



KEY CLUB[®]

MEMBER HANDBOOK

Building character through service and leadership



Welcome to Key Club

We're so honored you decided to join.

For 100 years, Key Club has been providing students with opportunities to serve, lead and tap into their passion to transform their communities. With over 225,000 students in 5,000 clubs in over 40 countries around the globe, Key Club members lead life-changing programs in every part of the world. Key Club members partnered with UNICEF to reduce life-threatening illness, and today our two organizations work together to support early childhood education. From service in our schools and communities to outreach around the globe, Key Club members make a big impact. We are thrilled that you are part of the Key Club family — and of the next 100 years of the Key Club legacy. Thanks for making service to your community a priority.

All figures approximate as of October 2024.

What is Key Club?

Key Club International is the oldest and largest community service program for students typically aged 14-18 in secondary or high school equivalent.

Mission

Key Club is a student-led organization that provides its members with opportunities to perform service, build character and develop leadership.

Values

Leadership, character building, caring, inclusiveness.

Vision

We are caring and competent servant leaders transforming communities worldwide.

Motto

Caring — Our way of life.

**TO READ ABOUT PAST KEY CLUB ACCOMPLISHMENTS,
GO TO [KEYCLUB.ORG/ABOUT/HISTORY](https://www.keyclub.org/about/history).**



Key Club objects & bylaws

Objects

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
 - To give primacy to the human and spiritual, rather than to the material values of life.
 - To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and the application of higher social, business and professional standards.
 - To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.
 - To provide a practical means to form enduring friendships, to render unselfish service and to build better communities.
 - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and good will.
 - To promote diversity, equity and inclusion.

Bylaws

The international, district and club levels operate under a set of bylaws that detail their respective policies.



FIND KEY CLUB INTERNATIONAL BYLAWS AND CLUB BYLAW TEMPLATES HERE.

Service to others



Key Club International conducts more than 13.5 million hours of service to homes, schools and communities each year. From building bridges to collecting tons of food to helping eliminate diseases worldwide Key Club International plays a vital role in Kiwanis International's mission of serving the children of the world.

Each Key Club has the authority to select its own service projects and can also participate in service projects at the district and international levels. Additionally, each club and individual members are encouraged to apply for awards, contests and scholarships. For more information on current opportunities, visit keyclub.org/contests.

Elected officials, university presidents, corporate executives, astronauts, athletes, entertainers, coaches, nonprofit leaders and even a United States president cultivated their commitment to service and honed their leadership skills in Key Club. The honorable Bill Nelson, former astronaut and senator, and Craig Melvin, American television journalist, are just two former Key Club members still making a difference in their communities.

Glossary of terms



Key Club uses many terms that may not be familiar to new members. Check out our glossary to gain a better understanding of the terms, abbreviations and their meaning.

How we operate

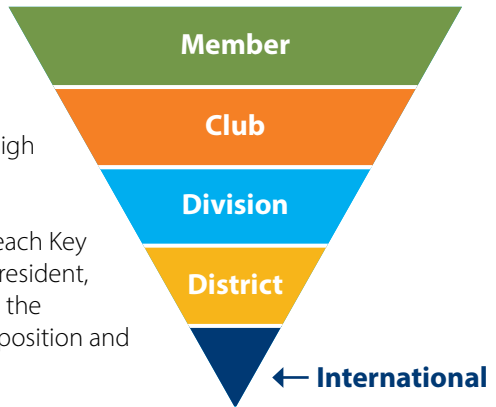
Member Every Key Club is a part of a worldwide mission, but it all starts with you, the member.

Club Key Clubs are established in a high school or equivalent institution, or a community-based club also may be chartered. The recognized officers of each Key Club shall be the president, the vice president, the secretary, the treasurer, the editor, the webmaster or technology associated position and one director from each class.

Division Each district is divided into territories called divisions, made up of various clubs. Each division is led by a lieutenant governor, a student leader who carries out the district's policies and provides support to the clubs.

District A district is sometimes defined by one or several states or by nation and tends to correspond to a similar Kiwanis district. Each district is chaired by a governor elected by delegates at the annual district convention.

International Key Club International encompasses all clubs within the organization's more than 30 districts and in other countries not included in any specific district. It is led by an international board, which is composed of a president, vice president and 11 trustees, all of whom are active Key Club members.



Key Club unlocks leadership opportunities to make a positive impact on the world.

How to get in contact with leaders

How does a general member get in touch with their club president, district leaders and international leaders?

Club leaders are primarily based in high schools and hold regular meetings with all members. District leaders' contact information is typically published in district emails. International leaders have regularly published office hours that members can join. Members can also reach out to Key Club International or district leaders for international leaders' contact information. A full list of district governors and international board members can be found here: keyclub.org/about/international-council

The best place to find resources is the digital newsletter. The newsletter is sent out twice a month to every member whose email address is on file. Be sure your "forever" email is used on the roster submitted by your advisor. If you are not receiving the newsletter, please email keyclubinfo@kiwanis.org with your member number or club name and location.

Running for a Key Club office

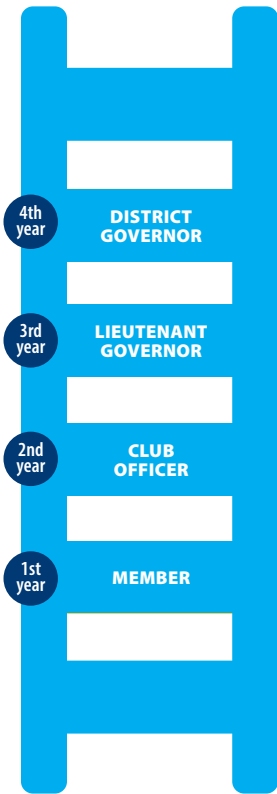
No matter what position you aspire to, the process for running for higher office in Key Club is similar. Here are the common action items when running for election:

- **Set up your platform:** Summarize your goals and experience. Familiarize yourself with existing resources and opportunities, such as the strategic plan, officer guides and tools for student leaders.
- **Gather ideas:** Attend your club's meetings and events with an open mind. Listen to fellow members to understand what they love about Key Club and what they need.
- **Attend candidate meetings:** Learn more about the responsibilities of the office. Talk to the officeholder to gain insights.
- **Complete the nomination form (usually called a statement of candidacy):** This is a good time to ensure your parents know the commitment and requirements.

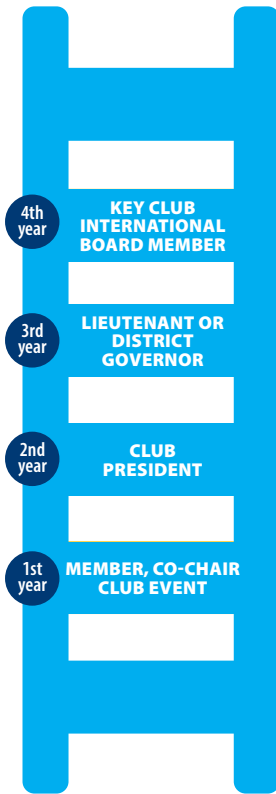
CHECK OUT MORE TIPS FOR RUNNING FOR CLUB, DISTRICT OR INTERNATIONAL OFFICE HERE.



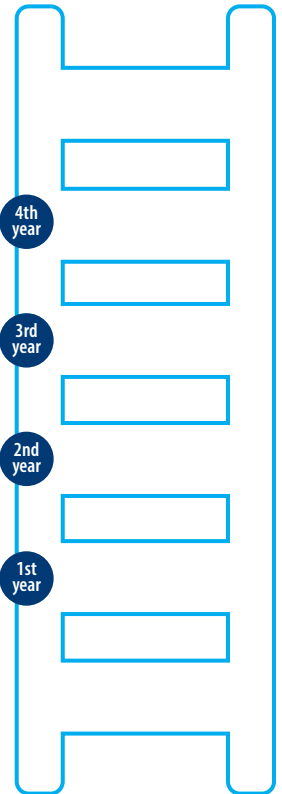
Key Club Career Plan



Example 1



Example 2



Use the blank ladder to fill in your Key Club career plan!

“As we look ahead into the next century, leaders will be those who empower others.”

— BILL GATES

How your international level dues are spent

At the 2024 Key Club International House of Delegates, the international dues were set at US\$10 per member, with an ongoing inflation adjustment every four years. The first inflation adjustment will be reviewed and implemented if necessary in 2028.

Here is what your dues cover:

Membership materials & recognition

Membership supplies and recognition; member pins, handbooks for members, club officers and advisors.

Governance & district travel

Travel for Key Club International board members to visit districts, meetings and conventions.

Marketing, advertising & communications

Website upkeep, social media, ads, public relations, focus groups and branding.

Education & training

Global Leadership Certificate, Governors and Administrators training, webinars, guidebooks and research.

Program staff

Key Club International staff and support staff.

Administrative fees

Every organization has administrative expenses. These include utilities, membership database, information technology support, building services, finance and accounting — all the parts that an organization needs to operate.

Meet the Kiwanis family

Here's great news! When you joined Key Club, you became a member of the worldwide Kiwanis network. Our family of service clubs has a place for people of all ages and abilities.

Kiwanis International

Kiwanis is the reason Key Club exists! Kiwanis clubs are the sponsors of Key Clubs and the other clubs listed here. It's an organization for adults who want to serve, improve their communities and share goodwill with others.

There is a club for every part of the service-learning journey. Key Clubs can help cosponsor K-Kids or Builders Club for younger students, and there is even a club for you with Circle K International if you head off to college or university.



LEARN MORE ABOUT EACH OF THE CLUB LINES IN THE KIWANIS FAMILY!



Youth protection

Kiwanis international has a comprehensive approach to youth protection that includes:

- Protecting, educating and engaging all Kiwanis family members.
- Protecting youth members from predators.
- Empowering and educating adult members with best practices for working with youth.
- Providing youth with positive development tools to inspire and engage our leaders to be their best.
- Creating spaces where students belong through prioritizing a culture of care where students are empowered to stand up to peer-to-peer abuse.

For Kiwanis to be the premier provider of youth service clubs and programs, we must hold ourselves and fellow members to the highest standards of conduct and awareness. A recent Key Club survey reported that 92% of Key Club members feel safe, secure and welcomed at Key Club meetings and events.

We follow the “ABCs of Youth Protection.”

A - Access to high quality training. We require advisors and chaperones working with Key Clubs to complete youth protection, child abuse and sexual abuse prevention training. ALL Kiwanis members must review the Kiwanis International Youth Protection Policies on an annual basis.

B - Background checks. We require Key Club advisors and adult volunteers to maintain a valid background check to work with youth.

C - Culture of care. Today’s students report the highest levels of anxiety and stress of any generation. We want our students to have resources to cope with these issues, know how to get help and be agents of change to improve their schools’ cultures.

Kiwanis Youth Protection Helpline is a free 24 hour/7 days helpline to report abuse and policy violations. Call **1-866-607-SAFE (7233)** to talk to a trained professional. More information can be found at kiwanis.org/youthprotection.

Key Club partners

Key Club partners with a variety of organizations to help make the most impact, from supporting early childhood centers in Zambia with UNICEF to tutoring students across the globe with Schoolhouse. Partners provide unique opportunities for service, learning and advocacy for our members.

Here is a list of our partners. Please see the most up-to-date list by visiting the Key Club website at keyclub.org/partners.



Erika's Lighthouse



Insurance

Member

The Kiwanis International General Liability Program is designed to protect clubs and members from claims of property damage and bodily injury to non-Kiwanians or Key Club members when either is caused by a Kiwanis-sponsored event or activity. The program protects every Kiwanis club and foundation, which includes Key Club. A “member” should be listed on the official Key Club roster. The insurance policy may not provide coverage to the individual if they are not an official paid member.

Coverage

The following coverage is provided: premises, operations and activities, elevator liability, products and completed operations, owners and contractors protective, contractual liability, broad form property damage, personal injury coverage, fire legal liability, incidental malpractice, hired, rented and non-owned automobile liability, liquor liability, medical payments — third parties, members and volunteers: US\$5,000.



YOU ARE COVERED! WANT TO KNOW MORE ABOUT WHAT HAPPENS WHEN ACCIDENTS OCCUR? CHECK OUT THESE FAQs!



Beyond the Handbook!

There are so many important resources and benefits to make your Key Club experience the best possible. From an online course to step up your leadership skills to in-person leadership trainings and an international convention with members from around the globe, you can find support to grow skills.

- **Brand guide** to help enhance your marketing and recruitment plans.
- **Key Leader** is an in-person leadership training experience that develops knowledge and skills necessary to lead and make meaningful contributions to your communities.
- **Global Leadership Certificate** is a catalog of online courses on topics including building meaningful relationships, strategic versus tactical leadership, self-awareness, inclusion, civic engagement, and being an agent for change. A master class is even offered to participants at international convention.
- **Key Club International convention** to network with other Key Club members around the globe, take part in educational workshops and hear from inspiring guest speakers.
- **Contests and awards** to sharpen and celebrate your hard work and impact.
- **Service project ideas** to help elevate your impact in the community.
- **Key Club gear** to show off your Key Club spirit!
- **Youth Opportunities Fund** is an opportunity for clubs to increase the impact of their service projects.
- **#KeyClubWeek** celebrates and promotes all Key Club has to offer!
- **Alumni Network:** After graduating, you are connected to thousands of alumni across the globe for networking opportunities.



**FOR INFO ABOUT THE ABOVE RESOURCES AND MORE,
CHECK OUT THE KEY CLUB WEBSITE.**

CKI

Circle K International



Keep a good thing going.

Your love of service doesn't have to end with Key Club. Circle K International gives you lots of opportunities to lead, serve, gain job skills and make lifelong friends. Look for CKI on your college or university campus.

Learn more at circlek.org





KEY CLUB®



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