



CNH | KEY CLUB

NEW BEE ADVISOR *manual*

2024-2025 EDITION



CNH District Membership Development & Education Committee

Chair Rachel An | mde.chair@cnhkeyclub.org

hello!

Thank you so much for your dedication to foster growth within scholars and your commitment to ensure a great future for the future generation.

Going into your term, you may be confused on what exactly your role as an Advisor entails. Your exact responsibilities may even vary from other Advisors in your division, region, or the district. Regardless, please recognize that your role as an Advisor is just as important as other positions, if not even more.

Your role is unique in the sense that it truly has no bounds, it is multifaceted and at times even confusing. Sometimes you will have to mediate conflicts between board members and other times you may be simply offering your room to host meetings in. Whatever it may be, this guide will help you to understand all aspects of your position and general knowledge that comes with being an advisor.

Throughout this term, you will learn and grow alongside your officers. We can't wait to see you BEE the best Advisor you can BEE. Good luck!

sincerely,

**Membership Development &
Education Committee '24-'25**

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WHAT IS key club?

Do you make keys or something?

The short answer is...no, we don't make keys. But, we do open doors to new opportunities! Key Club is an international, student-led organization that provides its members with service and leadership opportunities. Our main **FOUR** pillars are leadership, inclusivity, caring, and character building.



Who do we fundraise for?

Not only do we provide service for our community, we also support our partnered charities such as March of Dimes, UNICEF, Pediatric Trauma Program, and the Children's Miracle Network.

What events take place?

Aside from our numerous service opportunities, we also provide students with the opportunity to travel and meet other students in leadership positions. Every year, events such as District Convention, International Convention, Fall Rally, and more occur!

ABOUT key club



What is Key Club's VISION?

We are caring and competent servant-leaders transforming communities world-wide.

What is the HISTORY of Key Club?

On May 7, 1925, Albert C. Olney and Frank C. Vincent started Key Club at Sacramento High School. Olney and Vincent asked their neighboring Kiwanis Club for help to charter a club also dedicated to community service, but at the high school level. The key boys of the school were asked to join the club where they were dedicated to improving school spirit and serving the community, which is why we are called Key Club. As the years went on, Key Club spread internationally, and in 1943, Malcolm Lewis became the first Key Club International President.

What are the Key Club CORE VALUES?

The four core values of Key Club are: caring, character building, inclusiveness, and leadership!

What is Key Club's MOTTO?

Key Club's motto is **Caring - Our Way of Life!**

COMMONLY

used acronyms

Positions

DA: District Administrator
DGOV: District Governor
DSEC: District Secretary
DTREAS: District Treasurer
DB: District Board
DNE: District/Division News Editor
DTE: District/Division Tech Editor
DVME: District Visual Media Editor
LTG: Lieutenant Governor
RA: Region Advisor
DLT: Division Leadership Team
LT: District Leadership Team
DJC: Division Judging Contest
IP: Immediate Past
CP: Counterpart [EX: Division 05 North & Division 05 South]

EVENTS

DCM: Division Council Meeting
DCON: District Convention
ICON: International Convention
FRN: Fall Rally North
FRS: Fall Rally South
OTC: Officer Training Conference
RTC: Region Training Conference
CTC: Candidate Training Conference

FORMS

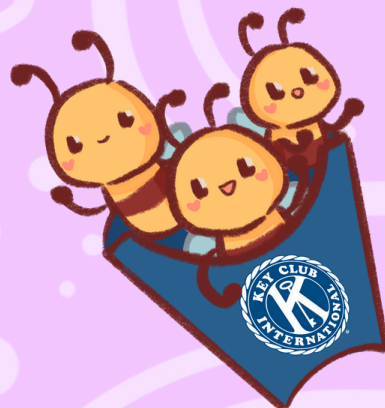
ERF: Event Request Form
ARF: Attendance Request Form
MRF: Monthly Report Form
AAR: Annual Achievement Report
MRF: Monthly Report Form

PROGRAMS

MRP: Member Recognition Program
SLP: Service Leadership Program
SOSP: Spotlight on Service Program
SP: Service Project
SOEP: Spotlight on Education Program
YOF: Youth Opportunities Fund
PTP: Pediatric Trauma Program
KFF: Kiwanis Family and Foundation
CMN: Children's Miracle Network

ETC.

CNH: California-Nevada-Hawai'i
KCI: Key Club International
CKI: Circle K International



KEY CLUB structure



What we call an
“inverted pyramid”

A high school is chartered on the CLUB level.

At the most basic level, the club level of Key Club is composed of **members from a high school and its officers**. These officers include, but are not limited to: Presidents, Vice Presidents, Secretaries, Treasurers, and Editors.

Clubs make up a DIVISION.

About **1-15 clubs** make up a whole division. The leader of a division is called the **Lieutenant Governor** [LTG] who serves as a liaison between clubs and the CNH District. In a division, serves the **Division Leadership Team** [DLT], which may consist of an Executive Assistant(s) [EA], a News Editor, a Spirit Coordinator, and maybe even committees! It all depends on the needs of a division. Each division has their own mascot and colors.

Divisions make up a REGION.

About **1-8 divisions** make up a whole region. A region advisor [RA] mentors the Lieutenant Governors. Regional events occur throughout the term, such as Region Training Conference [RTC].

KEY CLUB structure



What we call an
“inverted pyramid”

Regions make up a DISTRICT.

All regions make up the CNH District. CNH stands for California-Nevada-Hawaii and may also be abbreviated as Cali-Nev-Ha. YOUR club and all other clubs are part of the CNH District. More specifically, we are the biggest district in Key Club with **800+ clubs**, **82 divisions**, and **17 regions**. The District Board is composed of **82 Lieutenant Governors**, **3 Editors**, **8 Chairs**, and **3 District Executives**. Like divisions, the CNH District has our own mascot, the bees, and our own colors, yellow and black.

2-3 Districts make up a DISTRICT PAIRING.

A district pairing are **three districts** within Key Club International, District pairings are used on the International level where International Trustees are assigned their own three districts. International trustees act as a **liaison** between their pairings and Key Club International. For the 2024-2025 term, our district pairing is a combination of the **CNH District**, **Georgia District**, and the **Montana District**. Our International Trustee is **Ariana Lee**.

All districts make up the INTERNATIONAL level.

Key Club International consists of **33 Districts**. The International Board is made up of the **International President**, **International Vice President**, and **11 International Trustees**. The International Council is made up of the International Board and **33 District Governors**.

KEY CLUB events



SERVICE PROJECTS & FUNDRAISERS

- Key Club is a service organization, with tons of unique service opportunities on both the club & division level! There are several opportunities to support your club and our preferred charities through fundraisers that your club hosts!

CLUB MEETINGS

- Meetings at your home club are held routinely to update members on upcoming events & to provide an opportunity for club members to bond!

INTERCLUBS

- Interclubs are service projects, fundraisers, or socials held between 2+ Key Clubs in the same division.

KIWANIS MEETINGS

- Kiwanis Meetings are similar to regular club meetings, but with Kiwanians!

DIVISION COUNCIL MEETINGS

- Monthly DCMs are held by a LTG & include updates, fun games, food, service project (sometimes), and the opportunity to bond with Key Clubbers from different schools!

OFFICER TRAINING CONFERENCE (OTC)

- At the annual division-wide OTC, various workshops are held to train newly elected officers and members about their duties & leadership!

KEY CLUB

events



REGION TRAINING CONFERENCE (RTC)

- At RTC, you can meet people from all over your Region. Workshops are held as well as fun activities such as icebreakers and maybe even a talent show!

CANDIDATE TRAINING CONFERENCE (CTC)

- At CTC, workshops are held to train those interested in running for Lieutenant Governor.

BANQUET

- Banquet is a Division event held at the end of the term to commemorate officers & members for their hard work!

FALL RALLY

- Fall Rally is an annual District event held at Six Flags to celebrate all the funds raised for the Pediatric Trauma Progra. All divisions dress up in their spirit gear and participate in various spirit battles.

DISTRICT CONVENTION (DCON)

- DCON is an annual 3-day convention held around March or April to elect the new District Executives. There is an opportunity to meet Key Clubbers from all over CNH, attend workshops, watch performances, and listen to speeches. They also recognize members and officers for the hard work they put into this term.

INTERNATIONAL CONVENTION (ICON)

- ICON is an annual 4-day convention held in the summer month of July to elect our new International Board. It is a great opportunity to meet Key Clubbers across the globe, watch impactful Key Note speakers, attend workshops, and travel to new and exciting locations.
- For the 2024-2025 term, ICON will be held in Orlando, Florida.
- Members have the opportunity to be recognized on the International level.

KEY CLUB

monthly checklist

august

- Plan for members to attend their sponsoring Kiwanis club's meeting to introduce themselves and report on how Key Club plans to start the year.
- Plan for **both** advisors to attend the first meeting of the club officers.

september

- Help your officers figure out Club Rush logistics (like day, time, location, pop-up situation) and recruitment ideas
- Promote, prepare for, and attend Region Training Conference
 - Transportation, chaperones, fees, forms, etc.
- Promote and begin preparing for Fall Rally
- Prepare for Dues Payment
 - Ensure you and the Secretary/Treasurer have access to the MUC
 - Plan with Treasurer how and when members should pay dues
- The Youth Opportunities Fund Grant applications for the first cycle are due by October 15 at 11:50 PM Eastern Time. Grant Applications for the second cycle are accepted October 16 through March 1.

october

- Finalize Fall Rally preparations or attend [FRN]
 - Transportation, Chaperones, Fees, Waivers
- Begin collecting dues to meet Dues Payment deadline
 - Can Begin Paying Dues October 1st
 - Early-Bird Dues Deadline - November 1st
- If applying, help club officers submit the YOF Grant application by October 15 for the first cycle

november

- Finalize Fall Rally preparations or attend [FRS]
 - Transportation, Chaperones, Fees, Waivers
- Continue collecting dues to meet *On-Time* Dues Payment deadline [December 1st]
- Promote Candidate Training Conference

december

- Encourage members to prepare for and attend Candidate Training Conference
- Remind members and officers about the Member Recognition Program Deadline (Can continue working towards until end of January)

january

- Provide encouragement and support for working towards the Member Recognition Program Deadline (Can continue working towards until end of January)
- Promote Scholarships
- Promote and plan for District Convention
 - Transportation, Fees, Chaperones, Forms
- Attend conclave. Witness election of division's new Lt. Governor!
- Promote and prepare for Key Leader

february

- Promote Scholarships
- Promote and plan for District Convention
 - Transportation, Fees, Chaperones, Forms
- Plan and Conduct Club Elections
 - Ensure club officers abide by District policies for conducting club elections
- Help Club Officers submit second cycle of YOF Grant Applications by March 1

march

- Help club officers train the newly elected board
- Finalize plans for DCON

april

- Attend DCON
- Attend Division Banquet

june/july

- Communicate with officers about summer club events
- Plan and assist attendance at Officer Training Conference
- Attend ICON [Key Club International Convention]
- YOF Grant Application officially opens in late July
 - First Cycle Grant Applications due by October 15 at 11:59 PM Eastern Time

ongoing

- Membership Updates: Update membership records using the MUC when new members join
- Key Club Events: Attend local, divisional, and regional events
- Kiwanis Meetings: Provide opportunities for members to attend Kiwanis meetings and service events
- Interclub: Encourage club officers to have interclubs with local Kiwanis club or neighboring Key Clubs
- Youth Opportunities Fund Grants: First Cycle Applications due by October 15 @11:59 PM Eastern Standard Time. Second Cycle Applications due by March 1 @11:59 PM Eastern Standard Time.
 - For more information > [Youth Opportunities Fund](#)

KIWANIS family



K-Kids serves on the ELEMENTARY SCHOOL level.

K-Kids is the largest service organization for elementary school students, with more than 36,000 members worldwide. The first K-Kids was chartered in 2000. Today, there are more than 1,200 clubs worldwide. A Key Club or Kiwanis Club can co-sponsor a K-Kids.



Builders Club serves on the MIDDLE SCHOOL level.

Builders Club is the largest service organization for middle school students, with more than 45,000 members worldwide. A Key Club or Kiwanis club can co-sponsor a Builders Club.



Key Club serves on the HIGH SCHOOL level.

Key Club is the international service organization that serves high school students and is the largest service organization for high-schoolers.



KIWIN'S serves on the HIGH SCHOOL level.

In the past, Key Club was an all-male club. KIWIN'S was thus founded by past Kiwanis CNH DGOV Sid Smith to change that. Their members have grown in inclusiveness, with now boys and girls welcome to both Key Club and KIWIN'S.

KIWIN'S functions very similar to Key Club.



KIWANIS family



Circle K serves on the COLLEGE level.

Circle K International is the world's largest student-led collegiate service organization, with thousands of members on hundreds of campuses on five continents across the globe.



Kiwanis serves on the ADULT level.

Kiwanis International is a global community of clubs, members, and partners dedicated to improving the lives of children one community at a time. Local clubs look out for our communities and the international organization takes on large-scale challenges, such as fighting disease and poverty. Whether rolling up their sleeves or opening their wallets, Kiwanians make transformative changes in communities around the world.



Aktion Club serves those with INTELLECTUAL DISABILITIES.

Aktion Club is the only service club for adults with intellectual disabilities, with more than 12,000 members worldwide. Aktion Clubs draw members from various organizations that support individuals with intellectual disabilities, as well as other community programs.



REQUEST forms



EVENT REQUEST FORM

- An [Event Request Form](#) (ERF) is required to be filled out when your club is collaborating with another SLP club for an event.
- All participating clubs must fill one out and it is important that all ERFs are completed and submitted no later than **3 weeks prior to the actual event.**
- Prior to the approval of an ERF, publicization of an event outside the immediate club membership is not permitted
- The event must be approved by the faculty advisor, region advisor, and a Kiwanis advisor.
- Click [HERE](#) to see an example.

ATTENDANCE REQUEST FORM

- An [Attendance Request Form](#) (ARF) is required to be filled out when a board member wishes to attend an event outside of their own division.
- Prior to the approval of an ARF, publicization of an event outside the immediate club membership is not permitted.
- The event must be approved by the faculty advisor, region advisor, and a Kiwanis advisor.
- Click [HERE](#) to see an example.

MEDICAL RELEASE FORM

- A [Medical Release Form](#) (MRF) is required to be filled when any Key Clubber attends a Key Club Event.
- The event must be approved by the faculty advisor, region advisor, and a Kiwanis advisor.

ASB policies



HOW ASB POLICIES WORK:

ASB policies are different depending on the school, so it is important to communicate with the school's ASB **BEFORE** taking any big steps in planning events.

WHAT TO LOOK OUT FOR...

Students and members may have a more difficult time in forming interclub events due to ASB policies.

Some ASB policies are a lot more restrictive than others, meaning officers and members may have many limitations on the kinds of events and fundraisers that can be hosted at school.

Any forms or guidelines that must be filled out/followed prior to events should be reviewed with both the officers and advisors in order to ensure events/fundraisers go according to plan.

YOUTH protection



BACKGROUND CHECKS

- **Kiwanis** Advisors to a Service Leadership Program [SLP] are required to have a BG Check conducted and verified by Safe Hiring Solutions (if in Nevada or Hawai'i) or LiveScan (if in California)
 - Valid 2 Years
 - To complete the background check, click [HERE](#)
 - If not a Kiwanian, scroll to the bottom of the link and select *Volunteer - Non Member*
- **Faculty** Advisors must complete one BG Check separate from their teaching BG Check if ever attending off-campus Key Club Events
- **ALL** advisors and chaperones must complete Praesidium online safety trainings (3 for Faculty Advisors and Chaperones, 6 for Kiwanis Advisors)
 - Click [HERE](#) for more information!

CHAPERONE GUIDELINES

- 21 years of age or older
 - Circle K members may not serve as chaperones despite being 21 years of age or older
 - Approved by club, school, or agency to accompany youth at the event

OVERNIGHT STAYS

- 1 Male adult per 1-12 Males
- 1 Female adult per 1-12 Females
- Separate sleeping quarters for chaperones
 - A parent may share a room with their own child
 - Adults may share the sleeping quarters with youth members of the same gender if two or more adults are present.

YOUTH protection



SOCIAL MEDIA

- Adults should not initiate “friendships” or connections.
- Interactions must be public.
- Refrain from excessive “liking” or “retweeting”

REPORTING

- You must report if your observe:
 - Troubling behavior
 - Any forms of child abuse
 - Behavior not in accordance with KCI Guidelines
 - Illegal behavior of a youth or adult
- If participants or chaperones are not in immediate danger, contact adults in charge of the event first
- Emergency? Call local law enforcement!

BEHAVIOR & HEALTH

- Leave it to the professionals
 - When chaperoning, advisors do not serve as doctors, therapists, or their parents
- Behavioral vs. personal: use good judgement
- Help the youth find professional help
- Know who and how to contact
 - Ex: counselors at the school or agency where the youth attends

TRANSPORTATION

- **Rule of Three:** Always AT LEAST three people in a car
- Written approval from parent/guardian
- Follow all local law and school policies
- The **Transportation Form**
 - Document allowing student to be transported

DUES

payment



WHAT ARE MEMBERSHIP DUES?

Membership Dues are important when it comes to making a lot of the background things in Key Club happen! The submission of membership dues allow members to do some of the following: run for office (club, district, or international), attend District Convention, receive credit for service hours completed by Key Club events, cover insurance for students, and more! Dues are broken down into International Dues, District Dues, and Club Dues.

DUE DATES & REMINDERS

- Clubs can start paying dues on **October 1st**
- Early Bird: November 1st
- On-Time: December 1st
- Clubs become delinquent: December 2nd
- The cut-off date in order to enter Member Recognition contests is December 1st
- Dues should be MAILED two weeks in advance or paid electronically through the MUC.

- *International: \$10.00*
- *District: \$6.00*
- **Total: \$16.00**
- *Each club may charge more for membership dues to reduce the cost of Fall Rally and DCON or they could be used to fundraise for PTP or for your own individual club.*

MUC

breakdown



STEP 1: OBTAIN ACCESS TO THE MUC

The Membership Update Center ([MUC](#)) is a database in order to properly ensure that members are dues paid and officially recognized by Key Club International. If you are unsure if who has access to the MUC, complete the following steps:

1. Click [THIS](#) link (This may be different based on whether your club has recently gotten a new advisor or not)
2. Scroll down to your club name under California-Nevada-Hawai'i Key Club
3. Look for the name of the advisor that has access to the MUC
4. The advisor whose name is listed on the Club Report is the advisor that should have access to the MUC

If you **do not have access** to the MUC, or your name is not listed on the Club Report, complete the following steps:

1. If your club has recently changed advisors, communicate with member services via call or email *Have your Club ID ready
2. After you get in touch with them, they will ask for your information, and you will be all set!
3. Email: memberservices@kiwanis.org | Phone: 1 (800)KIWANIS
4. If the advisor does not have their password, click [HERE](#) and select "Forgot Password?" and follow the steps as prompted.

AWARD

opportunities



Throughout your Key Club journey, there will be tons of opportunities to gain recognition for your hard work, dedication, and passion for this organization. If you are interested in achieving any of the following awards, please feel free to contact your Lieutenant Governor.

ADVISOR

Advisor of the Year (Faculty and Kiwanis)

Marvin J Christensen

CLUB

Club Attire

Club Poster

Club Video

Most Improved Club

Year in Review (Digital)

Year In Review (Traditional)

MEMBER

Member of the Year

Sandy Nininger

Talent

Member Recognition Program

OFFICER

Distinguished President, Vice President, Secretary, or Treasurer

SERVICE

Single Service

Major Emphasis

WEBSITE

Club Website Contest

Division Website Contest

NEWSLETTER

Club Newsletter Contest

Division Newsletter Contest

RESOURCES & contacts

DISTRICT GOVERNOR | Austin Alves
dgov@cnhkeyclub.org

DISTRICT SECRETARY | Tak Nishida
dsec@cnhkeyclub.org

DISTRICT TREASURER | Elizabeth Gilmore
dtreas@cnhkeyclub.org

DISTRICT NEWS EDITOR | Nia Danelia
dne@cnhkeyclub.org

DISTRICT TECHNOLOGY EDITOR | Vera Faith Del Rio
dte@cnhkeyclub.org

DISTRICT VISUAL MEDIA EDITOR | Cassie Nguyen
dvme@cnhkeyclub.org

COMMUNICATIONS & MARKETING CHAIR | Isabelle Schinzing
cm.chair@cnhkeyclub.org

DISTRICT CONVENTION CHAIR | Tristan Decious
dcon.chair@cnhkeyclub.org

KIWANIS FAMILY & FOUNDATION CHAIR | Leya Wu
kff.chair@cnhkeyclub.org

MEMBER RECOGNITION CHAIR | Sarah Ganiko
mr.chair@cnhkeyclub.org

MEMBERSHIP DEVELOPMENT & EDUCATION CHAIR | Rachel An
mde.chair@cnhkeyclub.org

MEMBERSHIP GROWTH CHAIR | Amelia Gaspar
mg.chair@cnhkeyclub.org

POLICY, INTERNATIONAL BUSINESS & ELECTIONS CHAIR | Carolyn Kao
pie.chair@cnhkeyclub.org

SERVICE PROJECTS CHAIR | Alice Sar
sp.chair@cnhkeyclub.org

CNH CYBERKEY
cnhkeyclub.org

CNH YOUTUBE CHANNEL
CNH Key Club

CNH INSTAGRAM
@cnh_keyclub

Please feel free to reach out to your respective Lieutenant Governor and fellow advisors if you have any questions!

THANK YOU

FOR *reading!*

The CNH Key Club District would like to acknowledge the following individuals who have contributed to this manual over the years:

- **Minseo Seo**, 2022-2023 Division 03 North Lt. Governor
- **Angelika Irada**, 2022-2023 Division 39 Lt. Governor
- **Joshua Placido**, 2022-2023 CNH District Membership Development & Education Chair
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