



CNH | KEY CLUB

The Official 2013 - 2014



President & Vice President Manual

PLEASE **BEE** GREEN. DO NOT PRINT OUT THIS MANUAL.

Introduction

Table of Contents

INTRODUCTION

Table of Contents.....	2
Word from the District Governor.....	2

KEY CLUB KNOWLEDGE

General Facts.....	3
History	3
Structure and Leadership.....	3
Preferred Charities.....	5
The Eliminate Project.....	6
Int'l Events.....	6

CALI-NEV-HA INFORMATION

District Basics	7
District Goals.....	7
District Events and Functions	8

LEADERSHIP

Duties	9
Working Together	10
Simple Reminders	10
Officer Recognition.....	11
School-Club Connection	12

IDEAS

Service.....	13
Fundraising.....	13
Ice-Breakers	14
Running a Club Meeting.....	15
Helpful Random Tips	15

RESOURCES

Grants and Scholarships.....	16
Kiwanis Family.....	17
Acronym Helper.....	17
Contact Information	18

GENERAL CALENDAR	19
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Hello, CNH Presidents and Vice Presidents!

I would first like to take a moment to thank you for all that you do for the club and the members that you serve. Whether you see it to be true or not, *you* make an incredibly large impact on this organization. By working closely with the members and providing them with the best member experience, you are helping to shape the success of this organization.

This manual will contain an ample amount of information that will assist you in learning more about your responsibilities so that you may serve and lead at your highest potential. As you review this resource and the suggestions provided, please keep in mind that every club functions differently. Some clubs may find some of the tips incredibly effective, and others may not. As a leader, it is important for you to take note of what works and what does not work for the club that you serve so that you may develop a system that caters to the overall character of the club.

Filling such large shoes can be tough at times, but please remember that you are not in this alone. You will *always* have the support of your club officers, Lt. Governor, advisors, and fellow CNH Presidents and Vice Presidents to help you along the way.

This year, it is your chance to go for the GOLD—to take chances and really adjust to the new generation of Key Clubbers so that they may continue your legacy well after you have graduated from high school.

I have no doubt that each of you will be able to serve a successful term. I wish you the very best, and hope that by DCON 2014, you will be able to say that this was one of the most valuable opportunities you have experienced.

Victoria Lai
CNH District Governor 2013-2014

KEY CLUB KNOWLEDGE

Want to be a Key Club *Millionaire*? Brush up on your Key Club knowledge to become a wiz! Already know the facts? Great! teach the members in the club all that you can about our great organization.

THE GENERAL FACTS

MOTTO: “Caring- Our way of life”

CORE VALUES: Caring, Leadership, Inclusiveness, Character building

MISSION STATEMENT: “Key club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership.”

VISION: “We are caring and competent servant leaders transforming communities world-wide.”

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 combat all forces which tend to undermine these institutions.”

HISTORY

Back in 1925, the first 11 charter members met in Sacramento, California. The school administrators were also Kiwanis members and spread the idea far and wide to other principles. Kiwanis Clubs all over the country began asking Sacramento Kiwanis Club about it. Within 15 years, 50 clubs were functioning in California, Louisiana, New Jersey, Pennsylvania, and Washington. In 1943, the Florida Association invited Key Clubs from other states to attend and soon the International Association of Key Clubs was formed. Malcolm Lewis was elected as the first president. In 1946, the Constitution & Bylaws were formed and Key Club International was officially launched. The 11 members grew to over 262, 000 and continues to grow today. And, the Sacramento High School Key Club is still an active club.

STRUCTURE & LEADERSHIP

INTERNATIONAL

Key Club is an international organization that exists in the US, Canada and 30 other countries.

The Key Club International board consists of an International President, International Vice President, and 11 trustees.

A trustee serves as the liaison for 3 districts. Our Int’l Trustee is Kelsie Hoppes from the Pacific Northwest District.



From left to right:
Int'l President Raeford Penny
Int'l Vice President Rachel Benoit
Cali-Nev-Ha Int'l Trustee Kelsie Hoppes

KNOWLEDGE KEY CLUB

DISTRICT

Key Club Int'l is divided into 33 districts.
We are the California-Nevada-Hawaii District
There are over 44, 000 members!
There are over 745 clubs.

THE DISTRICT BOARD

Made up of the executive board, appointed board, and a Lieutenant Governor from each division within the district.

EXECUTIVE BOARD (2013-2014)

District Governor Victoria Lai, District Secretary Amanda Redublo, District Treasurer Johansen Pico, & District Technology Editor Lincoln To.

APPOINTED BOARD (2013-2014)

District News Editor, Communications & Marketing Chair, District Convention Chair, Kiwanis Family and Foundation Chair, Member Recognition Chair, Member Relations Chair, Policies, Int'l, and Elections Chair, and Service Projects Chair.



From left to right:
CNH District Tech Editor Lincoln To
CNH District Secretary Amanda Redublo
CNH District Governor Victoria Lai
CNH District Treasurer Johansen Pico

REGION & DIVISION

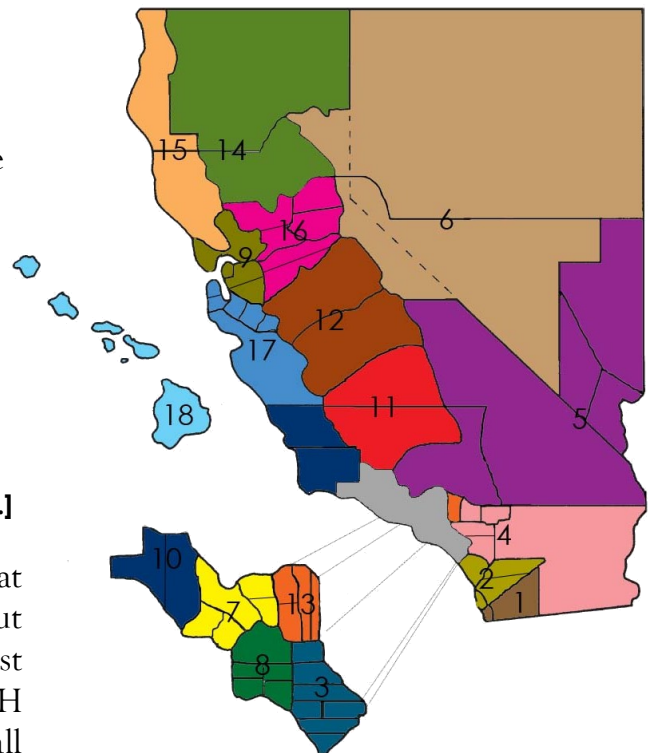
There are 18 regions and 74 divisions.
Each region is aligned to the Kiwanis Regions, made up of 2 to 7 Key Club divisions, and has one or more region advisors

For each division there is a Lt. Governor.
Regions provide a support system for struggling divisions.

Every year, a region training conference is held for all divisions in a particular region.

[The map to the right illustrates the region boundaries.]

If you look *really* closely, there will be little dots that represent each club in CNH. Can't see them? Put your head closer to the screen...not too close! Just kidding, since there are over 745 clubs in CNH that is near impossible to pinpoint on such a small map.



KEY CLUB KNOWLEDGE

PREFERRED CHARITIES



UNICEF

This organization aids those in need all over the world. You may have seen Key Clubbers walking around with boxes or collecting change to donate to other countries in need of clean water, education, or immunizations.

TRICK OR TREAT FOR OTHERS

Each year, Key Clubbers across the world order UNICEF boxes and pass out the boxes to collect coins. The spare change truly does add up. The collection can happen throughout the month of October, or even in place of Trick-or-Treating on Halloween. All coins collected get donated to the Eliminate Project.

THE ELIMINATE PROJECT

Kiwanis teamed up with UNICEF to eliminate maternal/neonatal tetanus. All coins collected from Trick or Treat goes to this project. (For more information on this project, visit page 6 of this manual).



CHILDREN'S MIRACLE NETWORK

This organization is devoted to funding children's hospitals throughout the nation.

DONATE

Collect donations for Miracle Balloons, host a dance marathon, the possibilities are truly endless! Host a fundraiser and donate the money collected to CMN and support Key Club International in our efforts in funding children's hospitals across the nation.

PARTICIPATE

Not up to hosting your own fundraiser? That's okay! Work with other organizations to help CMN. Spread the word and participate in these other events that happen across the country each year:

- DQ Miracle Treat Day
- IHOP National Pancake Day
- Miracle Jeans Day

For more information on any of the preferred charities, visit keyclub.org and learn more about how you can get involved!



MARCH OF DIMES

This organization is devoted to raising awareness about premature births and preventing them. This nation-wide program works to support families on a local level by helping mothers take charge of their health and supporting premature babies. March of Dimes just celebrated their 75th year of making a difference!

VOLUNTEER

Get involved with World Prematurity day, contact your local March of Dimes, or simply raise awareness! The possibilities are endless.

DONATE

Host a fundraiser or participate in a local fundraiser and help donate to this cause.

MAJOR EMPHASIS

In 1946, Key Club International challenged all Key Clubs and members to focus energies on making an international impact. This program still is followed today through the Major Emphasis:

“Children: Their Future, Our Focus.”

KNOWLEDGE KEY CLUB

THE ELIMINATE PROJECT

With The Eliminate Project, Kiwanis International and UNICEF have joined forces to eliminate maternal and neonatal tetanus (MNT) from the world by the year 2015. This deadly disease steals the lives of nearly 60,000 innocent babies and a significant number of women each year. The effects of the disease are excruciating—tiny newborns suffer repeated, painful convulsions and extreme sensitivity to light and touch.

To eliminate MNT from the Earth, more than 100 million mothers and their future babies must be immunized. This requires vaccines, syringes, safe storage, transportation, thousands of skilled staff and more. It will take US\$110 million and the dedicated work of UNICEF and every member of the Kiwanis family.

Kiwanis and UNICEF joined forces to tackle iodine deficiency disorders, achieving one of the most significant public health successes of the 20th century. Now, they are eliminating MNT from the face of the Earth. And in doing so, the Eliminate Project will reach the poorest, most neglected mothers and babies with additional lifesaving health care. The end of this one disease means the beginning of better health for millions of families.

In 2012 the California-Nevada-Hawaii District of Key Club International took on the challenge of raising \$500,000 for the Eliminate Project by 2015. So far, we have raised \$95,000 of that \$500,000. Though it may seem like we are a long way from achieving our goal, with the commitment of our entire district, the margin to meet our goal by 2015 will be miniscule. Remember that just \$1.80 will save a mother and her babies. BEE sure to share your efforts with UNICEF and the Kiwanis Family by sending articles about your stories or events campaign@TheEliminateProject.org.

DONATE

This year the California-Nevada-Key Club District has set a GOLDEN Goal that encourages individual members to save the lives of three newborn children from MNT. With just \$5.40, members will be able to fund for the vaccinations necessary to save these three lives. If every member is able to donate, or work towards fundraising this amount to be donated to the Eliminate Project, the impact made will be tremendous. We aren't just raising money, we're saving lives.

INTERNATIONAL EVENTS

KEY CLUB WEEK

November 4th-8th

Join Key Clubbers from all across Int'l as we follow a themed week to celebrate Key Club and all that we do as an organization!

KIWANIS ONE DAY

April 6th

Key Clubs unite with their Kiwanis Family for one large service project.

ELIMINATE WEEK

May 5th-9th

With 2015 quickly approaching, the Kiwanis Family dedicates a week to raising funds and awareness for the Eliminate Project.

INTERNATIONAL CONVENTION

July 2nd-July 6th | Anaheim Marriot

Come meet Key Clubbers from around the globe as we celebrate a tremendous year of service and elect the Int'l Board for 2014-2015!

CALI-NEV-HA INFORMATION

DISTRICT BASICS

Cali-Nev-Ha Key Club is not just another District in Key Club International—it is the largest district! With over 44,000 members serving and making a difference across three states we are definitely a notable District.

Since it stretches across three states, some may ask, “How does it run?” It was mentioned on page 3; however, that only provided information on the structure. The District makes its decisions by the elected members of the District Board. Proposals are made and approved when the District Board meets 4 times over the year.

Now the question may be “How do I become a part of District Board?” There are multiple ways to participate on the District leadership level. The first is by running for Lt. Governor for your division. Your current Lt. Governor will conduct conclave in January or February and will share more information when the time comes. The second way is by applying for an appointed board position: there are 7 committee chair each specializing in a field and one District News Editor. The applications for these positions are released following District Convention; so keep a look out! The third way to get involved is by running for an executive position at District Convention.

STATES

California-Nevada-Hawaii

MASCOT

Bees

COLORS

Black and Yellow

MEMBERS

44,000

CLUBS

736

DIVISIONS

74

DISTRICT GOALS

2013-2014

Our organization’s Vision describes that “We are caring and competent servant leaders transforming communities world-wide.” In the Cali-Nev-Ha District, we strongly embrace the fact that every member is a leader, regardless of whether or not they hold a title. In order to further promote this idea, your 2013-2014 Executive Team has set *golden* goals that provide a focus for each level of leadership in our District.

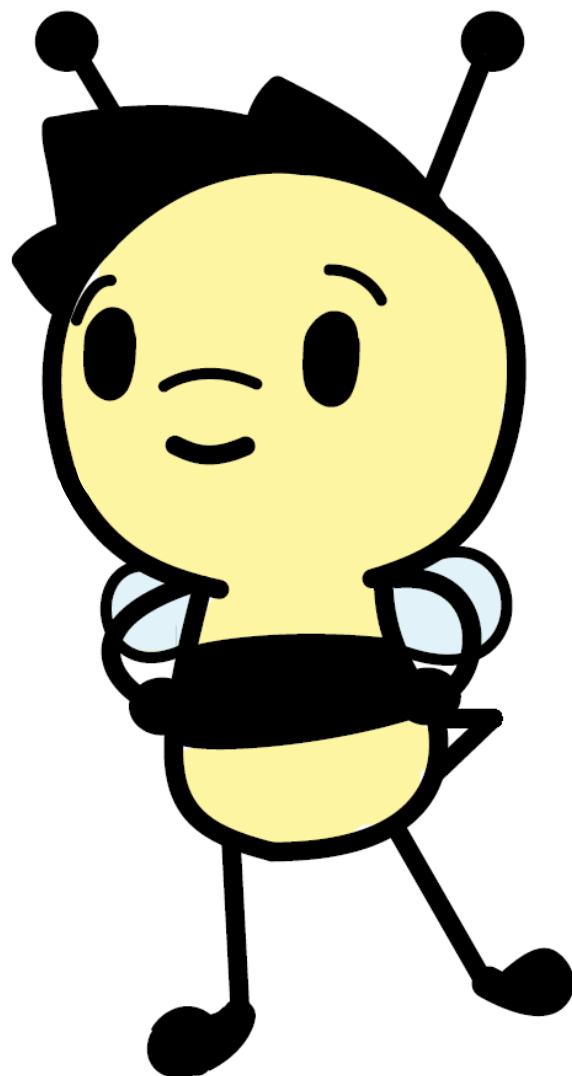
As ONE district, our aim is 46,000 members.

As divisions, we want to work towards contributing to a goal of \$150,000 for PTP.

As clubs we want to come together to serve 1,000,000 hours of service.

And as individual members, we each want to save 3 lives from MNT.

Together, this will bring us to one GOLDEN year.



DISTRICT EVENTS & FUNCTIONS

FALL RALLY

This is the event to attend: there are cheer battles to roller coasters and everything in between. Divisions gather to donate money they fundraise for the Pediatric Trauma Program (PTP) through a District Board member auction. Start saving up and prepare to donate, cheer, and share you Key Club spirit!

TO GO:

1. Contact your Lt. Governor
2. Inform your Faculty, Kiwanis, and Region advisors
3. Obtain proper school and advisor approval
4. Visit the CNH CyberKey for more details



FALL RALLY NORTH

DISCOVERY KINGDOM
October 19th, 2013

FALL RALLY SOUTH

SIX FLAGS MAGIC MOUNTAIN
November 9th, 2013

CANDIDATE'S TRAINING CONFERENCE

Learn how you can be a Lt. Governor. This yearly conference will have everything you need to know about what it takes to become the next Lt. Governor. Speak to your Lt. Governor about how you can attend this informative conference. There will be always be a way for you to get there.

For Lt. Governors
December 14, 2013
See CyberKey for locations

For District and International
January 18, 2014
Rancho Cucamonga, CA

Interested on serving the Cali-Nev-Ha District as an Executive officer? It is *required* that you attend District/International Candidate Training Conference. There, the Executive officers will share with you what it takes to be an Executive officer. Travel costs can and will be reimbursed.

DISTRICT CONVENTION

April 11th-13th | **SACRAMENTO**

District Convention is a large gathering of Key Clubs from all across the Cali-Nev-Ha District. Attendees will participate in the election of the new District Executive Officers, receive awards, learn from workshops, spark ideas at the Service EXPO, learn how to further the Key Club experience in College, compete in spirit battles, dance at Governor's Ball, and celebrate the year of service with thousands of other Key Clubbers. Register your Key Club to attend DCON. For more information visit cnhkeyclub.org and click "Convention."

LEADERSHIP

Do you remember what motivated you to run for President or Vice President? What did your immediate past do? What did you admire about him/her? What is the legacy they left behind and how to you wish to enhance it? Write these things down. These are your personal duties to the club that you now serve. The duties that are listed below are general and highly, **highly**, highly recommended. To the experienced, some duties may seem obvious; to the inexperienced, new. Look them over to ensure that you are doing the best you can for your position! Execution of these duties may one day be recognized...if you apply! We will discuss awards later on page 10.

PRESIDENT DUTIES

COMMUNICATION

- Inform members about upcoming events
- Communication with your Lt. Governor often to receive updates
- Inform your Lt. Governor about upcoming events so that he/she may attend
- Inform faculty and Kiwanis advisors of all events

ACTION

- Serve as the chief executive officer
- Call and preside over board meetings
- Delegate and assign tasks
- Ensure all assigned tasks are completed
- Hold elections prior to DCON and submit a new board roster to your Lt. Governor

ATTENDANCE

- Represent the club at Kiwanis meetings
- Represent the club at 10+ Division Council Meetings (DCMs)

ASSIST

- Help with transition of the new president
- Monitor all other officer work to ensure on time completion
- Have exceptional knowledge of Key Club International and the CNH District
- Educate new members about Key Club International

ASK

- Ask for assistance when you need it!

VICE PRESIDENT DUTIES

DUAL VICE PRESIDENCY

There can be multiple vice presidents. This is the only office that allows multiple positions. Though the Secretary MRF only provides for 5 vice presidents, there is no limit to how many clubs may have. Multiple vice presidents are encouraged to relieve the stress of the president; however, it is important that they are utilized efficiently. Promoting dual vice presidency provides more leadership opportunities too.

KEY ITEMS TO REMEMBER

- There is no such thing as a "co-vice president." Every individual taking on the responsibilities of a vice president is a vice president
- Purpose behind dual vice presidency is to delegate work between vice presidents
- Providing vice presidents with certain focuses for the year promotes in efficiency

COMMUNICATION

- Inform members about upcoming events
- Communicate with the president so that you are informed about the club's well being
- Encourage all to participate in Key Club activities

ACTION

- Work in *union* with the president; you are a TEAM!
- Familiarize yourself with the role of a president so that you may provide support as needed
- Serve on all committees and oversee the committee chairs
- Preside over meetings in the case of the president's absence.
- Back up the president and give reminders that may be forgotten
- Attend Kiwanis meetings and DCMs in case the president is unable to attend.
- In the case of vacancy in the office of president, step up and serve as president with approval from the board

***The Vice President duties are flexible. You may assign other duties and have them approved by the board.**

LEADERSHIP



Kiwanis International Office, 2012

WORKING AS ONE

1. The president must delegate tasks. If tasks aren't delegated, the vice president(s) will not know what to do. You don't want to have a vice president who does nothing because he/she wasn't give anything to do.
2. If the president does not delegate work, it is important for the vice president to work with the president to establish focuses. Aim to delegate long-term tasks.
3. Constantly communicate with each other. Inform one another of information received or given in order to promote consistency and team work. There should be no surprises.

THE ART OF DELEGATING

1. You must delegate work. This is not a one man/woman team.
2. Establish committees that members can take part of. These committees provide leadership opportunities and promote an active club.
3. Create committees based on the club's needs. Remember to involve members as much as possible; but don't make a member do something he/she doesn't want to do.
4. Understand that by delegating tasks, you are allowing members to experience Key Club leadership roles, which ensures success of the club in the future.

SIMPLE REMINDERS

1. Type like a professional to everyone; it will credit you as a respectable figure.
2. Dress appropriately for the occasion. It is not bad to overdress. When in doubt, over dress.
3. Address adults with Mr. or Ms. and Sir and Ma'am.
4. Do not give a sloppy handshake. Look interested and happy in meeting them. Give a meaningful handshake and a meaningful greeting.
5. Prevent your phone from being a distraction—turn it off or put it away.
6. Show your passion for the club and members you serve.
7. Obey all the rules.
8. Smile and relax—keep the stress behind the scenes.

Professionalism is KEY good relationships with adults & members!

LEADERSHIP

The 2013-2014 contests will be officially announced September 1st.

DISTRICT AWARDS

CREATIVE CONTESTS

Club Attire
Talent
Club and Division Newsletter

INDIVIDUAL CONTESTS

*Member of the Year
Sandy Nininger

CLUB CONTESTS

*Most Improved club
*Club of the Year

OFFICERS

Outstanding or Distinguished:
President
Vice President
Secretary
Treasurer

ADVISORS

*Kiwanis and Faculty Advisor
Jack Luther Hall of Fame
Marvin J Christiansen

AUTOMATIC ENTRY

Achieved Increased
Membership (AIM)
Club Achievement Award
Distinguished club
District tree
Governor's Focus
Kiwanis Family
Membership Retention
Most improved Division
Overall Division Excellence
Spirit

DIVISION JUDGING

The Lt. Governor will assemble a **Division Judging Committee (DJC)** for FIVE of the contests. The entries that have been selected by the members on the DJC will be reported to the District to receive further recognition. Keep your eyes peeled for more information on how you can participate.

Int'l awards are first judged on the district level. Once it has passed the district level of judging, it will represent the district at Int'l Convention.

INTERNATIONAL AWARDS

Club Poster
Club Video
Major Emphasis
Partners in Service
Single Service
Year in Review
Traditional
Non-traditional
Digital

SUBMISSIONS

- District and Division awards are submitted electronically.
- Int'l awards must be mailed.

ALL APPLICATIONS MUST BE RECEIVED BY FEBRUARY 20TH.

OFFICER RECOGNITION

PRESIDENT

OUTSTANDING

- Paid dues by December 1
- Completed 50 hrs of service
- Home Club is in good standings
- Led majority of regular club meetings
- Held a minimum of 8 Board meetings
- Attended a President's Workshop

DISTINGUISHED E-FOLIO

- Cover Page
- Nomination Form
- Supporting Documentation
 - Letter of Recommendation
 - Outstanding Officer Checklist
 - Proof of Attendance
 - Agendas
 - Club Achievements
 - Communication
 - Kiwanis Relations
 - Miscellaneous

VICE PRESIDENT

OUTSTANDING

- Paid dues by December 1
- Completed 50 hrs of service
- Home Club is in good standings
- Led at least 2 regular club meetings
- Conducted a new member orientation
- Chaired at least 1 project

DISTINGUISHED E-FOLIO

- Cover Page
- Nomination Form
- Supporting Documentation
 - Letter of Recommendation
 - Outstanding Officer Checklist
 - Summary of Position
 - Task Achievements
 - Communication
 - Kiwanis Relations
 - Miscellaneous

Recognize your members at the club level. Hold special meetings thanking someone for being the member of the month, being the most spirited, the possibilities are endless.

HMM...

Maybe you don't want to make a snazzy certificate. That's okay because the Member Recognition Committee has made some for you already! Download them from the CyberKey (www.cnhkeyclub.org)!

So what are you waiting for? We made recognizing and thanking easy for you. Go out there and do it. We promise it'll be appreciated.

CLUB RECOGNITION

PLEASE READ THE APPLICATION FOR MORE REQUIREMENTS.

Interested? Visit www.cnhkeyclub.org | Recognition Tab | Contest Application
Questions? Email the Member Recognition Chair | cnhkc.mr@gmail.com

LEADERSHIP

SCHOOL-CLUB CONNECTION

FACULTY ADVISOR

When scouting for a new faculty advisor, it is important that you find someone who:

- Is responsible
- Has time outside of school
- Communicates frequently
- Is energetic
- Willing to learn more about Key Club

What many often overlook is the fact that sometimes all a club really needs for success is the support of a faculty advisor who is just as enthusiastic about Key Club as they are!

KEEP YOUR ADVISOR PLUGGED IN

Every year it is important to educate your faculty advisor on the nuts and bolts of Key Club because changes are always happening. Your faculty advisor must understand your club bylaws and policies as well as the District's bylaws and policies so that they may properly advise you in the decisions you make this year. It is also important that you continuously provide him/her with updates on what the club is doing and how he/she can help out.

WHY DOES IT MATTER?

Faculty advisors serve as the bridge between your school's administration and the club. Having a strong, educated representative on the school's administrative team often provides for more positive relationships, which will allow for more flexibility. In addition, active faculty advisors will often serve as chaperons at events if you ask them to. This lessens the stress of finding adults who are willing to spend the weekend with you.

THANK YOUR ADVISOR

Always remember to thank your advisor for the support they provide to your club. If you are asking them to chaperon for an event that requires any sort of payment, thank them by fundraising to waive their fees. Faculty advisors should never have to pay to attend an event just to serve as a chaperon.

Note NEW POLICY

In compliance to the amendments that were made to Kiwanis International Policies and Bylaws at the 2013 Kiwanis International Convention, the Cali-Nev-Ha Key Club District is adopting a new policy regarding overnight chaperon count. The policy changes the chaperon ratio to

10:1 per gender

for overnight events. This means if 6 females and 4 males from a club attend an overnight function, the club must have two chaperons in attendance—one that covers the female members and one that covers the male members.

The chaperon ratio for day events remains

12:1 not gender-specific

Though at times these chaperon count policies create obstacles in our participation of some events, it is important to understand that these policies regarding chaperons are put into place for members' safety.

SCHOOL POLICIES

In addition to Key Club policies, your club is expected to follow all policies regarding student activities as set out by your school and school district.



IDEAS

SERVICE

SERVICE SOURCES

- Ask teachers, organizers, Kiwanis members for projects
- Look up large scale community events near your community or in the largest city near you
- Say hello to friendly clubs on campus and ask what they're up to
- www.volunteermatch.org
- Visit the CyberKey for ideas
- Find one that relates with the Key Club Initiatives and the District Project
- Make your own service project!

SERVICE PROJECT IDEA BANK

CAMPUS BEAUTIFICATION; READING TO KIDS AT A LOCAL LIBRARY; BEACH CLEAN UP; CARD MAKING; ASSISTING THE ELDERLY; DISTRIBUTING WATER AT WALKS; HELPING AT SOUP KITCHENS; ASSEMBLING CARE PACKAGES; COLLECTING SHIRTS CANS AND OTHER GOODS; SINGING CHRISTMAS CAROLS TO THE COMMUNITY

SERVICE CHECKLIST

HOW FAR IS IT?

The farther it is, the longer members should stay. A 40 minute car ride would mean a minimum 3 hour service project. Make sure to pay for the driver's gas. Don't be a gas guzzler and encourage public transportation and carpool.

WHAT ARE ITS SURROUNDINGS?

Advertise the things that you can do after the service project. This makes even more worthwhile. Keep members who may not want to stay longer in mind.

WHAT WILL BE GOING ON?

Members will get upset if they do not know how to get there, the weather, if they are hungry, and if last minute changes or corrections are made. Avoid this mess and keep members informed.

WHY?

Providing members with the purpose of the event will give them a sense of meaning. As a result, they will be more likely to support the project and enjoy their time serving.

FUNDRAISING

AWAKE-A-THON

This takes the most organizing, but the profit margin makes it all worth it. Ask for local community centers and your school to hold this event.

CAR WASH

If planned and publicized well and held at a busy intersection, a couple hours can reap in a lot of money. Don't underestimate the power of scrub a dub dubbin'.

PIE-A-TEACHER

With school and teacher approval, lay out a tarp in the school's quad and have students make donations to pie certain teachers.

PUMPKIN SMASH

After Halloween, go around the community and ask neighbors for their used pumpkins. With school approval, set up an area on campus where you can lay out a tarp and have students make donations to smash the pumpkins with a bat to release stress.

PEDIATRIC TRAUMA PROGRAM (PTP)

All the money fundraised during Fall Rally is donated to this program. It is the largest service focus of the Cal-Nev-Ha Foundation and this program raises awareness and funds to fight against pediatric trauma.

We focus on PTP is because unintentional injury is the number 1 killer of children under 14. We provide funding for our 6 partner hospitals and training for doctors to be specially trained for pediatric emergency. We save lives.

If you hold an independent fundraiser for PTP, send your check to CNH Key Club or CNH Kiwanis Foundation. BEE sure to identify the Key Club AND division for accurate processing and reporting.

IDEAS



PTERIDACTYL

All players must wrap their lips over their teeth and keep themselves from revealing their teeth. Going around the circle, players must say "pterodactyl" to the player to their right however they please. Any player can change the direction at any time by screaming as loud as they want or however they want just like a pterodactyl! The purpose of this game is to make everyone around you reveal their teeth my laughing. The last person to show his/her pearly whites is the winner!

LOVE TAPS

This is a really good game at the end of your term or any time to give appreciation. There are always people who are afraid to admit their feelings, this game will always work.

1. Create a list of statements-Examples: I love this person with all my heart. I wish I met this person sooner.
 2. Have everyone sitting in a circle, with their eyes closed and their backs turned to the center.
 3. Call groups of people up. It is easiest to call people by their birthday. Ex. May I have people who's birthday in January stand up and come to the center
 4. Read out the statements out loud so everyone can hear you. The people in the center will go around the circle and poke the people sitting down anonymously. (That's why their backs are turned and eyes closed)
- Give a few statements per group until everyone has received a turn to poke.

SONG CIRCLE

Everyone is in a circle. A volunteer or volunteers jump into the middle of the circle and sing a popular song. Those in the circle sing a long. Once the song starts to go awry because the volunteer/s forgets the words, a volunteer will jump in the circle to save them and restart with a fresh song.

**NOTHING FEELS BETTER THAN
FEELING THE LOVE**

WAKE EM UP

ENERGY ENERGY ALL AROUND

Crouch down to the ground. Hold Hands in a circle. Everybody repeats together "Energy Energy All Around. It can bring you up. It can bring you down". Repeat phrase, get louder and faster, until everyone is pretty much jumping into the air and screaming at the end.

STARBURST

Count 1-8 shaking your right hand, then left hand, then right foot, then left foot
Count 1-4 shaking your right hand first , then left hand, then right foot, then left foot.
Count 1-2 shaking your right hand first , then left hand, then right foot, then left foot.
Count 1 shaking your right hand first , then left hand, then right foot, then left foot. At the very end scream in unison.

ROCK PAPER SCISSOR GAME

Individuals will go around playing rock paper scissors with everyone. The individual that wins will continue on to the next person. The loser will cheer on the person who defeated them from behind. This continues until there is an ultimate showdown. By the end who's name will be chanted? Will it be yours?

DON'T BE AFRAID,
PLAY WITHOUT WORRY
AND HESITATION. HAVE
A BRILLIANT ICE
BREAKER? SHARE ON
THE REFLECTOR.

HOW DO YOU FEEL?
I FEEL GOOD
OH, I FEEL SO GOOD
UH! I FEEL FINE
ALL OF THE TIME
ABOOGA x5

MELT & BREAK THE ICE



IDEAS

THESE IDEAS ARE JUST TO SPARK MORE IDEAS. IMPROVEMENT NEVER CEASES.

RUNNING CLUB MEETINGS

1. TAKE PICTURES
2. SMILE
3. BE AUDACIOUS
4. WELCOME EVERYONE

REACH FOR THE MOON!

even if you fall, you'll land among the stars.

PEP TALK:

Club meetings aren't easy to run. Not everything works the first time. It is all about trial and error. One challenge will be keeping members engaged. It is something that will take practice. Test different methods to find which best fits you and the club. Make sure information gets out! Each year there is room for improvement. Do not settle for average because you are not average, you are a superstar and you can do it.

Don't forget that you aren't in this alone! Get everyone involved in running the meeting.

HELPFUL

RANDOM TIPS

- Be personal. Try to relate what you're talking about to the members and not just club officers.
- Prepare with your club officers in advance. Make sure that everyone knows what they are talking about. Nobody will want to listen to someone who doesn't know their stuff.
- Don't use acronyms. Make sure to not abbreviate *everything*—you will lose the members who don't know what you're talking about.
- Be inclusive. Make sure you're not the only one talking during the meetings. It's going to get boring to only hear your voice. Ask other people in advance to talk about certain things.
- Have officers be one with the crowd at the start of the meeting; it will allow members the opportunity to meet them personally.
- Welcome everyone. Make sure you say hi and introduce yourself to the people you don't know. A simple conversation can change the life of someone.
- Keep handouts simple. If there are too many words on them, people are less likely to read them.
- Food attracts. Have food at your meetings once in a while as an incentive for coming to the meeting.
- Know the names of the no names. Don't only talk to your friends! Go out and get to know everyone else.
- A smile goes a long way. Nobody wants to be listening to or talking to a grumpy pants!
- Do the unexpected. Try introducing something new at every meeting.
- Acknowledge those who contribute to the club. Make sure the members are thanked for doing simple tasks such as attending the meeting or a service event.
- Let the members have a voice. Make sure they are able to voice their opinions. Don't make all the decisions yourself.
- Have an idea? Go for it! Take risks! It's all a part of being a leader. You'll be surprised with the outcome.

RESOURCES

GRANTS

YOUTH OPPORTUNITY FUND

The Youth Opportunity Fund is a way clubs can get back their membership money. Clubs may ask for \$100 to \$2,000: it depends on the project they wish to fund. The committee funds projects that have a goal and demonstrate progress. Clubs that enter will be notified of International's decision by January 15, 2013.

THE APPLICATION:

- 1/4 of it is basic information
- 3/4 are free response questions.

This tells me, applicants need to be dedicated to their project. International needs to be reassured that the money will not go to waste. In order to have a chance of receiving money, make sure to have a detailed plan and put all details into the application!

Where does the membership money go? Right back to them if they apply. Start encouraging!

DEADLINE October 15



FOUNDATION

The Cal-Nev-Ha Foundation offers grants to help you run your service project.

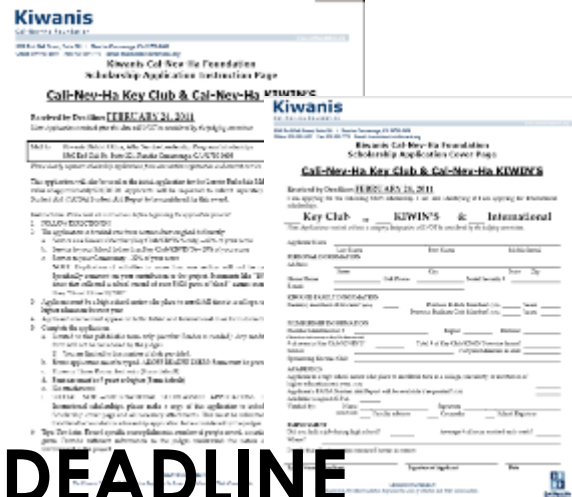
- The grant for Service Leadership Programs are used to help fund PTP service projects.
- Clubs may request up to \$250, but you may be granted more.
- There is no deadline. Applications are accepted year-round, before and after events. A budget is required as documentation.
- It is a matching grant. The club must pay as much of the cost as the grant.
- This grant is not requested a lot. Take advantage of this free money!
- For more information on the projects and the grant application visit cnhfoundation.org and click grants and find grant named "Pediatric Trauma Program Grant for Service Leadership Programs"

SCHOLARSHIPS

Key Club would like to help you pay for college

- If you are a graduating senior, a dues-paid member of Key Club Int'l and the CNH District, you are eligible.
- There are several scholarships offered, take the opportunity!
- Educate all your seniors about scholarships
- Look at the application on the CyberKey. It is on the front page.
- Continue to work hard as a devoted member.
- Scholarships can range from \$750 to more than \$20,000 (for the Loretta B McElwain Scholarship)
- All application processes are different so please look into each one listed.

Key Club International: Cunat
Arizona State University
CNH Foundation
Local Kiwanis



DEADLINE February 20

RESOURCES

ACRONYMS

Hopefully this will clear up any confusion you have had. Below is a list of our most commonly used acronyms:

AAR– Annual Achievement Report
CKI– Circle K Int'l
CM– Communications & Marketing
CMN– Children's Miracle Network
CNH– California- Nevada Hawai'i
CTC– Candidate Training Conference
DA– District Administrator
DB– District Board
DCM– Division Council Meeting
DCON– District Convention
DG– District Governor
DJC– Division Judging Committee
DNEWS– Division Newsletter
DS– District Secretary
DT– District Treasurer
DTE– District Tech Editor
ERF– Event Request Form
FRN/S– Fall Rally North/South
ICON– Int'l Convention
Int'l– International
IP– Immediate Past
KCI– Key Club Int'l
KFF– Kiwanis Family and Foundation
LTG– Lieutenant Governor
MR– Member Recognition
MRF– Monthly Report Form
MRS– Member Relations
OTC– Officer Training Conference
PIE– Policies, Int'l, and Elections
PTP– Pediatric Trauma Program
RA– Region Advisor
RTC– Region Training Conference
SLP– Service Leadership Program
SP– Service Projects
YOF– Youth Opportunities Fund

KIWANIS FAMILY

KIWANIS INTERNATIONAL

This is Key Club's parent branch. Your club is sponsored by a local Kiwanis Club. They provide support, guidance, and supervision. Get involved with them by contacting your local Kiwanis Club president and/or your Kiwanis Advisor.

CIRCLE K INTERNATIONAL

This branch of the Kiwanis Family is made up of adults at the collegiate level. Similar to our organization, Circle K is student-led and focuses on service.

AKTION CLUB

Aktion Club is made of adults with disabilities. This branch of Kiwanis focuses on serving the community.

BUILDERS CLUB

In order to further inspire young members to serve, the Builders Club exists to help middle school students learn about community and leadership.

KIWANIS KIDS

From K-Kids to Terrific Kids to Bringing Up Grades (BUG), this young branch of the Kiwanis family serves the community in the largest and smallest of ways.

RESOURCE TOOLBOX

LEADERS

- Local presidents and vice presidents
- Your Lt. Governor
- Your Executive Team

PUBLICATIONS

- Your Division Newsletter
- The CNH CyberKey (Website)
- The Official CNH District Newsletter
- CNH Presidents & Vice Presidents Newsletter

ADULTS

- Faculty Advisor
- Kiwanis Advisor
- Kiwanis Lt. Governor
- Region Advisor
- District Administrator

INT'L RESOURCES

- 1.800.KIWANIS ext 411
- Leadership Pack
- Graphic Standards Templates
- Membership Update Center

RESOURCES

Don't fret and don't shed a sweat when you click to send anyone of us an email. We are a resource to you. It is our pleasure! Please do not hesitate. Just ask, we are friendly.

CONTACT INFORMATION

EXECUTIVE OFFICERS

District Governor

cnhkc.dg1314@gmail.com

District Secretary

cnhkc.ds1314@gmail.com

District Treasurer

cnhkc.dt1314@gmail.com

District Technology Editor

cnhkc.dte1314@gmail.com

APPOINTED BOARD MEMBERS

District News Editor

cnhkc.dne@gmail.com

Communications & Marketing Chair

cnhkc.cm@gmail.com

District Convention Chair

cnhkc.dcon@gmail.com

Kiwanis Family & Foundation Chair

cnhkc.kff@gmail.com

Member Recognition Chair

cnhkc.mr@gmail.com

Member Relations Chair

cnhkc.mrs@gmail.com

Policies, Int'l Business & Elections Chair

cnhkc.pie@gmail.com

Service Projects

cnhkc.sp@gmail.com

ADULTS

District Administrator

Lisa Lotito-Byers.....cnhkc.admin@gmail.com

Service Leadership Program Director

Mr. Bruce Hennings.....bruce@cnhkiwanis.org

Assistant Administrator

Marshall Roberson.....cnh.adan@gmail.com

Special Assistant

Marek Leblanc.....cnhkc.sa@gmail.com

WEBSITES

CNH CyberKey.....cnhkeyclub.org

Key Club Int'l.....keyclub.org

Cal-Nev- Ha Circle K.....cnhcirclek.org

Circle K International.....circlek.org

CNH KIWIN'S District of KCI.....kiwins.org

Builders Club.....buildersclub.org

Kiwanis CNH Foundation...cnhfoundation.org

Kiwanis International.....Kiwanis.org

Aktion Club.....aktionclub.org

Kiwanis Kids.....kkids.org

Key Leader.....key-leader.org

PRESIDENTS REFLECTOR

cnh-kc-presidents@googlegroups.com

VICE-PRESIDENTS REFLECTOR

cnh-kc-vice-presidents@googlegroups.com

Make sure you know who your Lt. Governor is. You may find what division you are by simply shooting an email to me or any executive officer. If you are wondering who your Lt. Governor is, I leave you on the mission to **ASK**.

CALENDAR 2013-2014

* Indicates month's service initiative as assigned by the CNH Spotlight on Service Program

APRIL

4.1 DISTRICT NEWS
4.6 Kiwanis One Day
 4.13 ACT
 4.22 Earth Day
 KEEP IN MIND:
 Goals for year
 Transition items

MAY

5.01 DISTRICT NEWS
 5.04 SAT
 5.27 Memorial Day
 KEEP IN MIND:
 Letters to
 Soldiers

JUNE

6.01 DISTRICT NEWS
 6.01 PRES/VP NEWS
 6.01 SAT
 6.08 ACT
 KEEP IN MIND:
 The Eliminate
 Project

JULY

7.01 DISTRICT NEWS
7.03-07 ICON
 7.04 Independence
 Day

AUGUST

8.01 DISTRICT NEWSLETTER
 8.01 PRES/VP NEWS
 8.31 UPDATED PRES/VP
 MANUAL
 KEEP IN MIND:
 Summer Service
 Goals for school year

SEPTEMBER

*NICKELODEAN'S BIG HELP
 9.01 DISTRICT NEWSLETTER
 9.02 Labor Day
 KEEP IN MIND:
 School Starting
 RTC Season
 PTP Fundraising

OCTOBER

*UNICEF
 10.01 DISTRICT NEWSLETTER
 10.01 PRES/VP NEWSLETTER
10.01 DUES to Kiwanis Int'l
10.19 Fall Rally North
 10.31 Halloween

NOVEMBER

*KIWANIS FAMILY
 11.01 DISTRICT NEWSLETTER
11.01 EARLYBIRD DUES
 11.04-08 KC Week
11.09 Fall Rally South
 11.11 Veterans Day
 11.28 Thanksgiving
 KEEP IN MIND:
 Canned Food Drives

DECEMBER

*MAJOR EMPHASIS
 12.01 DISTRICT NEWSLETTER
 12.01 PRES/VP NEWSLETTER
12.01 DUES are late
 12.14 LTG CTC
 12.25 Christmas

JANUARY

*PEDIATRIC TRAUMA
 PROGRAM
 1.01 DISTRICT NEWSLETTER
 1.01 New Year's Day
 1.18 Exec CTC
 1.31 VICE PRESIDENT
 MANUAL

FEBRUARY


*CHILDREN'S MIRACLE
 NETWORK
 2.01 DISTRICT NEWSLETTER
 2.01 PRES/VP NEWSLETTER
 2.20 Scholarship Deadline
**TBA DCON, Awards,
 Candidates deadline**

MARCH

*MARCH OF DIMES
 3.01 DISTRICT NEWSLETTER

APRIL

*KIWANIS FAMILY
 4.01 DISTRICT NEWSLETTER
 4.01 PRES/VP NEWSLETTER
 4.06 KIWANIS ONE DAY
4.11-13—DCON



Thank you for reading this manual and for another year of outstanding service to your home, school, and community!

REMEMBER TO GO FOR THE GOLD

*“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”
– John Quincy Adams*

California-Nevada-Hawai'i District
of Key Club International
cnhkeyclub.org