

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Key Club advisor responsibilities

#### Educate yourself

The purpose of this Key Solution is to assist you, as an advisor, in your job with Key Club. In these pages you will find fundamental material that will explain your basic function and responsibilities, not only to the Key Club with which you work, but to the high school or community administration and to the sponsoring Kiwanis club.

Along with this resource, the Guidebook, past KEY CLUB magazines and graphic standards CD are also invaluable tools in which to find pertinent information about Key Club and how it functions. The Key Club International Web site houses the video magazine, a great resource to learn more and gain project ideas.

Perhaps a good way to start in your role as advisor is by reading all pertinent Key Club information and going to [www.keyclub.org](http://www.keyclub.org). Then, study past minutes and scrapbooks of the local Key Club. With this background, begin thinking about what will have to be done to make the Key Club a success. The role of a faculty or Kiwanis advisor is an important one. You will be called on to give of your time, your energy and your enthusiasm. Because of your dedication and commitment, students will be given the opportunity to become better leaders and to serve their home, school and community.

#### Get your team together

Look to your school and community for more adults willing to share the workload and the benefits involved with mentoring and advising Key Club members. Below is a list of duties that can be organized and divided based on skills and interests of the club advisors.

#### Faculty advisor responsibilities

##### *To the school and community:*

- Make certain that all Key Club projects and fundraising activities are acceptable to the school and are in accord with regulations.
- Ascertain that Key Club Bylaws always comply with school regulations that govern student organizations.
- See to it that the financial records of the Key Club are kept in accordance with standard procedure for student groups.
- Work with the advisors of other student groups in forming a possible joint service project to promote a cooperative spirit in the school.
- Seek to bring a Key Club understanding to all members of the administration and faculty.

##### *To the Key Club membership:*

- Attend all regular meetings and all board meetings.
- Assist the Key Club in obtaining meeting room space for regularly scheduled club and board meetings.
- Assist in recruiting additional members for the club through contacts with other faculty members and students.
- Help obtain proper and adequate publicity for Key Club in school publications.
- Seek ideas and suggestions for Key Club service projects from the faculty, the administration and other groups.
- Help maintain discipline as needed.
- Assure leadership and personal development opportunities are provided for all members.

In many instances, the faculty advisor can do more in the school for Key Club than can be done by the sponsoring Kiwanis club, because you are already an accepted member of the school community. You are in a position to be more familiar with school regulations and resources available.

##### *To the sponsoring Kiwanis club/community support (if you have a Kiwanis sponsor):*

- Discuss Key Club challenges with the Kiwanis advisor, perhaps away from Key Club meetings, on a regular basis.
- Reach a mutual understanding with the Kiwanis advisor regarding proper sharing of responsibility for guidance, training and supervision.

- Be thoroughly familiar with all available Key Club literature.
- Attend Key Club conventions and training conferences whenever possible to share ideas with other faculty members and Kiwanis members.
- Do not become overloaded with details. Do not do what the Key Club members should do for themselves. Do not hesitate to make certain that Key Club members are doing what they should be doing.
- Become a part of the Kiwanis family. Become interested in Key Club and Kiwanis.

#### **Kiwanis advisor responsibilities or other advisor team member(s) responsibilities**

Each Kiwanis club sponsoring a Key Club must have a Key Club chairman. Ideally, the Key Club committee chairman should be responsible for the successful operation of the Key Club. Those Key Clubs are most successful that have a well-functioning Kiwanis Key Club committee. It is imperative that the Kiwanis advisor not only understand his/her obligation to the sponsoring Kiwanis club but also the total operation of his/her Key Club.

*The Kiwanis sponsor should see that the Key Club:*

- Meets regularly and ideally weekly.
- Follows the Constitution and Bylaws of Key Club.
- Develops the nine recommended projects.
- Develops club fundraising activities.
- Elects club officers early—in February.
- Informs international and district offices immediately upon the election of new club officers for the upcoming year. Names and mailing addresses should be provided.
- Has some social activities.
- Develops and sends in articles about activities to the editors of the district publication and KEY CLUB magazine.
- Understands and uses correct parliamentary procedure.
- Keeps complete and accurate minutes of all meetings.
- Forwards monthly reports to the proper people in the district.
- Completes an annual achievement report and submits it to the district.
- Pays dues to both Key Club International and the respective district.
- Sends delegates to both international and district conventions.

*Finally, personally see that:*

- Training sessions are conducted for new officers.
- Each member is encouraged to stand up and express his/her views.
- Several members meet weekly with the Kiwanis club.
- A file of Key Club resources are kept and used.
- Assistance is offered to help send club delegates to district and International conventions.
- Any special needs and requests are sent to the international office.
- Key Club activities are well publicized in school and community.
- Kiwanis club members, several at a time, attend Key Club meetings.
- Key Club offers assistance to the Kiwanis club on any activity in which members can be useful.
- Your club receives the official publication of Key Club, KEY CLUB magazine.
- Your club receives spring and fall mailings from Key Club International.



**Kiwanis**  
Service Leadership Programs