

How to Be an Outstanding Key Clubber



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2023-2024 Michigan District of
Key Club

Created by District Secretary,
Isabella Buccilli

Key Club 101

Key Club is the largest and oldest student led organization that continues to grow in membership. From being recognized internationally by leaders and celebrities all around the world, to having the opportunity to work with such incredible service organization, Key Club changes the lives of its members and their communities alike. Key Clubbers find a way to implement the four core values – **leadership, character building, caring, and inclusiveness** – in order to make an impact throughout their home, school, and community. Read below to discover the dimensions of Key Club, from the club to international level.



Club Level

Key Clubs are located in your city's high/secondary school. This is a community-based club that may include a president, vice-president, secretary, treasurer, editor, webmaster.



Divisional Level

Each district is divided into several divisions, that are composed by various clubs. Each division is led by a Lieutenant Governor, a Key Clubber who supports clubs by providing resources.

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Key Club 101, Continued

The Key Club 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 world; and combat all forces which tend to undermine these institutions."



District Level

The district level for Michigan is the lower peninsula, led by a governor, secretary, treasurer, bulletin editor, webmaster, and lieutenant governors that are elected by delegates at our annual Service Leadership Conference.



International Level

Key Club International is composed of every district in the world. Led by an international board (made of an international president, vice president, and trustees), Key Club International is able to bring great change to each individual club.

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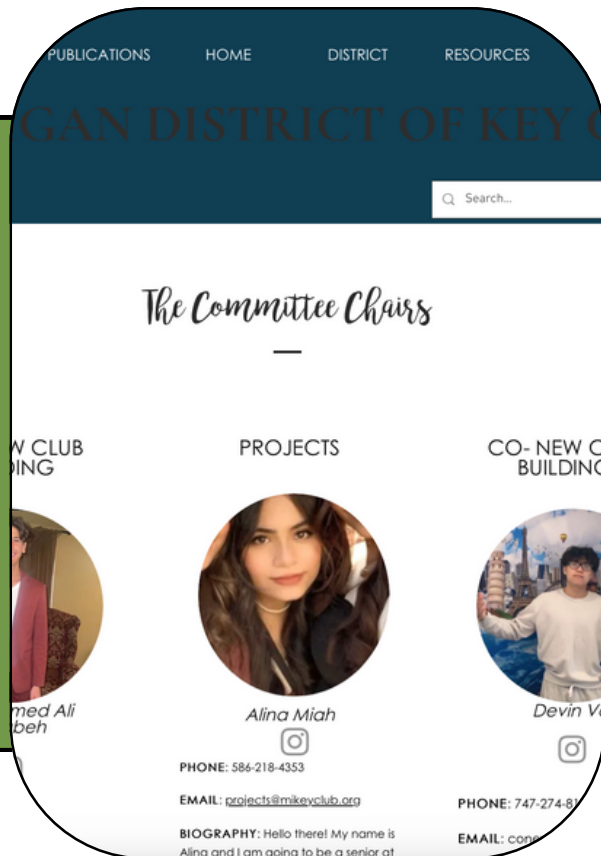
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K-Fam Involvement



K-Fam Committee

Our Kiwanis Family Committee puts out resources to keep you and your clubs involved in the other branches of Kiwanis. Establishing connections with your local Kiwanis family is essential, because they will be able to provide further assistance throughout your Key Club journey. Click on the image to the right to be taken to our Committee Kit page, where you can find these resources.



- Kiwanis:** Adults
- Action Club:** Adults with disabilities
- Circle K:** College students
- Key Club:** High school students
- Builder's Club:** Middle school
- K-Kids:** Elementary school

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How to Set Goals



S	M	A	R	T
SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIME-BASED
				
Make goals clear and specific .	Define measurable assets.	Confirm your goals are attainable .	Verify your goals are relevant .	Set up a time-based plan.

Change isn't just a word, it's an action. If you want to change something; your habits, your club, your community, do it! Establishing a clear plan and sticking to it can help you accomplish your goals efficiently and effectively. I'm sure many of you have heard of SMART goals, but if you haven't, they're a great technique to plan for success.

Self-Management Tips



Eliminate procrastination. Work in a place where you will not be interrupted. This will maximize productivity.



Develop self-discipline. You know your limits, and being involved in too many projects is stressful, so give some time to yourself.



Try new things. Be creative and don't be afraid to step outside the box.



Be ahead of schedule. Things may take longer than expected, so be prepared by giving yourself extra time to get things done.



Stay positive! Sometimes, you need to take a step back to enjoy yourself. This will help decrease overwhelming feelings from daily tasks.



Collaborate, tolerate, and forgive. Understand who you are working with and accept them for who they are.

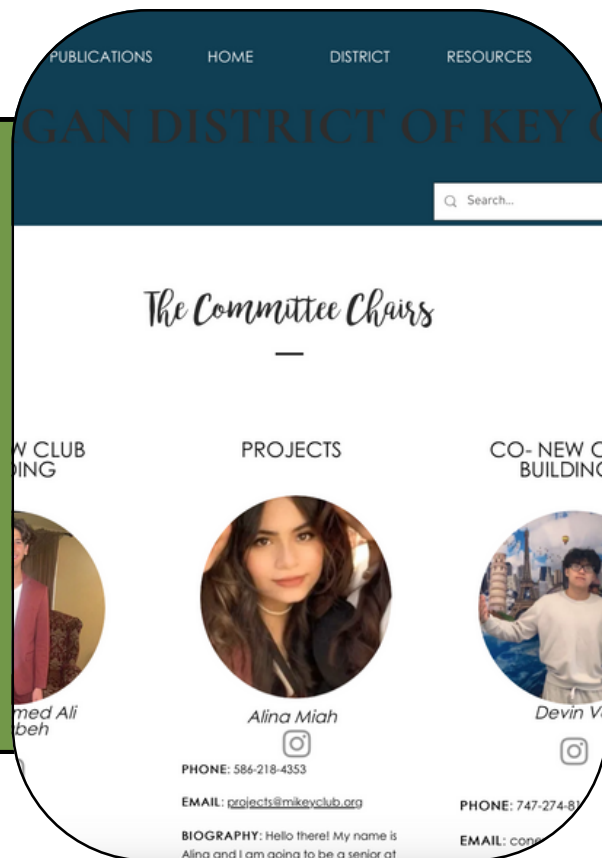


Take time to think and plan. Establish clear goals and build determination to reach them.

How to Make Others Love Key Club

MemDev Committee

Our Membership Development Committee (which I am a part of) puts out resources to keep you and your clubs gain and retain members. Click on the image to the right to be taken to our Committee Kit page, where you can find these resources.



General Tips

Search for the right students. You want to attract students with a passion for service who will stay with your club.

Ask for input from teachers and principals for recruitment strategies and try to make your club present throughout your school.

Communicate with friends and classmates; talk about Key Club!!

Create a membership taskforce or committee that can work to promote your club.

Maintain a social media presence so others can see what your club is doing.

Use food, drinks, and fun events to lure new members in.

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How to Get Involved: Club

Do you want to be more than just a club member? There are plenty of opportunities to get involved!



Club Leadership: In most clubs, you can apply to become club president, vice president, secretary, treasurer, or bulletin editor.



Committee Chair or Member: If your club has committees, consider leading or participating in one.



Youth Opportunities Fund: The Youth Opportunities Fund grants your club money to implement a service idea within your community. Apply or learn more [here](#).



SLC Awards: When your club attends SLC in March, you can contribute a club video, scrapbook, or have contestants in the talent contests. Encourage applications and submissions



Divisional Events: Read the next page to see how you can be involved at the divisional level.

Club Committees assist your club in promoting change in their specific area. They execute programs and work to achieve a specific goal. You can be an appointed chairperson or a member. Some examples of impactful committees your club may implement include:

- **K-Fam:** Promoting and establishing strong relationships with other branches of Kiwanis
- **Membership Development:** recruit and maintain members
- **Service Projects + Events:** create unique service ideas and prepare for club events
- **Marketing and PR:** establish club presence within the school by advertising and promoting club events and activities

How to Get Involved: Divisional Level

Did you know that your division has a Lieutenant Governor? Your LTG assists in structuring your clubs by providing support, stimulating inter club connection, and training officers. Try some of the activities below to get more involved at this level.



Divisional Officer Training Conference: If you are a club officer, attend your OTC to receive training. If you are not an officer but are interested in becoming one in the future, reach out to your LTG to see if you can attend.



Divisional Council Meetings: These meetings allow club members and your LTG to discuss important information. DCMs allow your club to update your division on progress or issues.



Interclub Activities: Using the district directory on the mikeyclub website, your club board can easily contact other clubs in your area and host joint service projects.



Social/Service Rallies: Social and service rallies may be held by your LTG with the intent of having fun with club officers and serving your community.



Divisional Functions: These are also events planned by your LTG, but with greater meaning and planning. These may include larger service projects or gatherings.



Divisional Groupchat or Remind: Staying in contact with your LTG is important! If they have a remind or groupchat, be sure to join it so you receive important updates!

How to Get Involved: District/International Level

Want to expand beyond the divisional level? You can get involved with the Kiwanis family and learn how to impact your community with any of the following suggested activities.



Key Leader Camp: Key Leader teaches you the principles of servant leadership. You will spend your time team-building, meeting new friends, and learning about Key Club.



International Convention (ICON): This is a weeklong convention held by International Board. This is like Michigan's SLC, but for districts all around the world.



Fall Rally: Fall Rally is a day-long conference packed with service, fun, friends, enthusiasm, and interaction with other Michigan Key Clubbers.



SLC (Joining D-Board): SLC is an extended version of Fall Rally where Michigan votes on their new district board and proposed amendments.



U of M Circle K Serve-a-Thon: This is a day-long event hosted by the University of Michigan Ann Arbor. You can meet new people through fun service and tour campus!

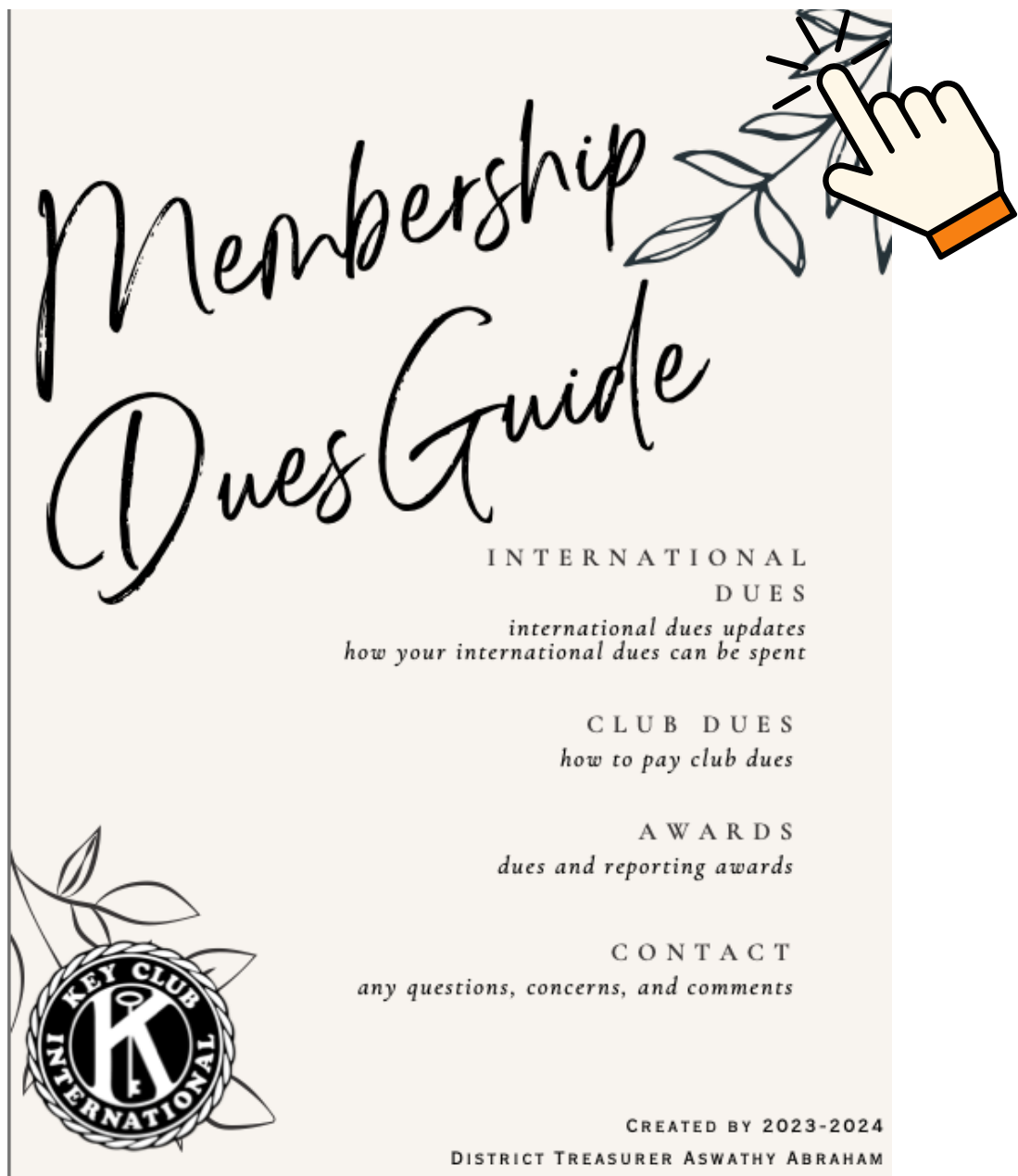
The Importance of Service



- Remember that as Key Clubbers our main goal is to lead others through the passion of serving our community.
- Community service should be viewed as a duty, in that it shapes ourselves and communities. We are directly impacted by the power of personal growth and integrity.
- Instead of stressing the amount or hours of service, value how service impacts our values and abilities in leadership.
- Leadership is the ability to translate vision into reality. By leading and remembering our core values, our Key Club experience remains meaningful.

The Importance of Paying Dues

- ● ● View the Membership Dues Guide created by District Treasurer Aswathy Abraham below.



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How to Fundraise

- ● ● View the Fundraising Ideas Guide created by District Treasurer Aswathy Abraham below.



Interact: Engage with others within your school or community.

Advertise: Talk about your fundraiser and how it is raising money for a good cause.

Persuade: Remember to formally speak and persuade others to donate to your cause.

How to Advertise Key Club

- ● ● View the MemDev Committee Kits by clicking on them below.



Social Media: See next page.

Newsletters: Making good graphic content is crucial for incoming members. Make sure to use the Key Club brand guide to make your content recognizable.

Flyers/Posters: Using flyers across your home, school, and community will promote Key Club in a unique way.

How to Maintain Social Media



Have a username that makes sense.

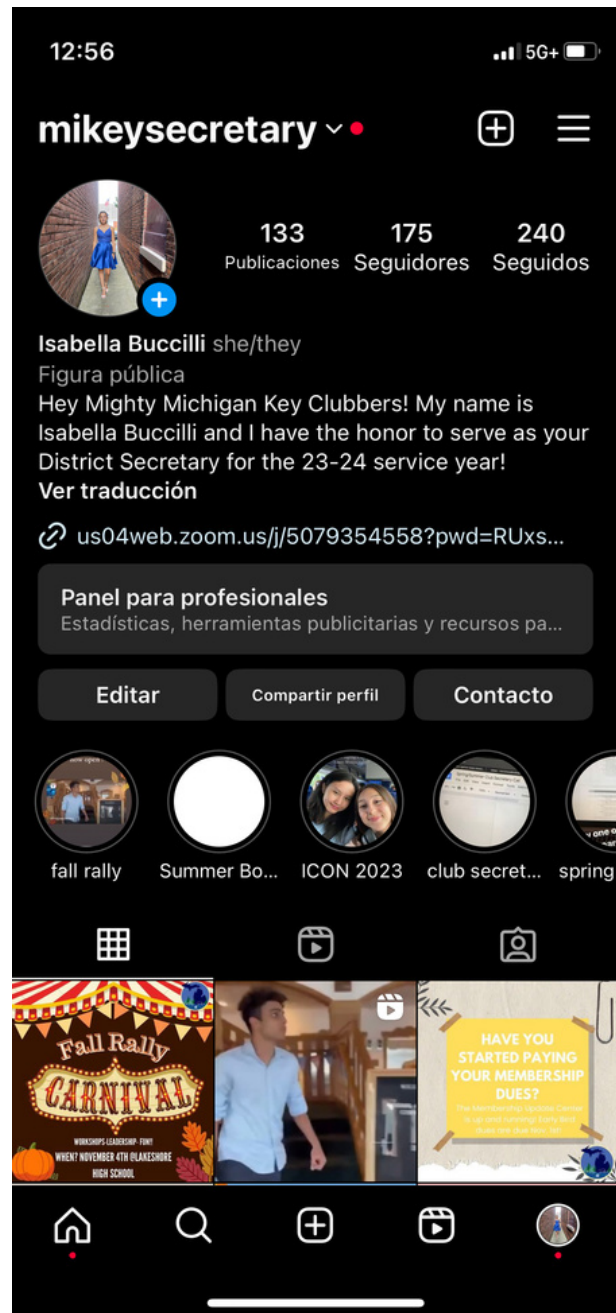
Have a cool bio: Let people know who you are and what you do.

Choose a professional profile picture: Make your page look professional and put-together to appeal to your viewers.

Provide contact information: Make yourself available for people to reach out with questions.

Make posts often: Try to create a posting schedule and create high-quality posts for each date. Remember to provide relevant descriptions on all posts.

Add material to your stories: Make your account entertaining to follow and update members about fun club events or projects.



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Contact Information



Please utilize the District Directory below, which can also be found on the mikeyclub website to see contact information for all D-Board members and club officers.



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