



THE SKERNIVITZ SCOOP

SECRETARY EDITION

CONTACT ME:



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@ktdistrictsecretary



Hey KT!

I am your **2024-2025 District Secretary, Aubrey Skernivitz**, and I am so lucky to have the opportunity to work with you all!

UP NEXT:

October 1st, 2024

Annual Dues Become Payable

October 19th, 2024

Dollywood Fall Rally

November 1st, 2024

Early Bird Dues Award Deadline

November 4-8th, 2024

Key Club Week

December 1st, 2024

Annual Dues become Delinquent

Just a Little About Me..

I am currently a rising senior at Rossvie High School, in Clarksville, TN, and I've been a member of Key Club since my freshman year! I am also the Immediate Past Division 15 Lieutenant Governor. Other than Key Club, I love going to the movies, getting frozen yogurt, and spending time with my friends.

This year, as your District Secretary, my responsibility is to make sure that all of our secretaries have everything they need to succeed! I'll be sending out correspondence throughout the year, but I would love the chance to connect with you all personally!

Just a Little About This Newsletter...

In this edition you can find information regarding:
Monthly Reports
Club Secretary Responsibilities
International Convention



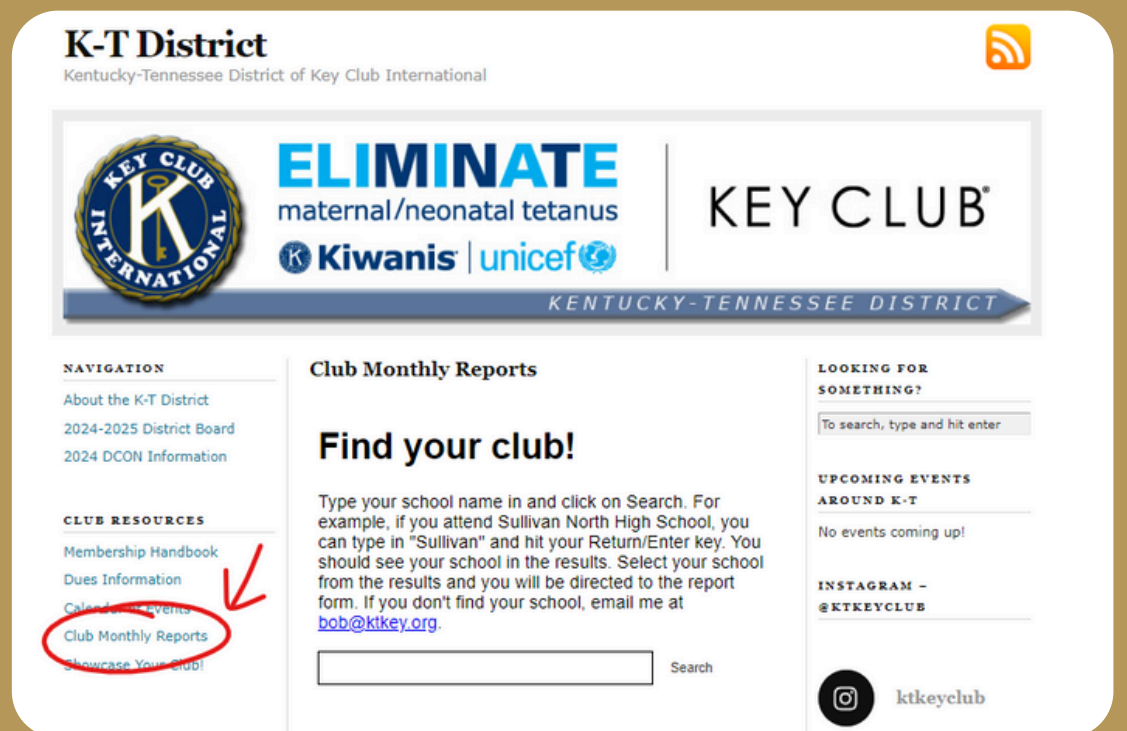
Yours in service and in friendship, *Aubrey*

MONTHLY REPORTS:

AKA Secretary Reports

What are monthly reports?:

Monthly reports are quick and simple forms, filled out on the KT Key Club website, that keep record of your club's achievements and opens doors for more opportunities and awards! They take just a few minutes and can be found here:



<https://www.ktkey.org/monthly-reports/>

K-T Key Club Club Monthly Report Submission Form

Please complete the form below.

RED means REQUIRED.

School Information

Club ID

School

High School

Report Month

Date Submitted

Meeting Location, Time and Day

Meetings

Date Held

of Members Present

of Kiwanians Attending

Speaker(s)

Subject/Program

of Members at Kiwanis

- All clubs must submit reports by 10th of each month.
- Traditionally submitted by Club Secretary
- Reports only discuss meetings, hours, and service projects.



RESPONSIBILITIES OF A CLUB SECRETARY

Record Keeping:

Maintaining accurate records of club meetings, activities, and member attendance. (Taking “meeting minutes”)

Correspondence:

Handling club communications, including emails, announcements, and official correspondence.

Meeting Preparation:

Assisting in planning and organizing club meetings, including agenda creation and distribution.

Reporting:

Compiling reports on club activities, attendance, and finances for submission to Key Club website.

TIPS FOR SUCCESS:

- Stay Organized.
- Be clear and concise with communication.
- Be familiar with the Key Club Bylaws.
- Have technology proficiency.





Reasons to join the KT ICON TOUR:

- Cost covers registration, hotel costs, transportation, all convention supplies, multiple meals, and more!
- Advisors not needed for attendance, District Adults can be chaperones.
- Relatively low price.

INTERNATIONAL CONVENTION Atlanta, GA

Last summer, I had the opportunity to attend the 2023 Key Club International Convention, in Anaheim, CA, and it was truly an unforgettable experience. I had the chance to meet people and form friendships with Key Club members from all over the world, attend highly informative and fun workshops, and have a say in the elected International Board. There is absolutely nothing like it, and I cannot emphasize how much I encourage you to attend the 2024 International Convention in Atlanta, GA, if possible. You won't regret it, and I hope to see some of you all there.

KT-DISTRICT ICON TOUR:

July 9-14th, 2024

Atlanta, Georgia

