



CNH | KEY CLUB

The Official
CNH CLUB OFFICER'S
Manual

2018-2019 & 2019-2020
Terms

CREATED BY 2018-2019 CNH DISTRICT GOVERNOR JONATHAN LUM

BEE CLEAN CNH! DON'T PRINT OUT THIS MANUAL!

INTRODUCTION

GREETINGS, CNH OFFICERS!

My name is Jonathan Lum and I have the honor of serving YOU as your CNH District Governor for the 2018-2019 term. Whether you're a current club officer who may know the ins and outs of your position or if you're a newly elected officer eagerly waiting for your time to serve, this guide provides you with useful information that can be used throughout your term!

This manual will contain an ample amount of information that will assist you in learning more about your responsibilities so that you may serve and lead at your highest potential. As you review this resource and the suggestions provided, please keep in mind that every club functions differently. Some clubs may find some of the tips incredibly effective, and others may not. As a leader, it is important for you to take note of what works and what does not work for the club that you serve so that you may develop a system that caters to the overall character of the club.

Filling such large shoes can be tough at times, but please remember that you are not alone! You will always have the support of your fellow club officers, Lt. Governor, members, and advisors!

Thank you for all that you do for the club and the members that you serve. Whether you see it to be true or not, you make an incredibly large impact on this organization. By working closely with the members and providing them with the best member experience, you are helping to shape the success of this organization.

This year, it is your chance to take chances and really adjust to the new generation of Key Clubbers so that they may continue your legacy well after you have graduated from high school.

I have no doubt that each of you will be able to serve a successful term. I wish you the very best, and hope that by DCON, you will be able to say that this was one of the most valuable opportunities you have experienced.

**WITH A PASSION TO SERVE,
2018-2019 DISTRICT GOVERNOR**

JONATHAN LUM

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KEY CLUB KNOWLEDGE

Section 1



KEY CLUB STATEMENTS

Throughout your term, these statements will come in handy. For example, at club meetings you may have to recite the **Key Club Pledge** or you may be asked what the **Core Values** are.

MOTTO: "Caring – Our Way of Life"

CORE VALUES:

- **Caring:** Compassion for others is a cornerstone of the Key Club experience, inspiring action and service to one's community.
- **Character Building:** Character is built by everyday acts of kindness, integrity, and teamwork to grow stronger relationships and communities.
- **Inclusiveness:** We welcome people of all backgrounds and ethnicities to join in serving and making a positive difference in our world.
- **Leadership:** Leadership is grounded in humility and service to others. A true leader listens, recognizes, and empowers.

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."

MISSION STATEMENT: Key club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership.

OUR HISTORY

Back in 1925, the first 11 charter members met in Sacramento, California. The school administrators were also Kiwanis members and spread the idea far and wide to other principles. Kiwanis Clubs all over the country began asking Sacramento Kiwanis Club about it. Within 15 years, 50 clubs were functioning in California, Louisiana, New Jersey, Pennsylvania, and Washington.

In 1943, the Florida Association invited Key Clubs from other states to attend and soon the International Association of Key Clubs was formed. Malcolm Lewis was elected as the first president. In 1946, the Constitution & Bylaws were formed and Key Club International was officially launched. The 11 members grew to over 262, 000 and continues to grow today.



PICTURED ABOVE
Sacramento High School, the first chartered Key Club.

INTERNATIONAL STRUCTURE AND LEADERSHIP

STRUCTURE

Key Club is an international, student-led organization that exists in the United States, Canada, and 32 other countries across the globe! On the international level, 13 student leaders serve on the Key Club International Board. This board consists of an International President, International Vice President, and 11 International Trustees. An International Trustee serves as the liaison for 3 districts across Key Club International.

DISTRICTS MAP



PICTURED ON LEFT
The 33 district of Key Club International

NONDISTRICT CLUBS
Although Key Club is in plenty of countries, not all clubs are in districts. Key Clubs that are not in districts are called non-district clubs.

INTERNATIONAL PRESIDENT



EMILY RICE
2018-2019

INTERNATIONAL VICE PRESIDENT



HANNAH NIVAR
2018-2019



11 INTERNATIONAL TRUSTEES
2018-2019

COUNTRIES WITH KEY CLUB

ANTIGUA & BARBUDA

ARUBA

AUSTRALIA

BAHAMAS

BARBADOS

BERMUDA

CANADA

CAYMAN ISLANDS

COLOMBIA

COSTA RICA

DOMINICA

ENGLAND

GERMANY

GUADELOUPE

ITALY

JAMAICA

MALAYSIA

MARTINIQUE

NEW CALEDONIA

NEW ZEALAND

PANAMA

PHILIPPINES

SINGAPORE

SOUTH KOREA

ST. LUCIA

TAIWAN

THAILAND

TRINIDAD & TOBAGO

TURKS & CAICOS ISLANDS

USA

OUR PREFERRED CHARITIES

unicef



Children's
Miracle Network
Hospitals

WHAT IS MARCH OF DIMES?

March of Dimes is an organization devoted to raising awareness about premature births and preventing them. This nation-wide program works to support families on a local level by helping mothers take charge of their health and supporting premature babies.

WHAT IS MARCH FOR BABIES?

March for Babies is a charitable walk sponsored by March of Dimes. When individuals walk at these marches, their proceeds go towards funding research to prevent premature births, birth defects, and infant mortality according to March of Dimes.

HOW CAN I HELP?

If you would like to **help raise money** for March of Dimes, your club can host a fundraiser!

Want to get your club involved and **volunteer**? Find out where your closest March for Babies event is happening! These events usually take place during the spring season.

If you want to raise awareness, there are definitely lots of ways you can do so. One way you can help raise awareness is by **participating in World Prematurity Day!** This awareness day takes place in November, Prematurity Awareness Month, and specifically on November 17th. Be sure to wear purple on this day!

Want to find out more ways you can help? **Check out the March Spotlight on Service Program(SOSP) Guide** on the CNH Website, March's SOSP theme is March of Dimes. You can also visit the March of Dimes and March for Babies websites.

World
Prematurity Day
November 17

#worldprematurityday

march of dimes
A FIGHTING CHANCE FOR EVERY BABY™



WHAT IS THE CHILDREN'S MIRACLE NETWORK?

The **Children's Miracle Network (CMN)** is a non-profit organization that raises money to aid hospitalized kids while also increasing awareness of its member hospitals. All CMN contributions benefit hospitals by: helping to purchase up-to-date equipment, train staff, conduct life-saving research, implement outreach programs, and provide health care for children whose parents can not afford it. There are currently over 170 children's hospitals that are members of CMN.

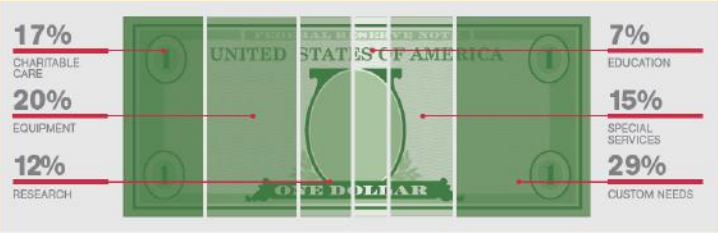
HOW CAN I HELP?

Host a fundraiser! Your club can help raise money for CMN in many ways like holding a food fundraiser at a school event, selling flowers with a personalized note at your school during holidays, or selling ribbon leis, the ideas are endless!

Want to get your club involved and **volunteer**? Find out where your closest CMN hospital is and contact them to see what you can do to help. Ways you and your club can help include hosting a book/toy drive and donating those books/toys to the hospital, making cards for patients, etc.

MIRACLE TREAT DAY

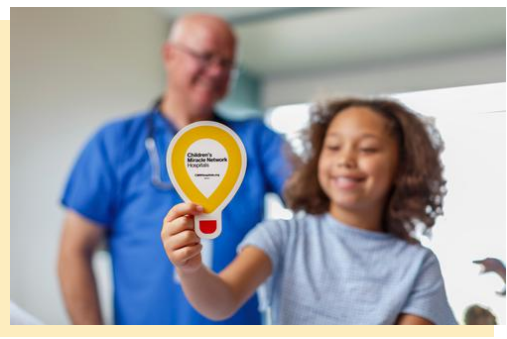
Miracle Treat Day is a partnership with Dairy Queen to help raise funds for CMN and raise awareness of what CMN does. Head out to your local Dairy Queen on August 2nd and buy a Blizzard Treat! When you do so, \$1 or more of those sales will benefit a local CMN Hospital. Below you can find a breakdown of where \$1 goes towards for CMN:



Check out www.miracletreatday.com for more information on this event!

IHOP® NATIONAL PANCAKE DAY

Participate in IHOP's National Pancake Day to help CMN in February! There are two ways that you can help during this day. Go to your local IHOP and you can receive a stack of pancakes for \$1. While you're there, it is highly recommended that you also make a donation to CMN! If you want to volunteer, check out the website ihopvolunteer.childrensmiracletreatday.org. You can find your local IHOP from this website as well.



WHAT IS UNICEF?

United Nations International Children's Fund, or UNICEF, strives to promote the rights and wellbeing of every child. With their partners, UNICEF works in 190 countries and territories to make their mission into action.

THE ELIMINATE PROJECT

WHAT IS THE ELIMINATE PROJECT?

The Eliminate Project is a partnership between Kiwanis International and UNICEF to eliminate maternal neonatal tetanus(MNT). MNT is a deadly disease that steals the lives of 34,000 innocent babies and a significant number of women each year. At this point in time, there are 14 countries remaining that are still affected by MNT.

HOW CAN I HELP?

Fundraise! Work with your club to host a fundraiser where the proceeds go to the Eliminate Project like a boba fundraiser or a charity dance. Remember, \$1.80 can save a mother and her child!

Participate in the ELEMOnate Challenge! The ELEMOnate Challenge involves filming yourself or your club eating lemons, challenging others to take part in the challenge, and then posting the video on social media!

Participate in Trick or Treat for UNICEF! During the month of October, and more specifically Halloween, collect donations for the Eliminate Project instead of candy! All donations collected by a Kiwanis-family member will go to the Eliminate Project.

Want to find out more ways you can help? **Check out the May Spotlight on Service Program(SOSP) Guide** on the CNH Website, May's SOSP theme is the Eliminate Project. You can also visit the Eliminate Project website!

ELIMINATE WEEK

Each year, Key Club International strives to bring awareness to the Eliminate Project by hosting a week-long awareness initiative called **Eliminate Week!** During this week, each day has a specific theme to it. For example, Monday is "Make it Known Monday!" which is focused on educating your school and community about the Eliminate Project.



PEDIATRIC TRAUMA PROGRAM

WHAT IS IT?

The **Pediatric Trauma Program**, or **PTP**, was created in 1994 by the Kiwanis Cal-Nev-Ha Foundation. The program aims to develop local service projects to educate people of children's safety in hopes of decreasing the number of children who are injured or killed by trauma.



PARTNER HOSPITALS

The CNH Foundation has partnered with the following hospitals:

- **UCSF Benioff Children's Hospital** (Oakland, CA)
- **Rady Children's Hospital** (San Diego, CA)
- **Kapi'olani Medical Center for Women & Children** (Honolulu, HI)
- **Renown Children's Hospital** (Reno, NV)
- **Loma Linda University Children's Hospital** (Loma Linda, CA)
- **Valley Children's Hospital** (Madera, CA)

HOW CAN I HELP? FUNDRAISING SECTION

The biggest way many clubs help PTP is by fundraising for it! Your club can host a fundraiser at anytime during the year and donate the funds you raise to PTP. Examples of fundraisers include movie nights, bake sales, and restaurant fundraisers!



HOW CAN I HELP? SERVICE SECTION

Want to do a service project to help PTP instead of fundraising? We've got you covered! There are plenty of service events that your club can do like hosting a child safety fair. Other service events you can do include: nonslip socks, PTP dolls, decorating helmets, making knee pads, and sewing hand-warmers for children!

INTERNATIONAL EVENTS

KEY CLUB WEEK ²⁰¹⁹

Key Club Week is a week dedicated to Key Club. Join Key Clubbers from all over the world to celebrate Key Club and all that we do as an organization! This is usually the first full week of November.

NOVEMBER 4 ²⁰¹⁹ TO NOVEMBER 8 ²⁰¹⁹

Dates are not finalized and are subject to change

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SHOW YOUR K	KUDOS TO THE KEY PLAYERS	DARE TO CARE	RANDOM ACTS OF KINDNESS	CONNECT THE K'S

KIWANIS ONE DAY ²⁰¹⁹

Kiwanis One Day is one of many chances you will get to work with your local Kiwanis Family on positively impacting your community! This is a day for all branches to come together and serve.

ELIMINATE WEEK ²⁰¹⁹

Together, let's eliminate Maternal Neonatal Tetanus from the world! Eliminate Week is a week focused on fundraising and raising awareness about the Eliminate Project. This is usually the first full week of May.

MAY 6 ²⁰¹⁹ TO MAY 10 ²⁰¹⁹

Dates are not finalized and are subject to change

JULY 3 ²⁰¹⁹ TO JULY 7 ²⁰¹⁹

ICON INTERNATIONAL CONVENTION ²⁰¹⁹

International Convention (ICON) 2019 will be held in Baltimore, Maryland! At ICON, you will be able to meet Key Clubbers from all over the world, enjoy workshops, adventure out into beautiful Baltimore, and so much more!

ICON DISTRICT TOUR

After ICON, the CNH District will be taking an optional tour around the Washington, D.C. area!

JULY 7 ²⁰¹⁹ TO JULY 9 ²⁰¹⁹

CALI-NEV-HA
INFORMATION

Section 2



DISTRICT BASICS

The Cali-Nev-Ha(CNH) District is not just another District in Key Club International—it is the largest district! With over 40,000 members serving and making a difference across **THREE** states, we are definitely a notable District.

STATES: California, Nevada, & Hawaii

MASCOT: The Bee!

COLORS: Black & Yellow

APPROX. MEMBER COUNT: 40,000+

CLUBS: 770+

DIVISIONS: 76

REGIONS: 18

DISTRICT SOCIAL MEDIA CHEAT CARD

WEBSITE: cnhkeyclub.org

INSTAGRAM: @cnh_keyclub

FACEBOOK: @calinevhakeyclub

TWITTER: @CNHKeyClub

YOUTUBE: CNH Key Club

At the start of every term, the district executive officers come together to brainstorm the next District Goals for the CNH District. In recent years, these goals have been related to total number of **service hours completed, funds raised for PTP, and dues-paid membership.**

DISTRICT GOALS

THE 2018-2019

CNH DISTRICT GOALS

\$250,000

**FUNDRAISED FOR
THE PEDIATRIC
TRAUMA PROGRAM**

1,100,000

**SERVICE HOURS
ACCOMPLISHED
AND RECORDED**

41,500

**DUES-PAID
MEMBERS IN THE
CNH DISTRICT**

DISTRICT EVENTS

FALL RALLY

Fall Rally is the event you truly do not want to miss! From the countless amounts of spirit battles to the exhilarating feeling you'll get from the roller coasters, the possibilities for fun are endless!

Most importantly, Fall Rally is our biggest annual Pediatric Trauma Program(PTP) fundraiser! Here, divisions from all across the District come together to donate to PTP and celebrate all of the achievements PTP has accomplished.

Currently, CNH has two fall rallies; one that happens in the north(Fall Rally North) and one that happens in the south(Fall Rally South).

Want to attend? Contact your local Lt. Governor or visit the CNH District website(CyberKey) for more details.

FALL RALLY NORTH

Fall Rally North takes place at
**Six Flags Discovery
Kingdom in Vallejo, CA!**

OCTOBER

19

2019

FALL RALLY SOUTH

Fall Rally South takes place at
**Six Flags Magic Mountain in
Valencia, CA!**

NOVEMBER

9

2019



CANDIDATE TRAINING CONFERENCES

Interested in being a part of the District Board? If you are, Candidate Training Conferences(CTCs) are a perfect way for you to understand some of the positions on the board!

If you are interested in the position of Division Lt. Governor, then you should attend **LTG Candidate Training Conference(CTC)**! This yearly conference, usually held in December, will have everything you need to know about what it takes to become the next Lt. Governor. Speak to your Lt. Governor about how you can attend this informative conference. There will be always be a way for you to get there.

Interested on serving the Cali-Nev-Ha District as an Executive officer? If you are, it is required that you attend **District Officer Candidate Training Conference**! There, the Executive officers will share with you what it takes to be an Executive officer. Travel costs can and will be reimbursed.

LT. GOVERNOR

CANDIDATE TRAINING CONFERENCE

DECEMBER

8

2018

Locations:

See the CNH District Website(CyberKey) for the various locations.

DISTRICT OFFICER

CANDIDATE TRAINING CONFERENCE

FEBRUARY

2

2019

Locations:

Rancho Cucamonga, CA
Sacramento, CA

DISTRICT CONVENTION

District Convention is a large gathering of Key Clubs from all across the Cali-Nev-Ha District. Attendees will participate in the election of the new District Executive Officers, receive awards, learn from workshops, spark ideas at the Service EXPO, learn how to further the Key Club experience in College, compete in spirit battles, dance at Governor's Ball, and celebrate the year of service with thousands of other Key Clubbers.

For more information about DCON and how to register your Key Club to attend, visit the CNH District Website(cnhkeyclub.org > "Convention")!

Questions? Email District Convention Chair
Minah Yang | cnhkc.dcon@gmail.com

APRIL
12
2019

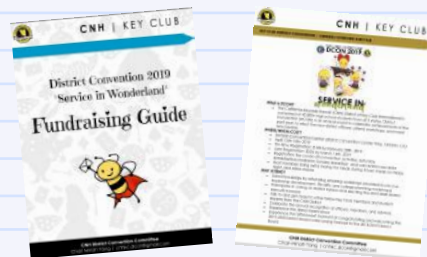
TO

APRIL
14
2019

Ontario Convention Center
Ontario, CA

DCON RESOURCES

Check out the CNH District Website for resources such as the **Fundraising Guide** and the **DCON FAQ Guide**!



DISTRICT LEADERSHIP

THE DISTRICT BOARD

The District Board is made up of the **Executive Board**, **Appointed Board**, and the **Lt. Governors** that serve each division within the District.



District Governor
Jonathan Lum

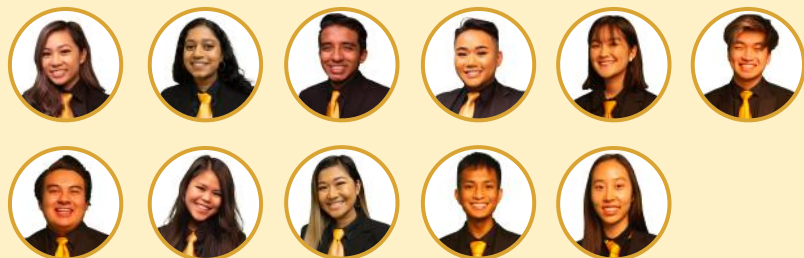


District Secretary
Zoe Yao



District Treasurer
Kara Yoshiyama

EXECUTIVE BOARD 2018-2019



APPOINTED BOARD 2018-2019

District News Editor Jenny Chen
District Technology Editor Archishma Kavalipati
District Video Media Editor Leo Tafoya
Communications & Marketing Chair Nathaniel Banlusak
District Convention Chair Minah Yang
Kiwanis Family & Foundation Chair Brandon Ma
Member Development & Education Chair Jared Keating
Member Recognition Chair Annaleigh Nguyen
Policy, Int'l Business, & Elections Chair Phuonguyen Rita Nguyen
Service Projects Chair Lawrence Guittap
Strategic Planning Chair Nicole Sohn

HOW DO I BECOME A PART OF DISTRICT BOARD?

There are multiple ways to participate on the District leadership level. The first is by running for **Lt. Governor** for your division. Your current Lt. Governor will conduct conclave in January or February and will share more information when the time comes.

The second way is by applying for an **appointed board position**: there are currently 8 Committee Chairs each specializing in a field, one District News Editor, one District Technology Editor, and one District Video Media Editor. Applications are usually released after the conclusion of District Convention.

The third way to get involved is by running for an **executive position** at District Convention.



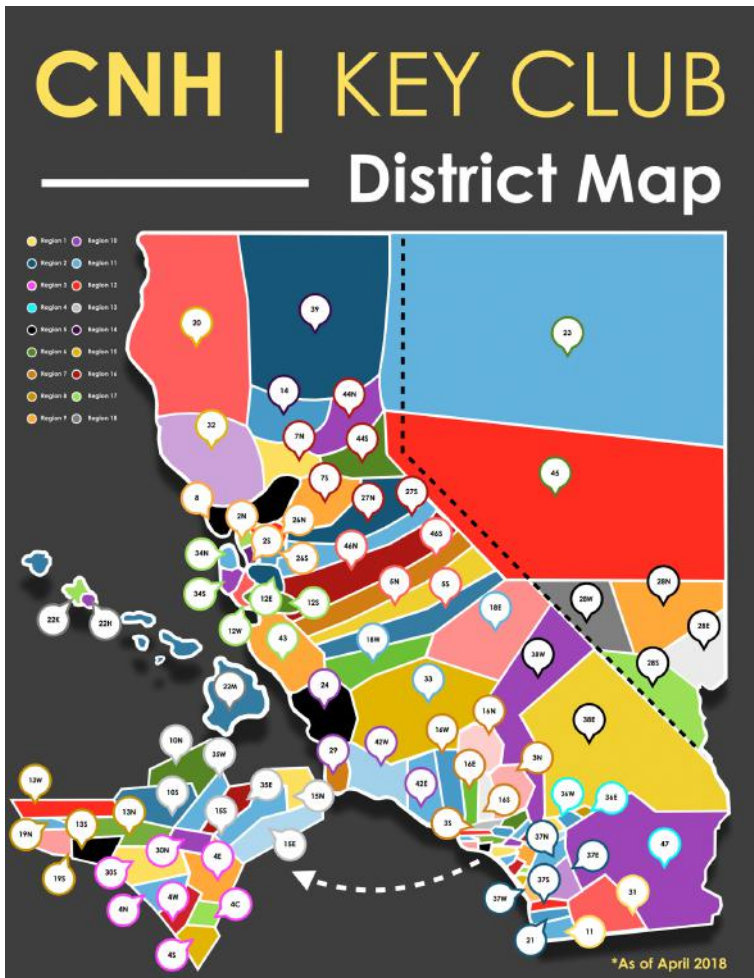
2018-2019 CNH KEY CLUB DISTRICT BOARD

DISTRICT STRUCTURE

There are **18 regions** and **76 divisions** in the CNH District. Each region is aligned to the Kiwanis Regions, made up of 2 to 7 Key Club divisions, and have one or more Region Advisors. Regions provide a support system for struggling divisions.

Each division has one **Lt. Governor** that serves the clubs within that division. Divisions are made up of 2 to 16 Key Clubs and are aligned based on Kiwanis Divisions. Some divisions may contain a directional term in their name like: **North, Hikina, Central, West**, etc.

Every year, each region holds a **Region Training Conference** that is generally held during the fall season.



REGION DIRECTORY

- REGION 1 D11 D31
- REGION 2 D21 D37E D37N D37S
- REGION 3 D4E D4C D4N D4S D4W D30N D30S
- REGION 4 D36E D36W D47
- REGION 5 D28E D28N D28S D28W D38E D38W
- REGION 6 D23 D45
- REGION 7 D3N D3S D16N D16S D16E D16W
- REGION 8 D13N D13S D19N D19S
- REGION 9 D2N D2S D8 D26N D26S
- REGION 10 D24 D29 D42E D42W
- REGION 11 D18E D18W D33
- REGION 12 D5N D5S D46N D46S
- REGION 13 D10N D10S D15E D15N D15S D35E D35W
- REGION 14 D14 D39
- REGION 15 D20 D32
- REGION 16 D7N D7S D27N D27S D44N D44S
- REGION 17 D12E D12S D12W D34N D34S D43
- REGION 18 D22H D22K D22M



LEADERSHIP

Section 3



TEAMWORK ^{AND} DELEGATING

The Art of Delegating

Step 1:

You must delegate work. This is not a one man/woman team. Delegate tasks to fellow officers and collaborate with them to complete specific tasks.

Step 4:

By delegating tasks, you are allowing members to experience Key Club leadership roles, this ensures success of the club in the future.

Step 2:

Establish committees that members can take part in. These committees provide leadership opportunities and promote an active club.

Step 3:

Create these committees based on the needs of the club. Involve members but do not make them do something they do not want to do

Teamwork

"Teamwork makes the dream work!"

Throughout the term, it is important that you foster teamwork with everyone you work with.

Stay on Task

When working in a team, it is important that everyone be on-task and "pull their own weight".

Support

You should all support one another in a team. Utilize each others individual skills to help one another.

Conflicts

Conflicts may arise during the term. These conflicts should be resolved as best as they can and should not affect completion of tasks or teamwork.

Open-Minded

There is no "i" in Team. Everyone should be open-minded to ideas that individuals have. Ideas that are not yours should be given a chance to flourish.

OFFICER PROFESSIONALISM

Professionalism is KEY!

Being professional can open up opportunities to good relationships with adults & fellow members.

Tip #1: Maintain professionalism in your emails!

Tip #2: Dress appropriately for the occasion. When in doubt, over dress. It is not bad to overdress.

Tip #3: Address adults with “Mr.” or “Ms.” and/or “Sir” and “Ma’am”.

Tip #4: Have a strong handshake and a meaningful greeting! Look interested and happy when you meet other individuals.

Tip #5: Prevent your phone from being a distraction—turn it off or put it away when talking to others.

Tip #6: Show your passion for the club and to the members you serve!

Tip #7: Follow all of the rules(i.e. code of conducts).

Tip #8: Smile, be inclusive, be yourself and relax!

RECOGNIZING OFFICER AND MEMBERS

MEMBER RECOGNITION

There are many ways that you can recognize members during the term! You can hold special sections of meetings where you recognize someone for being the member of the month, being the most spirited... the possibilities are **ENDLESS!!**

Need help with recognizing members? The District Member Recognition Committee has your back! You can find **resources** (like certificates) and more ways to recognize members by joining the **"Recognition" Google Reflector** and by looking at the resources the Member Recognition Committee creates on the **CNH District website(cnhkeyclub.org)**



THE MEMBER RECOGNITION PROGRAM

The Member Recognition Program(MRP) was created to recognize a large number of dues-paid Key Club members with a minimum of fifty service hours. There are four levels of recognition: **Bronze, Silver, Gold, and Platinum.**

For more information, check out the Recognition section of the CNH District Website(cnhkeyclub.org)!

Requirements	Bronze	Silver	Gold	Platinum
Dues Paid	Yes	Yes	Yes	Yes
Service Hours	50 hours	100 hours	150 hours	200 hours
Additional Requirements	5 of 9	6 of 9	9 of 13	10 of 13
Training Events	2	2	4	4
Events with Kiwanis Family	2	3	4	5
Interclubs	3	4	5	6
Division Events	4	4	5	6
District Events	1	1	2	2
International Events			1	1
Articles/Visuals Submitted	1	1	2	2
Chair of an Event	1	1	2	2
Host Division /Region/District Workshop			1	1
Club Committee Member	Yes	Yes	Yes	Yes
District or Division Committee Member			Yes	Yes
Club or Leadership Position			Yes	Yes
Lives Saved from MNT	3	20	50	100

The Member Recognition Program Rubric

CONTESTS

These are the official 2018-2019 CNH District Contests. More information on each award and their specific guidelines can be found on the CNH District website.

ADVISORS

- Advisor of the Year*
- Marvin J Christiansen

MEMBER

- Member of the Year*
- Sandy Nininger+
- Talent
- Member Recognition Program^

SERVICE

- Single Service**
- Major Emphasis**

NEWSLETTER

- Club Newsletter
- Division Newsletter

CLUB

- Club Attire*
- Club of the Year*
- Club Poster**
- Club Video**
- Most Improved Club*
- Year in Review(Digital)
- Year in Review**
 - Traditional
 - Non-Traditional

OFFICER

- President
- Vice President
- Secretary
- Treasurer

WEBSITE

- Club Website
- Division Website

* = District contests judged on the Division level
 ** = International contests judged on the District level first
 + = District contests that are also recognized on Int'l level
 ^ = Contests judged on the Club level
 All other contests are District level contests.

OFFICER CONTESTS

Officers Contests are District contest that *highly* encourage you to apply for! The contest has multiple sections that must be completed and then compiled into an e-portfolio.

THE E-PORTFOLIO

For this contest, applicants must complete an e-portfolio which includes things such as:

- COVER PAGE
- NOMINATION FORM
- DIVIDERS
- LETTER(S) OF RECOMMENDATION
- OFFICER POSITION CHECKLIST
- PROOF OF ATTENDANCE
- COMMUNICATION
- MISCELLANEOUS
- AND MORE!

OUTSTANDING & DISTINGUISHED

The contest has two award categories, **OUTSTANDING** and **DISTINGUISHED**. Depending on the amount of points you receive from the contest, you have the chance of achieving Outstanding or Distinguished. Distinguished means that you have fulfilled the requirements of your specific position's contest better.

DIVISION JUDGING

Lieutenant Governors will assemble a Division Judging Committee(DJC) for District contests judged on the Division level. Information on the DJC will be released later so keep your eyes out!

See the contests on the left for more information on the specific contests judged by the DJC.

SUBMISSIONS

SUBMISSION FORMAT

ALL contest submissions must be submitted electronically.

SUBMISSION DUE DATES

WEBSITE CONTESTS

All website contest submissions must be sent in by **September 15th, 2018** by 6:00 PM.

OTHER CONTESTS

All other contest submissions must be received by **February 12th, 2019** by midnight.



SCHOOL-CLUB CONNECTION

FACULTY ADVISOR

FINDING A NEW FACULTY ADVISOR:

When scouting for a new faculty advisor, it is important that you find someone who:

- Is responsible
- Has time outside of school
- Communicates frequently
- Is energetic
- Is willing to learn about Key Club

What many often overlook is the fact that sometimes all a club really needs for success is the support of a faculty advisor who is just as enthusiastic about Key Club as they are!

KEEPING YOUR ADVISOR IN THE LOOP:

Every year it is important to:

- **Educate your faculty advisor on the nuts and bolts of Key Club** because changes are always happening.
- Your faculty advisor must **understand your club bylaws and policies as well as the District's bylaws and policies** so that they may properly advise you in the decisions you make this year.
- It is also important that you **continuously provide him/her with updates on what the club is doing and how he/she can help out.**

BENEFITS:

The faculty advisor serves as a bridge between the club and your school's administration. Having a good relationship with your faculty advisor can provide Key Club with many opportunities in the school. Active advisors often also serve as chaperones for events if you ask them.

THANK YOUR ADVISOR!:

Always remember to thank your advisor for the support they provide to your club. If you are asking them to chaperone for an event that requires any sort of payment, thank them by fundraising to waive their fees. Faculty advisors should never have to pay to attend an event just to serve as a chaperone.

POLICIES TO REMEMBER

OVERNIGHT EVENTS: All overnight events have a member to chaperone ratio of **10:1 per gender**.

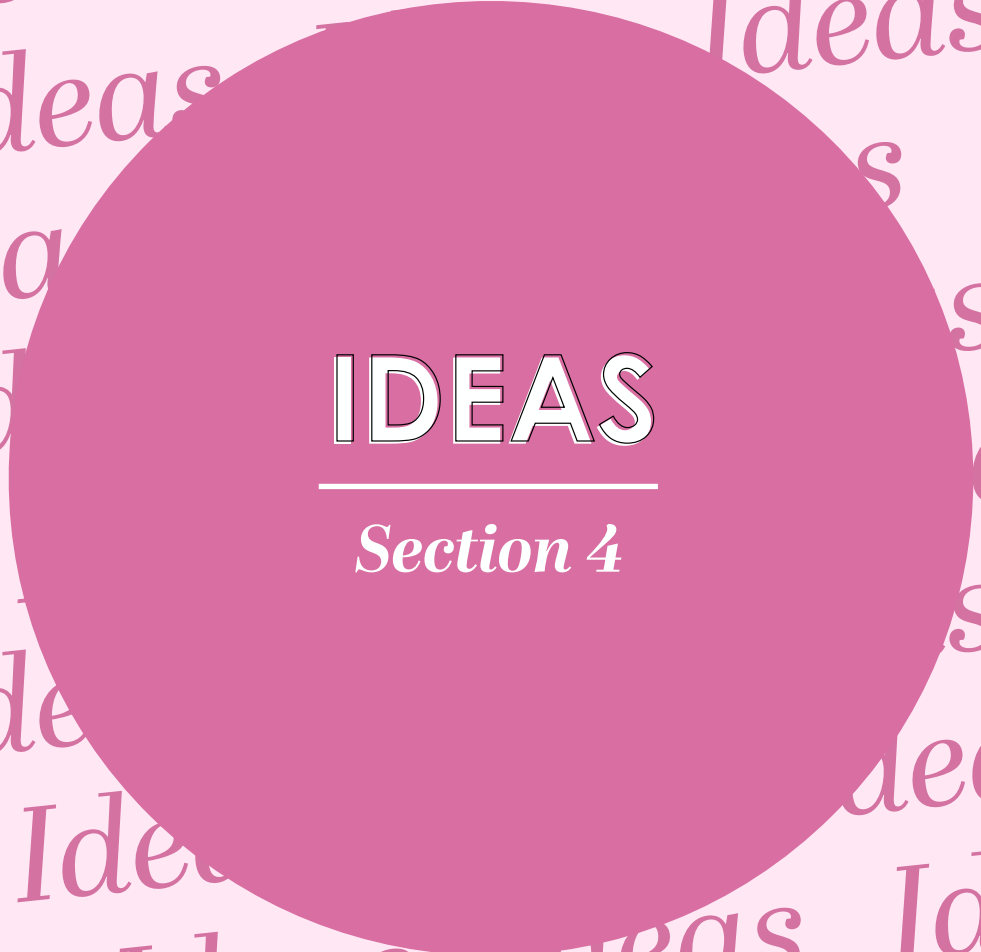
(i.e. 2 males; 11 females = 1 male chaperone; 2 female chaperones)

DAY EVENTS: All day events have a member to chaperone ratio of 12:1 that is not gender specific.

(i.e. 6 males; 7 females = 2 chaperones)

SCHOOL POLICIES

In addition to Key Club policies, your club is expected to follow all policies regarding student activities as set out by your school and school district.



IDEAS

Section 4



OPPORTUNITY IS OUT THERE

*“You miss 100% of the shots you don’t take. –Wayne Gretzky”
– Michael Scott*

Before moving forward with this manual, I want you to remember that this is your only term as Club President. Throughout this term you will come across many doors full of opportunity that can help you build your own leadership skills as well the leadership skills of those around you. Give this term 100% of your efforts, try your best to serve your home club, and remember: “You miss 100% of the shots you don’t take. –Wayne Gretzky” –Michael Scott.

SERVICE IDEAS

SPOTLIGHT ON SERVICE PROGRAM

The **Spotlight on Service Program(SOSP)** is a District initiative that strives to promote new and unique service projects to members across the District! You can check it out by heading over to the CNH District Website!



SOURCES OF SERVICE

- Ask teachers, organizers, Kiwanis members for projects
- Look up large scale community events near your community or in the largest city near you
- Find one what projects relate with the Key Club Initiatives and the District Project
- Make your own service project!

A COUPLE IDEAS...

- Campus Beautification
- Reading to kids at local library
- Making dog toys for local dog shelter
- Make cards for soldiers/hospitalized children
- Distribute water at runs/walks
- Collect recyclable materials at school
- Collect clothes, canned goods, etc.
- Beach Clean-Up
- Help out at soup kitchens
- Volunteer at local senior center
- Park clean-ups

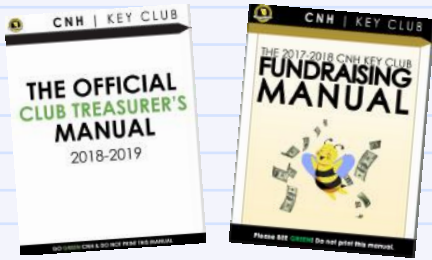
EVENT CHECKLIST

- DISTANCE: How far is the event?** The farther an event is, the longer members should stay. A 40 minute car ride would mean a minimum 3 hour service project. Make sure to pay for the driver’s gas. Don’t be a gas guzzler and encourage public transportation and carpool.
- SURROUNDING ACTIVITIES: Where are you?** Advertise the things that you can do after the service project. This makes even more worthwhile. Keep members who may not want to stay longer in mind(ex: host a fundraiser after!).
- COMMUNICATION: Are members informed?** Members will get upset if they do not know how to get there, the weather, if they are hungry, and if last minute changes or corrections are made. Avoid this mess and keep members informed.
- WHY?:** Providing members with the purpose of the event will give them a sense of meaning. As a result, they will be more likely to support the project and enjoy their time serving.

FUNDRAISING IDEAS

FUNDRAISING RESOURCES

Check out the CNH District Website for resources such as the **Fundraising Manual** to help you with fundraisers!



A COUPLE IDEAS...

- Restaurant Fundraisers
- "Pie an Officer"
- Car Wash
- Awake-a-thon
- Holiday Grams
- Donation Jars
- Talent Show/Auction Show
- Selling ribbon leis
- Movie Night
- Bake Sale

FUNDRAISING CHECKLIST

- PREPARATIONS:** **Have you prepared for the fundraiser?** If you're hosting a restaurant fundraiser, have you communicated with that restaurant? If it's a fundraiser you're doing on your own, do you have all the materials that you need?
- DONATIONS:** **Where are the funds your raise going to?** This should be something you decide before the actual fundraiser (some people may ask where your funds are going to during the event!). Examples include PTP, the Eliminate Project, and other preferred charities!
- PROMOTION:** **Do members know about the fundraiser?** Promote your fundraiser like crazy! Utilize physical flyers to promote the event at your school and use social media as a way to further promote your fundraiser!

BREAKING THE ICE

ENERGY BOOSTERS

STARBURSTS: Count 1-8 shaking your right hand, then left hand, then right foot, then left foot Count 1-4 shaking your right hand first, then left hand, then right foot, then left foot. Count 1-2 shaking your right hand first, then left hand, then right foot, then left foot. Count 1 shaking your right hand first, then left hand, then right foot, then left foot. At the very end scream in unison.

ROCK PAPER SCISSORS: Individuals will go around playing rock paper scissors with everyone. The individual that wins will continue on to the next person. The loser will cheer on the person who defeated them from behind. This continues until there is an ultimate showdown. By the end who's name will be chanted? Will it be yours?

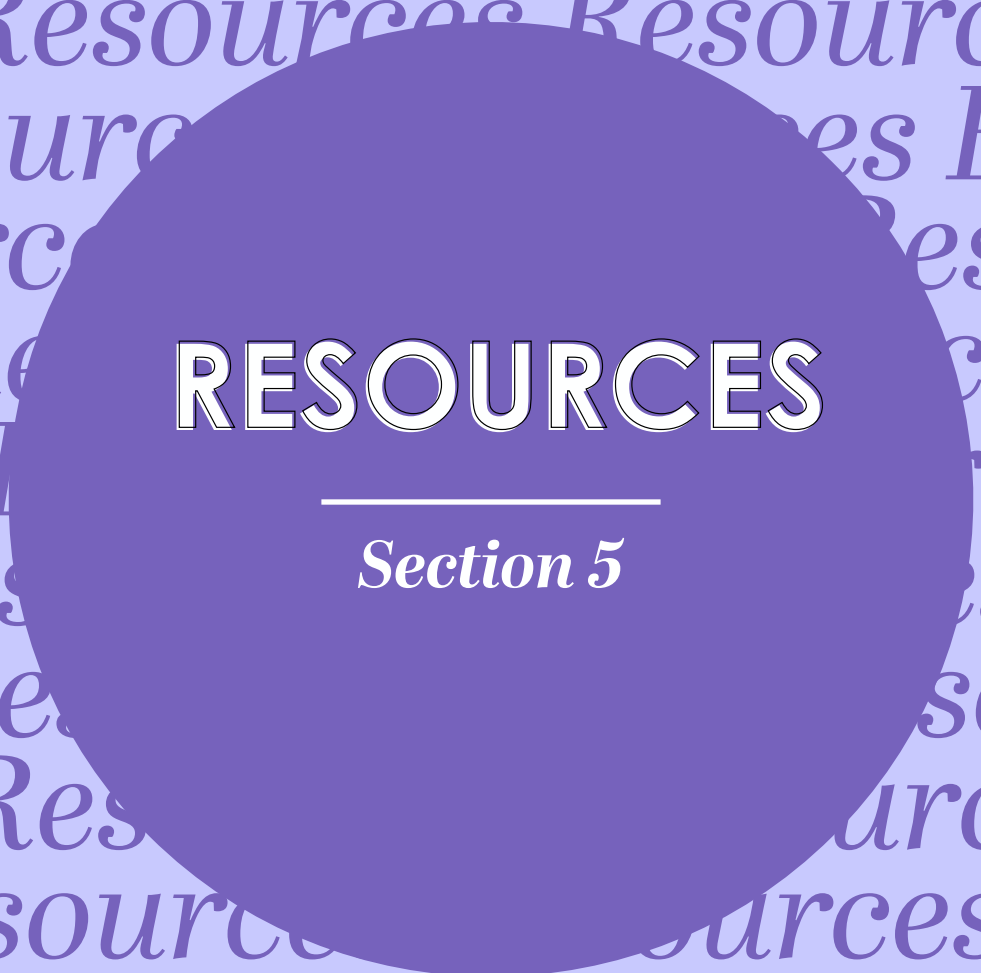
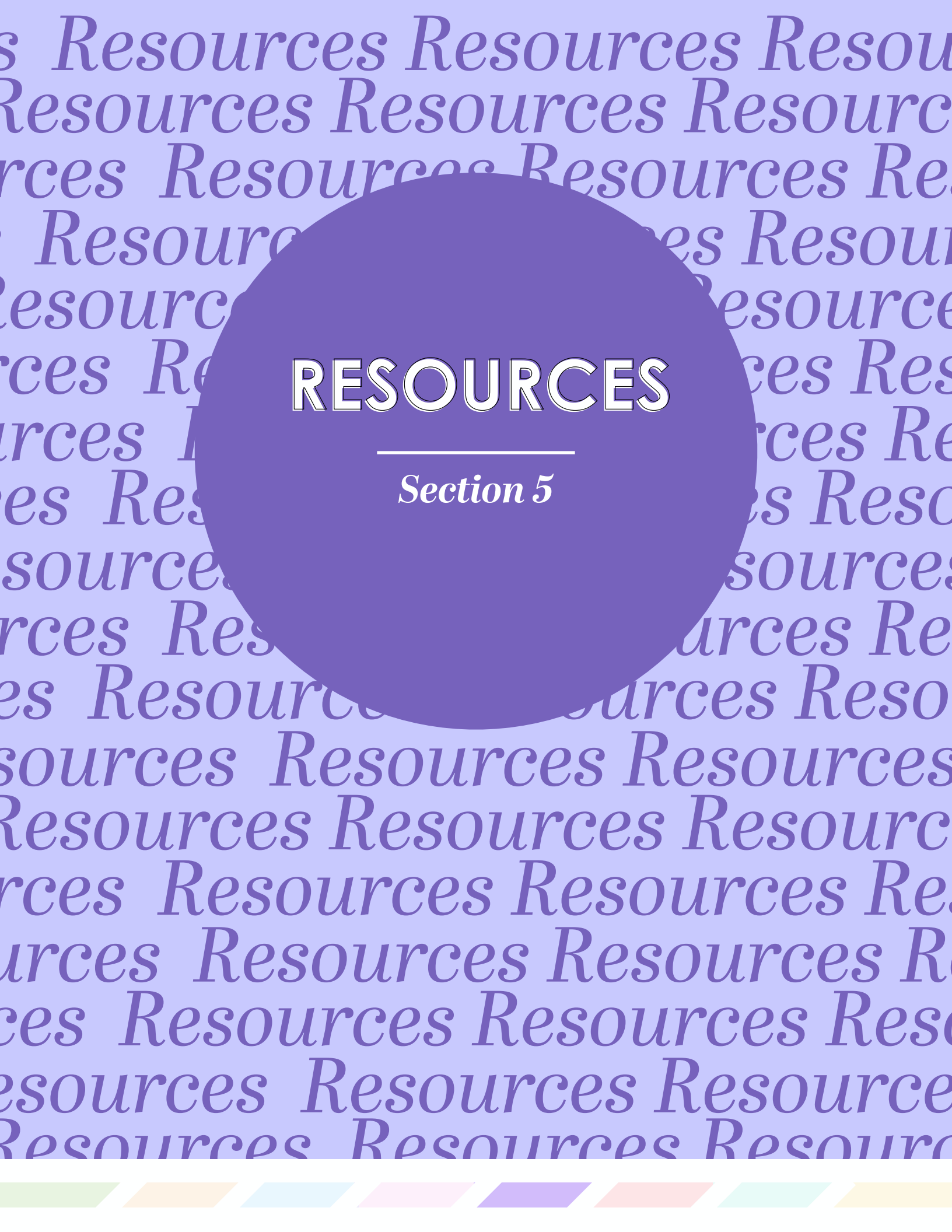
OTHER ICEBREAKERS!

HUGGIE BEAR: Have members walk around aimlessly and have one person call out a random number using the phrase, "Huggie Bear get into groups of (random number)!". Members must "hug" in these numbers. If a group doesn't hug in the called-out number, everyone in the group is out.

HUMAN KNOT: Have members get into groups and circle up. They will then grab a right hand from someone across the circle and then grab a different persons left hand from across the circle. Finally, the group must work together to untie the human knot!

PONCHO: Divide the group into 4 equal groups, numbering each group. Every group will have a leader and the leader is in charge of creating a dance move for their group. Groups will take turns doing their move and proceeding to call out another group. Every round the dance move has to change. If a group is unable to create a new dance move or caught off guard, they are eliminated and joins the group who defeats them.

- Two Truths and a Lie
- Simon Says
- Scavenger Hunts
- Tag
- Four Corners



RESOURCES

Section 5



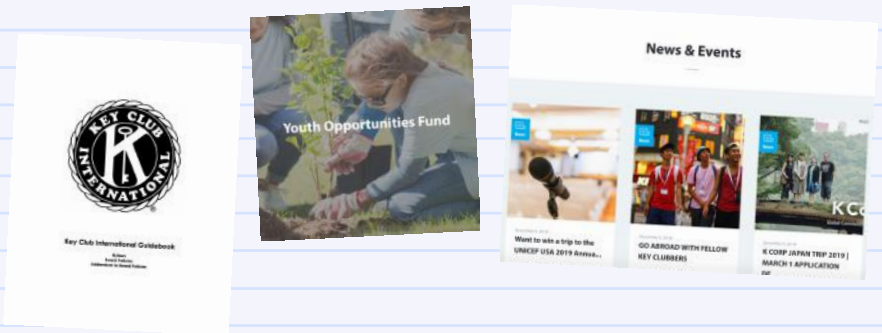
KEY CLUB INT'L AND CNH DISTRICT

KEY CLUB INTERNATIONAL RESOURCES

KEY CLUB INTERNATIONAL WEBSITE



The KCI Website can provide you with resources on the International level such as **information on international events**, the **YOF Grant**, and the official **Key Club Guidebook!**
Website Link: keyclub.org



KEY CLUB BRAND GUIDE

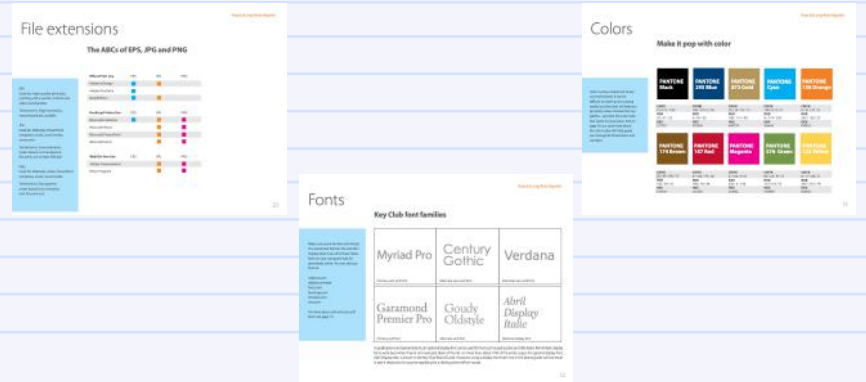
Key Club brand guide

Brand yourself & your club.

UPDATED

KEY CLUB

The Key Club Brand Guide provides you with plenty of information on how to brand your Key Club ranging from the **fonts** we use to the **colors** we show off.



OTHER KCI RESOURCES:

MEMBERSHIP

UPDATE CENTER

This is where you submit dues payments.

CLICK [HERE](#) TO VIEW THE SITE

KCI SERVICE

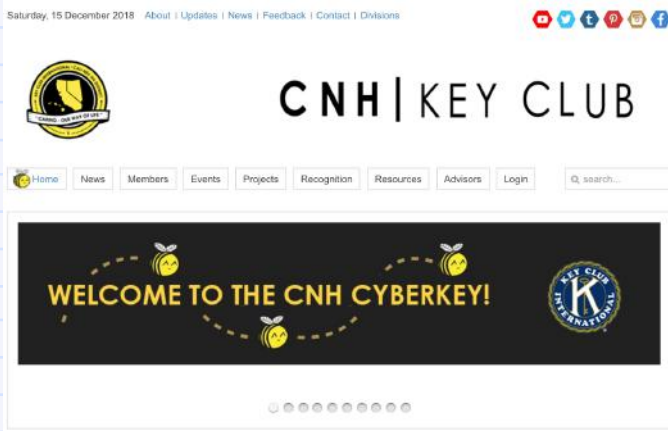
DATABASE

You can find a couple of service event ideas here!

CLICK [HERE](#) TO VIEW THE SITE

CNH DISTRICT RESOURCES

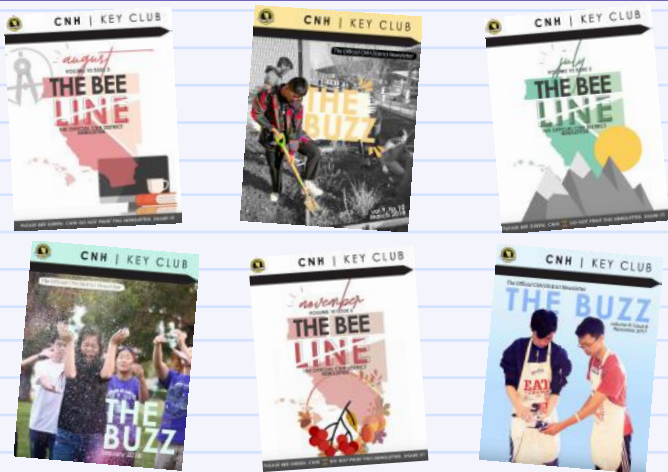
CNH DISTRICT WEBSITE(CYBERKEY)



The CNH District Website(or the CyberKey) has plenty of resources information for you to use! Here you'll find information regarding your officer role, recognition, service ideas, and more!

Website Link: <http://www.cnhkeyclub.org/>

CNH DISTRICT NEWSLETTER



The CNH District Newsletter is a monthly publication created and compiled by the District News Editor. Here, you'll find information regarding the District, resources from district committees, and more!

Website Link: <http://www.cnhkeyclub.org/news/newsletters>

CNH DISTRICT YOUTUBE



On the CNH District's Youtube channel, you'll find plenty of videos containing information to keep you updated on what's happening on the District level and informational webinars!

Website Link: <https://www.youtube.com/user/CNHKCTv>



CNH DISTRICT GOOGLE GROUP REFLECTORS

The CNH District Google Group Reflectors are ways for the District to communicate to clubs across the district via emails! If you're a club officer, you can join your respective officer position's group. There are also groups available for separate topics. Click the links below to sign-up!

[PRESIDENT
REFLECTOR](#)

[VICE PRESIDENT
REFLECTOR](#)

[SECRETARY
REFLECTOR](#)

[TREASURER
REFLECTOR](#)

[EDITOR
REFLECTOR](#)

[RECOGNITION
REFLECTOR](#)

[POLICY
REFLECTOR](#)

THE **KIWANIS** **FAMILY**



KIWANIS INTERNATIONAL

This is Key Club's parent branch. Your club is sponsored by a local Kiwanis Club. They provide support, guidance, and supervision. Get involved with them by contacting your local Kiwanis Club president and/or your Kiwanis Advisor!

CIRCLE K INTERNATIONAL

This is Key Club's parent branch. Your club is sponsored by a local Kiwanis Club. They provide support, guidance, and supervision. Get involved with them by contacting your local Kiwanis Club president and/or your Kiwanis Advisor!



AKTION CLUB

Aktion Club is made of adults with disabilities. This branch of Kiwanis focuses on serving the community.

BUILDERS CLUB

In order to further inspire young members to serve, the Builders Club exists to help middle school students learn about community and leadership.



K-KIDS

From K-Kids to Terrific Kids to Bringing Up Grades (BUG), this young branch of the Kiwanis family serves the community in the largest and smallest of ways.

HELPFUL ACRONYMS

Over the course of your Key Club journey, you will most likely here one or more of these acronyms! Utilize this cheat sheet to get acquainted with these acronyms.

AAR	Annual Achievement Report
CKI	Circle K International
CM	Communications & Marketing
CNH	California-Nevada-Hawai'i
CTC	Candidate Training Conference
DA	District Administrator
DB	District Board
DCM	Division Council Meeting
DCON	District Convention
DGOV	District Governor
DJC	Division Judging Committee
DNE	Division/District News Editor
DNEWS	Division/District Newsletter
DSEC	District Secretary
DTREAS	District Treasurer
DTE	District/Division Tech Editor
DVME	District Video Media Editor
ERF	Event Request Form
FRN	Fall Rally North

FRS	Fall Rally South
ICON	International Convention
INT'L	International
IP	Immediate Past
KCI	Key Club International
KFF	Kiwanis Family & Foundation
LTG	Lieutenant Governor
MDE	Membership Development & Education
MR	Member Recognition
MRF	Monthly Report Form
MRP	Member Recognition Program
OTC	Officer Training Conference
PIE	Policy, Int'l Business, & Elections
PTP	Pediatric Trauma Program
RA	Region Advisor
RTC	Region Training Conference
SLP	Service Leadership Program
SP	Service Projects
YOF	Youth Opportunities Fund

GRANTS AND SCHOLARSHIPS

YOUTH OPPORTUNITIES FUND

The Youth Opportunities Fund(YOF) is a KCI grant that can help you with your new and original service project!

- Clubs may ask for \$100 to \$2000
- Deadline to apply is October 15th!
- Clubs need to be dues-paid BEFORE the deadline in order to qualify for the grant.
- All applications are completed online. There is also a demo version of the application online.

For more information, visit keyclub.org, click "**Resources**" and then "**Members**". Finally, click the "**Youth Opportunities Fund**" button.

CNH KIWANIS FOUNDATION

The Cal-Nev-Ha Kiwanis Foundation offers grants to help you run PTP service projects that you have created!

- Clubs may request up to **\$250**, but you may be granted more.
- **There is no deadline.** Applications are accepted year-round!
- A budget must be documented in the application and after, if you receive a grant.
- This grant is a matching grant. The club must pay as much of the cost as the grant.
- **This grant is not requested a lot so take advantage of the free money!**

Check out more information on the grant and projects by visiting cnhfoundation.org and click "**Grants**" and find grant named "**Pediatric Trauma Program Grant for Service Leadership Programs**".

SCHOLARSHIPS

There are plenty of scholarships available for graduating Key Club dues-paid seniors who plan on entering college!

INTERNATIONAL SCHOLARSHIPS

International scholarships can be found by going to kiwanis.org and clicking on "**Scholarship opportunities**" under the tab "**Impact and Resources**". From there, you can check out the Key Club International scholarships that are available!

DISTRICT SCHOLARSHIPS

The CNH Kiwanis Foundation provides scholarships opportunities to dues-paid senior Key Clubbers in the District! These scholarships can be found by going to cnhkeyclub.org and clicking on "**Scholarships**" under the "**Resources**" tab.

- Scholarships range from **\$20,000**(from the Loretta B McElwain Scholarship) to **\$750**.
- Although there are many scholarships, you only need to complete one application!
- The deadline for the application is **February 15th!**

The image shows a screenshot of a web application form for the Kiwanis Cal-Nev-Ha Foundation. At the top, there is the Kiwanis logo and the text "Cal-Nev-Ha Foundation". Below this, the title of the form is "Kiwanis Cal-Nev-Ha Foundation Scholarship Application" with "Key Club / KIWIN'S" in the bottom right corner. A prominent message states "Received by deadline: Friday, February 15, 2019". Below this, there are instructions: "Note: Applications received after this date will NOT be considered by the judging committee." and "Instructions: Please read all instructions before beginning the application process." There are also numbered sections: "1. FOLLOW DIRECTIONS" and "2. This application will also be used as the initial application for the Loretta Bartolucci McElwain scholarship with a value of approximately \$20,000.00. Applicants will be requested to submit separately the Free Application for Student Aid (FAFSA) Student Aid Report to be considered for this award."

CONTACT INFORMATION

Don't fret and don't shed a sweat when you click to send anyone of us an email. We are a resource to you. It is our pleasure! Please do not hesitate. Just ask, we are friendly.

EXECUTIVE OFFICERS

District Governor cnhkc.dg1819@gmail.com	District Treasurer cnhkc.dt1819@gmail.com
District Secretary cnhkc.ds1819@gmail.com	

APPOINTED LEADERSHIP TEAM

District News Editor cnhkc.dne@gmail.com	District Tech Editor cnhkc.dte@gmail.com
District Video Media Editor cnhkc.dvme@gmail.com	CM Chair cnhkc.cm@gmail.com
DCON Chair cnhkc.dcon@gmail.com	KFF Chair cnhkc.kff@gmail.com
MDE Chair cnhkc.mde@gmail.com	MR Chair cnhkc.mr@gmail.com
PIE Chair cnhkc.pie@gmail.com	SP Chair cnhkc.sp@gmail.com
Strategic Planning Chair cnhkc.spc@gmail.com	

ADULTS

District Administrator Doug Gin dgin@kiwanis.org	Assistant Administrator Marshall Roberson cnh.adan@gmail.com
Assistant Administrator Alan Quon alan@alanquon.com	Special Assistant Pete Ballew pjb184@yahoo.com
Special Assistant Marek LeBlanc cnhkc.sa@gmail.com	SLP Director Bruce Hennings bruce@cnhkiwanis.org

WEBSITES

CNH District Website(CyberKey) cnhkeyclub.org	
Key Club International keyclub.org	Key Leader key-leader.org
CNH Circle K cnhcirclek.org	Circle K International circlek.org
CNH KIWIN'S District kiwins.org	Builders Club buildersclub.org
CNH Kiwanis Foundation cnhfoundation.org	Kiwanis International Kiwanis.org
Aktion Club aktionclub.org	Kiwanis Kids(K-Kids) kkids.org

Make sure you know who your Lt. Governor is! You may find what division you are by simply shooting an email to me or any executive officer. If you are wondering who your Lt. Governor is, I leave you on the mission to ask!

MISCELLANEOUS
TIPS

Section 6



RUNNING A CLUB MEETING

Running a club meeting can be hard, especially if it's your first couple of times running the show! Use a couple of these tips to help you prepare for the meeting!

Tip #1: Be personal. Try to relate what you're talking about to the members and not just club officers.

Tip #2: Prepare with your fellow club officers in advance. Make sure that everyone knows what they are talking about.

Tip #3: Be inclusive. Make sure you're not the only one talking during the meetings! Ask other people in advance to talk about certain things.

Tip #4: Welcome everyone! Make sure you say hi and introduce yourself to the people you don't know. A simple conversation can change the life of someone.

Tip #5: Food attracts people. Have food at your meetings once in a while as an incentive for members to come to the meetings.

Tip #6: Do the unexpected. Try introducing something new at every meeting!

Tip #7: Recognize and acknowledge those who contribute to the club. Make sure the members are thanked for doing simple tasks such as attending the meeting or a service event!

Tip #8: Let the members have a voice. Ensure that members are able to voice their opinions sometime during the meeting.

TIPS FROM CLUB OFFICERS

MIA SAM

Sato Key Club, President

Brainstorm all the events/fundraisers you'd like to participate in or try out (e.g. Eliminate Week, Key Club Week, division events, Yuda Bands, etc.)! I wish I had done this at the beginning of the term because, when the dates approached, my board and I were unprepared.

Always remember to be a role model of the 4 Key Club Values (Leadership, Inclusiveness, Caring, and Character Building). I've found that, as you demonstrate these throughout the year to new and returning members, your relationship between members are much more positive and personal. Don't be unprofessional, but don't be too distant! Interact with them whenever you can.

Make sure you are in good communication with your school's ASB and principal throughout the term! It'd be a good idea to understand how processes (e.g. how to hold a fundraiser at school) work at the beginning of the term so you are more prepared to plan events in the future.

LUCY HARMUTH

South San Francisco Key Club, President

Time management is not about having the time, it's about making the time! Make sure you use every second of time you have to be productive and do what you need to do. This will also help with scheduling board meetings, especially when you have a packed schedule.

To avoid burn out, talk to members! **Key Club can get super stressful during the term, but it is crucial that you remember who you're serving!** In my own experience, talking to members about their experiences boosted my morale and helped me regain momentum throughout the term.

SOPHIA SORIANO

CAMS Key Club, President

Something new I implemented this term was having **Key Club email accounts for the board! This is so they can separate their Key Club work from their personal accounts and learn the fundamentals of email etiquette.** It also can serve as a resource next board can use if they need reference from our past term!

KRISTINE FORONDA

Jurupa Hills Key Club, Secretary

Always double-check your emails before you send them! The biggest mistake I made was sending the MRF from the previous month instead of the updates one. Although I did have the (incorrect) MRF sent before early-bird, it counted as being late since I did not send the correct one until after the on-time deadline. It is a common mistake that happens especially if you save each MRF as separate files. It only takes a few seconds to double-check, but it will save you the hassle in the long run!

SAVANNAH SULLIVAN

Centennial Key Club, Vice President

In my division I also serve as the Head Service Coordinator and something I hope all home clubs/divisions **advertise is the Member Recognition Program.** I believe all members, officers, LTG's etc. should be recognized for their efforts and all the hard work they put into their clubs. And ultimately be recognized at DCON! **Each officer should strive for at least Bronze.**

On a last positive note, **make sure to have a lot of socials and get close with your members. Especially the freshmen/sophomores** because they are the future of your home club and Key Club in general! So teach them everything you know!

KAITLYN BUI

Kearny Key Club, Webmaster/Tech Editor

Make goals with your board members! **Set up reasonable and measurable goals that your club will be able to accomplish within that certain time and share it with the rest of your members!**

Keep everyone in the loop! Communication is key. **Make sure to keep everyone updated with all the latest news in your club, division, district, etc.** If you have any troubles or concerns on something, don't hesitate to say it. Keeping it in doesn't not help you in the long run.

Delegation! Learn how to let others (and not just you) do some of the work. Teamwork makes the dream work.

Kiwanis! They are a great organization that you should always reach out, too. If you need help with anything, let them know. They can even help provide transportation for many events. But always remember that they are not obliged to help you.

Have fun! Key Club is one of the most memorable clubs in your school. Cheer on your division, volunteer with your friends and don't forget that everyone is here with you.

VALERIE NGUYEN

Sage Creek Key Club, President

Something I wish I knew was to **make a calendar of service events and fundraisers ahead of time.** If I had done this, I would not have been scrambling to find events on a weekly basis!

ANNABELLE LAW

Homestead Key Club, Editor

If your club has a lot of new members, **play ice breaker games at the start of the meeting** to get them pumped and engaged.

2019-2020
CALENDAR

Section 7



2019-2020 CALENDAR

APRIL



April 12-14 : District Convention 2019(DCON)

JUNE



June 1 : District Newsletter Release
June 5 : Club MRF Due*

AUGUST



August 1 : District Newsletter Release
August 5 : Club MRF Due*

OCTOBER



Trick-or-Treat for UNICEF Begins
October 1 : Dues can now be sent to Key Club International
October 1 : District Newsletter Release

NOVEMBER



November 1 : Early Bird Dues Deadline
November 1 : District Newsletter Release

DECEMBER



December 1 : On-Time Dues Deadline
December 1 : District Newsletter Release
December 5 : Club MRF Due*
TBD : Lt. Governor CTC

FEBRUARY



February 1 : District Newsletter Release
February 5 : Club MRF Due*

MAY



May 1 : District Newsletter Release
May 3-5 : Key Leader Camp(Ojai, CA)
May 5 : Club MRF Due*
TBD : Project Eliminate Week

JULY



July 1 : District Newsletter Release
July 3-7 : International Convention(ICON)
July 5 : Club MRF Due*

SEPTEMBER

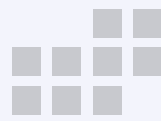


Start of RTC Season
September 1 : District Newsletter Release
September 5 : Club MRF Due*

October 5 : Club MRF Due*
TBD : Key Leader Camp(Julian, CA)
October 19 : Fall Rally North(FRN)

November 5 : Club MRF Due*
November 9 : Fall Rally South(FRS)
November 4-8 : Key Club Week

JANUARY



January 5 : Club MRF Due*
January 1 : District Newsletter Release
TBD : District Officer CTC

MARCH



March 1 : District Newsletter Release
March 5 : Club MRF Due*
March 13-15 : District Convention 2020(DCON)

NOTES:

- Calendar does **NOT** include dates for Division events(i.e. DCMs, service events, etc.). Be on the lookout for these dates from your Lt. Governor.
- Events such as **DCON**, **ICON**, **FRN**, and **FRS** will have registration dates leading up to the official date of the event.
- *Club MRF Due Dates may be changed depending on your division Lt. Governor

CLOSING

THANKS FOR READING!

While you were reading this manual, I hope that you were able to learn something new about the experience or types of things you will have to do as a CNH Key Club Officer. **I highly recommend that you save this manual somewhere to refer back to it throughout the term!** Along with this manual, remember about the plenty of resources you have around you! Reach out to your fellow club officers, your Lieutenant Governor, the countless Kiwanians that sponsor you, and even the District Executives! I wish you the best of luck!

WITH A PASSION TO SERVE,
2018-2019 DISTRICT GOVERNOR
JONATHAN LUM

ACKNOWLEDGEMENTS

Thank you to the following individuals for providing information that aided the creation of this manual:

Jonathan Lum, District Governor, 2018-2019

Victoria Lai, District Governor, 2013-2014

Kaitlyn Bui, Kearny Key Club Webmaster, 2018-2019

Kristine Foronda, Jurupa Hills Key Club Secretary, 2018-2019

Lucy Harmuth, South San Francisco Key Club President, 2018-2019

Annabelle Law, Homestead Key Club Editor, 2018-2019

Valerie Nguyen, Sage Creek Key Club President, 2018-2019

Mia Sam, Sato Key Club President, 2018-2019

Sophia Soriano, CAMS Key Club President, 2018-2019

Savannah Sullivan, Centennial Key Club Vice President, 2018-2019