

# Sophia's Station

District Secretary's Newsletter Vol. 2

CONTACT ME:



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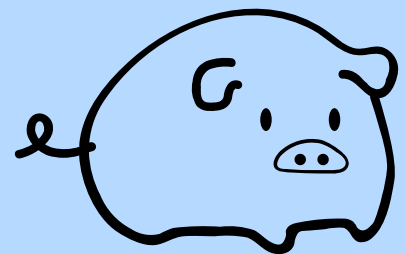
@ktdistrictsecretary



# HOST'S OPENING:



Hello K-T!!



I hope everyone's school year is off to a great start! After a summer of recharging, I hope you're ready for another incredible year of service and leadership.

There are some exciting events happening across our district, including Officer Trainings hosted by your LTG and our annual Fall Rally at Dollywood! Be sure to check them out and make the most of these opportunities.

“

“Everyone fails at who they're supposed to be for. The measure of a person, of a hero, is how well they succeeded being who they are.”

— Frigga, *Avengers: Endgame*

01:10

04:10



**ICON 2026** was my first trip to Dallas, TX, and it quickly became one of my favorite trips! From spending time with both the previous and current boards, to voting on amendments and the new I-Board, to participating in a large-scale service project alongside all the attendees, every part of the experience made this trip truly memorable.

Next year, **ICON '27** will be held in **Washington, D.C.**, and I hope to see you there!

POSTCARD

PLACE  
STAMP  
HERE

## Signal Replay: International Convention



Congrats to Clint Bacon from K-T Div. 4 for being elected as an International Trustee!

## Signal Replay: Summer Board

Summer Board in Knoxville, TN, was very productive as we kicked off plans for Fall Rally and DCON '27!

Our Lt. Governors also prepared for their own Officer Trainings. Look for announcements from your LTGs, and be sure to join them! You won't want to miss out!



## Up Next: Fall Rally



October 17th, 2026



Dollywood, Pigeon Forge, TN



\$60 for ticket + t-shirt

Learn important information from the K-T Board, find out our DCON '27 theme, and enjoy a day at DOLLYWOOD!



# - Data Transmission - Monthly Reports



Monthly reports are **due on the 10th of each month** and are **an important part of keeping your club and the district organized and up to date**. Submitting these reports can also help your club earn recognition and awards at DCON.

**MONTHLY REPORTS ARE DIFFERENT THIS YEAR!!** They will no longer be submitted through [ktkey.org](http://ktkey.org), but instead through **Kiwanis Engage**.

To submit,

1. Go to [engage.kiwanis.org](http://engage.kiwanis.org) and log in.
2. Select "Monthly & annual report" on the left.
3. Click "Go" next to the month you are reporting on.
4. Fill out each section with the required information and submit.

## - STATION STANDARDS - IMPORTANCE OF GOOD MINUTES

Club Secretaries, good minutes will make your life so much easier and help keep your club organized and on track! Your minutes will serve as an essential resource when completing the club's monthly report. Be sure to record attendance, service projects, important decisions, and other key information so that nothing is forgotten.

**Happy note-taking!**

# TUNED-IN GUIDE:

## HOW TO ACCESS KIWANIS ENGAGE

**Club advisors and officers,**

**Kiwanis Engage** is the website your club will use to pay dues, update membership rosters, file monthly reports, and more. This guide is here to help make the process a little easier!

**When logging into Kiwanis Engage, use:**

- The email address that you currently have on file with Kiwanis.
- Your registered or new password. (To set a new password, click “Forgot password?”)

## UPDATING THE CLUB’S MEMBERSHIP ROSTER

1. Select the Member Admin tab on the left side.
2. **Advisors, you must update officers’ contact information first.**
3. Then your officers can log in and update the club membership by adding new members, keeping returning members, and removing members who have left.
4. **Do not delete returning members** — only delete unpaid members or members who are not returning. Uploading everyone as a “new” Key Club member will jeopardize your members’ eligibility for scholarships, awards, and more.

**For more information, go to:**

<https://www.kiwanis.org/members/kiwanis-engage/slp-learning-resources/>

# Programming Schedule

|             |   |                                    |
|-------------|---|------------------------------------|
| OCT 01      | → | Annual Dues are payable            |
| OCT 15      | → | YOF Applications due (Fall)        |
| OCT 17      | → | Dollywood Fall Rally               |
| NOV 01      | → | Early Bird Award dues deadline     |
| NOV 02 - 06 | → | Key Club Week                      |
| DEC 01      | → | Annual Dues become delinquent      |
| JAN 2027    | → | Sophia's Station Vol. 3            |
| FEB 01      | → | Unpaid clubs become suspended      |
| FEB 2027    | → | Club officer elections (Suggested) |
| MAR 01      | → | YOF Applications due (Spring)      |
| MAR 12 - 14 | → | DCON 2027                          |
| July 2027   | → | ICON 2027                          |

## Final Transmission

That's all for this edition of Sophia's Station! Keep the momentum going, keep serving your communities, and keep making your voices heard. Until next time!

