

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 high school students. 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. You have homework to do. You have chores to finish. You have Netflix and social media. It's amazing if you find time for anything else. But with Key Club, you're doing it — and giving back to your community. That's why 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 August 2020

What Key Club is

Key Club International is the oldest and largest community service program for high school students.

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.

Key Club Major Emphasis

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 serving the children of the world.

Each Key Club has the authority to select its own service projects. However, all Key Clubs are asked to participate in the Major Emphasis, which is “Children: Their Future, Our Focus.”



Elected officials, university presidents, corporate executives, astronauts, athletes, 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 | Hungary | Saint Vincent and the Grenadines |
| Australia | Italy | Taiwan |
| Bahamas | Jamaica | Trinidad and Tobago |
| Barbados | Japan | United Arab Emirates |
| Bermuda | Jordan | United Kingdom |
| Brazil | Korea, Republic of | United States of America |
| Canada | Malaysia | |
| Cayman Islands | Nepal | |
| China | New Caledonia | |
| Colombia | New Zealand | |
| Curacao | Panama | |
| Ecuador | Philippines | |
| El Salvador | Romania | |
| France | Saint Lucia | |
| French Polynesia | Singapore | |
| Germany | Spain | |
| Guadeloupe | Sri Lanka | |

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

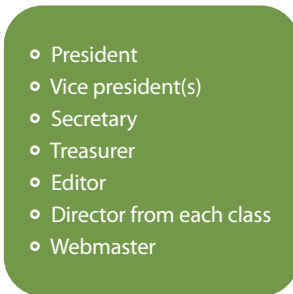
Key Clubs are established in a high school or equivalent institution, or a community-based club also may be chartered. Elected officers can include president, one or more vice presidents, secretary, treasurer, editor and one director from each class.



Division

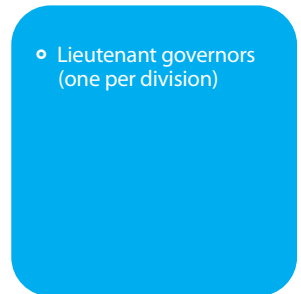
Division

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

33

33 Districts +
1 in Formation

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



13-Person
International
Board

International

International

Key Club International encompasses all clubs within the organization's 33 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

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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.

Bylaws

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

keyclub.org/resources



Where do your dues go?



Key Club International costs each member US\$7 each year. (Most districts and clubs also charge a fee per member.)

HERE'S HOW YOUR INTERNATIONAL-LEVEL FEES ARE SPENT:

Member services Membership pins and cards; handbooks for members, club officers and advisors.

Leadership training Governor and administrator training conferences; various training opportunities to equip members with leadership skills.

Travel and visits Key Club International board member visits to districts; board members' transportation to board meetings and conventions to help our organization advance.

Marketing and promotions Key Club email newsletter; marketing materials and public relations materials to help promote clubs and enhance the Key Club experience.

Office support Administrative services and a great staff team to support you.

MEMBER BENEFITS

- Opportunities to make a positive impact on the world
- Lasting friendships with others who also are passionate about service
- Leadership skills to last a lifetime
- Access to scholarships for future schooling costs
- Participation in district and international conventions and events
- Professional training in membership recruitment, public relations and organizational skills
- Access to grants to fund service projects

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 elementary school students. 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 middle school students 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 high school students, 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 the world's largest student-led collegiate service organization. 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.

Key Club partners

Children's Miracle Network Hospitals Key Club participates with Children's Miracle Network Hospitals by sponsoring fundraising events. Your members also can join service projects at your local children's hospital. Find out how you and your club can help CMNH. childrensmiraclenetworkhospitals.org

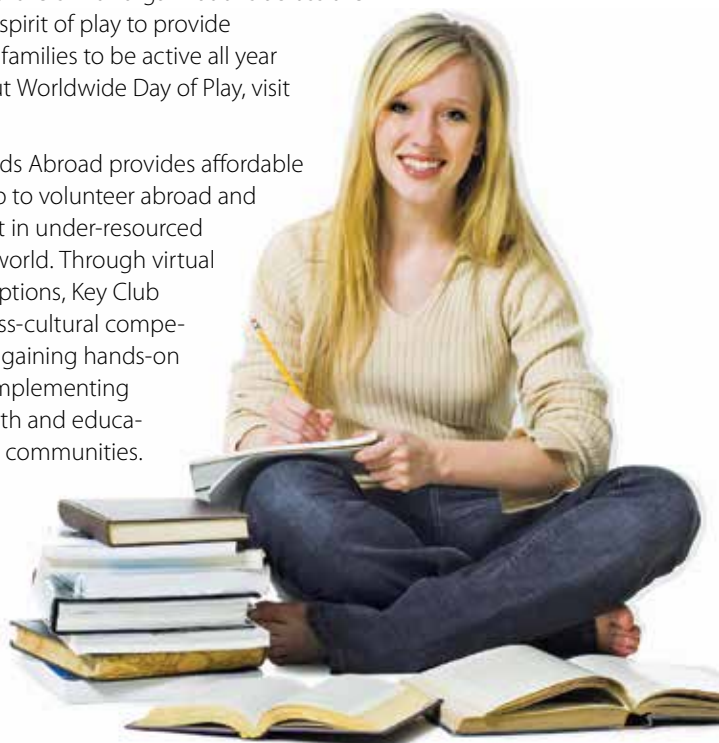
Landscape Structures Landscape Structures Inc. has been creating innovative playground equipment since 1971. Think of the impact your club could make by constructing a community playground or adding a bench or piece of equipment to an existing playground. If giving children a safe place to play and relax is important to your members, work with a local Kiwanis club or your community to raise funds. LSI's **Playground Planning Guide** can help you get started. playlsi.com

March of Dimes For decades, Key Club has partnered with the March of Dimes to give every baby a healthy start. Key Club members raise thousands of dollars annually through various programs, including collecting change, holding dances and taking part in March of Dimes' signature event, March for Babies. Support the March of Dimes. marchofdimes.org

Nickelodeon Nickelodeon's on a mission to make the world a more playful place. Nick partners with organizations across the country that embrace the spirit of play to provide opportunities for kids and families to be active all year round. To learn more about Worldwide Day of Play, visit nick.com/play.

Squads Abroad Squads Abroad provides affordable opportunities for your club to volunteer abroad and make a meaningful impact in under-resourced communities around the world. Through virtual and in-country program options, Key Club members will develop cross-cultural competence and character while gaining hands-on international experience implementing projects that improve health and education outcomes for in-need communities.

Find out more at
keyclub.org/partners.



Key Clubs accomplish more when they work with other organizations that serve children and teens.

Guided by our local staff on the ground, each program also includes fun and engaging activities that provide a deeper cultural context and new perspectives. Find out more at squads.org/key-club-partner.

The U.S. Army The Army has long been a leader in developing young people. We base our partnership with them on a foundation of shared values. When you connect your Key Club members with U.S. Army personnel, you'll gain access to your local battalion's support. Invite soldiers to speak at a club meeting and take part in service projects. As a public service, the Army also provides help with ACT, SAT and other tests with their **March2Success** initiative. It is completely free of charge, and no information is tracked about participants. goarmy.com

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. Now we're committed to eliminating maternal and neonatal tetanus. unicef.org



Children's
Miracle Network
Hospitals



Resources

Brand guide

keyclub.org/brandguide

Contests and awards

keyclub.org/contests-awards

Dues

keyclub.org/dues

Key Club Week

keyclub.org/keyclubweek

#KeyClubWeek

Service project ideas

keyclub.org/service

Store

keyclub.org/store

Youth Opportunities Fund grant

keyclub.org/yof

Key Club International Convention information

keyclub.org/convention

Kiwanis One Day

kiwanis.org/kiwanisoneday

#KiwanisOneDay

Key Leader

Leadership experience

key-leader.org

Youth Protection Helpline

866-607-SAFE (7233)

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



MAXIMIZE YOUR POTENTIAL AS A LEADER

Key Leader is a leadership retreat that empowers you to become a more caring and confident leader.

key-leader.org

KEY LEADER



CKI[®]

Circle K International

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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