



Suggestions for faculty and Kiwanis advisors

The role of a faculty or Kiwanis advisor is an important one. You will be called on to give your time, energy and enthusiasm. Because of your dedication and commitment, students will become better leaders and be part of an organization with which they can serve their home, school and community.

In this Key Solution, you will find important information about your basic role and responsibilities, not only for the Key Club with which you work, but also for the high school administration and sponsoring Kiwanis club. Additional resources are available online, including the faculty advisor manual and Key Club guidebook. If your club does not have a faculty advisor manual or Key Club guidebook in its files, you can find digital versions at www.keyclub.org.

New advisor? The best way to get started is to read through the Key Club advisor manual, Key Club guidebook and any pertinent Key Club information you've received from your Key Club district. Remember to also take a look at your club's materials from last year (agendas, board meeting minutes, scrapbooks, website, etc.) to become more familiar with what your club's been doing.

Faculty advisor responsibilities

To the school and principal:

- Make certain that all Key Club projects and fundraising activities are appropriate and are in accord with regulations.
- Ascertain that Key Club Bylaws coincide with school regulations for student organizations.
- See to it that the club's financial records are kept in accordance with standard procedure for student groups.
- Work with the advisors of other student groups on possible joint service projects and promote interclub cooperation within the school.
- Ensure that all school administration and staff members understand what Key Club is and why the club is a benefit to the school and its community.

To the Key Club membership:

- Attend all regular meetings and all club board meetings.
- Organize meeting room space for club and board meetings.
- Assist in membership recruitment through contacts with other faculty members and students.
- Help obtain proper and adequate publicity for Key Club in school and community publications.
- Seek ideas and suggestions for Key Club service projects from faculty members, school administration and other groups.
- Help maintain discipline as needed.
- Don't forget that this is a student-led organization. You are there to advise the officers and provide suggestions, not make decisions.

The faculty advisor can often do more in the school for Key Club than members of the sponsoring Kiwanis club can do because he or she is already an accepted member of the school community. Faculty advisors are also more familiar with school regulations and available resources.

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 responsibility, guidance, training and supervision.
- Attend Key Club conventions and training conferences whenever possible, and share ideas you've learned with other faculty members and Kiwanians.
- Don't become overloaded with details. Let the Key Club members run the club themselves and give advice when needed.
- Become a part of the Kiwanis family. Become interested in Key Club and Kiwanis.
- Encourage Key Club members to attend Kiwanis club meetings (if possible).

Kiwanis advisor responsibilities

Each Kiwanis club that sponsors a Key Club must have a Key Club chairperson. Ideally, the Key Club committee chairperson should be responsible for the successful operation of the Key Club. Key Clubs are more successful if they have a well-functioning Kiwanis-Key Club committee.

It is imperative that the Kiwanis advisor not only understands his or her obligation to the sponsoring Kiwanis club but also how to coordinate and maintain a strong working relationship with the Key Club.

The Kiwanis sponsor should see that the Key Club:

- Meets regularly. (Ideally, Key Clubs should meet weekly.)
- Follows the Constitution and Bylaws of Key Club.
- Develops club fundraising activities.
- Elects club officers early (typically in February).
- Informs Key Club International and district offices immediately upon the election of new club officers for the upcoming year. Names and mailing addresses for the new officers should be entered in the Membership Update Center.
- Hosts some social activities.
- Develops and sends in articles about activities to the editors of the district publication and Key Club magazine.
- Understands and uses correct parliamentary procedure.
- Keeps complete and accurate minutes of all meetings.
- Forwards monthly reports to the proper people in the district.
- Completes an annual achievement report and submits it to the district.
- Pays dues to both Key Club International and the respective district.
- Sends delegates to the Key Club International convention in the summer and the district's annual convention in the spring.

The Kiwanis advisor should also ensure that:

- Training sessions are conducted for new officers.
- Each member is encouraged to stand up and express his or her views.
- Several members meet weekly with the Kiwanis club.
- A file of Key Club educational materials (including the guidebook) are kept and used.

- Assistance is offered to help send club delegates to the district and Key Club International conventions.
- Any special needs and requests are sent to the Key Club International Office in Indianapolis.
- Key Club activities are well publicized in the school and community.
- Kiwanis club members, several at a time, attend Key Club meetings. (Kiwanis attendance rules allow two make-ups a month for attending regular Key Club meetings, the Key Club International convention or the Key Club district's annual convention.)
- Key Club offers assistance to the Kiwanis club on any activity in which members can be useful.
- Your club subscribes to and receives Key Club magazine, the official publication of Key Club.

a Kiwanis-family member

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