

KEY CLUB LEADERS

2018
2019

Be the

ADVI- SOR

Check out
our new Key Club
e-learning education
resource on
page 5.

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July

- 4–8 Key Club International convention
- 19–20 Leadership conference

September

- 15 Fall mailing sent to clubs
- 21 Nickelodeon's Worldwide Day of Play

October

- 1–31 Trick-or-Treat for UNICEF
- 15 Youth Opportunities Fund grant application deadline
- 27 Kiwanis One Day
- TBD Legacy of Play Contest – Each October, Landscape Structures hosts its Legacy of Play contest. Be on the lookout for more information.

November

- 1 Early bird deadline for dues
- 3 Advisor Appreciation Day
- 1–30 Kiwanis Family Month
- 5–9 Key Club Week
- 17 Prematurity Awareness Day

December

- 1 Final deadline for dues
- 31 Trick-or-Treat for UNICEF donations due in order to receive recognition

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January

- 5 Key of Honor nominations due

February

- 1 Unpaid clubs become suspended
- 1–28 Officer elections
- 1–28 Submit annual achievement report before your district convention. (keyclub.org/districts)

March

- 15 Officer training mailing sent to clubs
- TBD National Pancake Day – Start looking in November for the announcement for this year's National Pancake Day hosted by IHOP with benefits going to Children's Miracle Network.

Key Club important dates

Be the Advisor

Thank you for your dedication to Key Club. Advisors help ensure the world's oldest and largest high school service organization will be around for future generations of student leaders. For that, we can't thank you enough! Key Club is a student-led organization, and it is part of the advisor's role to ensure this occurs within the club.

The Key Club advisor guide is meant to provide you with the essential elements to support your work. In the same spirit, we are providing guides for the officers of Key Club. These guides are meant to encourage club leaders' success for next year. Each guide is unique, but they all contain common elements: job descriptions, tools to help them plan or prepare, identified resources, websites and checklists. Officers are also encouraged to connect with their lieutenant governor and other district officers for support.

Each club is to be led by a student board consisting of the president, vice president, secretary, treasurer, editor, webmaster and class directors. These club officers are elected by their fellow club members.

Be the Coach

Key Club provides experiential opportunities for members to develop in many ways. Members will grow even more when advisors are there coaching them through their experiences. As an advisor, you take on the responsibility to mentor Key Club members as they discover their heart to serve, answer their call to lead, and exercise the courage to engage.

Key Club provides opportunities for young people to:

- Develop and practice skills.
- Find and pursue interests.
- Become engaged in the world around them in a meaningful way.



Coaching is unlocking a person's potential to maximize their own performance.

FORTUNE MAGAZINE

Be the Mentor

An advisor's role is to be a mentor. You share your knowledge and experience to inspire the next generation of service leaders. Here are some tips for mentoring club officers:

- **Leadership can be taught.** Leadership requires a particular set of skills that can be developed through practice and assessment. After reviewing the officer guides and providing time for outgoing officers to work with new officers, let them practice by taking on new responsibilities. And then, assess with them how it went. Continue to touch base throughout the year to provide support, answer questions, and cheer them on.
- **Let them lead.** If there is a task that can be done by a member, allow them to do it. Advisors must step back, even if members do not do it your way or could possibly fail. It is from mistakes that we learn the most—especially if you take the time to provide guidance afterward. The best way for Key Club members to learn leadership is to take the lead.



Be the Facilitator

As an advisor, you support your club's leadership through the election process. Begin this process in January so officers are elected, trained and prepared to take office by May. Here are steps you can follow to set the Key Club officers up for success

Spread the word about upcoming club elections. Encourage club members to consider running for an office. Detailed officer position responsibilities can be found on page 32 of the Key Club advisor guide at keyclub.org/advisorguide.

Elect officers—usually in February—with the elections committee overseeing the process. Once elections are completed, update officer information in the Membership Update Center at keyclub.org/muc.

Connect with each officer individually to review the officer guide. Each officer should set personal goals for their term in office.

Reference the Key Club district website for any additional officer duties and officer award programs. Find the district website at keyclub.org/district-information-convention.

Allow opportunities for the newly elected officers to shadow those currently holding office and encourage a mentoring relationship.

Host a club officer installation to thank the retiring officers and install the newly elected officers. A suggested outline is available on page 37 of the advisor guide at keyclub.org/advisorguide.

Transition the officers elected in February into their new positions in May.

Establish club committees to spread the workload and keep every member of the club active. Suggested committees are outlined on page 40 of the advisor guide at keyclub.org/advisorguide.

Elect the class representatives at the first meeting of the new school year. Once elected, update officer information in the Membership Update Center at keyclub.org/muc.

New Key Club e-learning education resource!

It's essential for advisors to have the knowledge and resources to support Key Club members. Interactive online training sessions offer new and experienced advisors alike meaningful learning opportunities. These interactive sessions provide information to fully understand the scope of the Key Club International organization and training to prepare advisors to mentor Key Club members to success.

Key Club 101: Coach. Mentor. Role Model.

Explore how Key Club works at the club, district and international levels. This interactive experience also clarifies the important role of an advisor at each level. Recommended for first-time advisors—but also a great refresher for experienced advisors.

Key Club Advisor: Developing Leadership through Key Club

This interactive experience takes an in-depth look at leadership. You will learn about the skills of an effective leader—and five strategies Key Club advisors can use to help members develop these skills. Recommended for all advisors.

Youth Protection Guidelines *(available to Kiwanis advisors only)*

This overview of the Kiwanis Youth Protection Guidelines is available to all Kiwanis members. The training covers important policies and recommendations on how to keep the youth that we serve safe.

Ready to get started?

Visit keyclub.org/advisoreducation for 4 easy steps to begin.



Key Club acronyms:

Below is a list of our most commonly used acronyms.

AAR — Annual Achievement Report

CKI — Circle K International

CMN — Children's Miracle Network

DCON — District Convention

ICON — International Convention

IP — Immediate Past

KCI — Key Club International

LTG — Lieutenant Governor

OTC — Officer Training Conference

YOF — Youth Opportunities Fund

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