



Secretary Reports

Reagan's Recaps

District Secretary

Volume 2

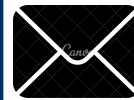
Falling for Fall:

Hey everyone! I hope y'all had a great summer. Personally, mine was filled with fun and much time at the lake, tanning, and tubing (the best combo). I also got the chance to attend ICON and had an amazing time bonding with the board and learning more about how I can help my district. I hope everyone has a great start to their school year. And don't forget that Fall Rally is on October 17th. See y'all there!

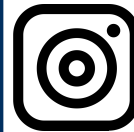
-Yours in Service, Reagan



Contact Me!



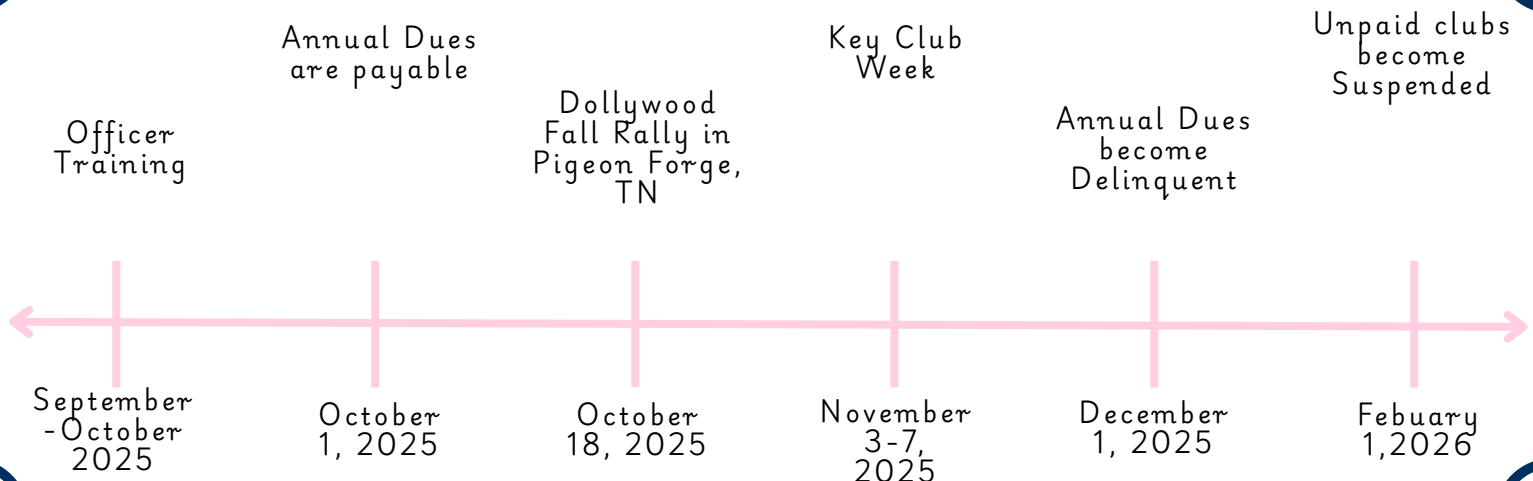
reagan@ktkey.org



@ktdistrictsecretary

Agenda Recap:

- Summer Board & ICON Recap
- How to Access and Update MUC for Advisors
- Importance of Good Minutes
- Monthly Reports



A Super Summer

This summer was filled with excitement, meaningful service, and unforgettable experiences. I had the incredible opportunity to attend the Key Club International Convention in Orlando, Florida, where I connected with district secretaries from across the globe. We exchanged ideas and strategies to help strengthen and improve our own districts. One of the highlights of the convention was the election of the 2025-2026 International Officers. Congratulations to Nicholas Kwok, our newly elected K-T International Trustee, and to all those who were elected! Later in the summer, the K-T District Board came together for our Summer Board meeting at the Kiwanis Fresh Air Camp in Knoxville, Tennessee. We began planning exciting district events for later this year. In addition to our work, we also had the chance to bond as a board through fun activities like swimming, hiking, and team games.



How to Access Kiwanis Engage for Advisors

Kiwanis® Engage

English ▾

Sign in to your account

Email

Password

[Forgot Password?](#)

Sign In

```
https://engage-  
sso.kiwanis.org/realms/kiwani  
s-engage/protocol/openid-  
connect/auth?  
client_id=kiwanis-engage-  
portal-  
prod&request_uri=urn%3Aietf  
%3Aparams%3Aoauth%3  
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Kiwanis Engage is the official platform advisors use to manage club information, update member records, and access support resources. To work with real data, advisors should log in to the live version at <https://engage.kiwanis.org>. First-time users will need to create a new password using their Kiwanis email address. For training purposes, a practice version—also known as the playground—is available at <https://www.kiwanis.org/kiwanis-engage>. This training site is clearly marked with a yellow banner and has "training" in the web address to distinguish it from the live version. The playground requires a separate login with a newly created password. Advisors can access short training videos (1-3 minutes), recorded webinars, and interactive tools via the same training page. If help is needed, advisors can use the KIRA AI assistant, contact Kiwanis through the Engage training page, or message Kiwanis staff directly within the Engage platform.

Importance of Good Club Minutes

Accurate and well-organized meeting minutes are essential to the success of any Key Club meeting. They serve as a clear record of what was discussed, the decisions made, and any action items or responsibilities assigned. Good minutes help keep all members informed, especially those who were unable to attend, and ensure that everyone stays on the same page moving forward. They also provide accountability, helping officers and members follow through on their tasks. Additionally, consistent documentation is valuable for future reference and can be used to track progress throughout the year. Strong meeting minutes contribute to better communication, organization, and efficiency within the club.

Membership Development Meeting Notes #1
Committee Discussion Summary – Spring Board Meeting
Group Chat Created:
We established a group chat to keep communication open and efficient for all committee members.

First Committee Google Meet Scheduled:
Date: April 23
Time: 7:30 PM Central / 8:30 PM Eastern

Key Focus:
We will work in parallel with the Club Building Committee, as members are the foundation of our organization. This aligns with our inverted priority pyramid, where members remain at the very top.

Committee Task:
Each member is responsible for brainstorming at least 2 ideas on how we can:
Increase membership
Improve participation

Meeting Availability Check:
Ella and Aza – please let us know if the April 23 meeting date works for you. If not, feel free to share your preferred times.

Upcoming Calendar Tools:
A calendar will be shared soon so everyone can mark which dates work best for them moving forward.

Examples:

- Summer Board Meeting Notes**
- Trick or Treat for UNICEF
 - UNICEF, through Start Strong Zambia, helps provide education materials and build schools for kids in Zambia
 - Service Partners
 - The Global Leadership Certificate course is designed to learn about leadership, and you become a certified global leader.
 - Eirko's Lighthouse promotes mental health and growth for teenagers and adds resources for students.
 - Schoolhouse connects students to peer-to-peer tutoring
 - Thirst Project works to end the global water crisis by building freshwater wells in undeveloped communities
 - Youth Opportunities Fund (YOF)
 - Youth Opportunities Fund helps fund clubs through bi-annual applications. Helps to fund service projects. Lengthy application and given proof that you did what you said you would with the money.
 - Key Club Week
 - Celebration to show off Key Club
 - International dates are November 3-7, but schools can change the dates based on the day.
 - Day 1: Show your K in every way
 - Day 2: Kudos to the Key Players
 - Day 3: Dare to Care
 - Day 4: Random Acts of Kindness
 - Day 5: Connect the K's
 - Section of Club Officers
 - If schools have not elected officers, reach out to clubs and encourage them to elect them.

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

Monthly Reports

As District Secretary, it's crucial for every club to submit their monthly reports to ensure records of your club's activities and involvement are kept. While the club's secretary usually handles this task, any officer can submit the report as well. To keep things running smoothly, all monthly reports must be submitted by the 10th of each month. Don't worry — the process is quick and easy! You can use the link above or go to ktkey.org and click on Club Monthly Reports. Then type your schools name in and fill out the information.

NAVIGATION

About the K-T District

2025-2026 District Board

CLUB RESOURCES

2024 RMCH Handbook

Membership Handbook

Dues Information

Calendar of Events

Club Monthly Reports

Showcase Your Club!

Club Monthly Reports

Find your club!

Type your school name in and click on Search. For example, if you attend Sullivan North High School, you can type in "Sullivan" and hit your Return/Enter key. You should see your school in the results. Select your school from the results and you will be directed to the report form. If you don't find your school, email me at bob@ktkey.org.

Search

Please complete the form below.
RED means REQUIRED.

School Information

Club ID	H80242
School	Dobyns-Bennett High School
Report Month	March 2025
Date Submitted	04/25/2025

Meeting Location, Time and Day

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Meetings

Date Held	
# of Members Present	
# of Kiwanians Attending	
Speaker(s)	
Subject/Program	
# of Members at Kiwanis	

Date Held	
# of Members Present	
# of Kiwanians Attending	
Speaker(s)	
Subject/Program	