



# GET YOUR SERVE ON

## KEY CLUB®

Member Handbook

## MISSION STATEMENT

Key Club is a student-led organization that provides its members with opportunities to perform service, build character and develop leadership.

## CORE VALUES

Leadership, character building, caring, inclusiveness

## VISION

To develop competent, capable and caring leaders through the vehicle of service.

## PLEDGE

I pledge, on my honor, to uphold the Objects of Key Club International; to build my home, school and community; to serve my nation and God; and combat all forces which tend to undermine these institutions.

## MOTTO

Caring—Our Way of Life



## CONGRATULATIONS!

You're a member of Key Club International.

Get ready to have fun—and make your community and the world a better place. As a member of Key Club, you're a part of the of largest high school service organization in the world. Did you know there are more than 250,000 Key Club members and 5,000 Key Clubs in 30 countries?

Key Club members are part of the Kiwanis International family—a family of more than half a million youth and adult members who are dedicated to changing the world, one child and one community at a time.

Kiwanis-family members seek to build leaders through community service and they work on a variety of community service projects, such as helping the homeless, feeding the hungry, mentoring the disadvantaged, raising funds for pediatric hospitals and much more.

As a member of Key Club, you have the freedom to help choose service projects that will make a positive impact in your community and make use of your talents and skills. Enjoy your new club!

**Use this handbook to help you:**

- Understand what Key Club is and how it works
- Find service project ideas and resources
- Learn about Key Club's three service partners
- Connect with Key Clubbers like you
- Get help when you need it

**Discover even more at [www.keyclub.org](http://www.keyclub.org).**

# THE SCOOP

Key Club International is the oldest and largest community service program for high school students. It is a student-led organization that teaches leadership skills through service to others. Members of the Kiwanis International family, Key Club members build themselves as they build their schools and communities.

## Location, location, location

Key Club exists on more than 5,000 high school campuses in 30 countries:

- Antigua and Barbuda
- Aruba
- Australia
- Bahamas
- Barbados
- Bermuda
- Canada
- Cayman Islands
- Colombia
- Costa Rica
- Dominica
- Germany
- Guadeloupe
- Italy
- Jamaica
- Malaysia
- Martinique
- Netherlands-Antilles
- New Caledonia
- New Zealand
- Panama
- Philippines
- Singapore
- South Korea
- St. Lucia
- Taiwan
- Thailand
- Trinidad and Tobago
- Turks and Caicos Islands
- United States of America

## Just the facts

- Key Club has more than 250,000 members
- There are more than 5,000 clubs
- Key Club is represented in 30 countries
- The first Key Club met in 1925 in Sacramento, California
- The first Key Club was comprised of "key" boys in the school, willing to serve the school in any way possible and to create better school spirit. That's where the name Key Club comes from.
- The first Key Club chartered outside the United States and Canada was formed at Government High School in Nassau, Bahamas in May 1967.

# HOW KEY CLUB WORKS

## **International**

Key Club International encompasses all clubs within the group's 33 organized districts and in foreign countries that are not included in any specific district. Key Club International is led by the International Board, which is comprised of the international president, international vice president and 11 international trustees, all students and active Key Club members.

## **District**

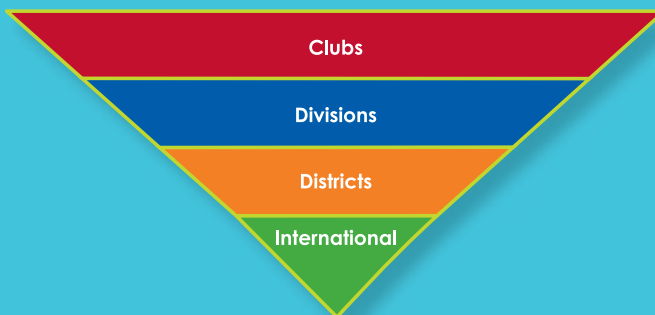
A district is normally defined by state or nation and tends to match a similar Kiwanis district. Each district is chaired by a governor, elected by delegates at the annual district convention.

## **Division**

Each district is divided into territories called divisions, made up of various clubs. Each division has a lieutenant governor, a student leader who carries out the district's policies and provides support to the clubs.

## **Club**

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




## 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.

## Key Club bylaws

The international, district and club levels operate under a set of bylaws that spell out their respective policies. You can find the International Bylaws in the Key Club Guidebook. The guidebook is the official guide for Key Clubs and is updated each spring online at [www.keyclub.org](http://www.keyclub.org). Each club should have the guidebook on hand to reference Bylaws, contest and award information, club resources and Kiwanis-family program and projects information. Download the club standard Bylaws form and the guidebook at [www.keyclub.org](http://www.keyclub.org).



“Key Club has made me understand to help and impact others is normal. I have met awesome people that I will keep in my life for an eternity!”

—Chelsea, Montana  
District Key Clubber

# SERVING THE WORLD

## Major Emphasis Program

Key Club International provides more than 12 million hours of service to homes, schools and communities each year. From building bridges, to collecting tons of food, to helping eliminate iodine deficiency disorder, Key Club International plays a vital role in serving the children of the world.

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

## Service initiative

An element of the Major Emphasis Program is the Key Club service initiative, which is created on a two-year basis. The Key Club service initiative directs all of the hands-on service that Key Club International members do to a single area of need and makes a substantial impact. The service initiative is Live 2 Learn.

“Key Club has made me a better speaker, leader and person. It creates work that I can be passionate about. I know I can make a difference.”

—Nisha, Southwest District Key Clubber

Learn more at [www.keyclub.org/service](http://www.keyclub.org/service).



[www.keyclub.org](http://www.keyclub.org)

7

# PARTNER UP

By working with the official partner organizations, Key Clubs serve children by aiding other organizations committed to serving children. Key Club International celebrates its three service partners:



## **Children's Miracle Network**

In order to afford treatment, children's hospitals require funding. Children's Miracle Network (CMN) is a nonprofit organization that raises money to benefit hospitalized kids and increases awareness of its member hospitals. All CMN contributions directly benefit hospitals, helping to purchase up-to-date equipment, train staff, conduct life-saving research, implement outreach programs and provide healthcare for children whose parents can't afford to pay.



## **March of Dimes**

Every day 1 in 8 babies born in the U.S. arrive too soon. Key Clubbers are helping by raising funds annually for March of Dimes programs to help prevent prematurity.

The March of Dimes currently focuses on two major goals in their Prematurity Campaign: raising awareness of prematurity and reducing the rate of premature births. Key Club International began partnering with the March of Dimes in the 1960s by holding dances, car washes and bakes sales to raise funds for medical research into birth defects. For decades Key Clubbers around the world have collected dimes in hopes that someday children would be born free of birth defects. Today, Key Club members still collect change to support the March of Dimes.



## **UNICEF**

Since 1994, Key Club has been Trick-or-Treating for UNICEF and over the years has raised nearly \$5 million for iodine deficiency programs worldwide, HIV and AIDS programs in Kenya and Swaziland and now we're focused on Uruguay.

**Learn more about all of Key Club's service partners at  
[www.keyclub.org/partners](http://www.keyclub.org/partners).**

# BRIGHT IDEAS

## Check out these service project suggestions

When choosing a service project for your club, remember to assess your community's needs and member interests first. Resources to help you access your community's needs are available on [www.keyclub.org](http://www.keyclub.org). Here are just a few ideas to get your creative juices flowing.

**Special Olympics.** Coach, help set up for events or be cheerleaders.

**Senior citizen computer classes.** Lead a course at a senior center in how to use computers.

**Biggest birthday ever.** Host a big birthday party at a homeless shelter or group home.

**Stuff-a-bus.** Fill it with nonperishable food items, coats and blankets for an agency in your community.

**Prom rescue.** Collaborate with adult advisors to provide prom dresses and tuxedos to students who need assistance.

Find more service project ideas at [www.keyclub.org/service](http://www.keyclub.org/service).



“Through Key Club, I’ve been able to bring happiness to many families within my community.”

—Andrea, California-Nevada-Hawaii District Key Clubber

[www.keyclub.org](http://www.keyclub.org)

# BE RESOURCEFUL

## Where to get support

Record contact information for the people who can help you and contact them when you get stuck.

### My Key Club advisor

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### My sponsoring Kiwanis club advisor

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### My lieutenant governor

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### My district governor

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### My district administrator

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### Kiwanis International's Member Services

1-317-875-8755, ext. 411 or 1-800-KIWANIS ext. 411, [keyclub@kiwanis.org](mailto:keyclub@kiwanis.org)

# ONLINE TOOLS

Find all kinds of cool and inspirational ideas on the official Key Club website, [www.keyclub.org](http://www.keyclub.org).

Key Club graphic standards manual, letterhead, flier, brochure, PowerPoint templates and more  
[www.keyclub.org/downloads](http://www.keyclub.org/downloads)

Key Club magazine  
[www.keyclub.org/magazine](http://www.keyclub.org/magazine)

Key Club Store  
[www.keyclub.org/store](http://www.keyclub.org/store)

Key Club TV  
[www.keyclub.org](http://www.keyclub.org) and [www.youtube.com/keyclubtv](http://www.youtube.com/keyclubtv)

Social networking  
Facebook fan page: [www.facebook.com/keyclubintl](http://www.facebook.com/keyclubintl)  
Twitter: [www.twitter.com/keyclub](http://www.twitter.com/keyclub)  
Flickr: [www.flickr.com/kiwanisinternational](http://www.flickr.com/kiwanisinternational)

Contests and awards  
[www.keyclub.org/awards](http://www.keyclub.org/awards)

Dues  
[www.keyclub.org/dues](http://www.keyclub.org/dues)

International and district convention information  
[www.keyclub.org/districtconventions](http://www.keyclub.org/districtconventions)  
[www.keyclub.org/convention](http://www.keyclub.org/convention)

Key Club Week A week to make Key Club a household name  
[www.keyclub.org/keyclubweek](http://www.keyclub.org/keyclubweek)

Kiwanis One Day A day of service conducted by all branches of the Kiwanis family  
[www.keyclub.org/oneday](http://www.keyclub.org/oneday)

Key Leader A weekend experience for emerging high school leaders  
[www.key-leader.org](http://www.key-leader.org)

[www.keyclub.org](http://www.keyclub.org)



“Key Club is the most amazing club ever, without a doubt, enough said.”

—Chase, Texas-Oklahoma District Key Clubber

# THE KIWANIS FAMILY

Key Club is part of the Kiwanis family.



## **Kiwanis**

Clubs for adults  
(Your Key Club is likely sponsored by a Kiwanis club.)  
[www.kiwanis.org](http://www.kiwanis.org)



## **Aktion Club**

Clubs for adults living with disabilities  
(Your Key Club can co-sponsor an Aktion Club.)  
[www.aktionclub.org](http://www.aktionclub.org)



## **Circle K**

Clubs for students in college or university  
[www.circlek.org](http://www.circlek.org)



## **Key Leader**

Weekend leadership experiences for high school students  
[www.key-leader.org](http://www.key-leader.org)



## **Builders Club**

Clubs for junior high or middle school students  
(Your Key Club can co-sponsor a Builders Club.)  
[www.buildersclub.org](http://www.buildersclub.org)



## **K-Kids**

Clubs and recognition programs for elementary school students  
(Your Key Club can co-sponsor a K-Kids Club.)  
[www.k-kids.org](http://www.k-kids.org)



**Kiwanis**  
Service Leadership Programs

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1-800-KIWANIS, ext. 411 (U.S. and Canada)  
1-317-875-8755, ext. 411 (worldwide) • [keyclub@kiwanis.org](mailto:keyclub@kiwanis.org)

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