers, write down what you observed as the outgoing officers' biggest success and write down a single goal you have for the club for this upcoming year.

Have each group share their responses. The intent is for the board to talk collaboratively about Key Club, success and goals. The goal is to set a positive tone for the conversation.

Ask these
questions

Ask the outgoing officers about their success.

- Why was it successful?
- What has to be replicated for it to be a success again?

Ask the new officers about their goal.

- Why is it a goal of yours?
- What will it take to achieve it?

Let's dive further into your individual responsibilities. Please partner up with your predecessor.

Note taking
required

Write the following four questions for reference.

As a pair, please take a look at page 3 of the Officer Guide. As you look at the checklist, have a conversation about a day in the life of the position.

- What are the regular responsibilities?
- What takes up the most time?

Please take a moment to add any responsibilities which are not on the checklist.

We're going to wrap up with just two more questions. These are for the outgoing officers to share with the incoming officers.

- What made you successful?
- What do you wish you would have known in the beginning?

If time permits, encourage officers to exchange any materials and login information. Also, ask participants to trade contact information and allow the incoming officers a few minutes to ask questions of the outgoing officers.



Note taking
required

As we wrap up, we are going to take a look at the current state of your club, as well as what opportunities the future may hold. We are going to do this via an activity known as a SWOT analysis. The analysis asks you to evaluate your Key Club honestly, and we'll look at the results to plan for the future.

The four components of the analysis are:

- **Strengths** — helpful things with internal origins.
- **Weaknesses** — hurtful things with internal origins.
- **Opportunities** — helpful things with external origins.
- **Threats** — hurtful things with external origins.

We are going to divide the group in half and have you write some of your thoughts on these items.

This group is going to look at strengths and weaknesses and the other group will address opportunities and threats.

After about 10 minutes, I am going to have the groups switch. After the switch, if the second group agrees with the first, place a check mark next to the idea and add other items.

After 7-10 minutes, review all the ideas together to see a comprehensive picture of the club.

As we look at the characteristics of the club, let's take a few minutes to write down some goals. We should utilize our strengths to fix weaknesses, eliminate threats or take advantage of opportunities.

Try to get the group to three concrete goals for the year ahead. Use the SMART goal concept for guidance.

Specific — clear outcome.

Meaningful — positively impacts others.

Action-oriented — has steps to be taken to achieve the goal.

Realistic — achievable outcomes.

Timely — allows time to achieve the goal.

On the grid to the right, fill in the SWOT responses for the clubs with whom you work. Be sure to write down their goals as well.

Try again, fail again, fail better.

SAMUEL BECKETT

Strengths — internal

S

Weaknesses — internal

W

Opportunities — external

O

Threats — external

T

Goals



Conclusion & Follow Up

After you wrap up with the officers, become a resource for them by following up with them about their goals. In the coming months, you should check in with them to see if they're completing their plans.

Sample agenda

Divisional Council Meeting

Date

- I. **Call to order** Lieutenant governor
- II. **Key Club Pledge** Club president
 - A. I pledge, on my honor, to uphold the Objects of Key Club International to build my home, school and community; to serve my nation and world; and to combat all forces which tend to undermine these institutions.
- III. **Icebreaker** Lieutenant governor
- IV. **Introduction of guests** Lieutenant governor
 - A. Kiwanis committee representative
 - B. CKI lieutenant governor
- V. **Roll call** Lieutenant governor
- VI. **Club status and service presentations** All club presidents
- VII. **Key Club International projects/programs** Lieutenant governor
 - A. Major Emphasis
 - B. Trick-or-Treat for UNICEF
 - C. Global Leadership Certificate
 - D. Youth Opportunities Fund
 - E. Culture of Care
- VIII. **Important dates and reminders** Lieutenant governor
- IX. **Adjournment** Lieutenant governor

KEY CLUB®

Youth Opportunities Fund grant

The Youth Opportunities Fund (YOF) is an endowed fund for Key Club International held within the Kiwanis Children's Fund. With YOF grants to individual Key Clubs like yours, members are able to improve their schools and communities.

The basics: YOF grants are given only to Key Clubs. Grants are not given to divisions or districts.

There are two opportunities per year to apply for a YOF grant. Applications for the first cycle must be received by October 15 at 11:59 p.m. ET. Applications for the second cycle must be received by March 1 at 11:59 p.m. ET. Clubs may request funding assistance ranging from US\$250 to US\$2,000. The committee typically funds clubs that are asking for a portion of the total cost of the project and clubs that are working with other organizations to fund and complete the project. Applications received by the deadline are reviewed by the Key Club International YOF committee.

Grant recipients must spend their award for the approved purpose and submit a final report before the club is eligible for another grant. Guidelines for completing the online grant application can be found online at keyclub.org/yof. For questions, email us at yof@kiwanis.org or call 1-800-KIWANIS, ext. 244 (U.S. & Canada), or +1-317-217-6244 (worldwide).

Guidelines for completing the online grant application can be found online at keyclub.org/yof.

DEADLINE

FIRST YOF CYCLE TIMELINE

- **Application due date:** October 15.
- **Grant announcement date:** November 15.
Grant funds sent to club in January.
- **Final report due date:** December 31.

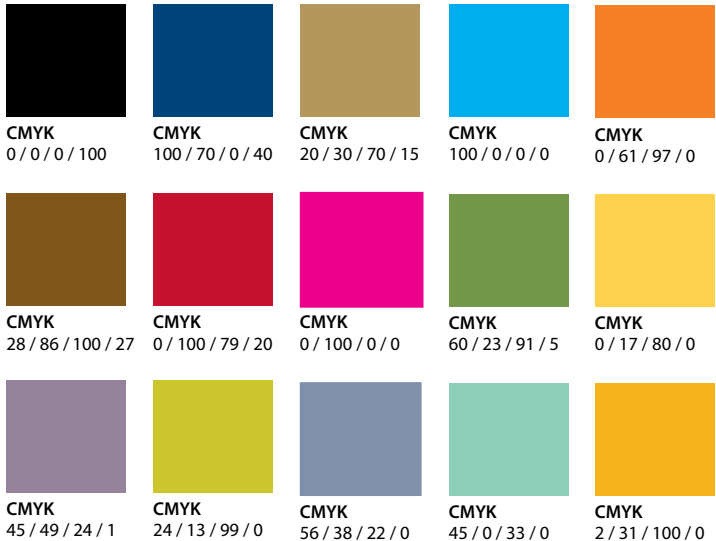
SECOND YOF CYCLE TIMELINE

- **Application due date:** March 1.
- **Grant announcement date:** April 1.
Grant funds sent to club in May.
- **Final report due date:** April 30.



Official brand assets

KEY CLUB COLOR PALETTE



KEY CLUB FONT FAMILIES

<p>Myriad Pro</p> <p>Primary sans serif font</p>	<p>Century Gothic</p> <p>Alternate sans serif font</p>
<p>Garamond Premier Pro</p> <p>Primary serif font</p>	<p>Verdana</p> <p>Alternate sans serif font</p>
<p>Abril Display Italic</p> <p>Optional display font</p>	<p>Goudy Oldstyle</p> <p>Alternate serif font</p>

KEY CLUB WORDMARK

KEY CLUB®



Preferred color options for Key Club wordmark — blue, black or white

KEY CLUB SEAL



Preferred color options for Key Club seal — black, blue, blue/gold or white

Download the complete Key Club Brand Guide at keyclub.org/brandguide.

Know your resources

Key Club International wants to help you succeed — so we're providing as many resources as possible. Here are just a few you might consider as your executive board brainstorms ways to support and build your club. You can find more resources at keyclub.org or through the semimonthly Key Club email. Not receiving the email? Have your club advisor or secretary update your email address in the Membership Update Center at keyclub.org/muc.

Service ideas

Visit keyclub.org/service_ideas_main to find great ideas from other Kiwanis members or to submit your club's favorite project.

Partners

Go to keyclub.org/partners for information on Key Club partners and preferred charities.

Meeting kits

We have resources to make meeting and serving easy, impactful and fun. Key Club meeting kits serve as a resource for club leaders and advisors and simplify one aspect of running a Key Club. Every kit focuses on a different theme that offers learning and service options for your club. Your club can use the entire kit, using the agenda as a guide and exploring corresponding resources within the agenda as you go. Or you can opt to pick sections to use, such as icebreaker activities, videos or service project ideas. Learn more at keyclub.org/meeting-kits-guide/.

Global Leadership Certificate

The Global Leadership Certificate (GLC) program is a series of online courses based on Key Club's core values of fellowship, leadership and service. You'll learn traditional skills as well as in-demand skills such as emotional intelligence, empathy, resiliency and more. These leadership development courses won't just help you stand out as a candidate for universities, grad and trade schools and employers. They will also help you become a stronger leader and change maker. The learning platform allows you to work at your own pace and includes videos, assessments, resources and activities. Best of all, the cost of the Global Leadership Certificate is included in your membership fee. Visit keyclub.org/glc for more information.

Key Leader

Key Leader is a weekend experiential leadership program for today's youth leaders. By participation in a hands-on, weekend event, Key Leaders learn that leadership comes from helping others succeed. Thousands of students on four continents have and will become Key Leaders. Learn more about Key Leader and what programs are happening in your area at key-leader.org.

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