

END-OF-YEAR CELEBRATION

Congratulations! You've held meetings, served your school and community and elected new officers. After a successful year, it's time to celebrate! Your end-of-the-year celebration might include the installation of new officers, or that ceremony can be held separately. Installation details can be found in the Key Club [Advisors Guide, starting on page 37](#).

Before the meeting:

1. Invite guests, including members of the sponsoring Kiwanis club, parents, high school faculty and staff and club members.
2. Have officers and other speakers prepare comments.
3. Consider purchasing gifts or mementos for retiring officers and seniors from the [Kiwanis Family Store](#).

1. Welcome

- a. Introductions.
 - i. Introduce officers.
 - ii. Introduce advisor.
 - iii. Introduce guests.
- b. Icebreakers — [Check out these ideas to kick off the meeting](#).

2. Opening reflection

- a. Ask the group to reflect on the events of this year.
- b. Allow outgoing officers a final word to the club. One suggestion: show the video "[You Will Be Found](#)" from "Dear Evan Hansen" sung by a youth choir.
- c. After watching the video and listening to the outgoing officers' remarks, invite members to share celebratory comments about the club's year.
- d. Have outgoing officers present a year-in-review about the club's projects and impact. Afterward, thank all members for their service. Here is a possible source of [thank-you messages](#).
 - i. Before or after the meeting, don't forget to update the yearly record of service hours that must be reported to the Key Club district and Key Club International.

3. Optional: Officer installation (Refer to the Key Club Advisors Guide for details.)

4. Recognition of retiring officers and seniors

- a. This section can be led by the new club officers and the advisor.
- b. Honor the retiring officers for their service. Your club might have traditional gifts to present — or you may consider starting a new tradition this year.
- c. Highlight graduating seniors. Present them with special gifts.

5. Club announcements

- a. Any remaining service projects should be noted, especially if any will be done during the school break.

- b. Announce the next club meeting time and place — if they have been determined.

6. Additional resources

- a. Continue developing your skills with the [Global Leadership Certificate program](#). These courses will walk members through videos, assessments, resources and activities to help you grow leadership skills and stand out as a candidate for colleges, trade schools and employers.
- b. Grow as a Key Club member by attending the biggest Key Club event of the year — the annual Key Club International convention. Held every summer, the convention is an opportunity to learn from other members, hear amazing speakers, train for leadership positions, conduct service projects and have an amazing time. Go to [the convention webpage](#) for more information.
- c. Encourage graduating seniors to continue their Kiwanis family journey by joining [Circle K International](#) in college.
- d. Support your mental health and raise awareness about the issue by using the resources available through [Erika's Lighthouse](#). This Key Club partner has educational resources to encourage good mental health in high school students.

Have a great school break!