

Frequently Asked Questions by Key Club Advisors



1. What is Key Club's role in the school?

Key Club's role in a school is determined by the number and kinds of other clubs established in that school. Some schools have each organization responsible for some aspect of service, and in others, Key Club covers them all. The amount of service preformed depends on the needs in the school and community and members in the club.

2. What kind of students will I expect in this club?

Each club determines its selection process. This ranges from requiring an application, invitation by member, or membership open to all interested. It should be defined in the club bylaws. (Membership cannot be denied based on religion, race, or gender. Membership should be open to all students who attend the school.)

3. Is this going to be a lot of work and time for me? YES!

4. How do I get students to join?

This is not part of the advisor's job description or responsibility. This should be handled by the membership development committee. Your job is to guide and support their methods.

5. Is it my job to run the club meetings?

No! The advisor's job is to facilitate and provide encouragement. The advisor's job is to advise.

6. How does our Key Club determine when and where to conduct its meetings?

Determine what time is most convenient for a majority of the members. Remember to be flexible. Try to be consistent in your meeting place, and post meeting notices in common places. The meeting date and time should be consistent.

7. What kind of projects should we be doing?

These should be school and community projects determined by the needs of each club. The students should make the final decision on the projects after a needs assessment has been completed.

8. As an advisor, am I responsible to attend all of the club projects?

It is highly recommended that one or both of the advisors (Faculty and Kiwanis) be present at all meetings and projects not only for support but for liability reasons.

9. Where do I get help?

- a) Sponsoring Kiwanis club
- b) Divisional Key Club lieutenant governor and other district officers
- c) District mailings sent to your club president or to the advisor
- d) District administrator
- e) Key Club International Office

10. How can we get Kiwanis members more involved in club projects?

Call them frequently. Invite them to everything. Have the club members approach them. Set up a buddy phone tree system with Kiwanis to increase communication and to provide one-on-one personal contact.

11. Where do I get information on fund-raisers?

Every school is different. Please check with your appropriate school administration for school rules and restrictions.

12. My school does not allow any club to have more than one fund-raiser. How can we raise money to support Key Club International programs, our own local programs, and support our participation in conferences and conventions?

Key Club is unique in the fact that it is supported by a community organization, Kiwanis. If your Kiwanis club has a fund-raiser and the Key Club participates, then the Kiwanis club should donate a portion of the funds to the Key Club. There also are other organizations and businesses in the community that are approachable for grants for leadership development and in joint fund-raisers outside the school.

13. What is my liability status in working with Key Club projects in the community?

Key Club is a high school organization and falls under school liability coverage in most cases. Extra coverage is provided through the Kiwanis organization, but specific areas need to be checked thoroughly for complete coverage knowledge.

14. The paperwork is overwhelming. How do I know what is really important?

This resource tool is organized to help you prioritize your week, month, and year. Suggested activities are provided in the form of checklists to help you and are found in a later part of this section.

15. Why should we report? To whom? When?

Reporting is required by the district. It helps the lieutenant governor and administrator to spot troubled clubs, check Kiwanis involvement and dues payments, and provides publicity ideas for the district publication. Reports also provide ideas for project forums and make application of annual International and district recognition a much easier process. Our District online monthly report form can be found on the [www.wiumkeyclub.com](http://wiumkeyclub.com) website at this link http://wiumkeyclub.com/e_mrf.html.

16. What are my responsibilities in leadership training of my officers? How can I train them when I don't completely understand what my position is?

If the club advisor or Kiwanis club does not have a program to train the officers, then it is their responsibility to get the officer to the training provided by the district at rallies, regional or divisional conferences, or at conventions. Districts provide training at various conferences and conventions. Contact the Key Club District Administrator for details.

17. How active is my club expected to be? Who sets the standards to be followed?

There are guidelines about certain activities: club meeting once a week; board meeting once a month; at least one service project a month; and regular social activities. In a later section, you will find monthly checklists. However, your club should do the number of activities that provides a comfortable level of involvement for the members and you. If you work toward increasing that number, your membership and stature in the school and community will grow.

18. How do I get my students involved at the district and International levels?

You can motivate members by providing them with information about elected positions and prior officers to contact. Make sure they attend district rallies and conventions. Bring them to Kiwanis events. Participate with them. Be supportive of their interest and encourage their enthusiasm.

19. How do I deal with an unreliable/unmotivated club officer?

Speak with the officer on a one-to-one basis. If the problem continues, discuss the problem with the other officers and refer to the club bylaws for proper procedure to follow for remediation.

20. How do I explain to Key Club members that dues are important?

The money from each member's dues provide important resources such as literature and club support materials from both the International and district offices. It also funds the expenses of the district and International boards to operate and provide services to each club member, reinforcing Key Club as a student-led organization.

21. How do I encourage members to apply for awards and scholarships?

Go through the awards information in the Guidebook. Keep updated records to make the application process easier. Scholarships are open to all Key Club members; so, encourage your senior class members to apply. It is a simple application process and one that can be very rewarding.

22. What are the benefits of attending convention and how can we finance it?

Conventions provide attendees with the opportunity to elect district and International leadership, attend educational and officer-training forums, and get ideas for projects, meetings, and fund-raising. It is also a terrific tool to motivate members for next year. Start planning very early in the year. Ideally, one-third of the costs should be covered by the sponsoring Kiwanis club; one-third, the Key Club; and one-third, the individual member. This will vary according to each Kiwanis club's ability to support its Key Club.

23. How do we ask for financial assistance from our sponsoring Kiwanis club?

Most Kiwanis clubs will plan their budget for the upcoming year prior to September. Offer your sponsoring club a detailed list of how much you are requesting, and why you need it. Also, put on a presentation at a Kiwanis meeting explaining what you did with the funds.

24. So, why should I want to be a Key Club advisor? Are there any benefits?

It is fun! You get to work with terrific young people or young people who want to be terrific. It offers every advisor an opportunity to have an impact on students that may not be possible within a traditional classroom environment. It makes you feel like you can personally make a difference. You can see the immediate results of your efforts. Yes, there are lots of benefits, but every advisor has one that is his or her own which keeps them in it despite all the hard work. Remember, the advisor is the backbone of every great Key Club and its stability.

Code of Ethics and Responsibilities for Adults**Working with Youth in Kiwanis-family Sponsored or Related Activities**

Kiwanis International is a worldwide organization of men and women whose clubs serve children, develop youth leadership, and provide for social and business networking. To many Kiwanians, faculty advisors, school administrators, and parents of the sponsored programs members, the sequence of the three-part mission of Kiwanis demonstrates the highest priority Kiwanis places on the youth-related programs. Kiwanis International believes that youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between the youth impacted by the sponsored programs and those adults who so generously give of themselves to ensure the success of the Kiwanis-family organizations. Realizing the lasting influence adults have as role models and mentors to youth, Kiwanis International has adopted the following Code of Ethics and Responsibilities for adults—both Kiwanians and school faculty—involved with Kiwanis sponsored youth-oriented programs and projects.

Advisement (Organizational Operation)

Sponsored programs organization advisors must allow the students to be the responsible decision-makers of their organizations. The advisors are to provide continuity, guidance, training, stability, and historical perspective to develop students capable of making those sound, reasonable decisions.

Confidentiality

Sponsored programs organizations must be permitted to create responsible partnerships between students and adults in matters of interpersonal relationships; medical and financial histories; and social, disciplinary, and legal issues.

Elections and Campaigning

Sponsored programs organizations must be permitted to manage and determine their officer elections without outside influence by non-members.

Interaction with Other Adults

Sponsored programs organizations' advisors, chaperones, and administrators must embody the Objects of Kiwanis International in interactions with Kiwanis district and International Boards, non-Kiwanis associations and organizations, the public, and vendors serving the organization.

Leadership Development

Sponsored programs organizations must be permitted to create a training environment through cooperation and leadership allowing officers and members to fulfill their responsibilities.

Student/Advisor Relationship

In sponsored programs organizations, relationships with students must be open and respectful while keeping in mind the advisor is a role model.

Transportation and Chaperoning

Sponsored programs organizations' advisors, chaperones, and administrators must use common sense when traveling or arranging travel for or with students. Situations that can compromise the ethical and moral values reflected by Kiwanis International or the district must be avoided.