

Key Club Event Chair Responsibilities Checklist

Thank you for volunteering to chair this Key Club event. It is really appreciated! Here is a list of things you should complete before, during and after the event. Please see your advisor if you have any questions.

Before the Event

- Post details of the event on the website
- Promote the event in your school/community through announcements, posters, Facebook, Twitter, etc.**
- Get permission from school administration – complete an activities application and follow all instructions**
- Recruit volunteers and remind them to attend
- Find chaperones if needed
- Gather needed materials
- Get money box from advisor (if needed)
- Give updates at board meetings (and large meetings when possible)
- Arrange transportation if needed

During

- Take attendance
- Check in with the event contact (if there is one)
- Make sure photos are taken (you can delegate this job)

After

- Return the organized money box with total earned
- Upload photos to your club's photo site (if applicable)
- Write thank-you notes
- Write a brief article about the event and submit it to the faculty advisor and editor
- Submit volunteer hours
- Write notes on improvements (if any) for next year. Submit to advisor.
- Give a synopsis of the event at a board meeting.
- Record the number of hours you spent organizing, preparing and executing the event
- Relax and bask in the glory of a job well done!

WAY TO GO!