



Secretary Reports

Reagan's Recaps

District Secretary

Volume 3

Sweater Weather:

I hope your school year is going great. Fall Rally was an incredible success.

Thank you all for showing up and showing off your Key Club spirit. If you're interested in running for higher office, keep an eye out for an upcoming



webinar with all the details you'll need. And get excited, District Convention registration will be opening soon! Also remember that DCON awards will be coming out with registration, so don't forget to apply. I'm wishing everyone a wonderful holiday season and a happy New Year!

-Yours in Service, Reagan

Contact Me!



reagan@ktkey.org



@ktdistrictsecretary

Agenda Recap:

- Fall Rally and Winter Board
- How to Access Kiwanis Engage for Advisors
- Importance of Good Minutes
- Monthly Reports

Annual Dues become Delinquent

Unpaid clubs become Suspended

Divisional Spring Rallies

Key Club District Convention in Gatlinburg, Tennessee

December 1, 2025

Key Club District Convention

K-T District Tour to International Convention

December 1, 2025

February 1, 2026

February-March 2026

March 20-22, 2026

July 2026

A Wild Winter

This first semester has been amazing so far! Fall Rally was such a fun experience, and I loved getting the chance to meet so many of you. This year's Fall Rally had the highest attendance in K-T District history! It was incredible to come together as a district to show our Key Club spirit and celebrate our strong sense of community. As we moved further into the semester, the District Board held our final meeting of our term—Winter Board in Gatlinburg, Tennessee. It was a bittersweet weekend, knowing my term is coming to a close, but I'm so grateful for the time spent with some of my closest friends while doing all things Key Club.



How to Access Kiwanis Engage for Advisors

Kiwanis® Engage

English

[Sign in to your account](#)

Email

Password

[Forgot Password?](#)

https://engage-sso.kiwanis.org/realms/kiwanis-engage/protocol/openid-connect/auth?client_id=kiwanis-engage-portal-prod&request_uri=urn%3Aietf%3Aparams%3Aoauth%3Arequest_uri%3Ac4674b8b-5022-49ad-989d-d4e8b7911070

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.

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

Membership Development Meeting Notes #1

• Group 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:
- Elia 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 Task:
- 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.
 - Erika'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- Date to Care
 - Day 4- Random Acts of Kindness
 - Day 5- Connect the K's
- Election of Club Officers
 - If schools have not elected officers, reach out to clubs and encourage them to elect them.

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

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](https://www.ktkey.org) and click on Club Monthly Reports. Then type your school's 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!](#)

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](#)

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: