



NEW BEE MEMBER *manual*

2024-2025 EDITION



hello!

Whether this is your first or last year within Key Club, your impact within this organization will be something forever memorable!

Going into this Key Club term, you may be thrilled, expecting to see the new things your club, division, and district have in store for you! As a member within this organization, you will experience a variety of events, such as training conferences, conventions, and even amusement parks!

So, as we continue on, BEE sure to lookout for all the fun things CNH has in store for you! Sometimes, you will be asked to step out of your comfort zone, and other times, you will be asking others to step out of their comfort zone. Whatever it may be, this guide will help you understand what the organization known as Key Club is, along with the various individuals who help to keep our district afloat.

Throughout this term, you will learn and grow alongside your fellow Key Clubbers. We cannot wait to see you BEE the best member you can possible BEE. Good luck!

sincerely,

Rachel An

**Membership Development &
Education Chair '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

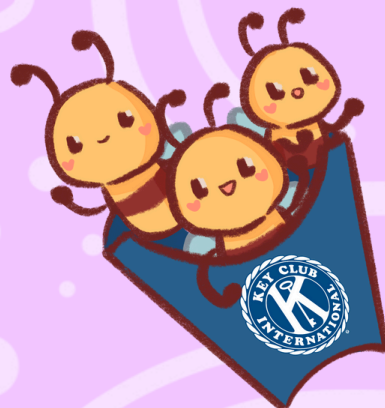
ERF: Event Request Form
ARF: Attendance Request Form
MRF: Monthly Report Form
AAR: Annual Achievement Report
MRF: Medical Release Form

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 Program. All divisions dress up in their spirit gear and participate in various spirit battles.

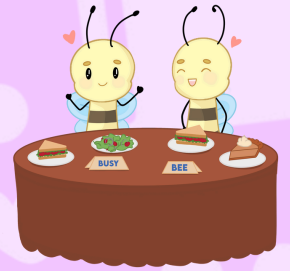
DISTRICT CONVENTION (DCON)

- 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.

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.

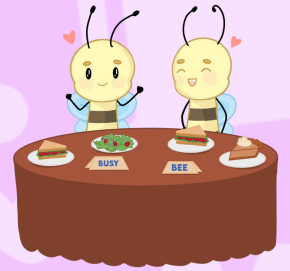
Key Club serves on the HIGH SCHOOL level.

Key Club is the international service organization that serves high school students and also 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.

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

WHO IS? SERIES

learn more about the leadership
team who serves the CNH district!
[what their position entails and
personalized advice!]



who is our district governor?



what do you do?

The District Governor [DGOV] is in charge of supporting YOU, the **members** of the CNH District! The DGOV is a resource that YOU can always reach out to, whether it be for learning more about Key Club, or other pieces of advice!



dgov austin!

some specifics!

DGOV Austin is in charge of some MAJOR events:

- Plan **THREE** Training Conferences for CNH Lt. Governors [SBTC, SuBTC, & WBTC]
- Plan Fall Rally North [FRN] & Fall Rally South [FRS]
- Plan District Convention [DCON]
- Oversee & Work with CNH Committees to further District Initiatives
- Promote the [Governor's Project!](#)

a word from dgov!

"One thing I wish I knew before joining Key Club was the vast amount of opportunities to participate in leadership and gain experience. Whether it be on the club, district, or even international levels, there's always some way to get involved. Just make sure to check your email, follow the right instagram pages, and don't be afraid to reach out!"

who is . . . our district secretary?



what do you do?

The District Secretary [DSEC] is in charge of compiling all data from Division Monthly Report Forms [DMRFs], along with helping to record and publicize videos and manuals regarding data tracking, recognition, and service!



dsec take!

how to prep!

1. Know that YOU want to be DSEC!
2. There will be sacrifices that need to be made for this position.
3. Know that YOU care about the future of CNH and can complete work well!

a continuation...

- DSEC is a very rewarding position, but requires someone who is very organized & responsible!
- As DSEC, you often have to draw a line on submission deadlines & maintain professionalism with Lt. Governors!

a word from dsec!

“Never stop talking to people. In Key Club I learned how to carry a conversation, with such a wide range of people. In all jobs, in all of life you will always have to be good at a few things, and communication is one of them.”

who is . . . our district treasurer?



what do you do?

The District Treasurer [DTREAS] is in charge of overseeing dues payment season & educating club treasurers and other district leaders on the Membership Update Center [MUC]! The DTREAS also educates members on dues payment and opportunities such as grants and scholarships!



dtreas elizabeth!

advice!

For all club treasurers and any **members** looking to keep up with the district, make sure to stay involved and stay tuned in to emails, posts, videos, and many of the other wonderful resources our district has to offer!

a word from dtreas!

“You CAN make an impact, I guess this is really something key club taught me but everyone should know that they can make an impact in their community and in peoples lives; so don't be afraid to to step up even more because you DO make a difference!”

who is our district news editor?

what do you do?

The District News Editor [DNE] is in charge of creating monthly District newsletters, recapping updates, service, and recognition. The DNE is required to communicate with several District liaisons, LT and EXECs monthly. The DNE is also responsible for tracking the submission of Articles & Visuals, along with Division Newsletters, and providing quarterly feedback on both submissions. The most important task of the DNE is working alongside other Digi-BEEs [DTE, CM, and DVME] and providing a support system to all editors throughout the district!

how to prep!

1. Serve as a Division or Club Newsletter Editor [Any editor position is great!]
2. General organization & communication skills
3. Expose yourself to CNH's Graphic Standards



dne nia!

a word from dne!

"Some things I wish I knew before joining Key Club is starting communication with officers early on, and also reaching outside of my social circle at each event!"

who is our district technology editor?

what do you do?

The District Technology Editor [DTE] is in charge of distributing resources from the District to members using technology (mainly CyberKey)! The DTE also maintains and evaluates the CNH CyberKey & Social Media accounts, while also updating the CNH CyberKey with information and content from District Board members, along with showcasing and recognizing club Articles & Visuals on the CyberKey!



dte faith!

dtf responsibilities + expectations!

[district technology team]

- Promote the Club/Division Website Contest and assist MR Committee in judging
- Assist DTE in developing the DCON webpage/app
- Create tech-related promotional materials
- Interact with team members & other District committees
- Complete monthly tasks & various tech-related projects

a word from dte!

“I wish I stepped out of my comfort zone more. Everyone in Key Club is friendly and welcoming!”

who is our district visual media editor?

what do you do?

The District Visual Media Editor [DVME] is in charge of creating videos and graphics for the District's various campaigns & initiatives with the help of the talented District Visual Media Team [DVMT]

how to prep!

- Develop experience in editing videos, graphic design, and drawing from a variety of Key Club teams [club editor, division editor, FRMT & CMT photographer, DVMT]
- Design isn't just about skill, but also innovation!

what to expect!

Expect educational videos, reels, GIFs, Instagram filters, graphics and much more produced by the DVMT! The DVMT will have a large role in creating promotional materials for events like Fall Rally & DCON!



dvme cassie!

a word from dvme!

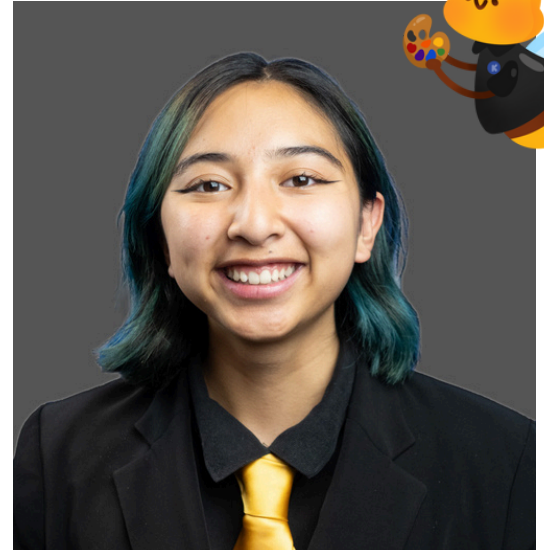
"Know that the organization's opportunities are boundless! Whether you're interested in joining us on the club, division, district, or even International level, you'll be able to meet so many people with unique interests but united by the same values as you have. I've made some of the closest bonds and fondest memories through this club. Additionally, Key Club is able to make a large impact due to your commitment as members and officers! Even if it appears that there isn't an opportunity that interests you, you can certainly make change by writing your own story! I can't wait to see what each and every member achieves this term."

who is

our communications & marketing chair?

what do you do?

The Communications & Marketing [CM] Chair is in charge of assisting other committees to ensure CNH initiatives are being successfully promoted throughout the term! The CM Chair also collects and completes graphic requests, while also devising and planning campaigns to help promote various events! This can be but not limited to creating a distributing overlay requests!



cm chair isabelle!

committee tasks + expectations

The CM committee consists of Lt. Governors! Lt. Governors:

- Update and expand upon CM resources that clubs can utilize
- Assist with devising promotional plans with their assigned committee they are a liaison to

Within CM, Lt. Governors explore their creative freedom & artistic/graphic skills through designing overlays, creating resources and more!

a word from cm chair!

“Don’t be afraid to put yourself out there! Many of the best Key Club memories you can make are talking to someone new.”

who is . . .

our district convention chair?

what do you do?

The District Convention [DCON] Chair is in charge of overseeing the planning and implementation of the **LARGEST** Key Club event for the California-Nevada-Hawai'i District! As DCON Chair, lots of preparation is needed. **YOU** will be working with all District Committees for different components of the event, making District Convention a special event worthwhile!



dcon chair tristan!

committee tasks + expectations

DCON Committee work is very versatile!

Sergeant-At-Arms Coordinator:

- In charge of facilitating the SAA team and enforcing CNH's Code of Conduct, keeping all attendees safe

Tasks cover various aspects!

- Sponsorships, manual preparation, district communications, and even designing are some of the tasks!

Within DCON committee, expect to be very good with communication and adaptation to changes of plans as event planning can get very tedious.

a word from dcon chair!

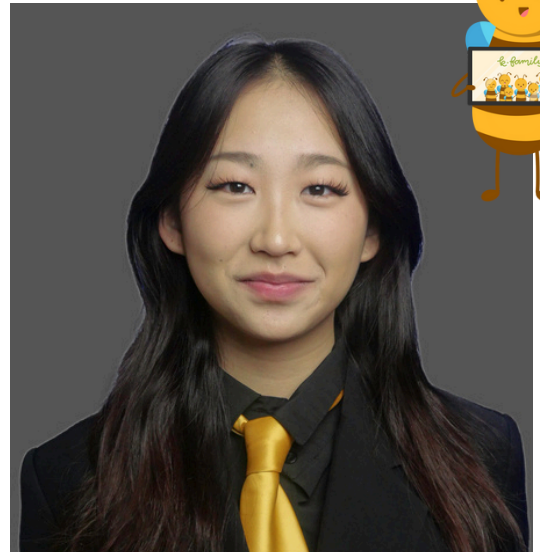
"The friends you find here are there for you and you can reach out. Do not be afraid to ask for help when you need it. You cannot force yourself to take on heavy loads of tasks at all times since burnout will occur, so pace yourself and give yourself a break sometimes! People will be there for you no matter what."

who is . . .

our kiwanis family & foundation chair?

what do you do?

The Kiwanis Family & Foundation [KFF] Chair is in charge of providing promotional and educational resources for **members** on Kiwanis events, preferred charities, and all other Kiwanis related activities. The KFF Chair also aims to develop a stronger relation between the many branches of the Kiwanis Family and ensures all branches are informed and connected!



kff chair leya!

committee tasks + expectations

Lt. Governors are split into **three** subcommittees of 3-4 members!

- Tasks include creating unique and informative graphics and other materials such as reels and manuals to promote events and educate members on various topics [preferred charities, Key Leader, Kiwanis Branches]
- Lt. Governors are also tasked with updating the CNH Kiwanis Map and Calendar!

The KFF committee is CRUCIAL for maintaining a strong relationship amongst the branches and ensures CNH members are educated & updated on Kiwanis events!

a word from kff chair!

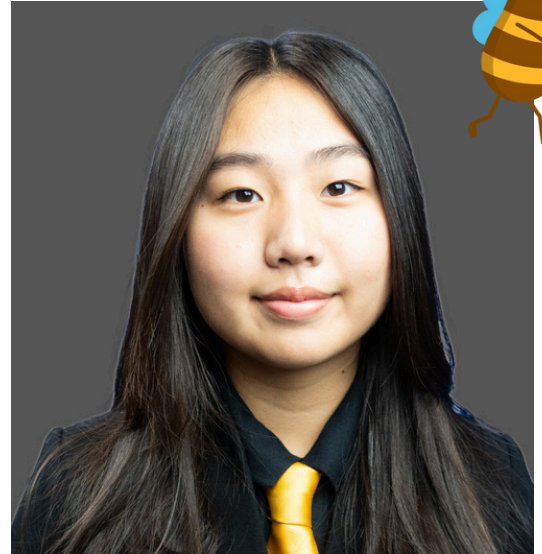
"It is so important to always put yourself first! It can be easy to get ahead of yourself and over stress yourself by juggling so many tasks and responsibilities at once, but knowing and acknowledging your limits and priorities will help in lessening that stress. Yes, your Key Club tasks are important, but your mental and physical health comes first always!"

who is

our membership development & education chair?

what do you do?

The Membership Development & Education [MDE] Chair is in charge of revising and creating educational manuals, training conference slides and systems! The MDE Chair is also in charge of the District Pen-Pal Program between CNH Key Club **members** and also facilitates the DCON Workshops!



mde chair rachel!

committee work!

Lt. Governors in MDE have a variety of tasks:

- Revising various educational materials and Training Conference Presentations
- Interviewing potential DCON Presenters
- Creating educational promotional videos and series [SOEP, TikTok Promotional Videos, and more!]

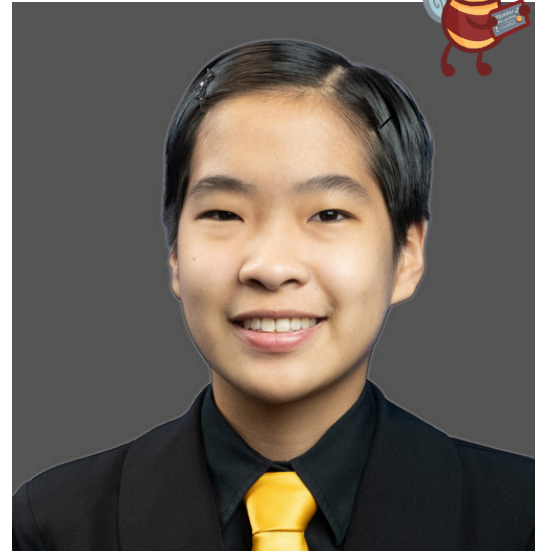
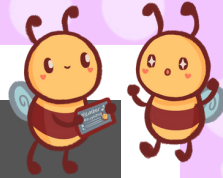
a word from mde chair!

"One thing I wish I knew is that you get to meet so many different people that I probably would not have met if it had not been Key Club! These people have truly had an everlasting impact within my journey, and Key Club has truly allowed me to become open to a variety of things that I was nervous to pursue previously!"

who is our member recognition chair?

what do you do?

The Member Recognition [MR] Chair is in charge of recognizing members, officer, advisors, clubs, and divisions for their outstanding service to the CNH District through recognition programs & contests! The MR Chair also updates all contest guidelines and recognition materials, while educating members about MRP, Contests, and AAR! The MR Chair even prepares all recognition materials for presentation at DCON!



mr chair sarah!

committee tasks + expectations

Lt. Governors are tasked with:

- Revising Contest Guidelines & Rubrics
- Communicating with Region Assignments & making promotional graphics
- Creating Fall Rally & DCON Spirit Stick Designs, DCON Medal, Ribbon Certificate, and Backstage Pass Designs
- Judging Division & District Judged Contests
- Discussing potential changes, revisions, and additions to CNH's Recognition Programs

MR Committee Members get the opportunity to go on stage & speak during General Session 3 at DCON!

a word from mr chair!

“Key Club is so much more than a service club! Don't be afraid to get involved - go to those events, apply for your Division's Leadership Team, and apply for contests :)”

who is . . .

our membership growth chair?

what do you do?

The Membership Growth [MG] Chair is in charge of facilitating and assisting with the success of the Membership Growth committee! The MG Chair also focuses on implementing various ways to increase the diversity and membership of our wonderful district!



mg chair amelia!

committee tasks + expectations

MG has **three** subcommittees: Outreach & Marketing, Materials, and Strategic Planning, each with a **DIFFERENT** area of focus!

- Outreach & Marketing is mainly social media based!
- Materials is centered around manuals
- Strategic Planning analyzes data from previous terms to make plans for this term and future ones

Two specific focuses MG plans to emphasize this term includes club assistance and showcasing the diversity within CNH!

a word from mg chair!

“Before joining Key Club, I wish I knew how many levels of involvement there are to this club. The Key Club iceberg runs very deep and it can get overwhelming at times. But with more research and simply just attending events, I eventually loved this club in no time!”

who is . . .

our policy, international business & elections chair?

what do you do?

The Policy, International Business, & Elections [PIE] Chair is in charge of enforcing district policies, maintaining communication with Key Club International, and overseeing District Elections! The PIE Chair also works to revise the District Policy Manual, promote International opportunities, and organize the House of Delegates at DCON!

committee work!

What do Lt. Governors within PIE do?

- Members of the PIE committee are directly involved with reshaping CNH's District Policies and managing delegate registration at DCON
- Lt. Governors also help create educational materials for members across CNH to learn more about PIE and how they can become more involved!



pie chair carolyn!

a word from pie chair!

"I wish I knew about the amazing community that Key Club offers, not just on the club/division level but also the district level! Attending larger events like RTC and DCON have been some of my most memorable Key Club moments, and I definitely would have become involved sooner had I known about all the incredible individuals I would meet."

who is our service projects chair?

what do you do?

The Service Projects [SP] Chair is in charge of promoting and support our current service initiatives such as PTP and Thirst Project, along with providing resources surrounding service. The SP Chair also focuses on hosting Service Expos, Servetember, and promoting the Spotlight on Service Program!

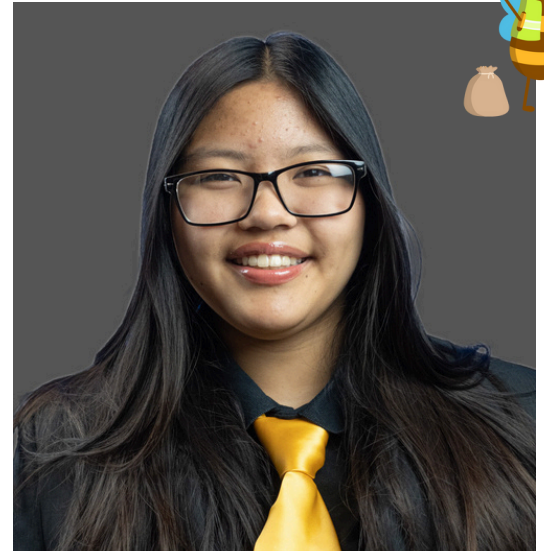
committee work!

Lt. Governors in SP are tasked with:

- Creating SOSP Manuals
- Creating presentations
- Working on recognition of SOSP, Single Service, and Major Emphasis Awards
- Developing ideas for Service Expos
- Developing District-Wide Service Weeks

what to expect!

Much of the work is surrounded on CNH's various programs & initiatives, while finding ways to make service the core focus of CNH!



sp chair alice!

a word from sp chair!

"Whether you're a member, President, or even Advisor for your club, you joined on the basis of one thing: service. At our core, Key Club is a service organization, built off of others serving their schools and communities. It's easy to get caught up in a bunch of other things within Key Club, but service should remain at the core of your and your club's focus. Host meaningful events, raise money, and make change in your communities. Keep serving forever and always, CNH!"

RESOURCES & contacts

DISTRICT GOVERNOR | Austin Alves
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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:

- **Rachel An**, 2024-2025 CNH District Membership Development & Education Chair

