



ADVISORS 101



introduction

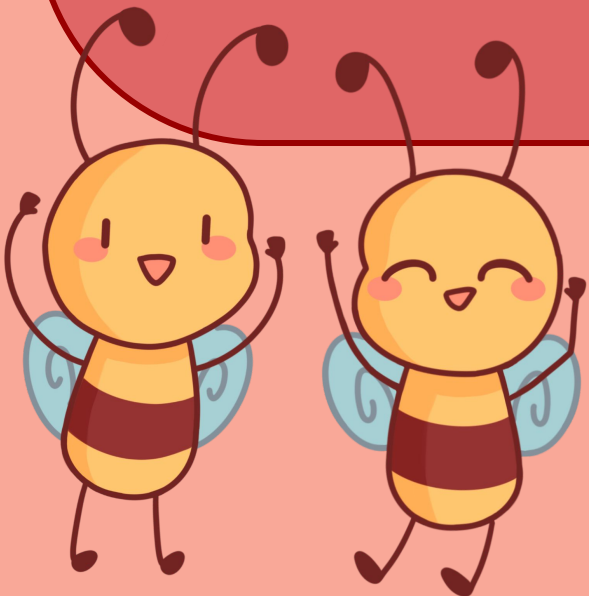
Congratulations on your new position! Presidents and advisors are essential to the growth of a club, and the fundamentals of each position can be hard to navigate.

Whether you are a president searching for an advisor or a new advisor wanting to learn the basics, this manual is for you!

Good luck on your journey in your new position! We BEE-lieve that you will succeed!

Sincerely,

23-24 Membership Growth Committee



WHY ARE ADVISORS SO IMPORTANT TO KEY CLUB?



A Key Club cannot exist without both a Faculty and Kiwanis Advisor.

In addition to that, Advisors play an **essential** role in ensuring that the club runs smoothly: from helping students manage finances to serving as a mentor for club officers, and guiding them to become better leaders.

Overall, Faculty and Kiwanis advisors are very important! An active and passionate advisor gives the club the aid it needs to thrive and maintain a healthy, active culture.

So if you're an advisor wondering how to provide the best support to your club, or an officer looking to get your advisors more involved, you've come to the right place! We hope you find this guide resourceful!

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PART A

SECTION 1

advisor overview

Advisors help **Key Clubbers**

thrive as leaders by providing support and life lessons.

Their Duties:

- Monitor club finances
- Attend meetings
- Collaborate with the school principal
- Help manage club finances
- Ensure that all members are dues paid
- Help train officers
- Communicate w/ Kiwanis Sponsor Club
- Ensure the safety of members
- Authorize events and joint club activities

REMEMBER!

This is a **student led organization** guided and supported by Kiwanis and Faculty Advisors. Ultimately, the students should take lead and handle club affairs.

Faculty Advisor	Kiwanis Advisor
<ul style="list-style-type: none"> • Oversee club activities, meetings, events, etc. • Communicate with club and school administration • Work with Kiwanis advisor to ensure club activities, finances, and policies are upheld • Enforce school policy • Chaperone events hosted by a club 	<ul style="list-style-type: none"> • Oversee sponsored Key Club • Work with Faculty advisors to ensure club activities, finances, and policies are upheld • Communicate with the club and sponsoring Kiwanis club • Build the connection between the Key Club and Kiwanis Club

CONNECTION

Faculty and Kiwanis advisors work **TOGETHER** to ensure that a Key Club is on the right path. It is essential for advisors to build a strong relationship, not only with the club, but the other advisor. To do this, maintain consistent communication, and ensure advisor attendance at events. Advisors should give guidance to students while allowing them to take lead!

PART A

SECTION 2

kinvaris overview

KIWANIS *international*

What is **Kiwanis**?

Kiwanis International is a **global community** of **clubs** dedicated to **improving the lives of children**. They are an **adult nonprofit service organization** and serve as a foundation for all Key Club functions. Each Key Club **MUST** have a **Kiwanis advisor/sponsoring Kiwanis Club**.

Their Duties **TO KEY CLUB**:

- Act as mentors, chaperones, and partners to Key Club members
- Monitor club finances and handle official transactions

Each Key Club falls under the territory of a certain Kiwanis club. There are **OVER 400 Kiwanis clubs** in the CNH District.

connection = OPPORTUNITY

Providing Service Opportunities

- Kiwanis are always looking for Key Club volunteers at events! They can be a big help in increasing volunteer hours!

Financially supporting clubs & members

- Many Kiwanis Clubs offer individual scholarships & grants to their sponsored clubs. Reach out to yours to see what they offer!

Educating your club on the Kiwanis Family

- Kiwanians are super knowledgeable about all the branches of the Kiwanis Family, and they're more than happy to spread the knowledge!

PART B

SECTION 3

*how to contact
kinwaris*

HOW TO CONTACT

Kiwanis

Reach out to your Key Club Lieutenant Governor

- They know all about your local Kiwanis
- They have the contact information for each Kiwanis club
- They know which Kiwanis club does/should sponsor you

Communication is **ESSENTIAL** in fostering a strong relationship between students and Kiwanis advisors. Ensure everyone is on the same page, and the Kiwanis will support and guide you club's growth!

However, your LTG may not have all the answers. There are many other ways for you to find contact information for your local Kiwanis club. These ways include:

- **Reach out** to your **Kiwanis LTG** for the local Kiwanis clubs in your area.
- **Search** the **Internet** for a website for the Kiwanis clubs in your area.

- Look for the important contact information on their website
- Utilize other **Social Media Platforms:** Facebook, Instagram, etc.

- Explore the “About Us” or “Contact Us” pages of a website
- Write a friendly email to introduce yourself, identify what school you are a part of, and your desire for a sponsoring Kiwanis club/advisor!

A Key Club will fall under a certain Kiwanis club's domain. Learn which Kiwanis club sponsors you!

Visit

<https://tinyurl.com/kiwanislocation>
to see a full list of Kiwanis locations.

Visit

<https://tinyurl.com/kiwanislocationmap>
for a visual map

The Kiwanis International main office is located at 3636 Woodview Trace Indianapolis, IN 46268-3196 USA and can be reached by calling (317) 875-8755 or emailing memberservices@kiwanis.org

PART B

SECTION 4

*how to get a
faculty advisor*

Search for staff members that truly **care** about the community! Let them know that Key Club is a big commitment and ensure they are prepared for the responsibilities of being an advisor.

Communicate with them in person/through email about becoming a faculty advisor. Include an introduction, information about Key Club, and the role of an advisor.

EXTRA TIPS

- If you cannot find any teachers, reach out to your principal for suggestions
- Ask your school counselor/activities director to send a mass email to teachers
- Request to attend a school staff meeting to present/inform staff about Key Club in hopes to find an advisor

FOSTERING A RELATIONSHIP

with your advisor

To foster a strong relationship between members and faculty advisors, prioritize communication, education, and the involvement of your faculty advisors!

A strong relationship leads to a stronger club! Well connected advisors and students allow for a more organized and comfortable environment, which leads to a more well-put together club.

- Invite faculty advisors to your general meetings/officer meetings, bondings, service events, and etc.
- Inform them on their duties as an advisor and their role in the club
- Keep them updated on club affairs

EMAIL TEMPLATE

Hello **[NAME OF TEACHER]!**

My name is **[YOUR NAME]** and I serve as the **[OFFICER POSITION]** of our school's Key Club. I am emailing you today because I was wondering if you would like to become our faculty advisor.

If you do not know, Key Club is an international student-led organization that focuses on community service, character building, and leadership. We spread our motto of "Caring-Our Way of Life."

We would plan to have meetings **[frequency of meetings - ex. Once a week]** and there are also events that are hosted outside of school such as Division Council Meetings once a month, Region Training Conference, and Fall Rally.

As advisor, you would be our chaperone for these events and monitor all of our club's activities.

I'd be happy to answer any additional questions, comments, or concerns you may have before you make your final decision.

It would be so amazing to have you as our advisor! Thank you so much!

Sincerely, **[YOUR NAME]**

PART C

SECTION 5

*advice for
incoming advisors*

tips for new advisors

KEEP AN OPEN MIND to learning new things, especially if they are a faculty member who is unfamiliar with Key Club.

COMMUNICATE with other faculty members from other schools/their Kiwanis club. Communication is very **KEY!**

BEE AVAILABLE! Attend Key Club events (Division Council Meetings, Region events, District Convention, etc.) to strengthen connections and enhance experiences.

MAKING MISTAKES IS OKAY! The only way to learn is to make mistakes.

INTERACT WITH THE MEMBERS! It will help make members feel more welcomed! Key Clubbers are the best kind of people!

advisor timeline

KEY

- ☐ Task
- Events

August

- ☐ Attend Kiwanis Club Meetings
- ☐ Host Board Meetings
- ☐ Review Club Bylaws w/ Board
- Key Leader
- International Convention

September

- ☐ Recruit Members
- ☐ Collect Dues
- ☐ Set Club Goals

October

- ☐ Chaperone Fall Rally
- ☐ Collect Dues
- Kiwanis One Day
- CKI Week
- Youth Protection Week
- Region Training Conference

November

- ☐ Chaperone Fall Rally
- ☐ Submit Dues

*An advisor's duties will overlap with the Key Clubs. Work together in planning and overseeing events!

advisor timeline

December

- ❑ Finalize Membership in MUC
- ❑ ****Pay Dues!****
- ❑ Facilitate Club Evaluations
- Rose Float Decorating
- Candidate Training Conference

January

- ❑ Member Retention
- Conclave
- ❑ Club Officers Election Promotion
- Key Leader
- ❑ MRP, Contests, Awards

February

- Officer Elections
- ❑ Officer Training
- Divisional Meetings
- District Convention

March

- ❑ Officer Resources
- District Convention

advisor timeline

April

- District Convention
- ☐ Finish up unfinished tasks
- Installation

May

- International Convention
- ☐ Future Plans
- ☐ Budget
- Officer Training Conference

June

- International Convention
- ☐ Prepare for Upcoming Events
- Officer Training Conference
- *Enjoy your summer vacation!

July

- International Convention
- ☐ Prepare for Upcoming Events
- ☐ Rechartering/Reactivation

PART C

SECTION 6

youth protection guidelines

terms and background

Kiwanis youth programs have more than 300,000 members.

Working with the youth requires trust and diligence. Kiwanians should act with the **highest** standards of care.

Important Terms & Background To Understand And Look Out For:

- Troubling Behavior
 - Be cautious of a feeling that something is not right. This can be exhibited by adults AND students
- Abuse
 - All forms of child abuse is not in accordance with Kiwanis Guidelines
 - Illegal, harmful behavior of a youth or adult

Education

- Clubs must be educated annually
- There are resources available for training (ie. District workshops, conventions, etc.)
- Kiwanis Connect – Education tab

Online Tools

- Background Checks
- Youth Protection Training
- Policies and Procedures
- Culture of Care
- Helpline
- YP Week

www.kiwanisone.org/youthprotection

online youth protection

ALL advisors are encouraged to create an account on Praesidium Academy for Youth Protection Guidelines training

- Contains educational courses based on your role
- Review policies and procedures annually

For additional technical support, contact Praesidium Support via email at support@praesidiuminc.com or call (800) 743-6354 M-F: 8 a.m.-5 p.m. Central time.

chaperones

Chaperones **MUST**

Be:

- 21 years of age or older
- Approved by club, school, or agency to accompany youth at the event
- Follow specific guidelines set by a school/district
- Have a valid Background Check conducted

Background Checks must be verified by Safe Hiring Solutions. They are valid for **TWO** years and are required for all types of advisors or those in attending Kiwanis sponsored events

other procedures

Overnight Stays

- 1 male adult per 1-10 males
- 1 female adult per 1-10 females
- Separate sleeping quarters for chaperones

Transportation

- Rule of three: There should always be at least three people in the car (for ALL Key Club related activities)
- Have written approval from parent/guardian
- Follow all local law and school policies

other procedures

Forms

- Medical Release/Authorization and Consent to Attend
 - ERF: Event Request Form
 - Photo Release Form
 - Transportation Form
- Resort to kiwanis.org for more resources

Medication/Substances

- Youth may carry if allowed by parent/guardian.
- Adults may NOT dispense any medications
- All youth events must be alcohol, tobacco and marijuana-free.

One must **REPORT**:

- Troubling behavior
- Abuse
- Illegal/unsafe situations
- If there is not immediate danger, contact school personnel first.
- Emergency? Call local law enforcement

National Child Abuse Hotline

- 1-800-4-A-CHILD /
1-800-422-4453
- www.childhelp.org/pages/hotline-home

personal life

Keep your personal life **private!** Adults should not initiate friendships or connections outside of a professional setting. Be cautious of your public behavior and social media.

Advisors are mentors! Use your best judgement and guide the youth. Know who, when, and how to contact professionals.

PART C

SECTION 7

*frequently
asked questions*

how to form relationships with each other?

Member

- CC advisors on emails sent out to the membership
- Invite advisors to meetings, events, bondings, etc.
- Keep advisors informed on what's going on in your club/division (email a monthly bulletin or CC advisors on updates to the membership)

Kiwanis Advisor

- Invite Key Clubbers to Kiwanis meetings and Divisional Council Meetings
- Host a Key Club Takeover
- Reach out to Key Clubbers about upcoming events and offer to help!

Faculty Advisor

- Oversee club meetings and all finances
- Participate in officer meetings to stay in the loop
- Act as chaperones for **ALL** Key Club events (service events, fundraisers, and DCMs)

how to organize a successful fundraiser?

Member

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how to organize mass transportation?

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how to organize a training event?

Member

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- Invite advisors to meetings, events, bondings, etc.
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THANK YOU

FOR

reading!

