

# September

# Secretary



# Tea

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# Important Dates!!

## September:

**10** Monthly Report Due

## October:

**1** Annual Dues Become Payable

**10** Monthly Report Due

**12** Fall Rally Dues Due

**20** Fall Rally @Dollywood

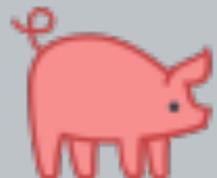
## November:

**1** Early Bird Dues Due

**2-4** Kiwanis Family Convention

**6-10** Key Club Week

**10** Monthly Report Due



# FALL RALLY

Hello everyone!! School has started for many of us and that means it is the start of Key Club!! One of the first district events we have is Fall Rally. I hope all of you come, meet your board, learn about Key Club, and have the best day at Dollywood! And do not forget to check out our Fall Rally video at <https://youtu.be/imlcu3wsV8> . Hope to see you there.



## Fall Rally Information

**Where:** Pigeon Forge, Tennessee @Dollywood

**When:** Saturday, October 20, 2018

**Time:** Park Hours - 10a.m.~9p.m. Rally Time - 11a.m.

Get park admission, a meal voucher, and a t-shirt for a GREAT price of \$50.

( This is a great value as regular park admission alone is \$79.60) The dress is casual and you can dress up like Jodi!!

You can register 2 ways. For a SECURE ONLINE CARD registration go to <https://www.ktkey.org/2018rally> (this will close on October 12, 2018 at midnight). OR for CHECK registration download the registration form here <https://ktkey.org/stuff/5384/> .

**\*NO REFUNDS WILL BE MADE AFTER OCTOBER 12, 2018.**

# Duties of a Secretary

Establish or maintain club records.

Keep updated copies of club bylaws.

Record all meeting minutes.

File monthly reports and annual achievement reports.

Archive copies of current and past dues submissions.

Share and promote district & international resources.

Document attendance of members and guest at meetings.

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