



Key Club Toolkit

Circle K International

Table of Contents

Key Club 101	3
Ways to Get Involved	4
Reasons to Get Involved	5
Communication Resources	6-8
Working with Key Club	9-10
Sponsoring/Mentoring Key Club	11-13
Service Project Ideas	14
Leadership Project Ideas	15
Social Project Ideas	16
Youth Protection Guidelines	17-18
Master Checklist	19
Stop. Start. Continue.	20

Key Club 101

Key Club 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.

Key Club Motto

"Caring our way of life"

Key Club Vision

"We are caring and
competent servant
leaders transforming
communities worldwide."

Key Club Core Values

Leadership
Character Building
Caring
Inclusiveness

Key Facts

38 Countries
About 5,000 Clubs
About 275,000 Members
First Key Club founded
1925

Ways to Get Involved with Key Club

Service

- Key Clubbers often do simmiler service projects to Circle Kers. It is great to get out and be active with them, such as park clean ups, or volunteering in retirement homes.

Social

- Key Clubbers can learn a lot form us about college, doing an ice cream social where you present on the common app and give them an oportnity to ask questions about being a college student is very helpful.

Leadership

- Circle K clubs can take the lead in connecting Key Club with Kiwanis, you can form menorship families made up of a Key Clubber, CKI member, and Kiwanian

Clubs

- Key Clubs can be chartered by Circle Ks with the help of a spinsering Kiwanis club. Check out local High Schools and see if they have a Key Club, if they do get involved, if they don't start one!

Reasons to Get Involved with Key Club

Service: The more people you can get serving together, the greater an impact you will have on your community and the world. When you serve with Key Clubbers you get a lot more human power!

Recruitment: When you work with Key Clubbers you have an opportunity to let them see how great CKI is and encourage them to continue in the K-Family resulting in more members for you when they enter your university or others around the world.

Mentoring: Applying to college, even deciding to go to college can be scary. By working with Key Clubbers and forming mentorship programs you can be the person a High School student looks to when asking college questions. To a first generation student you can make the difference.

Friendship/ Networking: Key Clubbers are not that much younger than your typical college student. Making connections with Key Club allows you to make more connections with more people, who you could end up working alongside.

Communication Resources

When communicating with Kiwanians, Advisors, or anybody else involved in the project planning process, it is important to be clear and professional in your communications.

Courteous Communication Tips

- Aim to respond to emails within 24-36 hours
- Double check your emails for correct grammar/spelling
- Be friendly – do not just demand that others help you, ask politely and be respectful of their other obligations
- Try to coordinate events early in advance – a lack of planning on your part does not guarantee the other party will treat a situation as an emergency
- Let your passion shine! Many times, emails come across as boring busywork for audiences to dismiss immediately. However, if you allow your love for service and the K-Family to show through enthusiastic language or a fun subject line/opening statement, your audience may be more willing to read your email.

- Keep it short! Remember that your audience likely has a busy schedule and will not want to read a long email. Try to say what you need to in as few words as possible.

Important Information to Include

- If establishing contact with somebody for the first time:
 - Introduce yourself
 - Explain how you know of the individual you are contacting (shared connection, referrals, website research, etc.)
 - Provide background information on yourself and any projects you are trying to plan
- If planning a project:
 - Detail project plan/overview
 - Include the goals/outcomes of a project
 - Provide the date/time of a project if it is established
 - If no date/time is established, offer your audience a few choices so they can select times they are available
 - Invite audience for participation in your project
 - If audience agrees to participate, give them a reasonable task list to accomplish (if appropriate)

Age Related Communication

- It is important to remember that High School students are minors and as CKlers you must follow Youth Protection Guidelines when communicating. (See Page)

- When contacting a club it is best to contact the adult advisor first so they can tell you how best to communicate with their club's officers.
- High Schools have stricter rules about visitation so be sure to check with adult advisors before attending a meeting or an event.
- It is also important to keep in mind High Schoolers although younger than yourselves are still very responsible and should not be treated like little kids. They will lose interest quickly as they have joined key Club because they are respected and the leaders of it.
- Just like college students their academics come first so be sure to be respectful of this and encourage any Kiwanis Club you are working with to do the same.
- High School students do not always use email so be sure to figure out which is the best way to communicate with them while still respecting Youth Protection Guidelines.
- They will be looking up to you so be sure to set an example worthy of the K-Family.

10 Tips for Working with Key Club

1. Treat them like young adults

No high school student wants to be talked down to. Key Clubbers are the best of the best and they are pretty capable. If you talk to them like they are young children they will not respond well to the connection.

2. Collaborate on Service Projects

To have the best service projects find out what they are interested in as well. If both clubs are passionate the project will be more successful.

3. Keep in Mind Transportation

Many High School Students cannot drive so when planning on meeting make your best effort to meet them where they do not need to find transportation.

4. Utilize their Advisors

Key Clubs function differently, in that the advisor role is a little more hands on. They do not change every four years so they are a good person to communicate with first.

5. Work with their District Boards

Key Club District Boards are some of the most passionate people you will ever meet. If your club has questions do not hesitate to reach out to the District.

6. Utilize time together to promote staying in the K-Family

When you are with Key Clubbers encourage them to join CKI if they plan on attending college. Talk about the highlights and why you joined to get them thinking about it.

7. Learn what their interests are

As college students we are not that removed from high school so learn what interest Key Clubbers you are working with. You may have more in common than you think.

8. Show them what CKI has to offer that Key Club does not

To make sure they do not feel like they have “already done it” explain the aspects to CKI that vary from Key Club.

9. Lead together

Respecting their leadership team will make them feel valued. If you lead together you can inspire more people and have an impact. Do not fall into the trap of playing a parental role.

10. Learn from each other

As Circle K members there is a lot we can offer Key Clubbers when it comes to knowledge about moving out, going to school, and so much more. Key Clubbers have a lot of experiences as people that you also might not have so listen and learn.

Sponsoring/Mentoring Key Club

Tips to Get You Started

- **1:** Identify a local High School close to your campus who does not have a Key Club. Once you have identified the schools you can determine if they have a club by contacting them directly or talking to the Key Club district.
- **2:** Reach out to your Kiwanis club and ask if they would be willing to co-sponsor a new club in the school you have identified.
- **3:** Reach out to your Lieutenant Governor for more information so they can help you in the process.
- **4:** Reach out to the Key Club District Board to determine what division the club would be in so the Key Club Lieutenant Governor can assist with the chartering as well.
- **5:** Form a committee that will be working primarily on the chartering of the club and its retention in the first few years of its existence.

Next Steps

- **Administration:** Reach out to the administration of the school with your proposed plan to begin a Key Club. Emphasize the positive impact it will have on the students such as leadership, and fellowship.
- **Advisor:** With the help of the school find a teacher who is passionate about service and will want to advise the club. The advisors in Key Club play a huge role in the club's success.

Reasons to Sponsor

- **Service:** By sponsoring a Key Club you are getting more people involved in service. You are also getting students involved at a young age teaching them a life of service is what they should persevere resulting in hours of impactful service for years to come.
- **Growth:** Key Clubbers are young and being in an organization as large as the Kiwanis family can help them to grow as people, citizens, and leaders. The impact your wisdom can have on their lives could change their path.
- **Leadership:** All of your Circle K members will have an opportunity to have hands on leadership experience without having to be a club officer.

- **Mentoring:** When you mentor a High School student you could be making a life long friend. You are at the next step in life in their eyes and they are eager to learn what it is like. You can help lead them in the right direction and have a large impact on their lives.
- **Recruitment:** When there is a local Key Club there are students who will inevitably end up going to your university and having established relationships with CKI members will encourage them to join when they get to campus as freshmen. They will already have the K family values and want to join a familiar family even if they go to a different university.

Chartering Link: <http://www.kiwanis.org/kiwanisone/youth-students-special-programs/start-a-kiwanis-service-leadership-program---chartering-toolkit/k-kids>

Tip:

If you already have local Key Clubs that have not been working with you. Reach out to them, you may have one nearby and not even know it!

Service Events

Park Clean Up

Project Overview

You would chose a local park to get in contact with and learn what could be done to add to it. Examples include gardening, trash removal, bench panting, etc. Then work with the Key Club to choose a day all of you can go down and work together to make a difference for the community. It is a good event because there will be lots of time to talk and get to know the Key Clubbers. Make sure to form working groups with a mix of Circle K members and Key Clubbers. This project can be done every month if desired.

Materials Needed

Gloves, paint, trash bags, gardening tools

Estimated Time

Planning: 2 Hours

Service: 4 Hours

Game Nights in Retirement Homes

Project Overview

Contact a local retirement community and start an adopted family project where a retire is identified by the facility and then paired with a Circle K member and Key Club member. Then once a month an event is held where the clubs go and do activities with their "family." Examples include, game nights, a dance, holiday crafts. Everyone gets to know one another and bring a little joy to someone's life.

Materials Needed

Varies based on the event for that month

Estimated Time

Planning: 4 hours monthly

Service: 2 Hours monthly

Leadership Events

Low Ropes Course

Project Overview

This project can be done by going to a local camp with a ropes course or hosting your own near the high school. Break the clubs up and mix them together into teams of about eight. Then you can facilitate activities that build team and leadership.

Everyone will get to know each other well and learn their leadership techniques, and what works.

Communication will be the focus of many exercises. If you are facilitating find ideas online for "low ropes course."

Materials Needed

Varies on activities

Estimated Time

Planning: Hosting- 6 hours

Attending-1 hour

Event: 2-4 hours

Identity Workshops

Project Overview

To lead well one has to know themselves. Hosting activities to learn more about each other as well as oneself help foster community and leadership. Many activities can be found online that are done in countless places to help learn about oneself in team settings. Find four or five and host an after school event where part of your club runs the event and then the rest of the group participates.

Materials Needed

A large space, varies

Estimated Time

Planning: 6 Hours

Event: 2 hours

Social Events

Ice Cream Social

Project Overview

Host an ice cream social at the High School with Key Clubbers after school. Ice cream is not very expensive, but will get people excited to come. Then you can mingle with the Key Clubbers getting to know them better. Best to hold a few games to start the event where the members interact with CKlers so they do not stay in their groups the entire time.

Estimated Budget

\$60 for ice cream, bowls, spoons and toppings

Colleges and Questions

Project Overview

Host an event on your campus where the club can break the Key Clubbers in to smaller groups and give tours. Then have everyone come together and pair Key Clubbers and Circle Kers based on interest so they can have good conversations about college and decisions. This is also a great way to kick off a mentorship program!

Estimated Budget

Varies depending on food- \$0-?

Youth Protection Guidelines

To protect members of Kiwanis' Youth Programs, all adults working with youth under 18 years of age must abide by Kiwanis Youth Protection Guidelines.

YPG Overview:

- Youth members **MUST** be accompanied by an approved chaperone at all events
- All youth program advisors must undergo a background check through Kiwanis International
- An appropriate number of male/female chaperones must attend all events requiring overnight stays.
- With the exception of parents/guardians, adults may not share a sleeping quarter with a youth.
- 3 people should be present in vehicles transporting youth at all times.
- Youth transportation must be accompanied by documented parent/guardian approval

- Youth must have parent approval to possess medication at any Kiwanis event
- Adults are expected to report any troubling behavior involving youth that is observed
- All personal information is considered confidential
- Adults should not initiate social media connections with youth; they may respond if youth initiate the connection
- Although seen as advisors, Kiwanians should not provide counseling to youth. Instead, Kiwanians should assist the youth in finding appropriate resources

For more information and specific policies regarding Youth Protection Guidelines, please refer to the Kiwanis website or: <http://www.kiwanis.org/docs/default-source/club-administration/risk-management/october-2016-youth-protection-guidelines-updated.pdf?sfvrsn=18>

Master Project Checklist

- Contact groups involved in project-planning process
- Work collaboratively with Key Club to organize a project
- Establish project date/time
- Delegate tasks
 - Assign individuals to oversee logistics, budgeting, and advertising
- Advertise your project! Try to get as many K-Family members involved as possible
- Make sure your project and its participants comply with Youth Protection Guidelines
- Utilize a “Stop. Start. Continue.” form

Start. Stop. Continue.

After hosting a project with a Key Club, review the project planning process and go over what went wrong, what went right, and what could be done in the future!

Start:

Stop:

Continue: