

Dear advisor,

Thank you so much for joining the Key Club family. We appreciate your partnership as an advisor. Key Club advisors help make this leadership and service opportunity available to thousands of high school students around the globe each year. Now more than ever — thank you!

To ensure a strong start, consider the following tips:

- **Take advisor training.** Complete the online courses to strengthen your skills as an advisor. Go to [keyclub.org/advisoreducation](https://keyclub.org/advisoreducation).
- **Develop a comprehensive club information form.** With a detailed form, you can collect essential information about your members, including personal email addresses. This will also allow members access to all member benefits. Learn about reporting member information and paying dues at [keyclub.org/dues-reporting](https://keyclub.org/dues-reporting).
- **Explore Key Club websites.** Bookmark the international and district Key Club websites for valuable resources for information on events, projects and leadership development.
  - [keyclub.org](https://keyclub.org)
  - [keyclub.org/district-information](https://keyclub.org/district-information)
- **Connect with the district administrator.** Reach out to your district administrator to connect you with student and adult leaders in your area. Find your administrator's contact information on [the district website](#).
- **Engage with the sponsoring Kiwanis club.** Regular meetings will help you coordinate existing projects and seek financial support.
- **Develop club officer candidate training and election.** Work with potential officers to provide training and facilitate elections:
  - [keyclub.org/meeting-kits-for-club-operations](https://keyclub.org/meeting-kits-for-club-operations).
  - [keyclub.org/officer-guides](https://keyclub.org/officer-guides).
- **Create a club calendar.** Collaborate with officers. Include meetings, service projects and division/district events. Incorporate the following opportunities:
  - Trick-or-Treat for UNICEF: October 1-31.
  - Youth Opportunities Fund Grant application deadlines: October 15 and February 1.
  - Key Club Week: Occurs the first week of November.
  - Key Club's birthday: March 23.
  - Key Club Walks with Thirst Project: Takes place in April.
  - Erika's Lighthouse Positivity Pledge: Takes place in May.
- **Discuss the Global Leadership Certificate.** Encourage members to enhance their leadership abilities by diving into the 40 GLC courses and reflecting on learning outcomes. Members access the courses through the Membership Update Center. Read more at [keyclub.org/global-leadership-certificate-program](https://keyclub.org/global-leadership-certificate-program).
- **Explore Kiwanis Key Leader opportunities:** Check out the Kiwanis Key Leader program in your area by visiting [key-leader.org](https://key-leader.org).

Remember, you're making a positive impact by supporting your new Key Club! If you have any questions or need further assistance, feel free to reach out:

- **Matt Ellis**, Key Club international director ([mellis@kiwanis.org](mailto:mellis@kiwanis.org)), +1-317-217-6209.
- **Laura Holloway**, Key Club program specialist ([lholloway@kiwanis.org](mailto:lholloway@kiwanis.org)), +1-317-217-6244.