

The Member Handbook

By your Kentucky-Tennessee District Board Membership
Development Committee

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Welcome to K-T!

Hello and welcome to the Kentucky-Tennessee district of Key Club International. My name is Garrett Holt, and I currently serve you as governor, the chief-executive officer, of the district. Alongside me are 15 lieutenant governors, a district secretary, treasurer, historian, and projects chair, and together we comprise the district board. However, it is not our actions which make the KT district as great as it is; rather, it is the nearly 5000 high school students who continue to serve our communities year after year. I am truly blessed to serve in this office this year because I will be able to meet, educate, and have fun alongside these great people.

There are so many amazing events outside your individual school's club which go on in the district each year. From officer trainings, divisional council meetings, and projects organized by our lieutenant governors to our annual Fall Rally at Dollywood and the district convention, there is almost always something you can take part in. I urge each and every one of you to continue to serve your schools and communities, lead by setting an example to those around you, and coming out to witness what makes KT so great by coming to some of these events. If at any time you need something or have a question, feel free to contact myself or any of the district board. I am here to serve you all, and I look forward to a wonderful year of service in our district.

Sincerely,
Garrett Holt
KT District Governor

The Facts

Sponsored by Kiwanis, Key Club International is the largest and oldest service organization for high school students. Each Key Club is student-led and helps students learn leadership through service is the most rewarding kind of leadership in existence. KCI exists in 30 countries on over 5,000 high school campuses. Key Club members achieve over 12 million service hours every year. Key Club gives young people a chance to become a caring leader in school, their community, and even internationally.

History

Key Club was started in 1925 in Sacramento, California with 11 charter members. It was the idea of two Kiwanis members, Albert C. Olney and Frank C. Vincent, who were also high school administrators. The term Key comes from the original members being called Key Boys, boys that would be willing to serve their school in any way and create school spirit. Soon after, the club spread to a service organization for the entire school. In 1943, Key Club became international, electing Malcom Lewis the first Key Club International President. In 1977, females were officially allowed to join Key Club, paving the way for the Kiwanis to allow females to join in 1987.

Structure

- The members make up the majority.
- Next is the individual club.
- Then comes the divisions of the 33 districts.
 - Our District, Kentucky-Tennessee, has 15 divisions.
- Next is the District Board
 - Composed of Lieutenant Governors, a Secretary and Treasurer or a Secretary-Treasurer, and a Governor.
 - Some Districts also have appointed positions on the board. K-T has appoints a Historian and an International Projects Chair.
- Finally, the International Board of Trustees
 - Composed of 11 Trustees, a Vice-President, and a President



Pledge

I pledge on my honor to uphold the objects of Key Club International;
to build my home school and community;
to serve my nation and God and to combat all forces
which tend to undermine these institutions.

Vision

To Develop competent, capable, and caring leaders
through the vehicle of success.

Motto

Caring -- Our Way of Life

Core Values

Leadership, Character Building, Caring, and Inclusiveness

Objects

- To give primacy to the human and spiritual rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and the application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

Membership

- Membership is open to high school students.
- Local schools and clubs may have specific requirements for membership

Dues

- Key Club District and International dues are \$13 per person
- This amount is payable to Key Club International on October 1 and becomes late on December 1.
- Local clubs may have local dues that go into the local clubs' treasuries.

The Kiwanis Family

- **Kiwanis International**
 - Kiwanis International is a global organization of volunteers working to serve the children of the world through Kiwanis club-sponsored activities and programs. Today, Kiwanis comprises 600,000 adult and youth members in 80 nations and geographic areas that serve children and communities worldwide.
- **K-kids**
 - K-Kids is a student-led service club for elementary children that can be sponsored by a Kiwanis Club and co-sponsored by a Key Club. K-Kids can be started at a primary school or a community-based organization. With the service partners UNICEF and March of Dimes.
- **Builders Club**
 - Builders Club is a student-led community service organization for middle school students of ages 12-14 sponsored by a Kiwanis Club. It encourages students to be themselves and have confidence in who they are. Builders Club is partnered with UNICEF and March of Dimes.
- **Circle K International**
 - CKI is an international university service organization sponsored by Kiwanis International. With over 12,000 members, CKI encourages leadership and service for students of every major. Their service partners include UNICEF, March of Dimes, Better World Books, and Students Team Up to Fight World Hunger.
- **Aktion Club**
 - Aktion Club is the only service club for adults with disabilities. It provides adults with disabilities the opportunity to serve their communities and develop leadership skills all over the world. It is supported at the district level and international level by Kiwanis International. Their service initiative is Sleeping Children Around the World, a non-profit organization that provides bed-kits to children in need throughout the world.
- **Terrific Kids & Bring Up Grades**
 - Terrific Kids and Bring Up Grades are Kiwanis, CKI, or Key Club sponsored academic and character development programs for students of ages 6-12. Bring Up Grades recognizes students who raise their grades and maintain, or continue to raise them, after another grading period. Terrific Kids recognizes students who improve behavior, friendships, and attendance.
- **Key Leader**
 - Key Leader are weekend conferences held all over the world sponsored by a Kiwanis district and Kiwanis International, for high school students ages 14-18. These events focus on service leadership as an important development in life. Key Leaders learn that true leadership comes from helping others succeed.

Key Club's Service Partners



• Children's Miracle Network

Millions of infants and children are in need of expensive treatment each year for life-threatening injuries, birth defects, and many other ailments. Children's Miracle Network is a nonprofit organization that is dedicated to raising funds and awareness for hospitals that need special pharmaceuticals and equipment for hospitalized children. Children's Miracle Network saves more than 14 million children annually from birth defects to life-threatening injuries.

Key Club partnered with CMN in 1966. Key Clubs participate by holding fundraisers for CMN.

Here are some ways to help your local children's hospitals:

- Provide toys and dolls for children in need
- Volunteer in information booths or surgery waiting rooms
- Assist families with children who require long-term care or who live great distances from hospitals
- Support safety campaigns and parent education programs

For more information, please visit cmnwi.org.

• March of Dimes



Premature birth is costly and common, happening to 1 in 8 pregnant women everyday in the United States. Founded by President Franklin D. Roosevelt, March of Dimes was originally intended to help fight polio. Today, it helps prevent birth defects, premature birth, and infant mortality.

In the 1960s, Key Club partnered with March of Dimes by fundraising for further research in the medical field to help reduce birth defects. Key Club members collect dimes so that someday children will be born without birth defects. For more information, please visit marchofdimes.com.

• UNICEF



UNICEF has been helping children all around the world overcome poverty, violence, disease, and discrimination. Trick-or-Treating for UNICEF has been an annual part of Key Club since 1994 and has raised nearly \$5 million for iodine deficiency programs, HIV and AIDS programs in Kenya and Swaziland and is now helping Operation Uruguay: Protecting the Rights of Children. For more information, please visit unicef.org.

Ronald McDonald House

Kentucky-Tennessee District Project

What Ronald McDonald House Does

Ronald McDonald House (RMH) provides families of hospitalized children with a place to stay that is affordable and near the hospital, because they believe that where a family can afford to stay should not matter when they are focused on healing their child. They know that families worry about their children 24/7, and, by staying at a Ronald McDonald House, families can better communicate with their child's medical team and keep up with treatment plans. They can also focus on their child's health, rather than wondering where their next meal will come from. At every Ronald McDonald House, families may enjoy home cooked meals, private sleeping areas, a playroom, and, most importantly, a nice, quiet place to think and heal. For more information, visit rmhc.org.

Pop Tab Collections

Why? Ronald McDonald Houses collect pop tabs instead of entire aluminum cans because it's more hygienic to store tabs than cans, and collection and storage is easier. The program is an easy way for people of all ages to support RMHC and know they are making a difference for families and children.

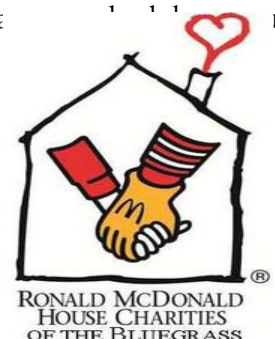
Where? If your local Ronald McDonald House participates in the program, it's likely cardboard collection containers in the shape of a house have been distributed to schools, community and civic groups and other organizations in your area. Collect pop tabs to drop off at one of these areas, or contact your local House about getting a collection container that you can be responsible for filling through one of your own groups.

Ronald McDonald House History

Philadelphia Tight-End Fred Hill's 3-year old daughter was diagnosed with leukemia in 1974. Mr. Hill and his wife would sleep on hospital benches and stayed in waiting rooms for Kim's three years of treatment. They watched other families of children do the same thing. Families would travel far to get their children the best treatment, only to find they had nowhere to stay and no idea where their next meal would come from. The Hill's neighbors started a charity called "Eagles Fly for Leukemia". The owner of the Eagles Leonard Tose embraced the charity whole-heartedly. Eventually, the Eagle's general manager Jim Murray enlisted the local McDonald's advertising agency, who launched a milkshake campaign to buy an old house near the hospital. In 1974, it opened as the first Ronald McDonald House.

Volunteers

The generosity of volunteers make Ronald McDonald House possible. Volunteers make a large difference in the lives of those that come to stay at a RMH. Volunteers can cook for, clean up after, host movie or pizza nights for, listen to, play with, and just be there for the families that are in desperate need of help. Many Kentucky-Tennessee Key Clubbers have improved the lives of families in need through their hard work and dedication to RMH. Volunteering for RMH is easy and the hours are flexible. Simply stop by your local Ronald McDonald House char



Service Projects

Fun Easy Projects

- Bell ringers

Members needed: 1+

During the holiday season, sign up to help your local Salvation Army as they serve the underprivileged members of your community. Contact a volunteer specialist at your local branch and pledge to spend a few hours out in the cold ring the bell and collecting donations.

- Bright, shining service

Members needed: 3-5+

Take an afternoon to brighten the classrooms and corridors of your campus. Gather a few members of your Key Club and equip them with glass cleaner, towels and other equipment needed to clean the windows. Extend the project to local shops in your community to make your service more visible, or to raise funds for your favorite service partner or charity.

- Care cards

Members needed: 3+

Fashion handmade holiday, birthday or sympathy cards for members of your community or donate them to your local Children's Miracle Network or Ronald McDonald House sponsored hospital. Write encouraging or inspiring messages inside each card and deliver them. Remember to sign each card as "From the members of the local Key Club."

- Club buddies

Members needed: The more the merrier

To start each year, match upperclassmen Key Club members up with freshmen, new students and potential Key Clubbers. Just saying a few words each day can make the fresh faces feel included and at home on the new campus—and can do wonders for your club's growth.



Kiwanis
Service Leadership Programs

Rallies, Conferences, and Conventions

In addition to meetings within each division, there are four opportunities to come together as a district.

Fall Theme Park Rally

When? Saturday, October 15, 2011

Where? Dollywood, Pigeon Forge, TN

This is a great way to start the year with an action-packed day at Dollywood at a greatly discounted price. It is also a great opportunity to meet Key Club members from around the K-T District. Attendees will get valuable information and hopefully leave motivated to have a successful Key Club year.

Kiwanis Family Conference

When? November 4-6, 2011

Where? Blue Ridge Conference Center, Black Mountain, North Carolina

This is a great weekend of personal and leadership development with K-Family members from around the country.

Kentucky-Tennessee District Convention 2012

When? March 16 – 18, 2012

Where? Chattanooga, Tennessee at the beautiful, historic, Chattanooga Choo Choo Hotel!

Energy and enthusiasm run high all weekend as clubs and individuals are recognized for the achievements of this year, and district officers are elected and make plans made for next year. There will also be a variety of workshops, a service project, ,service fair, and dance. It will be a great weekend of education, motivation, and fun!

Key Club International Convention 2012

When? July 3 – July 10, 2012

Where? Orlando, Florida, at the Orlando Hilton at Disney Village

Approximately fifteen hundred members from around the Key Club world will meet for a great week. The convention will feature outstanding motivational speakers, the opportunity to share service ideas, a wide variety of forums, and great dances and entertainment. Those traveling on the K-T District Tour will have the opportunity to enjoy some of Orlando's attractions.

Details and registration materials for each of these events are available in The Back-To-School Mailing and on the K-T District website at www.ktkey.org. You may also contact Steve Phillips at 423-508-4885 or sphillips5@aol.com, or you may contact any district board member if you need more information.

Resources

Resources for Successful Membership Recruitment and Development

Ideas on how to conduct a successful membership drive:

- Set up posters, announcements, etc.
- Set up a phone committee to call prospective members.
- Plan projects to involve people outside Key Club.
- Write the date, time, and place of your meetings, so it will be seen (i.e. use chalk to write messages on the sidewalk, use posters, etc.).
- Set goals for your club.
- Keep a good reputation in your school and community.
- Organize interesting meetings.
- Get outside sources, Lt. Governors, Kiwanis, etc.

Other ways to recruit people:

- Go up and ask someone, "Hey, would you like to be in Key Club?"
- Seek teacher recommendations for potential members.
- Approach active people in other clubs.
- Ask friends that are in other clubs.
- Get a spot for your Key Club to speak in one of your school's pep assemblies.
- Work with other clubs within your school.
- Encourage graduating seniors to find a replacement member before they graduate.
- Go to your Builders Club and recruit members.
- Set up a booth at freshman orientation, registration, etc.
- When talking about Key Club, talk about both its service and social aspects.
- Use food! Rewards such as candy can hook anyone.

Internet Web site: www.keyclub.org or www.ktkey.org

E-mail : keyclub@kiwanis.org.

Telephone Call the Key Club Department at 317-875-8755 (ext. 390) or 800-KIWANIS (ext. 390) 8:30 a.m. and 4:45 p.m. Eastern Standard Time. Fax 317-879-0204

Mail: 3636 Woodview Trace Indianapolis, IN 46268 USA

Supplies Order a Key Club Supplies catalog at 317-875-8755 (ext. 390) or 800-KIWANIS (ext. 390) or keyclub.org/store.

Membership Recruitment Poster This full-color poster advertises Key Club membership (provided at no cost in quantities of 5 or fewer).

Additional Membership Recruitment Resources

- **Key Solutions Key Club In Brief:** This on-line informative flier provides an introduction to Key Club, complete with its purpose, history and structure, for those students attending the orientation.
- **Public Relations Manual:** Contact 1-800-KIWANIS, extension 390 to order.
- **This is Key Club:** This useful brochure is an excellent membership recruitment tool to distribute at the orientation. Contact 1-800-KIWANIS, extension 390 to order.
- **Key Club Marketing Posters:** A four-color poster to recruit new members and announce service projects and meetings. Contact 1-800-KIWANIS, extension 390 or visit keyclub.org/store to order. Up to three Free!