

## Key Actions for Kiwanis Club Advisors

Kiwanis Service Leadership (Key Clubs) encourage student growth in many areas including leadership and service.

### Here are some expectations for Kiwanis Club Advisors:

- Become familiar with the *Youth Protection Guidelines* at <https://www.kiwanis.org/who-we-are/youth-protection/>.
- Keep your background check current every two years by contacting [backgroundchecks@kiwanis.org](mailto:backgroundchecks@kiwanis.org) for a member-specific link.
- Build a relationship with school educators and leadership involved with the Key club to improve communication between our club and the school.
- Create the best way to keep in contact with the school faculty advisor by phone or email.
- Be sure that the Key club officers complete the training offered online which is accessible at <https://www.keyclub.org/resources/officer-guides-club-officers-lieutenant-governors/>. These guides can be read online or printed.
- Start up in the beginning is crucial to a successful year and you can help by encouraging registration of members.
- Work with the club faculty advisor, club secretary and treasurer to access the Membership Update Center to update the club's membership records and to pay the annual dues. To receive the early bird patch, dues must be received by November 1.
- Participate in meetings and planning as possible. You may want to use Zoom, MS Teams, or Facetime to be more available, but it needs to be a safe application.
- The online registration creates the invoice from Kiwanis International. They will be billed \$13.00 for each Key member which includes Ohio District and KI dues.
- As we collect the contracts from the schools we will sign and forward them to Ohio District. Signatures needed include the Club Advisor and Club President. School faculty signatures should already be included. This triggers the sponsorship payment (\$100) from our club to the Ohio District.
- Payment of the dues, registration of members and submission of contract must be completed no later than Dec. 1. We encourage completing this by Thanksgiving as everyone gets very busy thereafter.
- The annual meeting is the *Kickoff* but we would encourage the school faculty advisor and officers to attend at least one of our Kiwanis club meetings during the school year. This is a great way for our club to support the Service Leadership efforts.
- Set service goals with the students for the year. Have officers discuss with members what activities they would like to pursue based on community and school need. Go to [https://www.keyclub.org/service\\_ideas\\_main/](https://www.keyclub.org/service_ideas_main/)

There are tremendous resources online for your use and we will assist you as needed.

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