

KEY CLUB®



KEY CLUB MEMBER

Handbook

WELCOME TO KEY CLUB

Y CLUB®



We're super excited you decided to join.

You're now a part of the oldest and largest student-led community service organization for students ages 14-18, typically in high school or secondary school. Key Club is in 40 countries across the world and on more than 5,000 high school campuses. We have more than 200,000 members, and we couldn't be more excited you're one of them.

When you join Key Club, you aren't just joining an organization. You're joining a family. More specifically, the Kiwanis International family, which is composed of more than half a million youth and adult members dedicated to improving the world one child and one community at a time.

We know your life is busy and it is amazing that you have chosen to add Key Club to your already full schedule. Thanks for making service to your community a priority. Members like you are awesome.

We're lucky to have you as part of our family. Have a great year!

All figures approximate as of December 15, 2019



What Key Club is

Key Club International is the oldest and largest community service program for students typically aged 14-18 in secondary or high school equivalent.

Mission

Key Club is a student-led organization that provides its members with opportunities to perform service, build character and develop leadership.

Values

Leadership, character building, caring, inclusiveness.

Vision

We are caring and competent servant leaders transforming communities worldwide.

Motto

Caring — Our way of life.

Children: Their Future, Our Focus.

KEY CLUB MAJOR EMPHASIS

To read about past Key Club accomplishments, go to keyclub.org/about/history.



Key Club members from around the world conduct more than 13.5 million hours of service each year.

Service to others

Key Club International conducts more than 13.5 million hours of service to homes, schools and communities each year. From building bridges, to collecting tons of food, to helping eliminate diseases worldwide, Key Club International plays a vital role in Kiwanis International's mission of serving the children of the world.

While each Key Club has the authority to select its own service projects, they are also encouraged to take part in both District and Kiwanis International Service Awards and Contests. For more information on current opportunities, visit keyclub.org/contests.



Elected officials, university presidents, corporate executives, astronauts, athletes, entertainers, coaches, nonprofit leaders and even a United States president cultivated their commitment to service and honed their leadership skills in Key Club.

There are more than 5,000 Key Clubs in 40 countries.

Aruba
Australia
Bahamas
Barbados
Bermuda
Bonaire
Brazil
Bulgaria
Canada
Cayman Islands
China
Colombia
Curacao
Ecuador
El Salvador
French Polynesia
Germany

Guadeloupe
Guam
Guyana
Hungary
Italy
Jamaica
Japan
Kuwait
Malaysia
Nepal
New Caledonia
New Zealand
Pakistan
Panama
Philippines
Romania
Saint Lucia

Singapore
Saint Vincent and
the Grenadines
South Korea
Taiwan
Tunisia
United States of America

5,000+
KEY CLUBS
IN 40 COUNTRIES.

How we operate



Member

Member

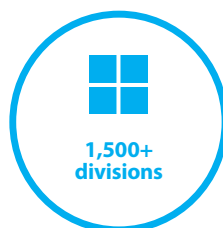
Every Key Club is a part of a worldwide mission, but it all starts with you, the member.



Club

Club

Key Clubs are established in a high school or equivalent institution, or a community-based club also may be chartered. Elected officers can include president, one or more vice presidents, secretary, treasurer and editor.



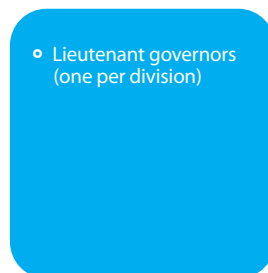
Division

Division

Each district is divided into territories called divisions, made up of various clubs. Each division is led by a lieutenant governor, a student leader who carries out the district's policies and provides support to the clubs.



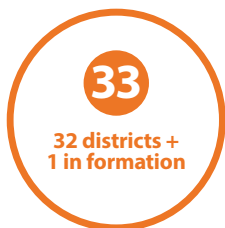
Officers elected by
the members of each club



Officers elected by
the members of their division

“Leadership is the art of giving people a platform for spreading ideas that work.”

SETH GODIN



District

District

A district is sometimes defined by one or several states, or by nation, and tends to correspond to a similar Kiwanis district. Each district is chaired by a governor who is elected by delegates at the annual district convention.

- Governor
- Secretary
- Treasurer
- Secretary-Treasurer
- Editor
- Webmaster

Officers elected by

the members of their district at district convention



International

International

Key Club International encompasses all clubs within the organization's 32 districts and in other countries that are not included in any specific district. It is led by an international board, which is composed of a president, vice president and 11 trustees, all of whom are active Key Club student-members.

- President
- Vice president
- 11 trustees

Officers elected by

delegates representing their club at the Key Club International convention



Key Club unlocks opportunities to make a positive impact on the world.

KEY CLUB OBJECTS & BYLAWS

Objects

- 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 makes possible the increase of righteousness, justice, patriotism and good will.
 - To promote diversity, equity, and inclusion.

Bylaws

The international, district and club levels operate under a set of bylaws that detail their respective policies.

keyclub.org/resources



How your international-level dues are spent

Since 2014, Key Club International dues have been US\$7 per year. (Most districts and clubs also charge a fee per member.)



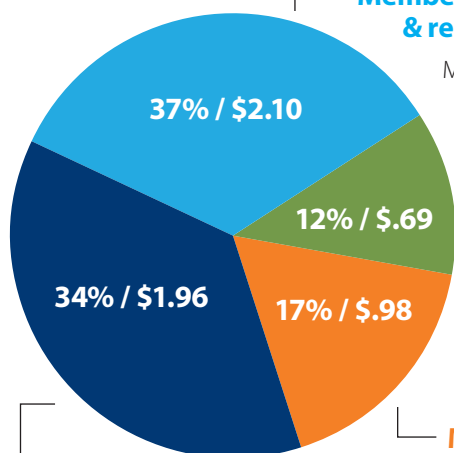
18% / \$1.27

ADMINISTRATIVE FEES

Every organization has administrative expenses. These include utilities, membership database, information technology support, building services, finance and accounting — all the parts that an organization needs to operate.

82%
\$5.73

PROGRAM SUPPORT



Membership materials & recognition

Membership supplies and recognition; member pins, handbooks for members, club officers and advisors.

Travel & governance

Travel for Key Club International board members to district visits, meetings and conventions.

Marketing, advertising & communications

Direct staffing costs, marketing and PR expenses, research and focus groups, branding and materials to help promote clubs and enhance the Key Club experience.

Education & training

Global Leadership Certificate, Governors and Administrators Training, training webinars for members, advisors and administrators.

Meet the Kiwanis family

Here's great news! You might not know it, but when you joined Key Club, you became a member of the worldwide Kiwanis network. Our family of service clubs has a place for people of all ages and abilities. That means you can continue to make a difference with Kiwanis long after high school. And if you're super pumped about your Key Club experience, you can introduce family and friends to the Kiwanis family as well.

Kiwanis International Kiwanis is the reason Key Club exists! Kiwanis clubs are the No. 1 sponsors of Key Clubs and the other clubs listed here. It's an organization for adults who want to serve, improve their communities and share goodwill with others.
kiwanis.org

K-Kids Have a younger sibling? Get him or her involved in K-Kids. K-Kids is a student-led community service club for students ages 6-11. Through service to others, students begin to understand the impact they can have on their school, community and the world.
kkids.org

Builders Club Builders Club members are future Key Clubbers! This student-led community service club empowers students ages 11-14 by teaching important life skills through service to others. ***buildersclub.org***

Key Club This is you! You're part of the largest student-led service organization for students ages 14-18, with more than 5,000 clubs in 40 countries around the world. Key Clubs can truly impact kids' lives by co-sponsoring Builders Clubs and K-Kids clubs.
keyclub.org

Circle K International Are your sights set on attending college? Then this is your next step. Hang with awesome people who feel your same passion about helping others and giving back to the community. Circle K International, also called CKI, is for college/university students. With approximately 500 clubs, it's one of the world's largest student-led collegiate service organizations. A CKI club can co-sponsor a K-Kids or Builders Club.
circlek.org

Aktion Club Do you know an adult with a disability who would benefit by meeting new people and giving back to the community? Aktion Club is the only service club for adults with disabilities. Members gain a sense of purpose while discovering their own strengths and talents through conducting community service. ***aktionclub.org***





YOUTH PROTECTION

Kiwanis international has a comprehensive approach to youth protection that includes the following:

- Protecting, educating and engaging all Kiwanis family members.
- Protecting youth members from predators.
- Empowering and educating adult members with best practices for working with youth.
- Providing youth with positive development tools to inspire and engage our future leaders to be their best.

For Kiwanis to be the premier provider of youth service clubs and programs, we must hold ourselves and fellow members to the highest standards of conduct and awareness.

We follow the “ABCs of Youth Protection.”

A - Access to high quality training. We require advisors and chaperones working with Key Clubs to complete youth protection, child abuse and sexual abuse prevention training. ALL Kiwanis members must review the Kiwanis International Youth Protection Policies on an annual basis.

B - Background checks. We require Key Club advisors and adult volunteers to maintain a valid background check in order to work with youth.

C - Culture of Care. Today’s students report the highest levels of anxiety and stress of any generation. We want our students to have resources to cope with these issues, know how to get help and be agents of change to improve their schools’ cultures.

Kiwanis Youth Protection Helpline is a free 24 hour/7 days helpline to report abuse and policy violations. Call 1-866-607-SAFE (7233) to talk to a trained professional. More information can be found at [kiwanis.org/youthprotection](https://www.kiwanis.org/youthprotection).

Key Club partners

Collegewise College counseling, test preparation and **academic tutoring** are just a click away. Working with a Collegewise counselor means partnering with an expert who will help you navigate the entire college admissions process.

Erika's Lighthouse The mission of Erika's Lighthouse is to make sure **no young person feels alone in their depression**. This Key Club partner is dedicated to creating a community of empathy and education by offering resources and programs for students and educators.

Schoolhouse Key Club has partnered with Schoolhouse to bring **free tutoring** to thousands of learners across the world. If you're interested in learning something new, or you're interested in becoming a tutor yourself, sign up today!

Thirst Project Key Club is teaming up with Thirst Project, the world's largest youth water organization, to be part of the movement to end the **global water crisis**. As Key Club members, making a difference in our communities and the world is what we do best. And we share Thirst Project's belief that teenagers are the world's most powerful agents for social change. That's why we're taking action with Thirst Project.

thirstproject.org

UNICEF Since 1994, Key Club has been **Trick-or-Treating for UNICEF** and over the years has raised nearly US\$5 million for iodine deficiency programs worldwide and HIV and AIDS programs in Kenya and Swaziland. Since 2010, our organizations collaborated on efforts to protect mothers and babies from maternal and neonatal tetanus. Starting in 2022, we are raising money and awareness of the need for early childhood development in Zambia. ***unicef.org***

Find out more at keyclub.org/partners.



Insurance

Member

The Kiwanis International General Liability Program is designed to protect clubs, members and Service Leadership Programs clubs from claims of property damage and bodily injury to non-Kiwanians when either is caused by a Kiwanis-sponsored event, activity or from a Kiwanian themselves. The program protects every Kiwanis club and foundation, which includes Key Club. A “member” must be listed on the official Key Club roster. The insurance policy may not provide coverage to the individual if they are not an official Kiwanis member.

Coverage

The following coverage is provided: premises, operations and activities, elevator liability, products and completed operations, owners and contractors protective, contractual liability, broad form property damage, personal injury coverage, fire legal liability, incidental malpractice, hired, rented and non-owned automobile liability, liquor liability, medical payments — third parties, members and volunteers: US\$5,000.

Frequently asked questions

1. If a Key Club member sprains an ankle during a fundraiser, is the injury covered?

Yes, but the coverage is self-insured by Kiwanis International. Limits are US\$5,000 for third parties and US\$5,000 for club members and volunteers. Your Key Club member must be listed on the annual Key Club roster to claim this benefit.

2. Is an injury caused by a Key Club member on a Kiwanis project covered?

Yes, but only if there is legal liability resulting from negligence of a named insured.

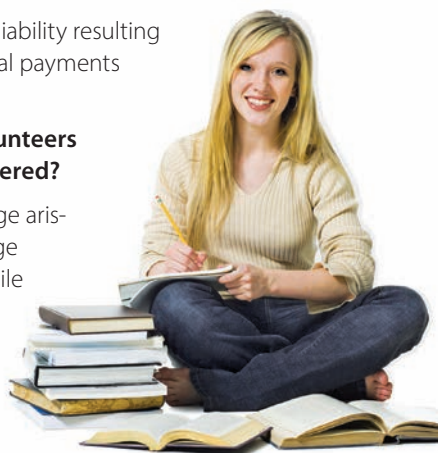
3. Is coverage provided to a participant in a sporting event or other activity sponsored by Kiwanis?

Such an individual is covered, but only if there is legal liability resulting from negligence of a named insured. Note that medical payments coverage does not apply to athletic participants.

4. Occasionally, our Key Club has nonmember volunteers assist with our activities. Are these volunteers covered?

Yes, but only if there is legal liability for injury or damage arising out of their negligence. Medical payments coverage would also apply to volunteers if they were injured while working in a Kiwanis-sponsored activity.

For questions or more information, go to kiwanis.org/liability



Resources

Brand guide

keyclub.org/brandguide

Contests and awards

keyclub.org/contests-awards

Dues

keyclub.org/dues-reporting

Global leadership certificate

keyclub.org/glc

Key Club International Convention information

keyclub.org/convention

Key Club Week

keyclub.org/keyclubweek

#KeyClubWeek

Key Leader

Leadership experience

key-leader.org

Service project ideas

keyclub.org/service

Store

keyclub.org/store

Youth Opportunities Fund grant

keyclub.org/yof

Youth Protection Helpline

866-607-SAFE (7233)

Find other club resources at keyclub.org/resources-main.

Global Leadership Certificate

LEARN TODAY. LEAD FOREVER.

Key Club and Circle K International members have an exciting opportunity to grow as leaders and prepare themselves for college or careers. The Global Leadership Certificate includes nearly 40 online courses that will give CKI and Key Club members the skills they need now and in the future. Topics include strategic vs. tactical leadership, leading with empathy, self-awareness, inclusion, civic engagement and being a change agent.

For information, visit keyclub.org/glc. >>>>>





Keep a good thing going.

Your love of service doesn't have to end with Key Club. Circle K International gives you lots of opportunities to lead, serve, gain job skills and make lifelong friends. Look for CKI on your college or university campus.

Learn more at circlek.org





KEY CLUB®



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[@keyclub](https://twitter.com/@keyclub)



[keyclubtv](https://youtube.com/keyclubtv)