

**2014**



**2015**

**KEY CLUB  
FACULTY ADVISOR  
MANUAL**

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## **WELCOME AND THANKS**

Welcome to the Key Club Family. Key Club is more than a club or organization - it is a way of life. The Key Club Motto is: "Caring...Our Way Of Life". As a volunteer Key Club Advisor you are exhibiting a sense of caring a number of ways: you are caring about the students who decided to join Key Club; you are caring about your school by offering service, you are caring about your community because it now has an organization ready to serve, and finally you are caring about our world because you are willing to change our world one child and one community at a time. Whatever you touch will never be the same; it will be better, stronger, greater than before. The Key Club Family thanks you for your commitment to make a difference .

My name is Bob Palys and I am the current Advisor Representative on the Alabama District Key Club Adult Board. It is my privilege to help you in any way that I can. I have been a Key Club Advisor for 24 years and have loved every minute of it. I have made plenty of mistakes and I assure you that there is a lot about Key Club that I do not know. Together we can work together to make your job as an advisor enjoyable, effective, and successful. If you have a question or problem, we should be able to find an answer or solution. Please do not hesitate to contact me at (256-352-2793) or [kiwanianbob@gmail.com](mailto:kiwanianbob@gmail.com). I will always return contact with you. I send a weekly email to the District Board and advisors who wish to receive my letter. If you wish to be included please email me and I will add you to my contact list.

I hope that you all will be able to attend the District Convention. We want to say thank you and treat you to a relaxing weekend. If you have four members to attend the convention your registration is free. You will also be treated to a free advisor breakfast on Saturday morning and there will be a hospitable suite with refreshments throughout the convention. If you choose, there will be an advisor's meeting on Friday night after the general session and a workshop(s) on Saturday afternoon. We do look forward to meeting you all.



### ***To the sponsoring Kiwanis club:***

- Discuss Key Club problems with the Kiwanis advisor, perhaps away from Key Club meetings, on a regular basis.
- Reach a mutual understanding with the Kiwanis advisor regarding proper sharing of responsibilities for guidance, training, and supervision.
- Attend Kiwanis meetings when possible and share Key Club activities.
- Assist at Kiwanis projects when needed.
- Request financial assistance for conventions, conferences, scholarships, and other Key Club needs.

### ***Additional Responsibilities***

- Ensure that officer information (name, address, phone, email) is given to Lt. Governor.
- Ensure that club activities are reported monthly to Lt. Governor.
- Ensure officers are properly trained
- Ensure that membership dues are paid in a timely fashion
- Ensure that officers and/or members attend Fall and Winter Rallies
- If at all possible attend and send delegates to District and International Conventions
- Send members to weekly Kiwanis meetings if possible
- Keep records of all club meetings, Board meetings, service projects, and social events

Although you may be wondering: “What am I getting myself into?” The job of a advisor is not that intimidating. When your officers are trained, trust them. The Key Club will do what should be done. A Key Club should not try to do too much; it is better to do a few things well than to do many things and not be successful. A Key Club can grow from year to year and do what worked in the past and then possibly add new projects. Success builds more success and the school and community will understand and appreciate the greatness of Key Club. The advisor should attend as many club projects as possible but it is not necessary to attend every single activity. Trust your club and do not become “burned-out”.

It is recommended that a Key Club meet weekly. Some clubs meet before school, during school, or after school. Schedule what works best for you. Post the meeting minutes so members who could not attend will know what the club has done or what is planned. It is also recommended that a Board Meeting be scheduled at least monthly. Most successful clubs do plan the recommended meetings. Once again, do what best works for your club.

Most clubs have a President, Vice President, Secretary, and Treasurer. Some have Historians, Reporters, a Parliamentarian, Chaplain, or Bulletin Editor. Many have Board Members, a member(s) from each class. Again, you decide what works best for your situation. All officers should be elected and not appointed. If you have Board Members they should be elected by members from their grade. It is recommended that officers be elected in February or March so they may be better trained by attending District Convention and International Convention and by the current officers. Do what is best for your club.

Alabama is divided into 20 divisions and each division is led by a Lt. Governor who is elected at the Winter Rally. the Lt. Governor should contact you monthly and be a resource for you. She/He is a member of the District (State) Board and is the liaison between the District and the individual club. It is recommended that the Lt. Governor be elected from different clubs each year. The advisor is encouraged to recognize young, future leaders and suggest that they consider running for the Lt. Governor officer. The Lt. Governor is a tremendous resource for each key club in its division.

## BASIC INFORMATION THAT DESCRIBES KEY CLUB

As an advisor you are not alone. Key Club is a global high school service organization; it is the largest high school service organization in the world. Key Club International is divided into 33 groups called Districts. The entire state of Alabama is one District; we are 60 years old.. The Districts that surround us are: Georgia, Florida, K-T(Kentucky and Tennessee) LaMissTenn (Louisiana, Mississippi, and East Tennessee). Each District has an Administrator - ours is George L. Price from Bay Minette, and an Assistant Administrator - Paul Sexton from Eclectic. In our history we have only had four Administrators: Judge White, Stanley Johnson, Robert Bottsford, and George Price. Alabama is divided into 6 Zones with an adult Chair in each Zone. The Zone Chairs are: North/Northwest Zone - Melba Palys (Hanceville), East Zone - Tish Hutchinson (Gadsden), Metro Birmingham Zone (Marla Hines (Pelham), Central Zone - Jason Bryant Childersburg), Southeast Zone - Pam Alexander (Ashford), and Southwest Zone - Paula Owen (Bay Minette). These Zone Chairs are always ready to answer questions or help in any way. There is also one Advisor Representative - Bob Palys (Hanceville), and one Zone Assistant - Eddie Dahlke (Cullman). All of the Administrators, Zone Chairs, and Advisor Representative are members of the Adult Board.

The Alabama District has approximately 180 Key Clubs with 7,300 members. The leader of Alabama Key Club is a Governor who is elected by delegates at the District Convention in March; there is also a District Secretary who is also elected by delegates at the March District Convention. The Alabama District is divided into 20 Divisions that are led by a Lt. Governor who is elected at the Winter Rallies. The final District Officer is a Board Specialist who is appointed by the Governor. These 23 students make up the District Board. This Board meets at least four times a year to conduct Alabama District Business - including the planning of the District Convention.

The Alabama District has been the leader in the 63 year history of Key Club International. Eleven Alabama Key Clubbers have served as the President of the 260,000 members, 5,000 clubs in 33 countries - more than any other District. Alabama has also had numerous International Trustees. We are extremely proud of the heritage of Alabama Key Club.

Key Club is the only high school organization that allows every member the opportunity to attend conventions. The Alabama District annual convention is usually held the last weekend in March. The location of the convention rotates throughout the state each year. It is highly recommended that a Key Club sends members to the District Convention. The energy, excitement, educational value, and entertainment is amazing. Key Clubs are much more motivated and more successful when members and advisor(s) attend the District Convention. Convention registration normally runs approximately \$200.00; an advisor may attend the convention free of registration fees if her/his club has at least four members to the convention (eight members allow a second advisor). The District Convention begins on Friday night and ends Sunday morning. Hotel costs are extra.

The International Key Club Convention is a huge affair that usually held in a major city; the convention is usually scheduled around the 4th of July. Thousands of Key Clubbers from around the world are in attendance. This Convention usually lasts a week - three days for the Convention and a few days for sight-seeing and educational/pleasurable activities. The total package for the International Convention will run a little over \$1,000.00 - but it is well worth it. The experiences will last a lifetime and the Key Club will become so much stronger. In many cases the sponsoring Kiwanis Club will provide financial assistance to the Key Club to attend both District and International Conventions.

There have been many famous former Key Clubbers: Elvis Presley, Joe Namath, Bill Clinton, Ricki Lake, Tom Cruise, Howard Stern, Brad Pitt, Alan Jackson and numerous other celebrities.

## MONTHLY TO DO LIST

### *August*

- Hold a Board Meeting
- Welcome back old members
- Schedule a Membership Drive - Have a booth or table at open house, locker day, orientation, etc.
- Plan and hold club meeting
- Ensure meeting location
- Schedule Election of Officers if not held last year
- Ensure Lt. Governor has ALL contact information
- Ensure club activity report sent to Lt. Governor

### *September*

- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meeting location
- Begin to collect dues\*
- Look for club login number and password from International\*
- Continue membership drive
- Schedule Election of Officers if not held yet
- Ensure all officers have the plan books provided by International
- Attend Fall Rally if scheduled

\*DUES - Note that dues are a minimum of \$14.00; a club can charge a higher amount. The final amount depends on you.. Each member must pay dues. \$7.00 of dues will go to International and \$7.00 will go to the Alabama District. All \$14.00 will be sent to International at 3636 Woodview Trace, Indianapolis, IN 46268. International will send each Key Club a membership number and password. This information will allow your club to access its account on the International website. Each club must delete names that are no longer members and each club must list all current names. On the website a bill will be generated for total membership dues. Membership dues is very important because it includes insurance. Every Key Clubber is covered by a \$1,000,000.00 insurance policy to cover any accident that may occur while participating in an endorsed Key Club activity. This insurance policy will cover what a regular family insurance policy will not cover - Key Club insurance will not cover anything dealing with automobile accidents.

Old Key Club members are covered with insurance until October 1st. After September 30th only those members who have paid dues and whose dues have been sent to International are covered. If a member has paid dues and the dues has not been sent to International, the advisor and principal may be held liable if an accident occurs. It is not necessary to wait until the entire club has paid dues; dues can be sent as it is paid. It is very foolish and dangerous to hold dues; personal jeopardy is very high.

Clubs that pay dues before November 1st will receive an Early Bird patch for their banner. All clubs must pay dues before December 1 or they will be placed on probation. Failure to pay dues before the end of the school year may result in International pulling the Key Club charter. To be reinstated the club will have to pay a \$100.00 penalty and the dues. This should never happen.

### *October*

- Collect and send in dues
- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meetings location
- Schedule Elect of officers in not held yet
- Ensure all officers trained
- Attend Fall Rally if scheduled
- Ensure club activities report sent to Lt. Governor
- Plan Key Club Week - usually first full week in November

### ***November***

- Schedule Board Meeting
  - Schedule regular club meetings
  - Ensure meeting location
  - Make sure all dues are paid
  - Celebrate Key Club Week\*
  - Ensure that club activity report is sent to Lt. Governor
- Plan Christmas party

\* Key Club Week is a time to honor the K-Family. Meet with Kiwanis if possible. Have at least one day to wear Key Club T-Shirts and/or Key Club Pins. It is a good idea to do something special for the Key Club. Key Club Week is usually the first full week in November. International has posters and ideas. Your Lt. Governor should help if needed.

### ***December***

- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meeting location
- Check to see if any member wishes to run for Lt. Governor - notify current Lt. Governor if yes. Suggest going to January District Board Meeting.
- Plan for elections for next year
- Ensure club activity report sent to Lt. Governor

### ***January***

- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meetings location
- Discuss club elections and schedule election day
- Watch mail for District Convention packet\*
- Attend Winter Rally if scheduled
- Recruit new members
- Ensure club activity report sent to Lt. Governor

\* Following the January District Board Meeting convention packets are sent to clubs and/or the information is listed on the Alabama Key Club website ([alabamadistrictkeyclub.org](http://alabamadistrictkeyclub.org)). Information about registration, hotel, scholarships, and contests is posted. Information will also be covered at the Winter Rallies.

### ***February***

- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meetings location
- Hold Elections for next year if possible - report winners to Lt. Governor
- Attend Winter Rally if scheduled
- Send in District Convention Attendee list if possible
- Reserve hotel rooms for District Convention
- Discuss Key Club Scholarships and Convention Contests
- Ensure club activity report sent to Lt. Governor



### ***March***

- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meetings location
- Hold Elections for next year if needed - report winners to Lt. Governor
- Attend Winter Rally if scheduled
- Complete Achievement Report - in Guidebook and on Alabama Key Club website
- Send in District Convention Attendee list if possible
- Reserve hotel rooms for District Convention
- Discuss Key Club Scholarships and Convention Contests
- Attend District Convention if scheduled in March
- Ensure club activity report sent to Lt. Governor

### ***April***

- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meetings location
- Hold Elections for next year if needed - report winners to Lt. Governor
- Attend District Convention if scheduled in April
- Ensure club activity report sent to Lt. Governor
- 

### ***May***

- Schedule Board Meeting
- Schedule regular club meetings
- Ensure meetings location
- Hold Elections for next year if needed - report winners to Lt. Governor
- Induct new officers
- Recognize graduating seniors
- Thank members for a great year
- Ensure club activity report sent to Lt. Governor

### ***June and July***

- Schedule Board Meeting
- Schedule regular club meetings - at least one per month
- Ensure meetings location
- Ensure club activity report sent to Lt. Governor

Please remember that these monthly lists are only suggestions. You know what is best for your club. The regular club meetings could be very formal and follow Robert's Rules of Order or they can be informal. It is usually better if there is an agenda to follow. If possible a guest speaker adds to a meeting. If you contact your Kiwanis Club, many Kiwanians would be glad to help with your meeting. All work and no play can make meetings boring. It is a good idea to plan social events and/or occasional food and refreshments. You may try a meeting at a bowling area or restaurant. In May you may wish to have a covered dish meeting and invite parents to attend. In the summer months a meeting at a pool or a picnic or some outdoor gathering may help. Do not be afraid to try something new or different to keep your meetings lively and exciting. Above all - Have A Good Time!

Even though there is no secret guarantee for success, one idea that has worked well for many clubs is for the Advisor and President to read the Achievement Report at the beginning of the school year. Each person will have a better understanding of what can be done to make your club an exceptional one. Plans can be made to do things that can be easily accomplished when understood. The Achievement Report is four pages long but it is very easy to complete. Key Club International recommends that every club completes the report. The Achievement Reports are judged at the District Convent with awards given to three places in all four club sizes (based on membership numbers). A club does not have to attend the District Convention to win an award.

# JOIN OUR DISTRICT PROJECT



**ELIMINATE**  
maternal/neonatal tetanus



Our District Project is three-fold: Children's Hospital, Reading is Fundamental and ELIMINATE. Children's Hospital has asked us to help in the construction of the new Renal Center. Children's Hospital is the only facility in Alabama that offers Dialysis and Kidney Transplants for children. There are currently over 1200 children who are treated for kidney disease at Children's; 30 plus children are waiting for a donor kidney transplant. Patients visit the Birmingham facility three times a week for dialysis. Alabama Key Club has accepted a five year plan to raise \$150,000.00 for Children's. Our District Board has set a goal of raising \$40,000.00 in the 2014-2015 year. Reading Is Fundamental (RIF) is an Alabama K-Family project that works with 2, 3, and 4 year old children in all of Alabama's 67 counties. RIF purchases 3 books for over 23,000 children. The books are read to each child and the child can keep the books and carry them home. In many instances this is the first book that a child receives. Alabama has the largest RIF program in the United States. The Federal Government dropped an appropriation of \$150,000.00 that it had given to RIF. Each book costs \$4.00 and each child receives 3 books. RIF needs financial help to continue its program in Alabama. ELIMINATE is a world-wide project to eradicate neo-natal maternal tetanus. 3rd World Countries have had an epidemic of tetanus; it is a horribly painful disease that attacks newborn babies - the newborn usually dies in a few days. A pregnant mother and newborn can receive medication to prevent this disease. The tetanus shots cost \$1.80. Key Club is trying to improve the world by raising funds to end the scourge of MNT - maternal neonatal tetanus. The Alabama District would greatly appreciate your help with our District Projects. All money raised should be sent to Mr. Paul Sexton, 6283 Weldon Road, Eclectic AL 36024. Mr. Sexton will ensure that all money is presented to each proper charity. Year end awards will be presented for percentage of money raised and total amount of money raised.

## FUNDRAISING STRATEGIES

### ***Guidelines for Fundraising***

*Article 4, Section 5 of the Bylaws of Key Club International reads:*

*No club shall participate in any manner in a lottery, raffle, or game of chance, for the purpose of raising funds, or shall employ a lottery, raffle, drawing, or game of chance in connection with any fundraising activity or engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Key Club or Kiwanis. Clubs violating the provisions of this section, may have their charter revoked or be otherwise disciplined as prescribed by the Board of Trustees of Key Club International, or the Board of Trustees of Kiwanis International, pursuant to the provisions of Section 2 of this Article.*

Many high schools have regulations covering fundraising activities. Your club should become familiar with all policies and be certain to follow them. When you begin to plan for a fundraising project be certain your plan is known and cleared by the principal. Some schools are more strict than others. Although not required by all schools this courtesy and forethought can save the club from unexpected complications.

### ***Tips for Successful Fundraising.***

A successful fundraising plan produces a solid financial base, enthusiastic members, and effective publicity. Created with care and imagination your fundraising project will get better every year and generate more money for less work. Your greatest resource is the creativity and energy of your members. A project that is fun for everyone will, at the same time, be building a stronger organization. Apply the physics of fundraising: take your members' potential energy - all their ideas and talents - and turn it into kinetic energy - planning events. Keep up the momentum. It takes more energy to boil a pan of water than to keep it going. The same is true with people. It takes a bigger push at the beginning but gets easier once you're rolling.

- Decide exactly how long you wish to spend on each fundraising project. Pick a definite beginning and ending for the project. Let all members know the exact schedule. It's easier for people to make a commitment when they know the facts.
- Only involve those members who want to get involved. It is usually 20% of your members who create 80% of the problems. Don't expect all members to participate. Tell your club that only members who are willing to participate should make the commitment.
- Set your goals. Make your goals high but realistic. Let all participants know the reason for the project - where will the funds raised go.
- Keep in touch with the participants during the project. Be prepared to answer questions or handle any problem. Constantly motivate participants.
- Provide incentives. Offer some type of reward: free food coupons, prizes, certificates, etc. You could use a small portion of money raised to purchase incentives.

### ***Fundraising Do's and Don't's***

**DO** double work - sell T-Shirts at a dance marathon.

**DO** look for donation of supplies/service as much as possible

**DO** keep records of everything you do

**DO** make the most of every opportunity

**DO** have a reasonable goal

**DO** get groups together before and after every event to applaud successes and to strategize more difficult projects.

**DO** think positively

**DO** use your imagination and utilize multiple approaches to fundraising.

**DO** spend as little time as possible on fundraisers - they can bug a club down.

**DO** make successful fundraisers traditional.

**DO** watch for opportunities to build on others' efforts.

**DO** be energetic, creative, and enthusiastic.

**DON'T** rely totally on dues.

**DON'T** allow fundraising to disrupt the regular business of your club.

**DON'T** ask anyone to make a donation because you "need" the money.

**DON'T** ask for a fixed price when a donation will do.

**DON'T** assume that all pledges will automatically pay - you may have to remind them.

**DON'T** expect too much from the members - you should have fun and raise money.

**DON'T** have a fundraiser based on impulse; plan carefully.

**DON'T** let the treasurer handle all of the money responsibility - spread it around.

**DON'T** let one person control everything - share leadership with many members.

**DON'T** sponsor a project where the amount of participation far outweighs the amount of money that will be raised.

**DON'T** be afraid to try something new.

**DON'T** forget - be creative, enthusiastic, and have fun.

### ***Fundraising Project Ideas***

- Bake Sale
- Sell Children's Hospital Paper Balloons
- Car Wash - Topless Car Wash (only wash sides of car)
- Halloween Insurance Policies
- Homework Passes - must have teacher cooperation
- Yard/Garage Sale
- Publish Cook Book - many companies to choose
- Member Auction
- Solicit Donations Outside Local Businesses (Walmart, Kmart, Chick-fil-A, Grocery Stores usually very cooperative).
- Sponsor a Dance
- Sell Compatibility Letters
- Sponsor an Arts And Crafts Show
- Sponsor Sports Tournament (Tennis, Golf, Frisbee, Volleyball, etc.)
- Play An Activity Against Faculty In Front Of Student Body
- Car Show
- Talent Show
- Benefit Supper

### ***Service Project Ideas***

- Citizen Of The Year Award
- Adopt a Grandparent or Visit an Assisted Living or Nursing Home
- Mother's Day Out - Babysitting
- Clean Football Stadium After Home Game
- Volunteer - (Hospitals, Humane Society, Read To Children, etc.)
- Serve Food At Homeless Shelter, Church Missions, Abused Center, etc.
- Help At Local Relay For Life
- Tutor Students Who Need Help
- Homework Hotline
- Provide Food For Emergency Personnel
- Teacher Of The Month
- Secret Pal
- Wash Faculty And Staff Cars
- Help Faculty And Staff Prepare For Opening Of School
- Sponsor a Winter Coat Or Clothing Drive
- Sponsor Canned Food Drive For Needy
- Angel Christmas Tree For Needy Families

The only limitation on projects is your imagination. You can suggest that your club be as active or inactive as you wish. It is always best to start off slow and increase what your club chooses to do as you become more confident. Usually, clubs that are active have strong clubs. The key is to have fun and enjoy the Key Club experience.

## QUESTIONS FREQUENTLY ASKED BY ADVISORS

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

Key Club's role in school is determined by the number of service clubs and/or organizations established in your school. Some schools have certain clubs responsible for some aspect of service, and in others Key Club covers them all. The amount of service performed depends on the needs in the school and community and the decisions of the Key Club.

**2. *Will Key Club be a lot of work and time for me?***

This depends on you. Remember that you advise your club. You can choose how much or little you wish to be. It is always better to start slow and do the best possible and grow and provide more service as you get confident and comfortable. Remember that you must enjoy what you are doing.

**3. *How do I get students to join?***

That is not your job. The current members should recruit new members. Also the reputation of your club is important. Students want to join organizations that are interesting as well as enjoyable. Plan a membership drive and have information posted throughout the school campus. Clubs that are active usually have no problem gaining members.

**4. *Should I run the club meetings?***

NO! Key club is a student-led organization. It is your job to advise the club and hope that they will listen. You are a motivator, counselor, and confidant. Your officers and members will handle the weekly meetings.

**5. *How does our Key Club determine when and where to meet?***

Determine what time is most convenient for the majority of your members. Select a meeting place that is convenient, clean, and quiet. You may wish to announce and place information about meetings. Try to be consistent when and where you will meet. Most active clubs meet weekly.

**6. *What kind of projects should we do?***

That depends on your school, community, and club members. Choose projects that are best for your situation. Remember to not spend too much time on one project or your club might bog down and lose interest. Ensure that the project allows for some fun.

**7. *Where can I get help if I have questions or problems?***

There are many ways, try to follow this procedure:

- a. Contact your Lt. Governor
- b. Talk with another club advisor who may have more experience
- c. Contact your Zone Chair
- d. Contact me
- e. Email or call Mr. Sexton or Mr. Price
- f. Meet with your Kiwanis advisor.
- g. Call Key Club International 1-800-549-2647 ext. 411

**8. *How can I get my Kiwanis sponsoring club to get involved with our club?***

The best way is to send your members to their weekly meetings. It would also help if your club could help them with their projects. Talk with your Kiwanis advisor as often as possible. Invite Kiwanians to attend your meeting and be a program speaker.

**9. *Where can I get information about fundraisers?***

Check with your principal; she/he usually knows of many. Attend the Rallies and hear what other Key Clubs are doing? The District and International Conventions usually have vendors that explain fundraising projects. The International website also has literature about projects.

**10. *What is my liability status working with Key Club?***

You have excellent liability coverage. Key Club is a high school organization and falls under the school liability coverage. As a volunteer for the state you also are covered by the Alabama state volunteer 6-5-336 statute making you immune from civil liability if you are acting in good faith. Finally, you are covered by the Kiwanis liability umbrella for \$1 million while participating in a Key Club activity. Liability rules can be found on the International website: [www.keyclub.org](http://www.keyclub.org)

**11. *My school does not allow any club to have more than one fundraiser during the school year. How can we raise money to support Key Club International projects, District and local programs and support our participation in conferences and conventions?***

There are many ways to solve this situation. Most Kiwanis clubs will share revenue made at their projects with Key Clubs that help them work. Many times Key Club parents are willing to help out at their places of business and in weekends. There are also many local businesses that will give Key Clubs an opportunity to raise funds. Walmart, Kmart, Chick-fil-A, local restaurants, grocery stores, banks, and other businesses have helped many clubs. Finally, the summer months offer great opportunity to raise funds.

**12. *How active should our Key Club be?***

This is entirely up to you and your members. You can be as active or inactive as you wish. It is always better to start off slow and successful and become more active over time. Most clubs that are active have more fun, more members, and have great reputations.

**13. *How do I get my members involved at the District and International levels?***

Invite your Lt. Governor to attend your meetings as much as possible. Be sure that you have members (and you) attend the Rallies. If at all possible persuade many of your members to attend the District Convention. It would be a great asset if your club would have two delegates to attend the International Convention. Attending weekly Kiwanis meetings would also offer information. Finally, log on to both the District ([alabamakeyclub.org](http://alabamakeyclub.org)) and International ([keyclub.org](http://keyclub.org)) websites often; information is always available.

**14. *Why should we have to pay dues?***

Dues are so important. The \$1 million liability insurance coverage is paid, in part, by dues. The International website offers a plethora of free literature to all Key Clubs. Both the District Board and International Board meet at least four times a year to plan ways to improve Key Club. A portion of the dues is used to ensure great District and International Conventions. Key Club would not be strong and vibrant without dues.

**15. *What should I do if my Lt. Governor never contacts us?***

You should contact your Zone Chair or me immediately. Each Lt. Governor has the responsibility to communicate with you and your president at least once a month. In addition you should receive a monthly newsletter from your Lt. Governor.

**16. *Why should we attend the Fall and Winter Rally?***

Rallies allow Key Clubs within an area to meet and have some fun. Clubs will report what projects have been successful. News about the District Project, District Convention, and International Convention will be covered. There is great fellowship and usually great refreshments. At the Winter Rally your club will have the opportunity to have a candidate run for Lt. Governor and elect the new Lt. Governor.

**17. *Why should we attend District and International Conventions?***

The conventions are a reward for a job well done. The excitement, energy, and motivation at a convention will be remembered for a lifetime. Excellent speakers, educational and entertaining workshops, and the election of the executive officers take place. Dances, banquets, contests, and a lack of sleep are all a part of conventions. The days before and after the International Convention offer the opportunity to experience great entertainment and sight-seeing. Key Clubs always have a better and great year after attending the two conventions.