



West Virginia District

KEY CLUB

Richard M. Yurko, Jr., Administrator
400 White Oaks Boulevard, Bridgeport, WV 26330
Phone: (304) 933-8103 Fax: (304) 933-8732
E-Mail: Richard.Yurko@steptoe-johnson.com

To: Key Club Faculty Advisors/Club Presidents
From: Richard M. "Dink" Yurko, Jr., Administrator *my*
West Virginia Key Club District
Re: Back to School Mailing

Welcome back to school and another great year in Key Club Service. The District Board has been hard at work planning for the upcoming year, and I anticipate an exciting and informative year. I hope that I will see you and your clubs at the Fall Rally and at the District Convention, and I look forward to meeting you and working with you in the coming year.

I am trying something new. Rather than make thousands of copies and mail them to both the president and advisor, I am enclosing a disk with all of the documents. The documents will also be posted on the website, wvkeyclub.com.

As in the past few years, Key Club dues remain at \$13.00. International dues are \$6.50, and District dues are \$6.50. Each club may charge additional dues in order to raise administrative funds. You should have received a letter from John Shertzer, Chief Program Officer for Kiwanis International, which explains the new process for paying dues. I am enclosing a copy of that letter. If you have any questions, please call Dave Wohler at Kiwanis International. Please register on-line, and send your \$13.00 per member amount directly to International. Although you will be sending the dues directly to International, I ask that you print out a copy of your membership roster and send it to me.

Dues become payable after October 1. Deadline for the Early Bird patch is November 16, 2012. If your club does not pay dues by December 1, it is placed on delinquent status. If dues are unpaid after February 1, then your club is placed on suspended status. If your dues are not paid by October 1, 2013, then your club is placed on inactive status. If your club becomes inactive, you must pay a \$100.00 reactivation fee. Don't forget that even after you pay your dues to International, you can still add members during the year.

Our Fall Rally is scheduled for November 17 and 18 in Charleston at the Holiday Inn & Suites. Scott Johnson, who is the Administrator for the Carolinas Key Club District, returns as facilitator. Information about Fall Rally is enclosed and will be posted on the website.

a Kiwanis-family member
keyclub.org

Developing competent, capable, and caring leaders since 1925.

Our District Convention is scheduled for March 22 – March 24 in Charleston at the Marriott. The cost has not yet been determined, but I will let you know as soon as that determination is made. I hope to keep the costs the same as last year. Although the Convention format has not been finalized, we hope to have a meet and greet and service projects, much as last year. Again, please encourage your members to attend.

Our District Project this year is Ronald McDonald House. There is information about the project in this packet, and you will be receiving additional information in the coming months. Governor Haden Kersting's Governor's Project is S.E.E.D. – Students Enriching Educational Development. There is information in this packet, as well as on the website. Should you have any questions about any of this year's activities, please contact me, or any of the District Board members. Their contact information is in the Key Connection, which is enclosed; in the District Directory, which is also enclosed; in the newsletters, which Board members have been sending to each club president; and on our website at wvkeyclub.com.

Our newly renovated website is up and running. Please check it out. On it, you will find a wealth of information, as well as various reporting forms. If you have any comments or suggestions about the site, please let me know.

I am still getting mail at my old address. Please note my new mailing address – 400 White Oaks Boulevard, Bridgeport, WV 26330 – and new office phone number (304) 933-8103. Not a new job, just a new office. Stop by for a tour if you are ever in the area.

If you are a new advisor, please give me a call so that we can talk Key Club. You more "seasoned" advisors can also call and talk Key Club if you like. There are a number of advisors who have expressed a willingness to mentor the new advisors if the new advisors so desire. Please let me know.

Enclosed with this mailing are various newsletters from Board Members, various forms and handbooks, and an officer information sheet. If you have not already submitted your new officer information, please send it to me as soon as possible so that we can publish an addendum to the directory.

Thank you for taking the time to work with students in what I believe to be the greatest high school service organization in the world.

Dink



To: Key Club Faculty Advisors and Sponsoring Kiwanis Clubs
From: John Shertzer, Chief Programs Officer
RE: New Member Update Center for Key Club
Date: September 1, 2012

Greetings from Kiwanis International! Normally, this letter would include a password to the Member Update Center so that you can go online and complete information about your club and members. We are excited to debut a brand new online system this year for Key Club, Circle K, and Aktion Club that will have the following features:

- Faster processing and a smoother interface for users.
- The ability to add or delete several members at once.
- Faculty Advisors will be able to login with their email address and then create their own password.
- Key Club and CKI members will eventually be able to access and edit their own information, thus keeping the system more current.
- Many of the current features that people like, such as exporting rosters to excel, will be maintained.

We are anticipating that the system will be ready no later than October 1 of this year. This is a couple of weeks later than usual, but the extra time is needed to ensure the system runs smoothly. I would suggest you take the following steps in advance of October 1, so that you are ready to go as soon as we are.

1. Make sure you have collected the following information from club members:
 - First Name, Last Name
 - Email address (required this year)
 - Graduation year
2. Make sure you know the following general information as well:
 - School Name (and NCES number if it's a high school), phone number, and mailing address
 - Kiwanis Advisor name, phone number, and email address
 - Sponsoring Kiwanis club name
 - Club website
 - Meeting day and time
 - Club Officers (President, Vice President, Secretary, Treasurer, Bulletin Editor)

Once the system is accessible on October 1, you can enter this information online. PLEASE DO NOT MAIL IN PAPER ROSTERS OR INFORMATION. A couple of other things to note:

- We will create a training video to help you navigate the features of the new system. The video will be posted by September 17 at www.kiwanisone.org/advisor.
- To receive an early bird patch, information must be submitted and payment received by November 1.

We think this system will make your job easier and give us better data. Thank you for your understanding as we transition to the new system and as always, thank you for your service to Kiwanis and our outstanding Service Leadership Programs!

cc: Key Club District Administrators
Kiwanis District Secretaries



Fall Rally

Dear Key Club Officers, Members, and Advisors:

On November 17, 2012, the West Virginia Key Club District will hold its ELEVENTH ANNUAL KEY CLUB FALL RALLY! The Rally will be held at the Holiday Inn and Suites, South Charleston, West Virginia. The Holiday Inn is located on I-64. Traveling east or west on I-64, take Exit 56, Montrose Drive. The phone number for the Holiday Inn is: 304-744-4641.

*******WHAT IS THE FALL RALLY*******

The Rally is a gathering of Key Club Officers, Members, Advisors, and Kiwanians for the purpose of education, leadership training, and motivation for our year of service. We will also be unveiling the West Virginia Key Club District Convention Theme for 2013.

Those who have been to past Rallies can tell you that the opportunity to meet Key Club members from throughout West Virginia and interact with the Key Club District Board is an extraordinary experience. I hope that you can join us.

*******PLEASE NOTE THE FOLLOWING*******

1. Duplicate the enclosed Registration Form. Distribute to your club.
2. Encourage others to attend.
3. Observe the registration date (to be received) of November 2, 2012.
4. Mail your registration forms and fees.
5. Each person attending the Rally MUST have a completed registration form.

The dress code for the Rally is business casual. Please see the attached for a definition of business casual.

If you have any questions, please contact me.

Richard M. Yurko, Jr., Administrator
West Virginia Key Club District
400 White Oaks Boulevard
Bridgeport, WV 26330
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Email: Richard.Yurko@steptoe-johnson.com



WEST VIRGINIA DISTRICT OF KEY CLUB

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INFORMATION

Fall Rally

November 17-18, 2012

SCOTT JOHNSON

We are privileged to again have Mr. Scott Johnson with us for our Fall Rally. Scott is the Administrator of the Carolinas Key Club District. In addition to facilitating our Fall Rally, Scott facilitates Key Leader and annually hosts the K Family Conference in Black Mountain, North Carolina. We are fortunate that Scott is able to lead us in our annual Fall Rally.

Enjoy Scott's approach to team-building, motivation and inspiration.

DRESS CODE

Although this is a relaxed conference, as with all Key Club functions, there is a dress code.

YES

Khakis

Capris

Cargo pants

Nice jeans (no holes, tears, slits, etc.)

Cords

Key Club tee shirts

Key Club sweatshirts

Polo/golf shirts

Sport shirts

Sweaters

Closed toe shoes or boots

NO

Jogging or wind suits

Sweat suits/sweat pants

Pajamas (tops or bottoms)

Shorts of any length

Tank tops/spaghetti straps

Wife beaters

Crop tops

Low cut tees

Halters

Flip-flops, sandals or slippers

*******Given the nature of the program, skirts or dresses are not recommended*******



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E-mail:richard.yurko@steptoe-johnson.com

FALL RALLY REGISTRATION FORM

The Fall Rally will begin at
1:30 p.m. on November 17,
and conclude by noon on
November 18, 2012

MAIL THIS FORM AND FEE TO:
Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

RETURN BY NOVEMBER 2, 2012

The Annual West Virginia Key Club Fall Rally will be held at the Holiday Inn, South Charleston, WV November 17-18, 2012. The non-refundable registration fee covers hotel fee for 1 night, 2 meals, cost of the Rally and refreshments.

THE RALLY BEGINS AT 1:30 P.M. ON SATURDAY AND ENDS BY NOON ON SUNDAY!

PLEASE NOTE THE FOLLOWING:

1. **Deadline:** Registrations must be received by N.
 2. Make check or money order payable to: WV Key Club.

The Fall Rally fee is \$80.00 per person, 4 to a room.

The Fall Rally fee is \$85.00 per person, 3 to a room.

The Fall Rally fee is \$95.00 per person, 2 to a room.

The Fall Rally fee is \$115.00 per person, 1 to a room.

PLEASE CHECK APPROPRIATE PLACES:

Male Female Key Clubber Faculty Advisor
 Kiwanian Kiwanis Advisor

PLEASE PRINT OR TYPE! ALL INFORMATION MUST BE SUPPLIED!

Name: _____ **Home Phone:** _____

Home Address: _____

Name of Key Club: _____ **Office Held:** _____

Graduation Year: _____ **email address:** _____

ROOMMATE PREFERENCE: Please list name only.

1. _____ 3. _____
2. _____

THE KEY CLUB DISTRICT WILL NOT SUPPLY ROOMMATES. YOUR RALLY FEE IS BASED ON THE NUMBER OF ROOMMATES. SEE ABOVE.

WEST VIRGINIA KEY CLUB DISTRICT
Fall Rally
Code Of Conduct

The West Virginia District of Key Club sincerely hopes that everyone enjoys the Fall Rally. To ensure the comfort and pleasure of everyone, the following Code Of Conduct has been established which each individual is expected to follow.

1. No alcoholic beverages or drugs of any nature with the exception of prescribed medication will be permitted in the possession of anyone attending the Rally. Violators will be sent home, and shall be reported to local law enforcement officers.
2. A retiring hour will be observed and enforced. Key Club members are expected to be in their own rooms at this hour, and are expected to remain there until at least 7:00 a.m. Unnecessary noise at any hour is prohibited.
3. Care shall be taken not to deface or destroy any property, or to throw objects from windows. The placing of signs or messages on the windows is prohibited. Any damages will be paid for by the individual responsible.
4. Gambling, use of firecrackers, fireworks, in brief, any action unbecoming of a Key Club member will not be allowed.
5. Attendees are required to attend all sessions and activities in their entirety.
6. No female Key Club member shall be allowed in the room of any male attendee, and no male Key Club member shall be allowed in the room of any female attendee.
7. All attendees are expected to abstain from any activity of a sexual nature regardless of location.
8. No attendee may change room assignments without permission of the Rally coordinator.
9. This Code Of Conduct is effective as of the time you arrive at this event until you depart.

MEDICAL INFORMATION AND EMERGENCY MEDICAL TREATMENT
FORM: Fall Rally

This form is required for all Key Club Members under the age of 18 attending the Fall Rally. This form must be notarized. Copy this form once notarized. The original copy is to be turned in at the Rally, and a copy is to be carried by the student at all times. Type or print.

Student's name _____
 Address _____
 Height _____ Weight _____ Sex _____
 Person to be contacted in case of emergency:
 Relationship to student _____
 Home phone _____
 Work phone _____
 Cell phone _____
 Name of physician _____
 Address _____
 Phone _____
 Name of insurance provider: _____
 Policy # _____

Please read carefully:

I hereby certify that the information given on this form is correct. In case of medical emergency, I understand that every effort will be made to contact the person(s) designated above. In the event those person(s) cannot be reached, or time does not permit, I hereby give permission to a licensed physician to provide proper treatment for, including hospitalization, immunization or injection, anesthesia or surgery for the student named above.

Signature of Parent or Guardian:

Date: _____

PLEASE ANSWER	YES OR NO
1. Will the student be taking drugs or medication of any type during the event?	_____
2. Has the student ever been treated for any of the following: Nervousness? High Blood Pressure? Any Mental Disorder? Severe/Frequent Headaches? Convulsions or Epilepsy? Asthma? Fainting Spells? Ulcers? Heart Condition? Diabetes? Rheumatic Fever? Allergic Reaction to Medication? Cancer or Tumor? Other allergies/illnesses?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
3. Does the student have any other physical limitations? (If currently being treated for any of the above or any other medical condition please indicate below)	_____
Please give details of YES answers to any of the questions above. (Use reverse side if needed) _____ _____ _____ _____ _____ _____ _____	

For Notary Public: Subscribed and sworn before me

this _____ day of _____, 20 _____. _____

NOTARY SEAL
(Required)

Notary Public
 of the County of _____, in the State of _____.
 My Commission Expires _____

The Chief Gazette

President's and Vice President's Newsletter

September 2012

Official Publication of the West Virginia Key Club District

Kicking Things Off

So, you have been honored with and taken on a leadership role in your Key Club. You are dealing with the work in the new school year, and you could use some support. Sound right?

Well if so, you are in luck! This wonderful organization provides you with support from the West Virginia District leadership and even from Key Club International!

My name is Haden Kersting. I am serving you as Governor of the West Virginia Key Club District. This is the first issue of "The Chief Gazette", one of five newsletters that will be created for Presidents and Vice Presidents throughout the year by myself and Governor's Administrative Assistant Taylor Nicholas. But we certainly do not want this to be the only means with which we contact you. Please feel free to contact me at wvkcgovernor@gmail.com. I consider answering questions to be the most fulfilling of my basic responsibilities. I want to know where you are having trouble and how I can help. So do the Lieutenant Governors who support your clubs on a more local level, and so does our President's Liaison, Sean Snider.

Please, get in touch!

Yours in Friendship and Service,
Haden Kersting

Key Club Governor 2012-2013
West Virginia District,
Key Club International



Haden Kersting
Governor



Taylor Nicholas
Governor's Administrative Assistant

In this issue

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Duties First

Presidents, you are honored with the role of your club's chief executive officer. You have the responsibility of planning and organizing so that you can communicate clearly defined and reasonable tasks to the entire club. I can tell you from experience that great meetings and events take a lot of preparation. The more prepared you are, the more your enthusiasm will show, and this is contagious. You appoint people to and delegate your club's tasks. You organize, create an agenda for, and preside over your club's meetings. You set goals. You represent your club in many functions. You inspire your club. Most of all, you help out the members of your club in the best way you can as you direct your club towards making the community and world a better place.

Yours in Friendship and Service,

Haden Kersting

Governor



As the **vice president**, you are the right hand man for the president and all of the other officers. Your job is to serve the president and be ready to take over if the president is unable to fulfill his or her duties. You also serve officers and club members and make everything run as smoothly as possible. All of this requires contact and interactions with the other board members and club members. At meetings, the vice president takes the attendance and sees that the agenda or other materials are distributed. The vice president also watches over the committees and assists the committee chairs. Having committees is very important and also very helpful in running a Key Club. They take the work off just a few people, give members the opportunity to step up, and keep your club running smoothly and effectively. If your club doesn't have a committee system, as a vice president, you should speak with your president about this and see what they think!

Of course, service project planning is a huge aspect of your duties. **Looking for project ideas?** Check out the [Key Connection](#), our West Virginia District newsletter!

Yours in Friendship and Service,

Taylor Nicholas

Governor's Administrative Assistant

Membership Growth

How to Recruit Members!

- Give members incentives to recruit their friends
- Advertise!
 - Posters
 - Announcements
 - Bulletins
 - Newspaper/Press
- Focus on impressing at meetings
 - Do fun icebreakers if time allows
 - Show them that Key Club is “legit”
 - Get new members involved in committees
- Emphasize personal benefits
 - Key Club looks good on a resume
 - You can make amazing friendships
 - It makes helping your community and getting service hours easier
- Make it fun!
 - Hold a cook-out or other social event
 - Have a positive mental attitude that will infect others

Why bother?

Don't let the students at your school who could be interested miss out on this wonderful organization! Don't let the additional help and future leaders slip away! Don't miss the chance to make a bigger impact!



Try to get your club's dues **collected and sent in** as soon as you can. If you get them in by **October 15th** you get **more points** on your **Annual Achievement Report!**

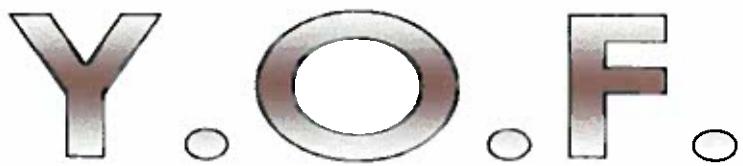


Want more? Check out the **Membership Growth Handbook!**

Youth Opportunities Fund

What is it YOF?

Y.O.F. stands for Youth Opportunities Fund. This is an endowed fund for Key



Club International within the Kiwanis International Fund. It uses earned interest to help Key Clubs and Key Club members serve the world by providing grants for service opportunities. This fund also provides academic scholarships for higher education.

Why should I know about it?

Y.O.F. grants can help your club take action. When Key Clubs and/or club members look around and identify the things that need to get done in their schools, communities, or world and want to do them but need financial support, they should definitely consider applying for a Y.O.F. grant.

How can a member or club apply?

Only Key Clubs and/or club members can apply. The application must be received by October 15th each year. Clubs may request funding assistance from \$100 to \$2,000. After an application is completed, it must simply be mailed or faxed to the Kiwanis International Office. Please go to the Key Club International Website under Service for more information, to see examples of funded projects, or to download the application!

What kind of applications receive the grant?

The committee typically funds those clubs who are asking for a portion of the total cost of the project, and clubs who are working with other organizations to fund and complete the project. Also, the best applications show a clear budget that specifies what the money will go towards.

Part of International dues go into the Youth Opportunities Fund! By paying dues, you are helping to support service to communities across Key Club International and beyond. If you are working to make a big impact and need a little financial support, please apply!

When will applicants be notified of the decision?

Notification of the Key Club International Board's decision will be mailed no later than January 15th.

Important Events

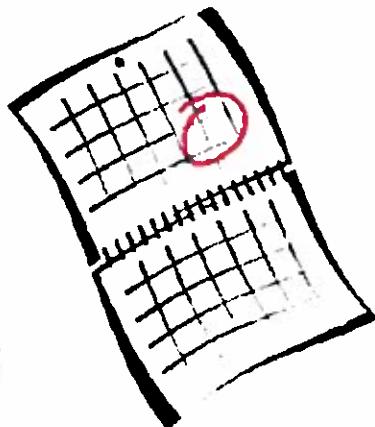
2012

Sept. & Oct.....Divisional Training Conferences
November 2-4Kiwanis Family Conference
November 5-9.....Key Club Week
November 17-18.....Fall Rally



2013

March 22-24.....District Convention
April 21.....Kiwanis One Day
July 3-7.....International Convention



Due Dates

October 1st.....*Unpaid Suspended Clubs become Inactive*

October 15th.....Youth Opportunities Fund Applications

November 1st.....Early Bird Dues

December 1st.....Regular Dues

February 1st.....*Unpaid Clubs become Suspended*

CONTACT INFO!



Haden Kersting

Email—wvkcgovernor@gmail.com
Cell Phone—(304) 677-6788

Home Phone—(304) 622-7870
Address—73 Renwick Dr. Clarksburg, WV 26301

Taylor Nicholas

Email—wvkcgaa@gmail.com
Cell Phone—(304) 641-7500

Address—2101 Hamill Ave. Clarksburg, WV 26301



Kiwanis
Service Leadership

www.keyclub.org

Developing competent, capable, and caring leaders since 1925.

KEY CLUB

1024 Meador Street Princeton, WV 24740 (304)425-2233 kcsecretary@gmail.com

Official Newsletter of the District Secretary of the West Virginia District Board of Trustees

Air'N It Out With Erin

Who's the New Girl

Hello! My name is Erin Sears, and I am the District Secretary for the 2012-2013 Board of Trustees. I am junior at Princeton Senior High School with a love of music and service. My lifelong love of music led me to become a member of the Madrigal choir at my school.

My freshman year I became a member of Key Club. I had always enjoyed serving others, but it wasn't a love of mine until I attended my first meetings, a few service projects, and district convention. At these events I was surrounded by people who really loved service, and they planted the seed of loving service in me.

Over the course of this past year my love of service grew. I became more involved in my club and its service by being the club secretary. It grew so much that I began to serve outside of Key Club in ways I had never imagined I would ever serve, including a 16 day mission trip to Nicaragua.

It is my hope that as District Secretary my love of service will continue to blossom. Also, I hope to be able to plant the seeds of loving service in the hearts of youth throughout the West Virginia District.

I look forward to serving side by side with each of you over the coming year and changing the world a little bit at a time through our service.

In friendship and service,

Erin Sears

Erin Sears
2012-2013 District Secretary



Volume 1 Issue 4
August 10, 2012

In this issue!

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Contact Info!

Address:
1024 Meador Street
Princeton, WV 24740

Phone #:
(304) 425-2233

Email:
wvkcsecretary@gmail.com

KEY CLUB

Club Secretary Duties

General Duties

Club secretaries are expected to maintain files, write reports, and handle the details of the club in order for the Key Club to run as smoothly as possible.

Files

Every secretary should keep a filing system which includes important documents. Some important documents would be the club bylaws, minutes of club and board meetings, copies of KEY CLUB magazines, copies of district publications, committee reports, club roster, and monthly reports.

Monthly Reports

Each month secretaries are required to fill out a monthly report to be submitted to the district. In the West Virginia District, the monthly report forms are referred to as SMFR which stands for Secretary Monthly Report Forms. These can be found online at <http://wvkeyclub.com/Forms.html>. If worked on throughout the month, they should be easy to complete on time.

Membership Roster

Another document which is extremely important to a club is the club roster. This is a list of all the members of the club. For each member you should include their name, address, phone number, email, birthday, date they joined Key Club, committee, and offices held.



Words to Remember

The best way to find yourself is to lose yourself in the service of others.

-Mahatma Gandhi

If you can't feed a hundred people, then feed just one.

-Mother Teresa

I don't know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who will have sought and found how to serve.

-Albert Schweitzer

Step by Step Instructions

Each club should send a completed officer information form to the district secretary. The information will be complied into a directory.

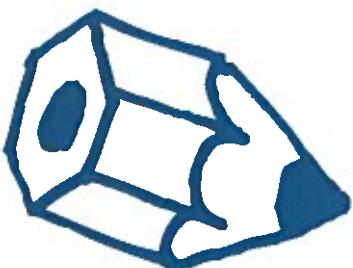
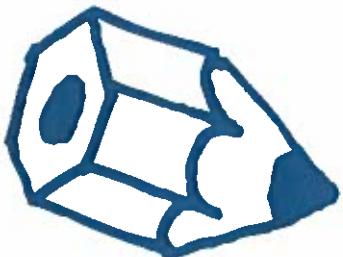
Steps on how to find and complete officer information forms

1. Go to www.wvkeyclub.com
 2. Click on the "For Your Club" tab
 3. Click forms
 4. Download
 5. Fill out
 6. Scan and attach to email to district secretary or mail to district secretary

A secretary monthly report form (SMRF) is a document that is filled out once a month by every club. SMRFs provide the clubs and district with a record of club activities such as meetings and fundraisers. At the end of each month and year we can look back on all that was accomplished.

Steps on how to find and complete a SMRF

1. Go to
www.wvkeyclub.com
 2. Click on the "For Your Club" tab
 3. Click forms
 4. Download the SMRF
 5. Print
 6. Fill out
 7. Scan back into the computer
Or
Prepare to mail
 8. Email or mail with meeting minutes.



Upcoming Events

On November 2-4, Kiwanis International will be holding its annual Kiwanis Family Convention in Black Mountain, NC. If you or anyone you know would be interested in attending let District Administrator Dink Yurko know by October 10th.

Be sure to mark your calendars for West Virginia District Key Club's Fall Rally in Charleston, WV on November 17-18. It is bound to be loads of fun so get a group of awesome Key Clubbers together and join in on all the fun!



Start planning now for this year's District Convention in Charleston, WV on March 22-24, 2013 because the District Board has been busy planning a great event to get you enthusiastic about Key Club and service

November 5-9 is Key Club Week. Be sure to show your Key Club spirit all week long. Check out <http://www.keyclub.org/service/kcw.aspx> for more information on Key Club Week.

Executive Board

Governor – Haden Kersting

Secretary – Erin Sears

Treasurer – Jennifer Mangano

Bulletin Editor – James Jesmer

Governor's Administrative Assistant – Taylor Nicholas

KEY CLUB

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

Official Newsletter of the Treasurer of the West Virginia District

Treasurer Edition Issue 1
September 15, 2012

Jen's Two Cents

About Me

Hi, I'm Jennifer Mangano. I'm a senior from Oak Glen High School in Division I. This year, I was elected District Treasurer for the 2012-2013 West Virginia District Key Club Board. Although I have never served on the district board before, I have been in Key Club since my freshman year, where I served as club treasurer for the past two years. I've also been treasurer of my school's Business Club, Culture Club, and Foreign Language Club so I have a lot of experience in the position. Outside of Key Club, I like to play soccer and I'm really into science.

I'm really looking forward to this year! I hope to get in

contact with all of you treasurers. I think I have some good ideas to share with you and I would love to hear any ideas you would like to share with me. Please feel free to get in touch with me using my info at the bottom of the page!

Yours in Service,
Jennifer Mangano
Treasurer
West Virginia Key Club
2012-2013



In this issue!

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Key Club By The Numbers

Our district's goal for dues for 2012-2013 is to have **1,275** members (**75%** of the **1,700** we are striving for) paid for by December 1st!

Get In Touch!

Cell Phone: 304-374-7915

Email: wvkctreasurer@gmail.com

Message me on facebook!

What Do Dues Do?

Dues aren't anyone's favorite part of Key Club BUT they are an important part. In fact, the treasurer's job is mostly about making sure dues get paid. Thirteen dollars might seem like a lot of money to pay to be in a club but when you think about all of the things it pays for, it almost doesn't seem like enough.

THE BREAKDOWN
Out of the thirteen dollars you pay, half goes to the West Virginia District and the other half goes to Key Club International. Of the \$6.50 that goes to Key Club International, 50¢ is put into the Youth Opportunity Grant. The dues money also goes into an insurance policy that covers any paid participating in any Key Club event.

THE STUFF

Dues pay for all of the Key Club materials, such as...
Magazines
Handbooks
Membership Cards
Member Pins
Project Materials
Dues also pay for conventions like Fall Rally, DCON, and ICON, which you cannot attend if you have not paid dues.

THE PAYMENT

It's the club's job to make sure all of their members have been entered into the Membership Update Center online at

<http://soapmu.kiwanis.org/default.cfm?action=logon>.

That's not only how we know how many members we have but also how many members we need to collect dues from. Remember: you can still add new members even after the initial dues are paid.



THE DATES

Early Bird Due Date

- November 1, 2012

Regular Due Date

- December 1, 2012

Unpaid Clubs Become Suspended

- February 1, 2012

Previously Suspended Clubs Become Inactive

- October 1, 2013

leadership

inclusiveness

caring

character
building

Suggestions for a Successful Membership Drive

Establish Goals. Determine, as a club or as a board, the number of new members you are to striving for. Provide incentives for present members for bringing new members.

Advertise. Make sure that for whatever format your club chooses to recruit new members that the entire student body is aware of it. Posters, flyers, table tents in the lunchroom, announcements, school newsletters, bulletin boards, electronic bulletin boards, and personal contact should all be used to get the word out about an upcoming Key Club recruitment event.

Be organized. Planning an informational membership event, regardless of whether or not it is a social or formal event, needs to be thorough and done well in advance. Involve your club officers and as many members as possible. Establish a timetable. Arrange for the facilities, refreshments, and all outside assistance.

Get help from outside sources. The club can contact

the division's lieutenant governor for ideas. Perhaps a district officer would be available to speak at the meeting.



Arrange for transportation. This is probably the most overlooked aspect of membership. Assign upperclassmen to a transportation committee to provide transportation for those students who have difficulty making meetings and projects outside of school hours.

Invite students to join. After the informational aspects of your membership event are completed, present a membership application to

each prospect. Avoid high-pressured salesmanship, but make sure you do ask all prospect to join the club.

Follow up on all prospects and access from their responses how successful your events/meetings have been in recruitment.

Assign duties to new members. Students who join the club should be formally inducted at an installation meeting. They should be assigned specific duties within the club immediately. It is important for new members to feel useful and needed. Don't overdo it, though, as you don't want your new members to experience burn-out.

The club structure. All members, new and old, should know exactly how they fit into the club's structure. All members are important - all should be involved in committees and projects that rely on their participation. The viability of the club depends on the involvement of the total membership, and it's best to start new members out right.

KEY CLUB

Treasurer Duties and Opportunities

Being a treasurer is a big job with a lot of important responsibilities. The club treasurer controls the club's money, both its collection and disbursement. He or she collects member dues, prepares and monitors the budget and maintains accurate financial records.

The treasurers should also pay close attention to making sure all members are put into the Membership Update Center and paid for no matter how late they join. Last year, my club had two members join late in the year and we never

added them into the system. Two members may not seem like a lot but if all of the clubs had two members they did not register, we would have almost 100 members not accounted for!

To learn more about the specific duties of the treasurer position go to keyclub.org and look under lead at a club level and click on club treasurer. From there you can view the full job description.

Remember: at the end of the year, club treasurers can apply

for the distinguished treasurer award and get their very own plaque as long as they meet the criteria required for it! Trust me; it will be a lot easier to earn the award if you strive for it now.

Plus, if you are a treasurer who is not a senior this year, you could be eligible to run for the position of West Virginia Secretary-Treasurer for the 2013-2014 District Board at DCON. If you think you might be interested in running, please contact me using the information on the first page!

Youth Opportunities Fund

The Youth Opportunities Fund (YOF) is an endowed fund for Key Club International held within the Kiwanis International Foundation.

This fund uses earned interest to help Key Clubs and Key Club members serve the world by providing grants for service opportunities. The fund also provides academic scholarships for higher education. The Youth Opportunities Fund is established through a portion of your Key Club International dues and through the purchase of G. Harold Martin Fellowships.

YOF grants can help you take action. Look around and identify the things that need to get done in your school, community or world.

The Membership Update Center
Is being updated!

The update will be completed and the membership update center will be ready to use in early October. It will hopefully be more efficient to use when it's completed but it may be hard to get used to at first. If you have any questions, please contact me or your Lieutenant Governor.



KEY CLUB

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

Official Newsletter of the West Virginia Key Club District

Volume 1 Issue 2

West Virginia Key Connection

Governor's Message

Hello West Virginia Key Club! Welcome to the second issue of the Key Connection. I am Haden Kersting, serving as your 2012-2013 West Virginia Key Club District Governor.

With school back in session, it is time for our clubs to be recruiting new members, completing service projects, and planning out the rest of the year. I hope your club has been active and taking advantage of all the great projects and resources out there! If not, we on the West Virginia Key Club District Board are here to help! The District Board has been working hard on many things for this year, which is shown throughout this issue. There is a lot of information in here, but here are the highlights.

If you are looking for some projects to do, look no further. In this issue of the Key Connection you can find information on how to get involved with service initiatives such as Ronald McDonald House Charities, this year's District Project, S.E.E.D., this year's Governor's Project, and The Eliminate Project, the current Major Emphasis of Key Club International.

Dues become payable on October 1st. Dues allow us to function as an international organization and give members benefits including being under the Kiwanis insurance policy! Please get this task out of the way. I challenge you to get your club's dues in before October 15th. Also coming up are Divisional Training Conferences. Club officers will be trained by their division's Lieutenant Governor. Officers, take advantage of this opportunity to get to know your Lieutenant Governor and learn more about Key Club and your role in the organization.

Finally, our District Fall Rally is quickly approaching! It will be November 17-18th in South Charleston. Please mark your calendar and fundraise so your club can experience the leadership and friendship-building experience with caring Key Clubbers from throughout West Virginia! I hope to see you there as we strengthen our Key Club family!

That's enough from me. I'll let you read what the rest of the board has to share!
Yours in Friendship and Service,

Haden Kersting
2012-2013 Key Club Governor
West Virginia Key Club District

In this issue!

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"The ultimate expression of generosity is not in giving of what you have, but in giving of who you are."

- Johnnetta B. Cole

Announcement:

Clubs, get ready for Key Club Week: November 5-9th and Fall Rally: November 17-18th

International Trustee's Message

Hello everyone!

My name is Yein Ha, and I am very excited and honored to be able to serve as your 2012-2013 International Trustee! I feel very privileged to serve the West Virginia District amongst the amazing group of leaders with the same passion to serve. Going into my fourth year of being a part of the Key Club family, my favorite part about Key Club is that we all share the same passion: service and the strive to become a true servant leader. Every member is a true hero and inspiration.

Just a little bit about myself, I will be a senior at Broad Run High in Virginia (less than an hour away from Washington D.C.). I love to travel, and ice-cream is my favorite food!

I have many goals that I would like to accomplish serving on the International Board. I will be serving on the Executive Committee as well as the Education and Development Committee specifically working to create materials and resources for our leaders. I hope to connect and build the bridge of communication to all levels of our organization.

Again, I am beyond excited and cannot wait to work with you. If you have any questions, comments or ideas throughout the year, please feel free to contact me at any time! I will be more than happy to talk and serve you along the exciting Key Club journey.

Thank you so much for being my inspiration. I promise to serve my home, school, community, and your district! Let's have a fantastic year! :)

In caring, service, and friendship,

Yein Ha

International Trustee

Key Club International

trustee.yha@gmail.com

703.727.4684

Division and Club Highlights:

Division 3A:

Hey Key Clubbers! Division 3A is excited for another year of service! I will be holding my trainer on September 22nd, and I hope to make some strong bonds between Morgantown and Fairmont! I can't wait to hear of all the activities the clubs have planned and to start planning division-wide events! Division 3A will be building its strength this year, and I hope to see all my clubs pay their dues on time!

Maddie Minor

Lieutenant Governor Division 3A

Division 10A: St. Joseph High School Key Club

Since the school year has just begun we haven't gotten to do any projects yet but soon we will be helping a local church have a yard sale. The club has already had two meetings and by the second meeting we have already started getting plastic bags together for the district convention service project. We hope to have a great year of Key Club service and to have fun at Fall Rally.

Alex Adkins

Lieutenant Governor Division 10A

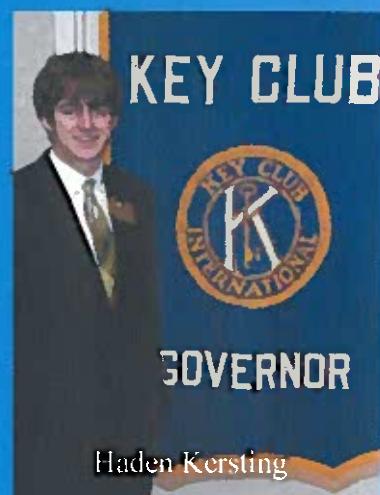
Division 1:

Division 1 of the West Virginia Key Club District is up and ready to go! We are all so excited to serve our homes, schools, and communities this year. Weir, Brooke, Oak Glen, Wheeling Central, Wheeling Park, and Linsly are already very involved with service and fundraising projects. I can't wait to have a fantastic year with these clubs to see what we can accomplish!

Morgan Goff

Lieutenant Governor Division 1

leadership
inclusiveness
caring
character
building



Haden Kersting



Yein Ha

The Eliminate Project

Kiwanis International and UNICEF have joined forces to Eliminate Maternal and Neonatal Tetanus from the world. Tetanus is a terrible disease that kills 60,000 babies and a number of women each year. Because of tetanus, babies are in unbearable pain. They have repeated painful convulsions, and they are very sensitive to light. The worst thing is their mothers cannot hold them while they are in pain because their touch harms them even more. \$1.80 can give a mother and her future children the vaccination for tetanus. Way too many people die from this terrible disease. By 2015 the Kiwanis Family needs to raise \$140 million to save 60 million women and her future children. This money goes towards the vaccines, the safe storage, the transportation, and the thousands of skilled staff! Kiwanis International and UNICEF joined forces for Iodine Deficiency Disorders, and it was a success! Now they need YOUR help to Eliminate Maternal and Neonatal Tetanus!

Katarina Alatis
Special Activities Director

Youth Opportunities Fund

Hey Key Clubs! Are you having trouble fundraising? Maybe, you need a little extra money to do some projects. If so maybe you should look into the Youth Opportunities Fund! Why? Youth Opportunities Fund (YOF) can grant your club up to 2000\$. All you have to do is apply. YOF has supported Key Clubs all around the country, and yours could be next! Do not forget that all applications must be received by Key Club International no later than October 15th. Applications can be found on the Key Club website.

Paul Fernandes
Lieutenant Governor Division 2



District Project: Ronald McDonald House

What They Do:

Ronald McDonald House (RMH) allows families to access specialized medical treatment by providing a place to stay at little or sometimes no cost. Travel and lodging are expensive, but when a child is in the hospital they need to have a parent's hand there to hold. Ronald McDonald Houses make it possible for parents to be there with their children even though times are tough.

What We Can Do:

- Donate supplies!
- Give funds!
- POP TABS!
- Pop tabs are very important! After they are donated, they are taken to be recycled. These bring a large profit to RMH.
- Volunteer Hours!
- Spread the Word!
- Use all public networks to let everyone know what the district project is and how they can help.

Project Ideas:

- Supply drive
- Toy drive
- Student vs. teacher game
- Pop tab collecting contest within your school's club
- With the correct permission, take a trip to one of the three WV RMHs to volunteer

Morgan Abbott
District Project Chair

Kiwanis Family- Who, What, and Why?

Hey Everyone! I am Katilyn Romain, your 2012-2013 Kiwanis Family Chair. My job is to help connect you and the other branches of Kiwanis. By my side in this endeavor is the Kiwanis Family Relations Committee. This committee is made up of Morgan Goff, LTG Division 1, Ben Goldberg, LTG Division 4, Nicole Hegele, LTG Division 7, and Daniel Tolliver, LTG Division 8. It is important to stay connected for many reasons. The most important is because we are all part of the same family, and we are here to make a difference. We have the same goals and the same dedication. This is why we need to work towards them together. For example, we all wish to Eliminate Maternal and Neonatal Tetanus, so if one branch is setting up a fundraiser or a huge project, why not invite the Circle K or Kiwanis? Or, if you are cleaning up a local park, why not invite the K Kids, Builders Club, or Aktion club? Not only does the work get done faster, but it is more fun! Some people may think 'Oh how much fun can I have with a bunch of old Kiwanians?' - but the truth is they can be some of the most helpful, inspiring, and amazing people you know if you just take the time to meet them and talk to them. The same goes with every branch. My committee and I hope to get to know all of you on a more personal level throughout the year. Until then, please feel free to contact me and ask me any questions you may have. If you need the name or meeting date of another branch or need advice on how to start the connection, please do not hesitate to ask. Day or night, that is why I am here. Have a great year and let's start to bridge the gap! We all dream of the differences we can make. Together- we can make that dream a reality.

Yours in Service and Friendship,

Katilyn Romain
Kiwanis Family Chair

Membership & Dues

The member is the most important person in Key Club which makes membership growth and development an important part of every club's job. To help your club out, the membership growth and development has committee has come up with a few tips:

- Ask current members to bring their friends to the meetings.
- Get to know each of your members and create a welcoming environment. You can use icebreakers to help!
- Have 8th graders participate in service projects to give them a taste of Key Club.
- Have food at your meetings like pizza or ice cream. Everyone loves food!
- Sponsor a school dance. You'll be surprised at how many people will join to help plan it!
- Promote Fall Rally and District Convention as a fun, weekend reward for everyone's hard work but remember to start fundraising now so as many members as possible can go.

Due Dates:

October 1, 2012-Currently Suspended Clubs
Become Inactive

November 1, 2012-Early Bird Due Date

December 1, 2012-Due Date

February 1, 2013-Active Clubs That Have
Not Paid Yet Become Suspended

October 1, 2013-Clubs Suspended in 2013
Become Inactive

Jennifer Mangano
District Treasurer

Key Club Week

Every year, Key Club International has a week where Key Clubbers around the world put an emphasis on service, promote Key Club in our homes, schools, and communities, and work to make Key Club a household name. This year, it is November 5th – 9th, and each day has a different theme. On Monday, the 5th, the theme is "Show your K in every way." The goal is to promote Key Club in as many ways as possible. For example, you could wear your Key Club shirt, hang up posters in your school, or even take out an ad in your local newspaper. Tuesday is "Kudos to the Key players." Go out of your way to thank anyone who makes an impact when it comes to Key Club, including advisors, teachers, and Kiwanians. On Wednesday, try to "Connect the K's" by connecting with local Kiwanis, Circle K International, Builders, Kiwanis Kids or Aktion clubs and doing a joint service project. Thursday's theme is "Bring a friend to Key Club." Members are the lifeblood of Key Club, and with more members, you can perform more service. Spread the word about the awesome organization we belong to, and bring a friend to your next meeting. Friday is "Your Way." This is your chance to make a mark and really display your club's personality. Hold a service project, have an inter-club pizza party, do whatever you want. Show everyone what Key Club is all about.

Sean Snider
President's Liaison

Fall Rally

Fall Rally is often described as a pep rally for Key Club. It is a weekend full of excitement in mid-November that Key Clubbers from around our District can come together to build leadership skills, play high-energy games, and interact with other service loving high school students. Fall Rally is an incredible experience where the Key Club core values, Leadership, Caring, Inclusiveness, and Character Building, are emphasized. Anyone from the West Virginia District can attend, and it is encouraged that at least one person is sent from every club. This year Fall Rally will be held November 17-18, at the Holiday Inn & Suites in South Charleston. This is the same hotel as usual, it simply has a new name. Fall Rally is casual, fun, and a great way to make friends! I hope to see everyone there, and if you have any questions, please contact me or your Lieutenant Governor.

Amanda Assaley
Convention Promotion Chair

Key Club 101

Key Club is not an organization that makes keys, contrary to popular belief. In reality, Key Club is the oldest and largest service organization for high school students. Key Club was created in 1925 at Sacramento High School as a vocational guidance program for the "key" boys. Over the years, it evolved into an all-inclusive organization sponsored by Kiwanis International with more than 260,000 members in more than 5,000 clubs in 30 countries that transform the world through servicing their homes, schools, and communities.

Erin Sears
District Secretary

Governor's Project

As you've probably heard, the United States is falling behind in academics, particularly math and science. "We can quibble, or we can face the brutal truth that we're being out-educated," said U.S. Education Secretary Arne Duncan. There are many factors that go into this issue, but we don't need to see statistics to see that students around our communities aren't as devoted to academics as they could be.

I want to encourage you all to address this problem in your communities. Each year the West Virginia Key Club District Governor selects a service initiative as the Governor's Project. This year, the project will be the S.E.E.D. project – Students Enriching Educational Development. I am challenging you to enrich the academic education of elementary and middle school children.

Not only does increased education lead to increased developments in medicine, technology, and more, but studies show increased education decreases violence.

How can your club get involved? Clubs have the freedom to contribute to the project their own way. However, when it comes to judging The Governor's Project award, only projects that teach elementary or middle school children academic information or skills will qualify. For example, playing games in a field would not qualify unless an academic value was demonstrated. However, there are many directions to go! Here are some ideas:

- Present an Interactive Presentation at your Local Elementary or Middle School
- Set Up a Key Club Tutoring Service
- Volunteer at Child-Educational Events by Organizations such as COSI
- Help with a Bringing Up Grades
- Host Your Club's Own Educational Event(s)

Don't forget to contact your Kiwanis to see how you can get involved with Builder's Clubs, K-Kids, and Bringing Up Grades! Please help nourish the seeds of the future. Contribute to the S.E.E.D. project! Questions? Email me at wvkegovernor@gmail.com.

Public Relations Committee

The PR Committee stands for Public Relations Committee. The PR Committee is responsible for posting and updating the Facebook webpage and now the new @wvkeyclub twitter account. The PR Committee is also responsible for making an annual PR Handbook and PR PowerPoint. The PR Handbook's purpose is to give you and your Club suggestions and guidelines in the area of public relations. In the handbook, there are suggestions and examples that can assist you in achieving your goals for Public Relations. The PR PowerPoint is a slide show on how to spread the word about events and activities taking place in your home club through communication, such as flyers, emails, Facebook posts, & etc. The PR Committee is responsible for updating posts on Facebook and Twitter. To get updates on the West Virginia Key Club, you can like the West Virginia Key Club Facebook page, visit the District webpage, wvkeyclub.com, and/or follow the new twitter account @wvkeyclub.

Francesca Folio
Communications Chair

International Convention Recap!



On July 2-9, 2012, thirty-five West Virginia Key Club members and chaperones attended the 69th annual Key Club International Convention and district tour in Orlando, FL. We started off our amazing week by traveling via charter bus to the Pittsburgh airport, while picking up a few people along the way. After checking our bags, we took a flight all the way down to the great state of Florida, the location of this year's International Convention! Next, we claimed our baggage and traveled to the hotel. As we entered the magnificent hotel, we were struck by its amazing beauty. When we were done settling into our rooms, we began making our way to Downtown Disney which was fortunately adjacent to our hotel. As a day of touring in Downtown came to a close, our district enjoyed eating at Planet Hollywood for dinner. The next day was filled with smiles as we toured Universal Studios Islands of Adventure and Harry Potter World. The next morning, we went our separate ways as we chose our Disney parks and separated into different groups. After Disney, we met back at the hotel for dinner.

Once dinner had finished, we readied ourselves for the first event of ICON, the meet and greet. There was dancing, ice breakers, cotton candy, carnival games, and of course, pin trading! The next morning, everyone rose and dressed in their best attire for the opening session. At opening session, the Key Note speaker was

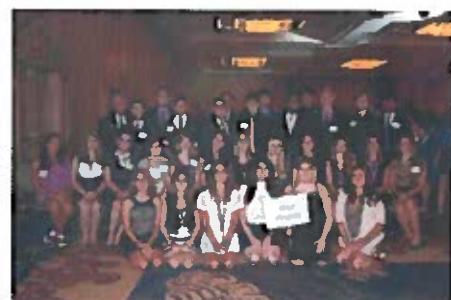
Eden Sher. She is known in her current role as Sue Heck from The Middle. We broke for lunch and met as a district for caucusing. We heard from each of the candidates and wrote down our impressions of them. After we ate dinner, it was just about time for the Dance To Eliminate! Everyone sported their favorite Eliminate Project t-shirt and made their way down to the dance floor. After a great dance and a full night's rest, the West Virginia Key Club District was ready to soak up all the knowledge they could at the excellent workshops that were offered. Then, we went to the Meet the Candidates Session where the remaining candidates for International Board positions were giving time to speak. We had a break for lunch and then went to the service fair. At the service fair, many districts and organizations were raising money or simply handing out flyers. The Capitol District gave out sunglasses and stickers to promote ICON next year in Washington, D.C. After the last workshop of the day, it was time for the Eliminate Project dinner and program. We learned some of the many updates about the Eliminate Project and listened to some important speakers. When that was over, it was time for the recognition session mixed with the talent show. Haden Kersting and Stephen Scott received the Robert F. Lucas Outstanding Lieutenant Governor award. Jayson Hamrick received the Distinguished District Secretary's award and Philip Mickinae received his second Distinguished Governor's award. Throughout all of the awards was a showcase of excellent talent of Key Clubbers from all over. After the final award was given out, Justin Willman took the stage as our entertainment for the evening. He is known for his role as the host of Food Network's Cupcake Wars. He completed some unbelievable feats of magic for us in the time that he performed.

The next morning, it was time for our last workshops. These consisted mostly of job specific workshops like one for the executive board and another for Lieutenant Governors.

We broke for lunch and then arrived promptly for the House of Delegates. Next, we voted for the new International President and Vice President and the new trustees. By the end of that session, we had successfully passed several Amendments and thoroughly discussed many. After the House of Delegates, we ate dinner and everyone gathered for the closing session. The International Board was retired. Then, the new Board was inducted. After that, we went upstairs and into our time machines as we tried to pull off our best 80s outfits. When the dance ended, we said, "goodnight" as we anxiously awaited our day of park hopping.

The next day we hurried out to the buses. This was our last full day in Florida and we were determined to make the most of it in the Disney parks. Then, to end the night perfectly, we watched the fireworks display from the top deck of the ferry. The view was breath taking. You may even call it magical. Finally, our trip was ending. The next morning, all of us would wake up and pack and fly back to Pittsburgh. Our faces would be long, our legs would be tired, and our eyes droopy, but our suitcases would be full of souvenirs, and our hearts and minds would be filled with the many friends and memories made on this long journey known to us as ICON 2012.

James Jesmer
District Bulletin Editor



Kiwanis
Service Leadership Programs

West Virginia District Board of Trustees January Meeting Minutes

On January 7th and 8th, 2012, the West Virginia District Board met at the Best Western in Bridgeport, West Virginia for their January Board Meeting. In attendance were Governor Philip Mickinac, Secretary Jayson Hamrick, Bulletin Editor Cameron Nelson, Governor's Administrative Assistant Kaylee LaPosta, Lieutenant Governors Thomas Padden, Carl Fernandes, Madison Minor, Haden Kersting, Katelyn Isner, Stephen Scott, Nicole Hegele, Morgan Huff, and Emily Assaley, Special Activities Director Kelsey Ferguson, Convention Promotion Chair Violet Herrold, Communications Chair Julia Brown, and Presidents' Liaison Katie Armstead. Also in attendance were District Administrator Richard Yurko, Assistant Administrator Kevin Dean. In attendance from the West Virginia Kiwanis Key Club Committee were Division 10A/Kiwanis Governor John Kyle, Kiwanis Governor Elect Connie Baker, Division 1 Tina Larch, Division 2 Bill and Barbra Ott, Division 3B Debbie Nicolson, Division 5&6 Bernard Knott, Division 7 Jane Laraba, Webmaster Eric Yurko.

- At 11:08AM the meeting was called to order by Governor Mickinac.
 - We then began the meeting by giving oral board reports
 - At 12 we broke for lunch. Governor Mickinac informed everyone to read over the Official Minutes from the previous Board Meetings while they ate.
-
- Governor Mickinac called the meeting back to order at 12:56. We began by approving the minutes from previous meetings
 - Governor Mickinac entertained a motion to approve the April Minutes
 - ◊ Editor Nelson so moved the motion
 - ◊ LTG Scott seconded the motion
 - ◊ A vote was then taken that passed
 - Editor Nelson then makes a motion to approve the July Minutes
 - ◊ LTG Minor seconded the motion
 - ◊ A vote was then taken that passed unanimously

- LTG Huff then made a motion to approve the August Minutes
 - ◊ LTG Hegele seconded the motion
 - ◊ A vote was then taken that passed unanimously

- LTG Scott made a motion to approve the November Minutes
 - ◊ LTG Isner seconded the motion
 - ◊ A vote was then taken and passed

-
- Governor Mickinac then informed the Board that District Treasurer Ashley Estep had resigned.

-
- Assistant Administrator Dean then spoke to the board about our performance in our positions and the importance of our jobs and all that we do for the West Virginia District
 - The board then broke for the first session of committee meetings
 - All committees were given assignments for the items of business that need to be done by the end of the term
 - All committees were asked to make a goal list for the next year as well
 - After meetings, the committee chairs then gave reports on what they would do
 - We then broke for the second session of committee meetings
 - The same assignments were given to them as well
 - When the meetings were over, the chairs gave committee reports

-
- Governor Mickinac then began talking about Dues
 - Secretary Hamrick talked about addendum and information collection
 - Administrator Yurko then talked about ICON

-
- LTG Hegele then talked about district project grading materials
 - ◊ Largest-largest thing that is active
 - ◊ Longest service project
 - ◊ Most minds influenced-most people effected
 - ◊ Discussion then occurred over these
 - We then talked about the next issue of the key connection
 - ◊ Bulletin Editor Nelson then talked about what he wanted people to put in the next issue
 - ◆ Board members were to do paragraph reactions about why they went to DCON and why they ran for board by 17th

- The Board then had an ooVoo session with International Trustee Somya Gupta
 - Discussion then moved to replacement officers for the 2012-2013 year
 - List of names of perspective officers was taken for records
 - Administrator Yurko then reminded everyone that they needed to bring files to give to the next person at DCON
-
- Governor Mickinac then began talking about actions with LTG Taylor Frye
 - ◊ A vote from the board is needed to say if she doesn't resign, she will be removed or allowed to stay
 - ◊ Reason: has missed 2 meetings, ICON, only done 1 newsletter and very little committee work
 - ◊ The action was talked about and pros and cons were discussed
 - ◆ LTG Minor moves to remove LTG Frye on the contingency that she does not resign
 - ◆ Seconded by LTG Scott
 - ◆ A vote was then taken, it passed unanimously
-
- We then talked about separating the of Division 8&9 into two separate Divisions
 - ◊ LTG Huff made a motion to separate divisions 8&9 effective as of the district convention
 - ◊ Seconded by Bulletin Editor Nelson
 - ◊ A vote was then taken and passed unanimously
 - The next recommendation was the separation of division 7 if two clubs are chartered
 - ◊ We then talked about this decision.
 - Final recommendation was combining Secretary and Treasurer positions
 - ◊ We then talked about this topic
 - ◊ Governor Mickinac explained some of the pros and cons of this
 - ◊ Assistant Administrator Dean said that this is a very important job with a lot of important duties
 - ◊ Many questions and points were brought up about this topic
 - ◆ LTG Scott make a motion to for the Executive Committee to make a recommendation to the House of Delegates at DCON that we amend article 5 section 6 subsection C and article 5 section 6 subsection D that the positions of District Secretary and District Treasure be combined into one position.
 - ◆ LTG Isner seconded
 - ◆ A vote was taken, it passed

- LTG Assaley makes a motion that the Executive Committee make a recommendation to the House of Delegates that amendments must be submitted no less than 30 days before the DCON to the District Administrator
 - ◊ LTG Huff seconded
 - ◊ A vote was then taken, it passed unanimously
-

- We then moved to talking about an office mascot.
 - LTG Hegele moved to open discussion to talk about what the mascot should be
 - ◊ Seconded by LTG Minor
 - ◊ A vote was taken, it passed
 - LTG Fernandes motions to table the discussion
 - ◊ LTG Padden seconds
 - ◊ A vote is then taken, it fails, discussion continues
 - LTG Huff motions to make it an owl
 - ◊ Seconded by LTG Hegele
 - ◊ A vote was then taken, motion failed
 - LTG Fernandes makes a motion thunder cougar mountain lion cat
 - ◊ Seconded by Secretary Hamrick
 - ◊ A vote was then, it failed
 - LTG Scott moves to make miner the mascot
 - ◊ GAA LaPosta seconds
 - ◊ A vote was then taken, motion failed
 - GAA LaPosta makes a motion to table until tomorrow
 - ◊ Seconded by LTG Scott
 - ◊ A vote was taken, it passed
-

- We then began talking about the website
- Things people would like to see were talked about and what they wanted on the site
- With no further discussion, Governor Mickinac closed the meeting at 6:08

- Governor Mickinac called the meeting to order at 8 am
 - The first order of business was to finish the unfinished business from yesterday
 - LTG Huff made a motion to make the discussion about the district mascot
 - ◊ Seconded by LTG Hegele
 - ◊ Vote taken, passed
 - LTG Minor made a motion to make the district mascot a Raccoon
 - ◊ Seconded by LTG Padden
 - ◊ A vote was taken, the vote failed
 - LTG Fernandes makes a motion to table the mascot
 - ◊ LTG Padden seconded
 - ◊ Vote taken it passed
-

- We then moved discussion to DCON
- Dink explained what happens at DCON from the planning point of view
- We talked about the service fair first
- Violet then began talking about forums that will happen. 16 total
 1. Secretary, Treasure, Editor
 2. President and Vice President
 3. ICON
 4. Circle K
 5. Key club 101
 6. Dancing with the Board
 7. Fundraising
 8. College
 9. Public speaking
 10. Swap Shop
 11. Ice Breakers
 12. K Family
 13. Eliminate
 14. Membership Recruitment
 15. District Board
 16. Why Service

- **Session Order-First Hour**

- District Board

- Sec Tre Editor

- Pres and VP

- KC 101

- **Second Hour**

- Dance with the board

- Public speaking

- College

- Circle K

- **Third Hour**

- Icon

- Eliminate

- Icebreakers

- K family

- **Fourth hour**

- Swap shop

- Why service

- Membership recruitment

- Fundraising

- We then moved onto discussion about binders and scholarships
- Administrator Yurko explained then Bennett Scholarship is for WVU only
- Administrator Yurko then reminded us that we must sell \$350 in ads for convention and what to do with checks. Make out to WV Key Club
- Tuxes are \$75-to Administrator Yurko ASAP
- Administrator Yurko also needs service logs on Thursday when we get there
- Board shirts and business professional all weekend
- WV Kiwanis Governor John Kyle then talked about Kiwanis Mid-year Convention
 - ◊ It is 10th and 11th of March
- We talked about the mystery for clubs to solve
- We then had some closing remarks from the Kiwanians in attendance
- With no further business, Governor Mickinac ended the meeting at 11:30

Jayson Hamrick

Jayson Hamrick

2011-2012 West Virginia District Secretary

KEY CLUB

April Meeting of the West Virginia Board of Trustees

The West Virginia District Board of Trustees met on April 23, 2012 in Bridgeport, WV at the Best Western. In attendance were Governor Haden Kersting, Secretary Erin Sears, Treasurer Jennifer Mangano, Bulletin Editor James Jesmer, and Governor's Administrative Assistant Taylor Nicholas. Lieutenant Governors in attendance were Morgan Goff, Brooke Clemons, Nicole Hegele, Daniel Tolliver, Morgan Huff, and Alex Adkins. Also present were Special Activities Director Katarina Alatis, District Project Chair Morgan Abbott, Convention Promotion Chair Amanda Assaley, Kiwanis Family Chair Katelyn Romain, Communications Chair Francesca Folio and Presidents' Liaison Sean Snider. Administrator Richard Yurko, Immediate Past Key Club Governor Philip Mickinac, Assistant Administrator Kevin Dean, Kiwanis Governor John D. Kyle, and Kiwanis Governor-Elect Connie Baker were in attendance as well. Members of the Kiwanis Key Club Committee present were Tina Larch, Mary Blaker, Daniel Savage, and Jane Laraba. Guests present were, Maddie Minor, Kayde Gustavel, Kahlen Browning, and Sherri Kyle.

- The meeting was called to order at 8:21 by Governor Kersting.
- LTG Clemons led the Pledge to the Flag
- Gustavel led the Key Club Pledge
- LTG Hegele gave the invocation
- Immediate Past Key Club Governor Mickinac and Key Club Governor Kersting led the group in an activity to practice Roberts Rules of Order.
- Administrator Yurko discussed the code of conduct for Board Members and housekeeping items
 - No Board relationships
 - No alcohol and/or drug use
 - Remember always representing the Board
 - Be professional looking when at functions representing the Board
 - When traveling outside division let Administrator Yurko know beforehand.
 - Think about what you are saying before sending an E-mail.
 - Add Administrator Yurko on Facebook
 - Take time to look through the materials handed out this weekend
- Immediate Past Governor Mickinac gave the Board E-mail addresses

- Administrator Yurko and Assistant Administrator Dean explained proper E-mail procedures
 - Be Prompt
 - Send a copy of every E-mail to Administrator Yurko
 - When it is a serious topic, have it approved first by Administrator Yurko
- Governor Kersting instructed the Board on Board Report forms
 - They are due on the 10th of each month
 - They need to be sent to Governor Haden, Administrator Yurko, Assistant Administrator Dean, and your Kiwanis counterpart.
- Secretary Erin Sears explained the use and importance of Secretary Monthly Report Forms (SMRF) and Officer Information
 - Forms can be found on wvkeyclub.com. Go to the "For Your Club" tab and click on forms.
 - Try to get officer information in as soon as possible
 - SMRF should be emailed to Key Club Governor, Key Club Secretary, Administrator Yurko, Division Lieutenant Governor, and sponsoring Kiwanis Club each month with meeting minutes.
- Governor Kersting led the Board in appointing the Lieutenant Governors of division 3A, divisions 5-6, and division 10B
 - Governor Kersting entertained the motion to appoint Maddie Minor the LTG of division 3A, Kayde Gustavel the LTG of divisions 5-6, and Kahlen Browning the LTG of division 10B
 - LTG Huff moved the appointments of Minor, Gustavel, and Browning
 - LTG Hegele seconded the motion
 - A vote was taken
 - The motion passed
- Governor Kersting entertained the motion to approve the minutes from the January Board Meeting

- LTG Huff moved to approve the minutes
 - LTG Minor seconded the motion
 - Discussion
 - The changing of the spelling of "Larava" to "Laraba," "Fernandez" to "Fernandes," "Benet" to "Bennett," and "Yuko" to "Yurko"
 - Vote was taken to approve the minutes as amended
 - Motion passed to use the minutes as amended by Secretary Sears
-
- Governor Kersting entertained the motion to approve House of Delegates minutes
 - LTG Minor moved to approve the minutes
 - Governor's Administrative Assistant Nicholas seconded the motion
 - Discussion
 - Changing the spelling of "Mionor" to "Minor," "Asseally" to "Assaley," "Toliver" to "Tolliver," "treasure" to "treasurer," "take" to "taken," and "combing" to "combining."
 - Vote was taken to approve the minutes as amended
 - Motion passed to use the minutes as amended by Secretary Sears
-
- An overview of the changes made to the Bylaws at the House of Delegates meeting at District Convention was given
 - The combining of offices of Secretary and Treasurer
 - All amendments to Bylaws must be submitted 30 days before the House of Delegates meeting
-
- Governor Kersting opened discussion for the district project with the recommendation of the Ronald McDonald House from the district project committee
 - LTG Minor talked about the localization of the Ronald McDonald House
 - LTG Hegele discussed the pros of the Ronald McDonald House
 - Kiwanis Key Club Committee Member Laraba talked about the types of donations you could collect

- Kiwanis Governor Kyle tells the board he and his wife would be willing to buy items and deliver items to the Ronald McDonald House from money collected
 - District Project Chair Abbott and committee mentioned the awards that could be given for the district project
 - Immediate Past Governor Mickinac added as a point of information that there was a similar project with the Children's Miracle Network a few years back so we would not have to start all over again.
- Governor Kersting entertained a motion to approve the Ronald McDonald House as the district project
 - District Project Chair Abbott moved to adopt Ronald McDonald House as the district project.
 - LTG Adkins seconded the motion
 - The floor was opened for discussion
 - LTG Hegele expressed the pros deciding on a district project so early in the year
 - With no further discussion a vote was taken to approve the Ronald McDonald House as district project
 - The vote passed
- Administrator Yurko told the Board to put the district project in the newsletter
 - A discussion on dues was led by Assistant Administrator Dean and Treasurer Mangano about the importance of dues
 - Dues support
 - Insurance
 - The operations of the district
 - Key Club Magazine
 - International Board
 - Youth Opportunity Fund
 - Pins
 - Membership card
 - Resources
 - \$6.50 to international
 - \$6.50 to district

- Up to \$6.50 for local clubs
- Dues are payable on October 1st
- A ten minute break was given at 10:46 am
- The meeting was called back to order at 10:56 am by Administrator Yurko with discussion of International Convention.
 - Handout was passed out about International Convention
 - If money is a problem, let Administrator Yurko know ahead of time
- Governor Kersting opened the floor for discussion about District Convention
 - Topics in the discussion were the speaker, the service fair, the meet and greet, the mystery, the DJ, the format, the miracle minute, and the walk
- Governor Kersting closed the discussion on the District Convention
- Governor Kersting led the Board in a reflection of the trainer
- Administrator Yurko went over last minute housekeeping items
 - Each board member had been given three consent and assurance agreements. Board members need to sign two now in the presence of one of the adults. Turn in one to the Administrator and keep the other one. The final copy is to be taken home and signed in the presence of parents. Then scanned and sent back to Administrator Yurko.
 - Text Administrator Yurko when you make it home
 - The due date for the first newsletter is May 10th
 - Make sure to accept the invitation to the reflector
- Meeting was adjourned at 11:34 am

Erin Sears

Erin Sears

2012-2013 West Virginia District Secretary

West Virginia District Board of Trustees ICON Meeting Minutes

On July 7, 2012, the West Virginia District Board met at the Hilton Orlando Lake Buena Vista in Lake Buena Vista, Florida for their International Convention Board Meeting. In attendance were Governor Haden Kersting, Secretary Erin Sears, Bulletin Editor James Jesmer, Governor's Administrative Assistant Taylor Nicholas, Lieutenant Governors Morgan Goff, Paul Fernandes, Madison Minor, Brooke Clemons, Benjamin Goldberg, Kayde Gustavel, Daniel Tolliver, Alex Adkins, and Kahlen Browning, Special Activities Director Katarina Alatis, Convention Promotion Chair Amanda Assaley, Communications Chair Francesca Folio, District Project Chair Morgan Abbott, Kiwanis Family Chair Katelyn Romain, and Presidents' Liaison Sean Snider. Also in attendance was District Administrator Richard Yurko. In attendance from the West Virginia Kiwanis Key Club Committee was Division 2 Mary Blaker. Guests in attendance were Immediate Past Governor Philip Mickinac, Immediate Past Secretary Jayson Hamrick, Immediate Past Lieutenant Governor Stephen Scott, and Jan Romain.

- At 8:10AM the meeting was called to order by Governor Kersting.
- We then began the meeting with an update by the executive committee given by Governor Kersting.
 - ◊ The executive committee has been working on a guide to give to each Lieutenant Governor at the August Board meeting.
 - ◊ They are setting up a video chat for late September.
 - ◊ To advertise the video chat a flier will go in the back to school mailing and a Facebook event will be created.
- The District Project Chair Abbott gave a report on the progress of the District Project Committee.
 - ◊ The committee has researched the Ronald McDonald House Charities in West Virginia and are setting up a conference call meeting with the three directors.
 - ◊ After the conference call the committee will work on a layout for the awards.
- Next, an update from the Membership Growth/Development committee was given by District Project Chair Abbott, a member of the committee.
 - ◊ A presentation is being created on membership and is in the rough draft stage.

- Special Activities Director Alatis, chair of the Theme and Major Emphasis Committee, gave a committee report.
 - ◊ A PowerPoint Presentation has been created to explain the Theme and Major Emphasis Program.
 - ◊ The committee has asked everyone to write an article on the Children's Miracle Network in their July newsletter.
 - ◊ Since November 17th is World Prematurity Day, the committee will be working on some type of fundraiser for March of Dimes in honor of this day during Fall Rally.
- Convention Promotion Chair Assaley gave an update from the Convention Committee.
 - ◊ The committee has put together a packet of possible keynote speakers and entertainment which have been submitted to Administrator Yurko and Governor Kersting.
 - ◊ The committee will be putting together a newsletter after the August Board Meeting.
- Next, the chairs of the Public Relations Committee, Bulletin Editor Jesmer and Communications Chair Foliol, gave a committee report.
 - ◊ The Public Relations PowerPoint and Handbook are almost complete.
 - ◊ The committee would like to propose a Twitter account for the Board,
 - At the August Board Meeting a formal proposal will be presented to the Board.
- The Kiwanis Family Chair Romain, gave an update from the Kiwanis-Family Relations Committee.
 - ◊ The committee asked for approval to make a Kiwanis Family Faceboook page.
 - It was approved.
 - ◊ The committee members are finalizing the Kiwanis Family Relations PowerPoint for Lieutenant Governors.
 - ◊ They are looking for a personal way to be in contact with the different branches of Kiwanis.
 - ◊ The committee has been working on a brochure to promote the Kiwanis PB&J (Parents, Buddy, and Join) Program.
- The final committee, New Club Building/Reactivation Committee, had chair Secretary Sears give a committee report.
 - ◊ The committee met before the meeting to discuss the list of potential new Key Clubs in West Virginia.
 - ◊ The updated list will be sent out shortly after International Convention.
 - ◊ Robert C Byrd High School Key Club has been reactivated.
 - ◊ Fairmont Senior High School Key Club has not yet been reactivated, but are working to reactivate it.

- Administrator Yurko made announcements.
 - ◊ The template for bios for the website will be sent out shortly and Board members need to fill them out and return by the deadline.
 - ◊ Kiwanis District Convention will be at Pipestem the second weekend of August and if you are interested in attending please Email Administrator Yurko.
 - ◊ Dues will be changing; the changes will be discussed at the August Board Meeting.
 - ◊ Governor Kersting will be revising the committee directives
 - ◊ Board members will have new Kiwanis counterparts in October
 - ◊ All letters need to be sent to Administrator Yurko before they are sent out.
 - ◊ July newsletters are due on the 15th.

- Administrator Yurko opened the floor to the adults present to any other announcements or advise.
 - Mrs. Romain advised the Board to remember to get information out as soon as possible
 - Ms. Blaker let the Board know she would be willing to proofread for committees.

- With no further business to discuss the meeting was adjourned at 8:36am by Governor Kersting.

Erin Sears

Erin Sears

2012-2013 West Virginia District Secretary

August Board Meeting of the West Virginia Board of Trustees

The West Virginia District Board of Trustees met on August 25 and 26 of 2012 in Bridgeport, WV at the Best Western. In attendance were Governor Haden Kersting, Secretary Erin Sears, Treasurer Jennifer Mangano, Bulletin Editor James Jesmer, and Governor's Administrative Assistant Taylor Nicholas. Lieutenant Governors in attendance were Morgan Goff, Paul Fernandes, Maddie Minor, Brooke Clemons, Nicole Hegele, Morgan Huff, Alex Adkins, Kahlen Browning. Also present was Special Activities Director Katarina Alatis, District Project Chair Morgan Abbott, Convention Promotion Chair Amanda Assaley, Kiwanis Family Chair Katelyn Romain, Communications Chair Francesca Folio and Presidents' Liaison Sean Snider. Administrator Richard Yurko, International Trustee Yein Ha, Kiwanis Governor John D. Kyle, and Kiwanis Designate Governor Connie Baker, and Kiwanis Governor Elect were in attendance as well. Members of the Kiwanis Key Club Committee present were Tina Larch, Mary Blaker, Sherry Charles, Shirley Keen, Daniel Savage, and Jane Laraba. Ben Goldberg was a guest present.

- The meeting was called to order at 11:07am by Governor Kersting.
- Governor Kersting led the Board of Trustees in the Pledge to the Flag.
- LTG Huff led the Key Club Pledge.
- LTG Alex Adkins gave the invocation.
- Governor Kersting led the Board in an icebreaker.
- International Trustee Ha gave her international board report.
- Governor Kersting entertained a motion to approve the April Board of Trustee meeting minutes.
 - LTG Minor moved to approve the April Board of Trustee meeting minutes.
 - Bulletin Editor Jesmer seconded the motion
 - The floor was opened for discussion.
 - Since there was no discussion, a vote was taken.
 - The voted passed.
- Governor Kersting entertained a motion to approve the International Convention Board of Trustee meeting minutes.
 - LTG Minor moved to approve the International Convention Board of Trustee meeting minutes.
 - Bulletin Editor Jesmer seconded the motion.
 - The floor was opened for discussion.
 - With no discussion, a vote was taken.
 - The motion passed.

- Governor Kersting entertained a motion to install Ben Goldberg as the LTG of division 4.
 - LTG Hegele moved to install Goldberg as LTG of division 4.
 - LTG Huff seconded the motion.
 - The floor was opened for discussion.
 - The floor was closed.
 - A vote was taken.
 - The motion passed.
- The executive committee, committee chairs, and president's liaison gave their oral board reports.
- The board broke for lunch at 12:18 pm.
- The meeting resumed at 1:18 pm with oral board reports from LTGs.
- At the conclusion of the board reports, Administrator Yurko thanked the board for their dedication to serving and encouraged them to continue with the same dedication as the school year begins.
- Next, the board announced divisional training conferences for each division.
 - Division 1 will be held September 15 or 16.
 - Division 2 will be held September 23.
 - Division 3A will be held September 23.
 - Division 3B will be held September 15.
 - Division 4 has not been scheduled due to scheduling conflicts.
 - Division 7 will be held September 23.
 - Division 9 will be held September 15.
 - Division 10A will be held September 22, 23, or 29.
 - Division 10B has not been scheduled but is in the process.
- Administrator Yurko reminded all Board members they were welcome to go to travel to other divisions when invited but must have authorization from him before going.
- Governor Kersting briefly reviewed the purpose of divisional training conferences and emphasized relaying committee information to the officers during this time.

- Administrator Yurko explained the importance of committees and reminded committees to work together as a team to accomplish the directives and have a successful year.
- The board then broke into committee meetings. During this time the executive, district project, theme and major emphasis, and Kiwanis Family committees met.
- At 2:54pm the board came back together and committee chairs gave reports.
- Governor Kersting, chair of the executive committee, gave the executive committee report.
 - The executive committee will be holding a videochat for all club officers on September 26, 2012 through Tinychat.
 - During the chat, the committee will cover the topics of dues, membership growth, agendas, and conventions.
 - Flyers will be put in the back-to-school mailing.
 - The video chat will be tested on Wednesday August 29, 2012.
 - The committee will be creating a strategic plan. Ideas for the plan need to be submitted to Governor Kersting by Wednesday September 5, 2012.
- District Project Chair Abbott gave the report of the District Project Committee.
 - Committee members handed out an informational packet which included the
 - The committee is working to edit and finalize the District Project Handbook.
 - The committee is working with the three Ronald McDonald Houses to create a plan to divide the clubs between the houses.
 - The board discusses the different options for division.
 - It was recommended to have clubs pick one house, report back to District Project Chair Abbott which one they picked, and stick with it for the whole year.
- Special Activities Director Alatis gave the report from the Theme and Major Emphasis Committee.
 - In the back-to school mailing, the committee will send out one of their five newsletters.
 - The committee has set a goal for the district to raise \$8,000 for The Eliminate Project and created a slogan for the goal: “8 for Elimin8.”
 - The committee has created a PowerPoint presentation and Word document for district trainers.

- International Trustee Ha reminded Board members to check and make sure logos say “The Eliminate Project” before using it.
- Next, the report from the Kiwanis Family was given by Kiwanis Family Chair Romain
 - The committee has finalized the Newsletter for the back-to-school and the Prezi Presentation
 - They will be creating a brochure for Kiwanis to be handed out to parents at PB&J events
 - The committee stressed to the board to encourage the Kiwanis Family Facebook Page, write about the Kiwanis Family in newsletters, and encourage Kiwanis Family events.
 - Circle-K has invited the Board to their Fall Rally at West Virginia Wesleyan College on October 12-14th.
 - If planning to attend, Administrator Yurko must give authorization to travel.
- The board then broke into the second committee meetings. During this time the membership growth/development, new club building/reactivation, public relations, and convention committees met.
- The meeting resumed at 4:35 p.m. with the committee reports.
- Treasurer Mangano started off the reports with the Membership Growth/Development Committee.
 - The PowerPoint Presentation and Newsletter are finished, and they are working on completing the Handbook and letter.
- New Club Building/Reactivation Committee report was given by Secretary Sears.
 - The committee has created a resource to help the Board understand club building and reactivation.
 - When necessary, an update will be sent out on the progress of the district with club building and reactivation.
 - The new potential club list has been distributed to the board through email and is located in the binders for this meeting.

- Co-chairs of the Communication Committee, Bulletin Editor Jesmer and Communications Chair Folio gave their committee report.
 - The committee has finalized their PowerPoint, Handbook, schedule of articles for the Kiwanis publication, and Guidelines for a West Virginia District Twitter account.
- Convention Chair, Amanda Assaley, gave the report from the Convention Committee.
 - For this year's district convention, the committee has recommended a spy/secret agent theme "Licensed to Service." As for entertainment, they recommend we book Bil Lepp. The Board will apply for a Youth Opportunities Fund grant to make fleece blankets for the service project.
 - The committee will be placing the survey for District Convention in the Convention Packet that schools receive at the beginning of convention.
 - There will be a food drive at registration of District Convention.
- A ten minute break was given at 4:49 p.m.
- Governor Kersting and International Trustee led the Board in a leadership activity when the board meeting began again at 5:00 p.m.
- Following the leadership activity, Treasurer Mangano gave an update on membership and dues.
 - Key Club International is in the process of creating a new membership center but it will be ready in time to receive awards for dues.
 - In order to receive the Early Bird Packet dues must be processed by November 15th.
 - In order to receive to get points on the end of the year achievement award dues must be processed by October 15th.
 - December 1st is the final date for dues.
 - Treasurer Mangano reminded Lieutenant Governors to explain to clubs that members can be added all year long.
 - The money collected for dues provide services for the clubs such as insurance.
- Administrator Yurko let the board know that if financial problems occur to let him or other Kiwanis members on the Key Club Committee know.

- Governor Kersting revealed the Governor's Project for this year.
 - The project will be the S.E.E.D. project which stands for Students Enriching Educational Development.
- Special Activities Director Alatis brought a proposal to have a Special Activity for each month, October thru March.
 - October - Trick-or-Treat at a local hospital
 - November - Kiwanis Family nursing home visit.
 - December - Hospital caroling
 - January - Read to children
 - February - Valentine's Project to benefit The Eliminate Project
 - March - A project to benefit the March of Dimes
- Governor Kersting entertained a motion to approve the special activities of the month with certificates of recognition given to clubs who participated at the end of the year.
 - Kiwanis Family Chair Romain so moved to approve the motion
 - LTG Adkins seconded the motion
 - A vote was taken and passed.
- District Project Chair Abbot presented a District Project report
 - The District Project Committee will recommend a Ronald McDonald House for each club to work with and the clubs can respond as to which Ronald McDonald House they are choosing to work with for the year.
- Governor Kersting discussed Key Club Week for this year
 - Key Club Week will be November 5th thru 9th.
 - A guide can be found on the International Key Club Website.
 - Lieutenant Governors should be sure to mention it at their Divisional Trainers
 - Governor Kersting will work to get a Proclamation of Key Club Week from the Governor of the State of West Virginia.
- Governor Kersting then discussed the Youth Opportunity Fund
 - The deadline for applications is October 15th.
 - All clubs are welcome to apply so spread the word.

- With no other business for the night, Administrator Yurko gave his closing comments.
 - Be sure to recognize the Kiwanis Key Club Committee members who support the Board.
 - Board t-shirts will be handed out this evening.
 - Meeting adjourned for the evening at 6 p.m. by Governor Kertsting.
-
- The meeting was called back to order on Saturday, August 26th at 8:30 a.m. by Governor Kersting.
 - LTG Browning led the Board in the Pledge to the Flag followed by Key Club Pledge led by Special Activities Director Alatis.
 - District Project Chair gave the invocation.
 - Kiwanis Family Chair Romain began the meeting by showing the Board a Prezi Presentation about the Kiwanis Family that Lieutenant Governors can use at their District Trainers.
 - The presentation can be found at <http://prezi.com/8sywvbpzjw/kiwanis-family/>
 - Administrator Yurko discussed the upcoming Kiwanis Family Conference.
 - The conference is held in November in Black Mountain, NC.
 - If interested in going or know of any member who would be interested let Dink know by October 10th.
 - The meeting continued with Administrator Yurko speaking about Fall Rally
 - Fall Rally will be November 17th thru 18th in Charleston, WV.
 - The cost will be the same as last year.
 - Board members should begin publicizing it in newsletters and throughout their districts.
 - There will be a Board meeting the Friday evening before it begins.
 - Special Activities Director Alatis brought to the Board's attention that Fall Rally falls on World Prematurity Day, so we should do something special to celebrate it.
 - Special Activities Director Alatis will come up with a plan and send it to Administrator Yurko.

- Convention Chair Assaley led the board in the discussion of District Convention.
 - The discussion began with the recommendation for the theme from the Convention Committee.
 - The recommendation from the committee was "Licensed to Service" a spy theme.
 - Convention Chair Assaley moved to accept the recommendation from the committee.
 - LTG Goff seconded the motion.
 - The floor was opened for discussion.
 - After some discussion, the floor was closed and a vote was taken which passed.
- Then, Convention Chair Assaley put forth the recommendation for the entertainment from the Convention Committee.
 - They have recommended Bil Lepp.
 - LTG Minor moved to accept Bil Lepp as the entertainment for District Convention.
 - LTG Huff seconded the motion.
 - The floor was opened for discussion.
 - After some brief discussion a vote was taken and passed.
- Next, the recommendation for the forums was placed before the Board by Convention Chair Assaley.
 1. President and Vice President
 2. Secretary, Editor, and Treasurer
 3. ICON
 4. Swap Shop
 5. Key Club 101 and Kiwanis Family
 6. Communication/Working with Adults
 7. Dancing with the Board
 8. Public Speaking
 9. Eliminate
 10. Preferred Charities
 11. Maximize Your Potential
 12. College/Circle K
 13. Icebreakers
 14. District Board

15. Fundraising

16. Membership Recruitment

- Convention Chair Assaley moved to accept the list of forums.
 - LTG Adkins seconded the motion.
 - The floor was opened for discussion.
 - After much discussion, the floor was closed and a vote was taken which failed.
- Convention Chair Assaley moved to adopt the list as amended from discussion.
 - District Project Chair Abbott seconded the motion.
 - The floor was opened for discussion.
 - After a bit of discussion, the floor was closed and a vote was taken which passed.
- A break was taken at 9:42 a.m.
- The meeting continued at 9:58 a.m. with an explanation of add selling by Administrator Yurko.
 - A half of a page sells for \$75 and a whole page sells for \$100.
 - Administrator Yurko proposes to add a page where people could have their names placed in the program for \$25 which was excepted by the Board.
- Next order of business was to schedule the forums and assign people to lead them which was led by Convention Chair Assaley.
 - 8:30 a.m.
 1. President and Vice President - Governor Kersting and President's Liaison Snider
 2. Secretary, Editor, and Treasurer - Secretary Sears, Editor Jesmer, and Treasurer Mangano
 3. Key Club 101 - LTG Clemons, Special Activities Director Alatis, International Trustee Ha, and Convention Chair Assaley
 4. District Board - LTG Hegele, LTG Goff, LTG Tolliver, LTG Browning, and LTG Huff.
 - 9:30 a.m.
 1. Dancing with the Board - LTG Goldberg, Bulletin Editor Jesmer, District Project Chair Abbott, Governor's Administrator Assistant Nicholas, and Convention Chair Assaley

2. Public Speaking/Communication – LTG Minor, Communications Chair Folio, and International Trustee Ha
 3. College/Circle K – Circle K Governor, Mrs. Dean, Kiwanis Family Chair Romain, and LTG Adkins
 4. Swap shop/ Fundraising – President's Liaison Snider, LTG Clemons, LTG Browning, and LTG Hegele.
- 10:30 a.m.
 1. ICON – Governor Kersting, LTG Adkins, and LTG Clemons
 2. Eliminate – LTG Minor, International Trustee Ha, and Special Activities Director Alatis
 3. Icebreakers – Bulletin Editor Jesmer, LTG Fernandes, LTG Goff, District Project Chair Abbott, and LTG Gustavel
 4. Kiwanis Family/Working with Adults – Kiwanis Family Chair Romain, LTG Hegele, LTG Huff, and LTG Browning
 - 11:30 a.m.
 1. Membership Recruitment - Treasurer Mangano, LTG Goldberg, LTG Fernandes, and LTG Tolliver
 2. Bullying - LTG Huff, Convention Chair Assaley, Governor's Administrative Assistant Nicholas
 3. Preferred Charities - Special Activities Director Alatis, LTG Browning, LTG Gustavel, and LTG Adkins
 4. Maximize Your Potential/Saying Goodbye to Those Uh-Oh Moments – District Project Chair Abbott, Communications Chair Folio, International Trustee Ha, Secretary Sears, and Governor Kersting
- Convention Chair Assaley will be sending out information on how the committee sees each forum running.
 - Administrator Yurko wants Board members to get together between now and Fall Rally and create a plan for each forum.
 - Convention Chair Assaley informed the Board of the details of the food drive at District Convention.
 - The food will be collected at the beginning of District Convention.
 - There will possibly be an award at the luncheon.

- Following the details on the food drive, Convention Chair Assaley explained the new service project.
 - Instead of the blankets, people will make a mat out of plastic shopping bags for the homeless.
- Administrator Yurko inquired about the format of convention.
 - The Board agreed it should be kept the same.
- The Board took a one minute stretch break.
- The meeting continued with Bulletin Editor Jesmer giving out article assignments for the next Key Connection.
 - Articles are due September 8th.
- Communication Chair Folio began the discussion of a West Virginia District Twitter account.
 - The Communication Committee created bylaws for the use of the Twitter account which Communication Chair Folio went over.
- Bulletin Editor Jesmer moved to make a Twitter account with the bylaws created by the Communication Committee.
 - LTG Adkins seconded the motion.
 - The floor was opened for discussion.
 - After some brief discussion, the floor was closed for discussion and a vote was taken which passed.
- Governor Kersting stressed sending in Monthly Report Forms to him, Administrator Yurko, Assistant Administrator Dean, and Kiwanis counterpart.
- Administrator Yurko and Governor Kersting went over Divisional Training Conferences
 - Each LTG must hold one and have an agenda
 - Board members must dress Business Professional, but officers may dress casually.
 - If any Board member wants to go to another division, they must first get authorization from Administrator Yurko.

- Administrator Yurko set the club spotlight schedule for the website.
 - September - Parkersburg High School
 - October - Notre Dame High School
 - November - Weir High School
 - December - Liberty Raleigh High School
 - January - Princeton High School
 - February - Oak Glen High School
 - March - University High School
- With no further business to conduct, the adults gave final remarks.
- Governor Kersting adjourned the meeting at 11:46 p.m.

Erin Sears

Erin Sears

2012-2013 West Virginia District Secretary

KEY CLUB

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West Virginia District Key Club



2012-2013
Public Relations Handbook

Introduction

On behalf of the West Virginia Key Club District and the Public Relations Committee, I am pleased to present this Public Relations Booklet. The purpose of this booklet is to give you and your Key Club suggestions and guidelines in the area of public relations. Sometimes Key Clubs have difficulty spreading the word about events and activities taking place in their home club. The suggestions and samples in this booklet will assist you in achieving your goals in the area of public relations.

This booklet is designed to assist you in interacting with the media, community, and faculty. You are encouraged to use the ideas and suggestions in this booklet as frequently as possible.

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Publicity

To get your club name out use these six suggestions.

1. Institute a Member Recognition Program. There are certificates and recognition awards available on the Key Club website www.keyclub.org
2. Encourage members to wear their Key Club Member pins. If you have members wearing their pins, others may want to join the trend.
3. Create Club T-shirts that depict your club's commitment to service. The Key Club website offers great deals on T-shirts and other apparel that are affordable and attract attention.
4. Sponsor a membership banquet. This is a great way to get the community informed on what your club is doing. Also do not forget to invite your Kiwanis club because they would love to know what Key Club is up to.
5. Produce an informative club newsletter. Let your school know what a great organization Key Club is and the service we do. Also always invite them to come to the meetings.
6. Acknowledge individuals who help you get involved, and aid you in your success. Send out thank you cards and/or letters to those who have helped your club with a project. Sponsors will take you more seriously and will be happy to work with you again.

Also be creative! Posters and flyers can me extremely effective Always consider your audience and select an appealing message to present to them. On your posters and flyers use eye-catching color schemes, logos that distinguish your club, and large headlines or teasers that will attract attention.

Public Relations Campaign

The goal of public relations is to change individual attitudes toward a particular issue and to establish a positive image over a long period of time. Public relations must speak to a particular group of "public" rather than a random audience. A long-term effort is necessary for a public relations plan to work. Your time, effort, and commitment will result in a positive image for your Key Club at your high school and community.

For Public Relations Planning follow these five steps:

1. **Organize** a public relations team, which includes individuals from several publics such as a faculty advisor, Kiwanis advisor, and Key Club members from various grades.
2. **Establish** goals for the year, which describe what you hope to accomplish with this plan. Consider the public relation challenges your club has faced, identify the publics you want to reach, and determine the image you want to develop.
3. **Create** an agenda for the public relations campaign. Brainstorm strategies and program ideas that will have the greatest public relations impact and help your club achieve its designated goal.
4. **Specify** the individual responsible for each task and a timetable for completion. Delegate responsibilities and create an implementation calendar.
5. **Evaluate** whether the goal was achieved, the reaction of the various publics, and improvements that must be made in the future.

Establish a public relations team and set three goals to improve your club's image!

Public Relations Planning Form

This form is designed to assist your club in planning a yearlong public relations campaign. The public relations team should complete this form by identifying goals, obstacles, strategies, a timeline, and evaluation.

- Specify public relations goals for the year.
- How will you measure success for achieving each goal? (money raised, number of goods collected, number of participant or persons served?)
- Who are the target audience?
- What obstacles exist that hinder you from achieving your goal?
- Specify public relations strategies to achieve your goal (consider events, co-sponsorship, publicity tools, and media interaction).
- Specify a timeline for implementation of public relations plan (establish deadlines and specify the individuals responsible for each task of the public relations plan).
- Evaluate the effectiveness of public relations plan.

The news business is structured around deadlines. At a certain point, newsgathering must stop, and printing and broadcasting begin. Find out convenient times to contact the editors or reporters with whom you work and determine their preferred method of communication (e-mail, phone, or fax).

The feasibility of featuring your story on a given day in the media will depend on what unpredictable events may occur that day. There are many reasons why your story may not have been used. Perhaps the story did not have enough news value, or news of higher priority filled all the available space or airtime that day. Maybe you submitted your material in a difficult or unusable form. Illegible, incomplete, or poorly organized stories often will be set aside.

To establish relations with the local media do the following:

- Identify every newspaper, community magazine, radio station, television station, and cable system that reaches your community. Then develop a list of editors and news directors with addresses, telephone and fax numbers , and useful information such as deadlines. Call each media outlet to verify names, titles, and phone and fax numbers.
- Set up an appointment to meet with editors, news directors, and/or reporters. During this meeting, your goal is to find out how you can best serve the news professionals and help them do their jobs. The following list of questions will help you learn how the news media functions and how they prefer to interact with you.
 - Would you prefer a news release?
 - Who screens incoming news releases?
 - How do you want to receive Key Club news?
 - Do you want a fax or telephone calls in advance of the event?
 - Do you want pictures?
 - Will you send a photographer or camera operator?

Eight Things to Remember About the Media

1. *Be persistent but do not be a pest.* Members of the media often are hard to reach, not disinterested. Follow up with items you have sent to them.
2. *Be consistent.* Reinforce the same messages over and over.
3. *Be concise.* Keep things short and simple when you write or call the media. Be able to describe the story in three sentences.
4. *Repeat everything.* The person on the receiving end of the message may not have gotten it all.
5. *Keep your eye out for good stories.* What social issues have been in the news in your community? Do you have a project that is addressing that issue in some way?
6. *Think in terms of pictures.* Television reporters will be interested only if there is a good visual image to accompany the story. Send in photographs of your club in action.
7. *Remember their deadline.* Learn to operate within the media's deadline.
8. *If you do not know the answer to a question do not answer it.* Promise to call them back when you find out the answer.

News Releases

News releases provide the who, what , where, when, why, and how to the local media. The most important information should appear in the first two paragraphs. Information of lesser relevance should follow.

- When writing a news release keep in mind:
- News writing is stark. Sentences and paragraphs should be short and everyday language must be used.
- Keep the news release to one page.
- Double-check names, spellings, and numbers.
- Mention important individuals who will be at the event.
- Distribute news releases to all media sources so they can all use the story on the same day. Try to reach the news media on "light news days" such as Sundays.
- Place contact person's name and telephone number at the top of your letterhead.
- Include the date and release time for the story. Write a short headline, which sums up the news release contents.
- Include photographs with advance and follow-up news releases. Identify all the essential facts in a caption that identifies the picture. People in the photograph should be identified from left to right, with all names spelled correctly.

Sample News Release

Date
Contact Person
Address
City, State, Postal Code
Telephone
E-mail

High School Principal declares Key Club International Week!

(Name of School) Principal, (insert name), announced this week that (a week in November) will be Key Club International Week. This week is dedicated to the ideals of service and leadership that Key Club International exemplifies at our schools and within our communities.

During Key Club International Week, the Key Club of (name of school) will sponsor the following events: (insert events).

Key Club International is the world's largest high school organization with clubs in more than 4,800 schools worldwide. With a unified membership of over 243,000 students, Key Club prides itself on its unequalled commitment to community service.

Students and members of the community are invited to join the spirit of service by participating with the Key Club of (name of school) during the (insert name of event). If you or anyone you know would like to get involved, please call, email, or write to (insert name of a designated person who will work things out with those people who are interested).

Sample News Release 2

Date
Contact Person
Address
City, State, Postal Code
Telephone
E-mail

The Key Club of (name of school) is offering its service to the community, according to club president (name of president). This year, the club served the community through such activities as (insert completed projects and if possible, **very** brief descriptions).

"Our Club would like to target our service efforts toward the most important local needs," (name of club president / last name) said. "Therefore we need the input of the community to decide what type of projects to plan." The club is willing to assist school staff, residents, and the rest of the community as it attempts to make campus and community improvements. If members of the community need volunteers, they should contact (insert name, address, telephone number, and e-mail address of a designated person who will work things out with those who are interested).

As a sponsored program of Kiwanis International, Key Club International is fortunate to have the resources of Kiwanians in the community to foster the atmosphere of service.

Key Club International is the world's largest high school service organization with clubs in more than 21 nations all over the world. With a unified membership of over 243,000 students in more than 4,800 schools worldwide, Key Club prides itself on its unequaled commitment to community service and leadership development.

Sample District Convention Release

Date

Contact Person

Address

City, State, Postal Code

Telephone

E-mail

The Key club of (name of school) will be attending the annual West Virginia Key Club District Convention (date of convention). Once again, it will be held at the Marriot Hotel located in Charleston, West Virginia.

The District Convention is the summation of one Key Club year of service. At this convention, club members will participate in interactive forums on vast topics ranging from a Kiwanis Family informational forum to an idea swap-shop forum. In addition, they will partake in an awards ceremony and informational luncheons. They will also have the privilege of listening to speakers from all around the United States.

There will also be plenty of opportunities for Key Club members from around West Virginia to meet and associate with each other. There will be a Meet and Greet session upon arrival, and a dance will be help on Saturday night.

The crowning moment of the weekend will be the election of new officers. Each club will select two delegates who will be responsible for voting candidates for the 2013-2014 District Board of Trustees, and on Sunday morning the 2012-2013 District Board will be retired.

This weekend is a great experience for Key Clubbers to learn new methods to strengthen their clubs for the upcoming Key Club year. They will learn to utilize leadership skills as well as how to effectively promote their cause to others. There will be an awards ceremony in which clubs receive their well-earned awards for their dedicated hard work from the previous year. Congratulations to the Key Club of (name of school).

Sample International Convention Release

Date

Contact Person

Address

City, State, Postal Code

Telephone

E-mail

The Key Club of (name of school) attends an internationally recognized convention!

The Key Club of (name of school) just came home from Key Club International Convention in (location of convention) from (dates of convention). Key Club International Convention is an annual event that gathers key clubs from all over the United States and even in international countries.

"I had a blast at the convention! It was great to see so many kids who were my age who wanted to actually make a difference in the world. It's great to know that I'm part of such a great organization," said Mary Sue, a member of the (name of school) Key Club.

Key Club International is the world's largest high school organization with clubs in over 4,800 schools worldwide. There are over 243,000 students who are part of this amazing organization. Key Club is proud to provide unmatched community service.

The Key Club of (name of school) would like to invite you to be a part of this amazing experience and seeing what service is all about at (name of event and dates). This event is open to the public. If you or anyone you know would like to learn more about Key Club or this event, please contact (insert name of designated person who will be willing to talk to those people and their contact information).

Sample Public Service Announcement

Date
Contact Person
Address
City, State, Postal Code
E-mail

Dear Public Service Director:

The Key club of (name of school)
Chartered in (insert year), the Key Club of (name of school) has a current membership of (number of members) students that actively participate in weekly meetings, service projects, and fundraisers. The club meets regularly on (date and time) at (location).

Service Focus

While each club chooses its own service activities, Key Club International encourages each club to conduct service projects throughout the year. "Children: Their Future, Our Focus!" is the Major Emphasis Program of Key Club International. This program is dedicated to the personal and social development of tomorrow's leaders.

Service ... Key Club Style!

The Key Club of (name of school) will be sponsoring (insert project name) as one of its "Children: their Future, Our Focus!" Major Emphasis Programs. (Include a brief description of scheduled event.)

Kiwanis International

As a sponsored program of Kiwanis International, a local Kiwanis Club sponsors each Key Club. The Kiwanis Club of (insert name) sponsors the Key Club of (name of school).

Letter to Faculty and Administrators

Name and Title

Date

School Address

Dear (insert faculty member's name),

On behalf of (name of school) Key Club, I want to invite you to take advantage of our service organization that claims more than 4,800 clubs in over 21 countries all over the world. Key Club International is sponsored by Kiwanis International and has a unified membership of more than 243,000 students. Locally, our club has participated in many community service projects—(briefly describe projects you have done.)

Not only does our club get involved in the community, we also motivate other students to accept the responsibility of making a change in the world and becoming more engaged in the issues facing our community.

Our club is looking forward to an active and productive year. We are committed to supporting our school and community . In addition, we would like to assist the faculty and administration when the need for volunteers arises. If you need assistance with research testing field projects, recycling pickup, ushering, orientation ceremonies, or anything else, please contact me (insert telephone numbers) to arrange a time in which we may discuss our Key Club's involvement in your project.

Thank you for all that you have done for our school. Your dedication is extremely appreciated. Our club wishes you the best of luck with the remainder of the semester .

Yours in Service,
(insert name), Club President
(name of school), Key Club

Email Communication

Emailing has become a more convenient form of communication for many businesses. You may choose e-mail for reminders, confirmations or as a means of communication with media personnel, Key Club officers, advisors, or Kiwanis liaisons. Always remember that your e-mail should be concise, to the point, and informative.

When sending an e-mail remember the following:

Stay away from exaggerated punctuation. Too much or too little could be misread.

- Address the reader and say what needs to be said in a direct way.
- Always include:
 - Name
 - Title
 - Organization
 - Address
 - Phone Number
 - E-mail
- Place an appropriate title in the subject line so the reader does not confuse it as junk mail.
- Remember that an e-mail is easily forwarded. Do not send anything you do not want others to read.
- Always proofread and edit before you hit the send button.
- Also, if you are looking to include a file in an email, make sure it has been attached before sending the message.

New Ways Of Communication

Facebook

- **Where?** www.facebook.com
- **How it Helps?** It can serve as simple communication to marketing your club to anyone who stumbles upon it. Creating a club group offers an easy way to plan service projects, brainstorm ideas, or ask for advice from other members.

Twitter

- **Where?** www.twitter.com
- **How it Helps?** Keep club members who couldn't attend a service project informed about what's going on. Let others interested in your club, project, or school follow your progress.

YouTube

- **Where?** www.youtube.com
- **How it Helps?** Share your story for free through video as well as writing. Make a short video of your club members in action at a major service event or make a commercial advertising what you will be up to next. Be sure to post videos of your club's projects on your Facebook page as well.

Key Club Websites

The Key Club International and Kiwanis International websites are great resources full of helpful information for your club. Check them out today!

- Key Club International Website: www.keyclub.org
- West Virginia Key Club Website: www.wvkeyclub.com
- Kiwanis International Website: www.kiwanis.org
- West Virginia Kiwanis Website: www.wv.kiwanisone.org

Always remember when posting anything online NEVER write personal information such as phone numbers or addresses.

Promotional Tools

Promotion increases public understanding of Key Club's community-service role and heightens public awareness of programs and contributions made the club. When creating a promotional campaign consider your audience, the message you want to present, and how you can best get through to your audience. Listed below are strategies to promote Key Club at your high school and within the community.

Posters and fliers: Use eye-catching colors, identifying logos, and a large headline or teaser that will attract attention.

Ads: Paid ads can be expensive, however if you want to publicize a big event a display ad may be worth the price. Ask if complimentary ads are available for nonprofit organizations. Keep the message brief and clear including the five W's (who, what, when, where, and why). Also make sure the final artwork and text are clear and clean.

T-shirts: Conduct a contest for the best T-shirt that represents the ideals of Key Club.

Banners: May be hung inside or outside school buildings.

Checklist and Timeline

The time line your club develops for event promotion will vary according to the type of event you are having and the individuals involved in the project. The more "publics" or groups you want to educate about a program, the more time you should allow for event promotion.

Use the following marker dates during event promotion:

6 Months Prior to Event

- Allocate money for event's promotion.

3 Months Prior to Event

- Identify event's target audience.
- Determine message you want to present.
- Determine the desired response to publicity effort.
- Brainstorm and specify publicity and public relations strategies to be used.

2 Months Prior to Event

- Compile a media resource list.
- Invite faculty, administration, and Kiwanis club to participate, if applicable.

1 Month Prior to Event

- Distribute major recruitment pieces (posters, fliers, newspaper ads).
- Invite campus photographers and videographers to participate and film the event.

3 Weeks Prior to Event

- Continue distributing fliers, ads, and posters.

2 Weeks Prior to Event

- Release public service announcements.
- Distribute more posters and fliers.
- Disseminate table tents.
- Advertise in the newspaper.

1 Week Prior to Event

- Send media advisory to media.
- Follow up with local media to verify that they have received the advisory.
- Finalize with photographers their responsibilities and locations that should be covered.
- Distribute more posters and table tents.
- Advertise in the newspaper.

Day of Event

- Distribute news release to media.
- Confirm needs of photographers.
- Greet members of the media and escort them to the project.
- Monitor radio and TV to see if the story was used.
- Advertise in the newspaper.

Within 2 Weeks After the Event

- Monitor local newspapers for coverage.
- Fax news release to media that did not attend the event (day after event).
- Forward thank-yous to the media and special participants for their involvement with the event.

Key Club Facts

Mission Statement

Key Club is an international student-led organization which provides its members with opportunities to perform service, build character, and develop leadership.

Values

Leadership, Character Building, Caring, and Inclusiveness.

Vision

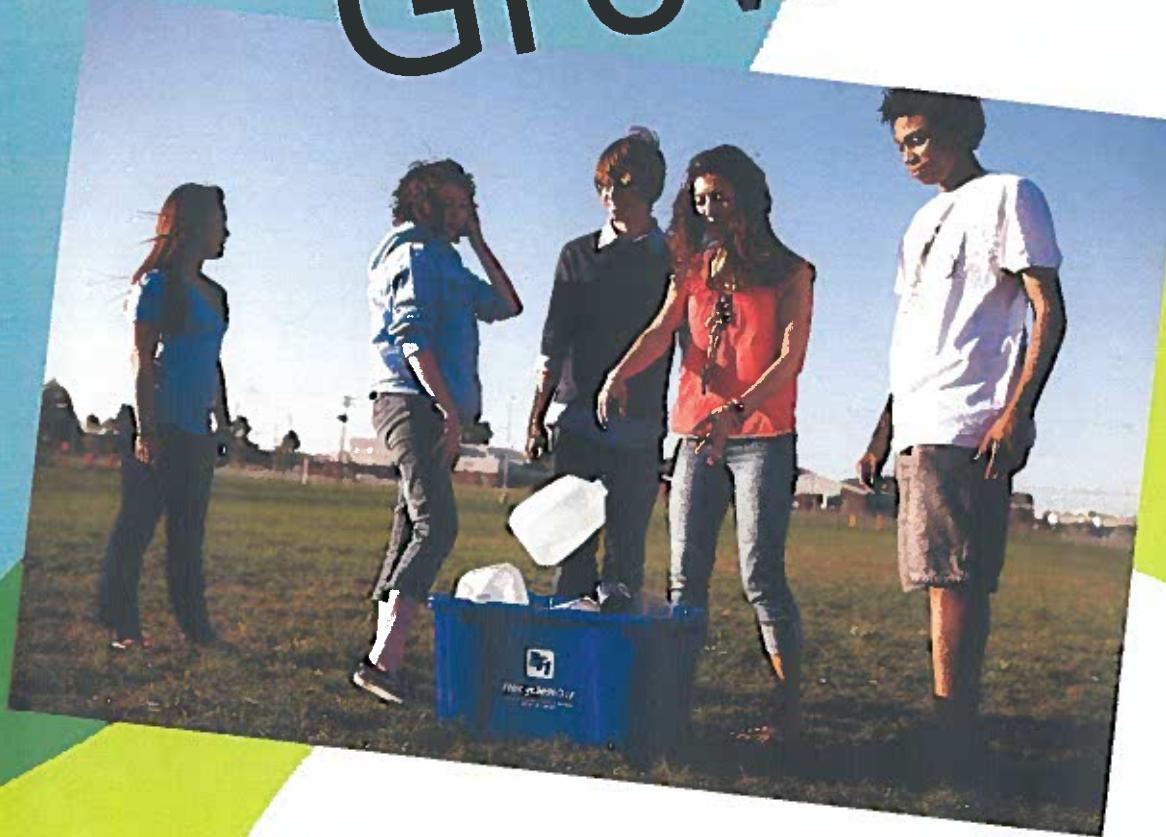
To develop competent, capable and caring leaders through the vehicle of service.

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.

KEY CLUB®

Membership Growth



By the West Virginia Key Club District

Membership Growth/Development Committee 2011-2012

This handbook contains several resources that will help you in growing and strengthening your club. The most important component of Key Club is the member and this packet will assist you in your quest to further your potential as a club by expanding it. We hope that you enjoy this handbook and find it is extremely useful. Thank you for your time and anticipated cooperation with all that this magnificent year has to come!

-2012-2013 Membership Growth
and Development Committee

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Reel them in...

Personal Promotion

One key to membership growth is *pride*.

When people see excitement for Key Club, they get interested!

Here are some tips for individuals promoting Key Club socially...

1. If someone asks you about Key Club, explain!

Of course, try not to be annoying, but “Oh it’s this service thing...” won’t gain much interest. An example of a good response could be, “It’s an international organization for high school students to help out their community and world.”, but add your personal experience, and try to seem proud to be a Key Clubber, as long as you’re authentic.

2. Ask your friends to come!

Think about it... If every member convinced one friend to join Key Club, it would double in size!

Talk it up!

**Tell your
friends!**





Reel them in...

Advertisement

Another key to growth is *publicity*.

The more people hear about it, the more likely they are to join!

Here are some ways to promote your club through advertisement...

1. Posters!

Posters help get Key Club in people's minds, a little bit each time they see it.

2. Announcements!

Ask your principle to allow the Key Club to make announcements for meetings and projects that your club does.

3. Bulletins!

Bulletins/newsletters are another great promotion tool. Editors, try to make them easy to read, visually appealing, and informational. Then clubs should make them easily available to whoever is interested. (Use Graphic Standards! See page 6)

4. Newspaper/Press!

Don't forget to send articles and pictures to the local paper and contact the local media!



Get their attention!

Graphic Standards

Remember to use *graphic standards* on
Key Club publications!

Key Club provides your club with wordmarks, logos, photos, backgrounds, colors, and a manual to show you how to use them. Make sure you look at the manual and use the imagery when creating newsletters, posters, brochures, etc. If you have problems, you can contact your lieutenant governor.

Why?

Graphic standards help to unify Key Club publications. It allows for people to identify a Key Club publication without seeing the words “Key Club”, internationally. Also, it is a guide on making your publications easy to read and good-looking.

Get their attention!



Join the

Somewhere High School Key Club



When? September 1st 5:00

Where? Somewhere High School Gymnasium

Seal the Deal!

Membership Drives

Membership drives are very useful and can be fun.

Here are tips for organizing a membership drive...

1. Establish goals.

Determine how many new members you will strive for and provide incentive for the club to reach this.

2. Advertise!

3. Be organized.

When planning an informational membership event, whether or not it is a social or formal event, it needs to be thorough and done well in advance. Involve as many members as possible. Establish a timetable. Arrange for the facilities, refreshments, and all outside assistance.

4. Get help from your lieutenant governor.

5. Arrange for transportation.

6. Invite students to join.

After the informational aspects of your membership event are completed, present a membership application to each prospect. Avoid high-pressured salesmanship, but make sure you do ask all prospects to join the club. Follow up on all prospects and assess from their responses how successful your events/meetings have been in recruitment.

Seal the Deal!

Early Meetings

1. Assign duties to new members.

Students who join the club should be formally inducted at an installation meeting. They should be assigned specific duties within the club immediately. It is important for new members to feel useful and needed. Don't overdo it, though, as you don't want your new members to experience burn-out.

2. The club structure.

All members, new and old, should know exactly how they fit into the club's structure. All members are important—all should be involved in committees and projects that rely on their participation. The viability of the club depends on the involvement of the total membership, and it's best to start new members out right.



(www.keyclub.org)

New members should feel useful and be informed.



Keep 'em comin'

Retaining Members

You can't grow without faithful members.

Here are tips for keeping your members...

1. Make it fun!

(see page 9)

2. Emphasize personal benefits!

- It looks good on a *resume*.
- You can make great *friendships*.
- It *makes helping your community easier*.
- The West Virginia District offers multiple *scholarships* awarded at District Convention.

3. Encourage attendance at conventions!

Attending district and international events gets members more excited for service and helps them realize how great the organization is.

4. Make certain events open only to paid members.

This encourages timely payment.

Keep 'em comin'

Making it fun!

1. Throw a Key Club party or cookout!
2. Make meetings interesting!

This can be challenging, because clubs often have limited time to accomplish their goals during their meeting, but a quick group-building ice-breaker activity may make it easier for you to work together. Also, getting speakers and having visual presentations livens things up!

3. Have a positive mental attitude!

Key Clubbers can have fun while picking up trash. Just think happy thoughts. It is often contagious.



Benefits of Membership

Now...

after all that you did to recruit the members
you're probably thinking that the only benefit was

to make your club bigger, but...

that's not the only benefit of membership.

Gaining members benefits not only
on one level, but three:

1. Club Level
2. District Level
3. International Level

Benefits of Membership

For the Club

The more members in your club the...

1. *More help you have to do service projects!*

Increasing the number of hands you have to work on the projects decreases the amount of time it takes to finish the project. Instead of having five or six Key Clubbers willing to help out, you have a handful of Key Clubbers eager to assist in any way to improve their home, schools, and communities!

2. *More members will want to recruit others!*

If members are enjoying their time in Key Club, they'll want to get their friends involved too. The more members you get the more recruits you obtain in the process.

3. *More your club will grow!*

This is obviously apparent, but you must realize the importance. The whole organization is based on student service leaders who are willing to serve others through fundraisers, service projects, and other creative ways.

Benefits of Membership

For the District

The more members in your club the...

1. More the district will grow!

The West Virginia Key Club District Board would love to see each club in the state increase by at least ONE member! The board realizes that this one more member would be one more person to make a difference in someone else's life.

2. More the Governor's goals will be reached!

Haden Kersting, the West Virginia Key Club District Governor, has set some goals this year that even the least active clubs need to work hard to fulfill. He would like to see 5 new or reactivated Key Clubs, 1700 members (1,275 of them paid by December 1st), a 50 member increase of attendance at District Convention, and 5 clubs not in attendance at each convention last year. Do your part to help him reach his goals!

3. More potential leaders you'll have to serve your club or district board!

Just by being in Key Club, many members will have a life changing experience where they will realize that they're making a difference. These Key Clubbers will want to take charge, become an officer, and strive to help others in any and every way possible. In doing so, the leaders will in turn be benefiting their district with their determination to serve. Haden would also like to see 2 new clubs represented on the 2013-2014 District Board.

Benefits of Membership

For International

The more members in your club the...

1. *More the organization will grow!*

Key Club has reached a membership of 260,000 members worldwide!

This mind blowing number demonstrates how big this organization is!

All these members continue to serve others through the vehicle of service. Without the member, Key Club wouldn't be possible.

2. *More Key Club will be a household name!*

This is the ultimate goal of International and the International Board strives to make this possible, however; without your help, this can't be possible!

3. *More work the International Board will have to do!*

I know this doesn't sound like a benefit, however; everyone on the International Board as well as the District Board strives to find innovative ways to recruit members and retain members. This can be seen in the Membership Growth Committee of the West Virginia District creating this useful tool for the clubs and the Voice Committee of the International Board working to develop membership quantity and quality by overcoming translation barriers, producing webinars, and reinforcing Key Club's core values.



Kiwanis
Service Leadership

www.keyclub.org

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Secrets For Service



**2012-2013 Special Activities
Project Manual**

Composed by:

Katarina Alatis

2012-2013 Special Activities Director

Hello Fellow Key Clubbers!

My name is Katarina Alatis, and I am the Special Activities Director on the West Virginia Key Club District Board of Trustees.

I am a junior this year, and attend Weir High School in Weirton, WV which is located in Division 1. I am very active in Key Club and was my home club's secretary this past year. In addition to Key Club, I am a member of Academic Games, Girl's Athletic Association, Chemistry Club, and I have been a dancer for thirteen years. One of my duties with my job is making this manual, Secrets for Service!

The pages of this book contain different Service Project ideas for your home club. Inside this manual there are ideas to increase your club's membership, school service projects, community service projects, ways to fundraise, project ideas for the Eliminate Project, and new ways for service called "Special Activities of the Month." I hope that all of you and your clubs take the time and read this manual.

I hope that you all have a great and successful 2012-2013 year! If you have any questions please feel free to ask me!

Yours always in Friendship and Service,

Katarina Alatis

West Virginia Key Club Special Activities Director

112 Hancock Drive

Weirton, WV

(H) 304-723-3985

(C) 304-479-4057

(E) wvkcspecialactivities@gmail.com

(E) katalatis@yahoo.com

Secrets for:

Increasing

Club

Membership

As a new year of service comes around, clubs ask, "How can we gain more active members this year?" To have a club, you don't always want to focus on the membership. Try to focus on the fun parts! Well Key Clubbers, I have thought of several fun project ideas, so you can hopefully not just gain more members but to help strengthen their membership as well! Try out some of these project ideas this year!

1. Pool Party

Secret: Have your club host a party for upcoming freshmen or the entire school! This will spread the word of Key Club and help promote membership for the upcoming year. Don't forget to ask the pool about the costs, and availability! You can end up turning this pool party into a great fundraiser!

2. Freshmen Orientation/ 8TH Grade Graduation

Secret: Remember how you felt when you were starting high school? You were probably nervous? Am I right? The only thing you have to do for this service project is get the approval from the principal of the middle/high school depending on which event you choose to speak to the incoming class. This is a crucial time for these students because they are trying to figure out where they are going to fit in for the next four years! What better than joining Key Club? Make sure you bring membership forms for students that are interested, and give out contact information to them incase if they have questions so someone can answer them! Don't forget! The more Key Clubbers that are there to help the bigger the success it will be!

3. Spirit Week

Secret: Host a "Spirit Week" in anticipation of an important event, such as a game against your arch rival! During the week, some of the themed days can include, Tie-dye Day, Mix-Match Day, Mock Day, and of course School Spirit Day! End the week with a pep rally sponsored by Key Club and help get the name out to the student body!

4. Activity/ Bulletin Board

Secret: Publicizing is a great way to get new members attention or participation in service projects! Find a main location in your school, such as the cafeteria to put a bulletin or an activity board where any upcoming meeting or project dates can be posted.

5. Key Club Christmas Party

Secret: New Key Club Members can always be added to your club. Having a Christmas Party is a great time to attract new members! The party should be aimed not just at new potential members but your current members as well! You can also ask your sponsoring Kiwanis Club if they would help out! They always want to know what you are doing and this would be a great opportunity to work together! Have a fun filled day with games, ice breakers, movies, and food as you watch your membership grow!

**Secrets for:
Service for
Your School!**

For many clubs in Key Club International, their main focus is fundraising. Fundraising is a good thing but it is not what Key Club is all about. In the Key Club Pledge it says, "... to build my home, school and community," In this section, there are project ideas to serve your school.

1. Refinishing Desks

Secret: In this project, Key Clubbers will refinish desks and tables by washing graffiti off of them. This project costs little from the club, as the school will usually provide the cleaning supplies. Try to have at least 4 Key Clubbers per room, so the more people you have, the more desks you can clean in a shorter amount of time!

2. Teacher Appreciation

Secret: Each year our teachers do so much for us in school, and like students, they also enjoy being recognized for their dedication and hard work. For this project, set aside a day once a month and put a little "Thank You" treat in their mailboxes.

3. Homecoming Parade/ Decorations

Secret: Homecoming is one of the biggest events of the year! Take part in your school's festivities by entering a float in the Homecoming Parade. If your school does not have a parade, your club can help volunteer by help decorating for the dance or selling the tickets! You can even have an entire week of festivities planned. There is so much that you can do!

4. Classroom Door Decorating

Secret: For this project, clubs will decorate classroom doors all over the school. You can have set themes such as Christmas or Rival Week. Talk to your club treasurer and advisor about getting your supplies! *Just a tip* Try going to stores such as Dollar Tree or Dollar General. The items there will be cheaper than Wal Mart or Kmart. You also want to decide a time when you want to decorate the doors. It may be easier to decorate in the morning or after school!

6. Library Clean- Up

Secret: Many school libraries need a lot of help. Your club can help out by dusting the shelves, refinishing desks, fixing or replacing old, broken books, and donating new books.

**Secrets for:
Service for your
Community**

Every time someone turns on the television these days, all they see are reports of violence, war, and other tragedies. As Key Clubbers, we need to help bring joy, and hope to our communities. In this section, there are some project ideas so you can help your community. Even though there are just some listed here there are so many ways you can help your community; you just have to be willing to help!

1. Salvation Army

Secret: The Salvation Army is always looking for volunteers to help sort donations, or help restock the shelves!

2. Canned Food Drive

Secret: Over the years, the rate of poverty and hunger has alarmingly increased. For this project, you can have a class to class competition to collect nonperishable food items from each class. After the competition is over take the food to your town's soup kitchen. Award the winning class with a pizza party for lunch one afternoon.

3. Holiday Gift Wrapping

Secret: During the holiday season, stores and malls are flooded with customers all season trying to find gifts for their loved ones. Set up a booth at your local mall and help wrap presents free of charge! Don't forget to tell everyone that Key Club is sponsoring this service and help promote Key Club!

4. Bingo with the Elderly

Secret: Many of the Elderly love to have company, especially teenagers. Talk to the Activities Coordinator at your local nursing home to discuss having Key Club visit members, and play Bingo once a month as the Key Clubbers call out the numbers. Everyone likes to win a prize if they win, so have each Key Clubber bring in a prize such as sugar free candy or cookies!

5. Salvation Army Bell Ringing

Secret: You have all seen the volunteers standing outside ringing the bells in front of a red bucket around the holiday season right? These are the people that are raising money for the homeless and underprivileged in the community. Go to your local Salvation Army and sign up a day where your Key Club can volunteer. Break up the day into one- hour segments and have 2-4 Key Clubbers ring the bell at that time. It would be a great time for the Key

Clubbers, you can easily get many active members, and it is an easy way to bring in the Holiday Spirit.

6. Clothing Drive

Secret: Place donation bins throughout the community for people to donate their old clothing. Have Key Clubbers go to the locations weekly and collect what has been donated. Tell your local newspapers to help get the word out to the community. Take the clothing to organizations such as the Salvation Army, local churches, shelters, and Goodwill will you can be sure that the items will be distributed to those who need it.

Secrets For: Fundraising!

Nothing in the world is free. Therefore, in order to be able to do projects and activities throughout the year, it is necessary to raise money. The following projects are suggestions for raising money to help assist in projects.

1. Dance Coat Check

Secret: During school dances such as homecoming, Formal, or Prom, set up a coat check. Have Kiwanis Members or faculty advisors watch the coats during the dance, and at the end, the owners come back and claim their items. At a dollar an item, this is a great way to fundraise and make a quick couple hundred dollars!

2. Car Wash

Secret: There is always a need for a car wash especially when spring is just around the corner. Organize a car wash at a local business and have your club members' help. Businesses like Wal-Mart tend to donate some of the supplies you will need!

3. Kiss a Senior Goodbye

Secret: During the last few days of school for seniors, purchase bags of Hershey Kisses and place them in bundles of 14 (13 for the amount of years in school and one for future luck.) Put the Kisses in Bags, and let the Student Body write messages to their friends and attach them to the bags. On the last day of school for seniors, go around and deliver them.

4. Glowsticks

Secret: For school dances, you can buy Glowsticks in bulk for a very reasonable price online. At your next dance, set up a table and sell them for a dollar a piece and you can make a good profit.

5. Pizza Sale

Secret: School food is not the best, so try to supplement it with something else. Have a pizza sale one day during lunch, and advertise it well throughout the school!

Secrets for:

Special Activities of

The Month

The West Virginia Key Club District recently reapproved a program called the **Special Activities of the Month**. Each month, a different project has been chosen for clubs to participate in. The following projects are the official projects for this program. I strongly encourage all of you and your clubs to participate in this program. It will be beneficial to not only you, but West Virginia District and Key Club International. If you have any questions, comments, or concerns, please do not hesitate to contact me!

October: Reverse Trick or Treat

Secret: Some kids are not able to enjoy Trick or Treating due to hospitalization and other reasons. In October, Key Clubbers will go to local hospitals homeless shelters, etc. and, donate candy, costumes, and their free time. It doesn't have to be on Halloween, but sometime during the month. Don't forget to dress up!

November: Kiwanis Family Serves the Community

Secret: As November is Kiwanis Family Month, Clubs will volunteer with Kiwanians and other Kiwanis Family members (Builder's Club, Circle K, etc.) and volunteer at a local nursing home/assisted living community. It will be up the Kiwanis Family members as to what kind of project they would like to do. For instance, it might be bingo. This is a great project that starts traditions for years to come.

December: Hark the Herald Key Clubbers Sing

Secret: The Holiday Season is a time of rejoice and proclaim joys of life. Now it is time for Key Clubbers to proclaim that joy! A Key Club will go to where the joy is needed. Whether it is a nursing home, daycare, hospital, it does not matter. It is up the Key Club where they want to do the project.

January: New Year "Read Aloud"

Secret: January marks a new year, so Key Clubbers will go to local elementary schools and read an inspirational story. Key Clubbers will stress the importance of chasing after their dreams.

February: Spreading Love instead of Tetanus

Secret: Key Clubs will hold fundraisers throughout the month of February to benefit the Eliminate Project! However it has to be related to Valentine's Day! Clubs can sell carnations, Crush Ice, Valentine Grams, or anything else they want! They can also have Valentine Games throughout the month! Just don't forget all proceeds will go to the Eliminate Project!

March: March of Dimes Raffle

Secret: Key Club will put together a basket (or baskets) filled with goodies and sell tickets at lunch. Winning tickets will be pulled, and he/she will win the basket. Proceeds from the project will go to the Preferred Charity, March of Dimes.

Secrets for: The Eliminate Project!

\$1.80. That is all it takes to save a mother and her future children from Maternal and Neonatal Tetanus. \$1.80 can either get you a pack of gum, or it can help a mother and her future babies receive three doses of tetanus vaccination to help immunize them! 1 baby dies every 9 minutes and in one year over 60,000 babies die due to this terrible disease! We can stop it though! Kiwanis International and UNICEF have teamed up together to rid the world of this deadly disease. It will take \$110 million dollars to help immunize 61 million people! As of now the Kiwanis Family has raised over \$14 million. The following project ideas are ways for your clubs to help Eliminate this deadly disease from the planet.

1. Yard Sale

Secret: A yard sale is a great way to bring the Kiwanis Family together to help rid the world of this deadly disease. Have each club member donate items to the yard sale and have all proceeds go toward the Eliminate Project!

2. Student vs. Faculty Game

Secret: Have students and faculty play against each other in a game of volleyball or basketball. Sell tickets for \$3 and have this fundraiser during your last block class!

3. Play it or Stop it

Secret: For this fundraiser choose a week out of the year where you pick 5 different music artists. During the school day play that music artist during the morning class changes and lunch. Have two different containers ready for lunch as the student body will either be able to pay to keep the music playing or pay to stop! After lunch count the money and whichever container wins you have to do for the rest of the day. This is a fun fundraiser to do and the entire school can take a part in it!

Projects!

And

Projects!

And

Projects!

Oh My!

There are many projects associated with Key Club. The more projects that your club participates in, the stronger we will become as a unified, International Organization. If you have any questions about these projects please ask me!

- ❖ ***Governor's Project- S.E.E.D. (Students Enriching Educational Development)***
The mission of the S.E.E.D project is to enrich the education for elementary and middle school students.
- ❖ ***District Project- Ronald McDonald House***
The Ronald McDonald House provides parents of children who are in the hospital with a place to stay. Across West Virginia there are three locations where there are Ronald McDonald Houses. They are located in Morgantown, Huntington, and Charleston. For this project you can collect pop tabs, money, supplies, or visit a Ronald McDonald House.
- ❖ ***Every Child a Swimmer (ECAS)***
This program is offered in the community to help teach kids how to swim. Drowning Rates are alarmingly high, and this free service is a benefit to communities through Key Club International.
- ❖ ***PB&J – Parent's Buddy and Join***
This program focuses on Key Clubbers encouraging their parent's to join Kiwanis. Kiwanis is our parent organization and we can play a big part in their success! Having our parents join Kiwanis can help us become closer to them, and it will help Kiwanis membership!

If you have any questions about the projects please feel free to ask me about them!

Fall Rally and District Convention!

Before we know it both Fall Rally and District Convention will soon be here! The 12th annual Fall Rally will be held at the Ramada Inn in South Charleston, WV from November 17-18 2012. The 67th annual District Convention will be held at the Charleston Marriot Hotel from March 21-24 2013.

Both of these weekends are great opportunities for Key clubbers from across the state to get together and meet others who love the organization as much as they do

Have a great
Key Club
Year!!

Hello Fellow Key Clubbers and Advisors. My name is Katarina Alatis, and I am the Special Activities Director on the West Virginia District Board. Recently at the August Board Meeting a new program was approved for all Key Clubs to participate in. This program is called The Special Activities of the Month Program. The program gives Key Clubs across the state a unique project to participate in every month. If clubs participate in this program, then each month they do participate they will be awarded a certificate of participation. Then at District Convention the clubs that participated throughout the year will be recognized. Also attached is a form for clubs to fill and mail out by the 10th of each month who participated in that one month's project. Please mail it the address that is listed, so I can keep track of all the clubs who participated in this program monthly. Throughout the year the projects are as follow:

October: Reverse Trick or Treat

Some kids are not able to enjoy Trick or Treating due to hospitalization and other reasons. In October, Key Clubbers will go to local hospitals, homeless shelters, etc. and, donate candy, costumes, and their free time. It doesn't have to be on Halloween, but sometime during the month. Don't forget to dress up!

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As November is Kiwanis Family Month, Clubs will volunteer with Kiwanians and other Kiwanis Family members (Builder's Club, Circle K, etc.) and volunteer at a local nursing home/ assisted living community. It will be up to the Kiwanis Family members as to what kind of project they would like to do. For instance, it might be bingo. This is a great project that may start traditions for years to come.

December: Hark the Herald Key Clubbers Sing

The holiday season is a time of rejoicing and proclaiming the joys of life. Now it is time for Key Clubbers to proclaim that joy! A Key Club will go to where the joy is needed. Whether it is a nursing home, daycare, hospital, it does not matter. It is up to the Key Club where they want to do the project.

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January marks a new year, so Key Clubbers will go to local elementary schools and read an inspirational story. Key Clubbers will encourage the children to chase dreams and set goals.

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Key Clubs will hold fundraisers throughout the month of February to benefit the Eliminate Project! However it has to be related to Valentine's Day! Clubs can sell carnations, Crushed Ice, Valentine grams, or anything else they want! They can also have Valentine games throughout the month! Just don't forget all proceeds will go to the Eliminate Project!

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Key Club will put together a basket (or baskets) filled with goodies and sell tickets at lunch. Winning tickets will be pulled, and he/she will win the basket. Proceeds from the project will go to the Preferred Charity, March of Dimes.

If you have any questions about any of these projects or about this program, please let me know.

Yours in Friendship and Service,

Katalina @latis

Special Activities Director

112 Hancock Drive

Weirton, WV

(H) 304-723-3985

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(E) wvkcspcialactivities@gmail.com

(E) katalatis@yahoo.com

West Virginia Key Club District

Katarina Alatis

West Virginia Special Activities Director

112 Hancock Drive

Weirton, WV 26062

Special Activity of the Month

Official Score Sheet

Club Name _____

Club Division _____

Date of Project _____

Name of Project _____

Please write a description of the project:

Faculty Advisor Signature _____

Club President Signature _____

*Please mail the following form to the Special Activities Director by the 10th of each month. You can mail the form to the address above.

Key Club

WV District K Family

Rt. 1 Box 41 p1
Bridgeport WV 26330
(304)-641-6665
wvkckfamily@gmail.com

Dear Key Club Presidents and Faculty Advisors,

Hello! My name is Katelyn Romain. I am going to be a senior at Bridgeport High School and I am your West Virginia Key Club District Kiwanis Family Chair for 2012-2013! I am here to help clubs bridge the gap between Key Clubs, their Kiwanis and other K Family branches. These branches include K Kids, Builders Club, Circle K, Aktion Club, and Kiwanis.

My goals for this upcoming year are not only to help bridge the gap between your club and K Family, but also to impress the importance of the Kiwanis family relationship, increase the number of Kiwanis Parent Buddy and Join's (PB&J's), and encourage you to hold more joint projects with your other K Family branches.

As your K Family Chair, I hope to have better, more constant communication between myself and clubs through letters, emails, phone calls, and newsletters. I am not alone when it comes to my position, though. I have the help of the District K Family Committee to keep communication strong. The other committee members include Morgan Goff (Division 1 Lieutenant Governor), Benjamin Goldberg (Division 4 Lieutenant Governor), Nicole Hegele (Division 7 Lieutenant Governor), and Daniel Tolliver (Division 8 Lieutenant Governor). Between the five of us, we will be here for you throughout the year providing joint project ideas and K Family updates.

Although this is the first letter I have sent out this year, you can count on more. The K Family Committee and I will be dedicating our time this year to make it the best it can be. We cannot do this without your help. We hope you use the information we provide you and truly make an effort to get to know your local K Family. If this is through a monthly bowling night or a variety of joint service projects, even the smallest step will start the connection. Please do not hesitate to contact me with any questions you may have. My cell phone number is (304)-641-6665. I hope you have a great year planned ahead!

Yours in service,
Katelyn Romain
WV K Family Chair

Key Club

WV District Kiwanis Family

Katilyn Romain
Rt. 1 Box 41-P-1
Bridgeport WV 26330
(304)-641-6665
wvkckfamily@gmail.com

Dear Key Club Presidents and Faculty Advisors,

Although summer is over and school has started, the fun does not have to stop. The fun you have while serving your home, school, and community never has to stop. Key Club projects are there to save the day. Not only do you get to spend time with your friends, you get to do it while helping make the world a better place. Another way to add to the fun is to invite other members of the Kiwanis Family, like your sponsoring Kiwanis, to the event. They are not just there to sponsor you, they are there to help you throughout the year and pass on advice that they have learned over the years. Even though they are adults and we might think 'Oh, they do not want to do anything with me, I'm just a pesky teen'- we could not be more wrong. The Kiwanis sponsor us because they feel we can help them in changing the world. They believe in our leadership, our enthusiasm, and especially our heart for the community. That is why it is so important to connect with them and bridge the communication barrier. We need to show them how much each of our clubs is progressing and that they are not sponsoring us in vain. Even if there is a Kiwanis Club that thinks we are just 'pesky teenagers' the importance of you attending meetings and working with them on projects and fundraisers is even greater. It is your chance to show who you are. If you are working on a joint project to support the Eliminate Project, use that time to prove to them what they think of a teen does not apply to all and this is what you can do when your heart and mind are into a project.

Many clubs do not know how to take the first step in connecting with their other Kiwanis Family branches. My advice is this - take the first step. Go to one of their meetings. By doing this you can show that you care enough to try and connect and that you are willing to do so. A lot of the time, they are just as intimidated of us as we are them. By taking that first step, you can help them out, too. While you are there, you can invite them to attend one of your meetings in return! If you connect with the club president or another board member, you can start planning joint projects and fundraisers. All it takes is that first step. After that, the hardest part is over. The only thing you have to do then is put forth the effort to keep the bond together. Do not break the connection so they can go back to thinking 'those pesky teenagers!' Keep it strong so there does not have to be another 'first step' in the future.

Many clubs do not know when their Kiwanis Club meets, or even who their sponsoring Kiwanis Club is. If your club falls into one of these categories, please feel free to contact me. My contact information is typed above and below. Day or night, I am willing to go out of my way to help. Have a great year and good luck! Clubs that have already made the connection, not let it go throughout the year. Those who have not - I am here to help. Take the challenge! See how many Kiwanis Family branches you can connect with!

Yours in service and Friendship,

Katilyn Romain

Kiwanis Family Chair

wvkckfamily@gmail.com

KEY CLUB

Amanda Assaley
Convention Promotion Chair
117 Private Drive 255
Chesapeake, OH 45619
(740) 867-2429
wvkcconpromo@gmail.com

August 28, 2012

Dear Key Club Officers and Advisors,

Hello Kiwanis Family friends! I am Amanda Assaley, your Convention Promotion Chair for the 2012-2013 year. I am thrilled to be on your West Virginia Key Club District Board, and I look forward to this new school year ahead! My main job on the District Board is to promote and organize the District Convention with the help of the Convention Committee, but besides that I also promote Fall Rally. The Fall Semester has begun, which means Fall Rally is approaching! I know I'm excited! Are you?

The wonderful energy and atmosphere you are immersed into at Fall Rally cannot be rivaled! It's an informal, weekend-long pep rally for Key Clubbers in our district. Every year it is held at the Ramada Inn in South Charleston, and this year it will be November 17-18. At Fall Rally, you have opportunities to meet other Key Clubbers from around the district (who are just as Key Club crazed as you are) and bond with members from your own club. This is also the first time Key Clubbers get to mix and mingle with their West Virginia District Board since the new Key Club year has started. At Fall Rally, Key Clubbers will partake in leadership-building activities and games. You will break out of your shell and make memories that will last a lifetime! Scott Johnson, the district administrator of the Carolinas District, is our facilitator of Fall Rally. Personally, I cannot wait for the excitement of Fall Rally!

Again, Fall Rally will be held November 17-18 at the Ramada Inn in South Charleston. Start saving money and promoting Fall Rally in your clubs soon, and get those Freshmen interested! Fall Rally is a school-sponsored event, and though the dress is casual, it still needs to be school-appropriate. As our district administrator Mr. Yurko always says, "If you have to ask whether an outfit is appropriate, then it probably isn't." We are going to have an endless amount of fun at Fall Rally, and it would be fantastic if you could attend! Remember, Key Club is twice as fun if you're with your best friend!

Yours in friendship and service,

Amanda Assaley

Amanda Assaley
2012-2013 Convention Chair
WV Key Club District

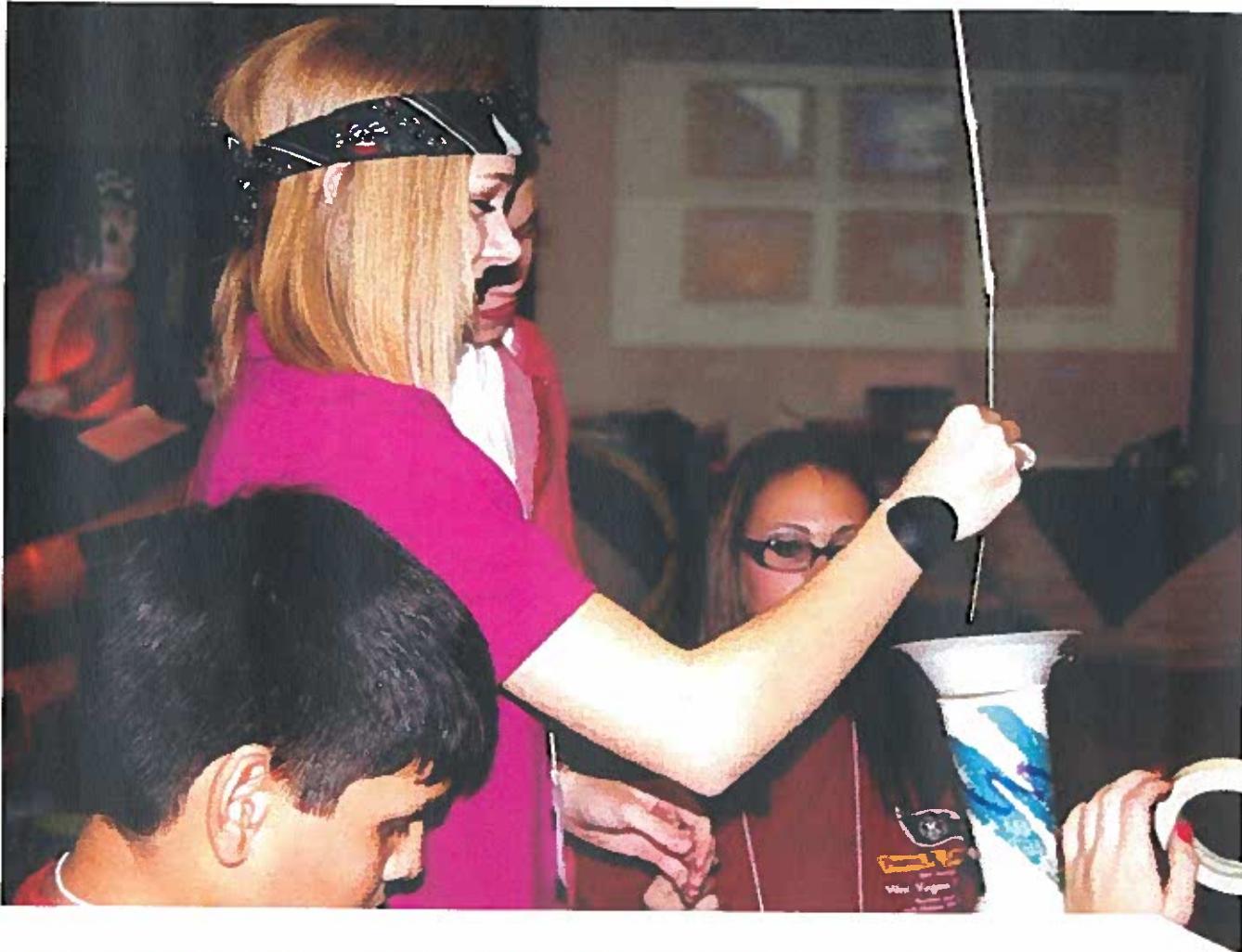


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**WEST VIRGINIA KEY CLUB DISTRICT
PRESENTS**



FALL RALLY 2012

NOVEMBER 17-18 • RAMADA INN, SOUTH CHARLESTON

**LEADERSHIP • INCLUSIVENESS •
CARING • CHARACTER BUILDING**

A WEEKEND OF FUN AND EXCITEMENT!

Fall Rally is a causal, fun, and spirited way to get pumped up for Key Club! Alongside fellow Key Clubbers, you will play high-energy games and build leadership skills. Be immersed in the enthusiastic environment, and make memories that will last a lifetime!



KEY CLUB

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

Official Newsletter of Theme and Major Emphasis Committee of the West Virginia Key Club District

Volume 1 Issue 1

Getting to know the Major Emphasis Program

A Little History

Hello Fellow Key Clubbers and Advisors! Hope everyone is having a good school year so far!

This newsletter was made for all clubs to know what the Major Emphasis Program is.

The Major Emphasis Program was a program that was created at the first Key Club International Convention in 1946. During the convention, Key Club International aimed to create a project that would unite all Key Clubbers around the world by making an impact.

With the Major Emphasis Program there came a service initiative and that is "Children: Their Future, Our Focus." The Major Emphasis Program also focuses on three Preferred Charities. These Three Preferred Charities are UNICEF, Children's Miracle Network, and March of Dimes. Also until 2015 Kiwanis International and UNICEF have joined forces to Eliminate Maternal and Neonatal Tetanus together!

We hope that you all have a great year!

Yours in Friendship and Service,

The Theme and Major Emphasis Committee

In this issue!

A Little History1

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UNICEF and Children's Miracle Network3

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March of Dimes4

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Did you know?

The Major Emphasis Program was once called The Theme and Major Emphasis Program, but it was recently changed!

The Eliminate Project

What can you get for \$1.80 every day? You can buy a cup of coffee before school, or you can buy a pack of gum. However, for more than 61 million women and their future children \$1.80 means having the vaccination for Maternal and Neonatal Tetanus (MNT). A mother receives this deadly disease and then gives it to the child through birth. Once a baby receives this disease, they usually die within the week after they are born. By not having the vaccination for Maternal and Neonatal Tetanus, 1 baby dies every 9 minutes. 160 babies die a day! That equals to 60,000 babies yearly. During the week of having tetanus, these babies are in nothing but pain! They have repeated convulsions, and they are sensitive to light. A mother cannot even hold her child as that will do harm to them too! These deaths are 100% PREVENTABLE! 34 countries are still

significantly threatened by this disease. To Eliminate the remaining 34 countries, Kiwanis International needs YOUR help. By 2015, Kiwanis International needs to raise \$110 million to rid the world of MNT. Where does all that money go toward to? It goes to the vaccinations that can save 61 million mothers and her future children, the transportation of the vaccines, the safe storage, and the thousands of staff! As a Kiwanis Family we can ELIMINATE this deadly disease!

The Preferred Charity, UNICEF has joined forces with Kiwanis International to rid the world of this deadly disease. That means when you Trick or Treat for UNICEF, the money you raise will go to the Eliminate Project!



How far have we come so far to ELIMINATE Maternal and Neonatal Tetanus? Here is a breakdown of the branches of Kiwanis!

Key Club = \$688,257

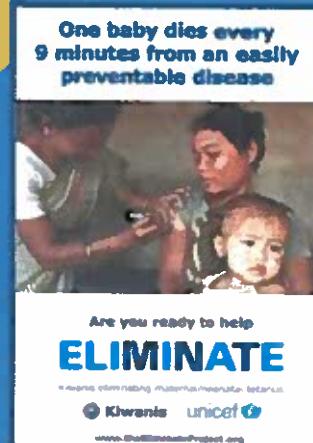
Builders Club = \$51,853

K-Kids = \$47,727

Circle K = \$33,423

Aktion Club = \$11,943

ELIMINATE
maternal/neonatal tetanus
 Kiwanis | unicef



8 for Elimin8!

Our Committee has made a goal for the district to raise \$8,000 this year for the Eliminate Project! We can save and protect 4,444 mothers and her future children!

UNICEF and Children's Miracle Network

During the month of October, the preferred charity, UNICEF is in the midst of its most active time of year. But what actually is UNICEF? UNICEF stands for United Nations Children's Fund because this non-profit organization was created after World War II to help children.

The project that UNICEF is famous for worldwide is Trick or Treating for UNICEF. Trick or Treating for UNICEF is just like your normal Trick or Treating. You go door to door but instead of receiving candy you ask for donations for this Preferred Charity. You can also participate in this project all throughout the month of October! UNICEF has raised money for Iodine Deficiency, HIV and Aids in Kenya and Swaziland, and Operation Uruguay.

Until 2015, Kiwanis International and UNICEF has teamed up to Eliminate Maternal and Neonatal Tetanus! That means the amount of money YOU raise this year till 2015 for UNICEF

will go towards the Eliminate Project!



Children's Miracle Network

Children's Miracle Network is a non-profit organization that benefits children in hospitals while spreading awareness for their hospitals to improve the facilities and healthcare of the children. This preferred charity was created on two goals. They are to help as many children as possible by raising funds for children's hospitals, and to keep funds in the community in which they were raised to help local children. There are more than 170 hospitals that sponsor Children's Miracle Network. More than \$4.3 billion has been raised for this organization

Miracle Treat Day

On July 26 Dairy Queen sponsors a Miracle Treat Day. For every Blizzard that is sold that day, \$1 is donated to Children's Miracle Network Hospitals! On July 26 participate in this world wide project and bring hope and healing to the children in your community!



KEY CLUB

March of Dimes

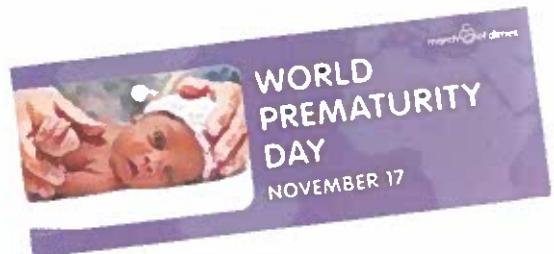
The March of Dimes was founded by President Franklin Delano Roosevelt to fight polio. However the mission **now** is to improve the health of babies by preventing birth defects, premature birth, and infant mortality.

Prematurity is the number one death in the world for newborns. Statistics show that 15 million newborns each year are born premature. That is 1 out 8 babies that are born too soon. Each year 1 million

babies die because they are born prematurely.

The March of Dimes does so much to keep us aware of prematurity! This Preferred Charity participates in the March for Babies worldwide all year and since last year a day was dedicated to spread awareness for prematurity. November 17th is now dedicated to spread awareness of prematurity! This is a great time to participate in projects to benefit the March of Dimes while showing awareness for

this Preferred Charity!



Who makes up the Theme and Major Emphasis Committee?

Katarina Alatis: Special Activities Director

Sean Snider: President's Liaison

Kayde Gustavel: Lieutenant Governor 5 & 6

Alex Adkins: Lieutenant Governor 10A

Kahlen Browning: Lieutenant Governor 10B



KEY CLUB®

Sean Snider
Presidents' Liaison of the West Virginia District of Key Club International
wcpresidentsliaison@gmail.com

Attention Club Presidents!

Do you ever wish that you had someone to talk to about Key Club ideas? Or maybe a lot of someones? Well, you're in luck. My name is Sean Snider, and I am the Presidents' Liaison of our district. My job consists of being both a club president and a member of the District Board. It is my goal to set up a network where club presidents around the state can communicate and discuss Key Club, project ideas, meeting troubles, and anything else. Expect an email going into further detail soon. My email is wvpresidentsliaison@gmail.com and my cell phone is 304-488-2120. I am always available to help with anything you need.



Kiwanis
Service Leadership Program

www.keyclub.org

Developing competent, capable, and caring leaders since 1925.

Do YOU want to know what is going on
in the West Virginia Key Club District
without having to wait for mailings?

If so, visit the West Virginia Key Club District-Key Club International Facebook page. Do not forget to “Like” the page so that you can stay up to date on all district happenings. You can also follow the new West Virginia Key Club District twitter account
@wvkeyclub

Still not enough Key Club for you?

Take that browser for a ride as you type:
wvkeyclub.com into the address bar! You will be brought to the West Virginia Key Club District's personal website! On the site, you have the ability to learn more about Key Club and its history, convention info, and find more information on our service partners! You can even view the profiles of the District Board of Trustees.

Like what you saw?

Create your own Facebook page and/or website for your club to get information out about service projects, club gatherings and even officer information!

New Club Building



The Steps of Club Building

1. Identify a potential Key Club

2. Identify potential Kiwanis sponsor

Be sure the Kiwanis Club understands the commitments of charting and sponsoring

- Charting costs \$400-\$600
- Sponsoring a Key Club involves setting-up the Key Club and continuing to be active and engaged in their activities
- Share the "Advisor Responsibilities" resource with them. Found at <http://community.kiwanisone.org/media/p/14898/download.aspx>

3. Set-up a meeting between Kiwanis president and the principal of the school

4. Find an advisor

Be sure the advisor understands Key Club and all the responsibilities

- Educate them on the importance and structure of Key Club
- Share the "Advisor Responsibilities" resource with them. Found at <http://community.kiwanisone.org/media/p/14898/download.aspx>

5. Identify and recruit core members

Core members are the students who will get excited about Key Club and will want to see it succeed.

- Think of possible people who you have networked with at leadership events such as HOBY or People to People.

6. Set and hold the first meeting

Publicize in order to get people interested

Use the first meeting to educate, organize, and have some fun

7. Fill out and send in charting paperwork

Charting paperwork can be found at

<http://community.kiwanisone.org/media/p/22236/download.aspx>

8. Train leaders

9. Serve

Reactivation

The Steps of Reactivating a Club

1. Contact the sponsoring Kiwanis Club

Discuss the reason the club has gone inactive and make sure they are willing to pay the \$100 reactivation fee

2. Set up a meeting with between the school principal and Kiwanis president

3. Secure an advisor

4. Fill out a Petition for Reactivation

Must include

- The completed petition
- \$100 reactivation fee
- A club roster
- Dues from a minimum of 15 members

5. Ensure that meetings are scheduled and held

Try to visit once or twice a month

6. Set up a service project within a month of reactivation

Guide the officers in the planning and if possible participate in the service project

7. Help plan out the remainder of the year

8. Keep in contact

District Project

Recommended

Ronald McDonald Houses



For this year's District Project, we have the privilege of working with three magnificent Ronald McDonald Houses (RMHs). They are located in Morgantown, Huntington, and Charleston. Each school will choose the Ronald McDonald House they will work with for the year. In order to keep everything as equal and convenient for the schools and RMHs as possible, a list of the recommended Ronald McDonald House for each school has been made to assist schools in their choice.

Also included in this small packet are the wish lists for the RMHs and some information on each Ronald McDonald House. These wish lists tell which specific supplies each House is in need of.

In order to keep things organized and to keep track of your school's work, I ask that each club advisor or president please sends an email to the District Project Chair, Morgan Abbott, telling which RMH your school will be working with.

The entire West Virginia Key Club District Board and the Ronald McDonald House directors have great hope for the success of this project. Thank you for your time and anticipated cooperation!

Contact Information:

Morgan Abbott

District Project Chair

Email: wvkcdistproject@gmail.com

Phone: (304) 670-825

DISTRICT KEY CLUB PROJECT

ted medical
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make it
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What We Can Do

- ~Donate Supplies!...Paper towels, canned food, toys, and anything else that you can possibly donate.

- ~ Give Volunteer Hours!

- ~Spread the Word!... Post on Twitter, Facebook, Etc... Let everyone know what the district project is!



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KEY CLUB

District Project Handbook 2012-2013





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Introduction



The 2012-2013 West Virginia District Board has chosen Ronald McDonald House as the District Project for this year.

This project has ample opportunity to be an extremely successful project. Every school has a chance to help this amazing organization because there are so many different things that can be done to help. You can raise funds, donate supplies, give volunteer hours, or collect pop tabs.

There is great hope for the outcome of Ronald McDonald House being the District Project. Every school can participate. Every student can help.

This fantastic organization does magical things, and every student can be a part of assisting them in continuing these extraordinary doings.



Who They Are



Where They Are



Morgantown, West Virginia



Charleston, West Virginia



Huntington, West Virginia

What They Do

The Ronald McDonald House allows families to access specialized medical treatment by providing a place to stay at little or sometimes no cost. Travel and lodging are expensive, but when a child is in the hospital they need to have a parent's hand there to hold. Ronald McDonald Houses make it possible for parents to be there with their children even though times are tough.

Getting Started



❖ Pick a Chairman

- * When deciding on a district project chairman, you need to make sure they have the time and dedication towards Key Club to focus on the project year long.

❖ Recruit a Committee

- * This committee will focus solely on the district project, namely projects your club will do within its parameters, the planning of them, and the completion of them.

❖ Brainstorm

- * Within your club's District Project Committee, you need to brainstorm ideas for service projects that your club can participate in throughout the year.

❖ Contacts

- * Contacting local service partners such as your local Kiwanis as well as your local fire, police, and other departments are a good idea when you are looking for assistance in the completion of your service projects as well as ideas for service projects.

❖ Publicize

- * Once your club has decided on the projects it wants to complete, it is important that you publicize them to your community. Putting up posters or contacting your local news television station are two options.

❖ Make It Fun

- * Making your projects entertaining will encourage participation in them, as well as making them more affective.

❖ Inclusion

- * The inclusion of more members not only makes your projects have a larger affect, but also gets everyone involved in the service of others.

❖ Report

- * Report and record your efforts. This allows the district and your club to see how far you've come throughout the Key Club year.

What We Can Do



~ Coins, Coins, Coins!

You can start a small collection of spare change. What may not seem like a lot of money can add up quickly. Every penny counts!

~ POP TABS!

There are very few people who do not drink pop, so ask everyone to keep their pop tabs. While they may seem small and practically useless, they are very important! These also collect quickly and quite easily. Once these tabs are donated, they are recycled. They bring a large profit to Ronald McDonald House Charities!

~ Donate Supplies!

Paper towels, soap, canned food, small blankets, and anything else that you can possibly give.

~Volunteer hours!

Project Ideas



- Supply drive at your school
- Have a contest within your Key Club for who can collect the most pop tabs
- Have a toy drive at your school
- With the correct permission, take a trip to a Ronald McDonald house and spend the day cooking and cleaning
- Host a teacher vs. student game having students pay a small amount of money or bringing so many supplies in order to attend
- Kiwanis vs. Key Club event

Recommended Ronald McDonald Houses

Morgantown

Division 1

- Brooke High School
- Linsley High School
- Oak Glen High School
- Weir High School
- Wheeling Central Catholic
- Wheeling Park

Division 3

- Bridgeport Senior High
- East Fairmont High School
- Morgantown High School
- North Marion High School
- University High School
- Notre Dame High School

Division 6

- Hedgesville High School
- Jefferson High School
- Martinsburg High School
- Washington High School

Huntington

Division 7

- Independence High School
- Liberty High
- Pikeview High School
- Shady Spring High School
- Princeton High School
- Summers County High

-Woodrow Wilson High School

Division 8

- Bluefield High School
- Riverview High School

Division 10

-Cabell Midland High

-Huntington High School

-St. Joseph Central Catholic High School

Charleston

Division 2

-Parkersburg High

-Parkersburg South High

Division 4

-Elkins High

Division 5

-

Division 9

-Chapmanville High School

-Tug Valley

-Mingo Central High School

Division 10

- Capital High
- George Washington Senior High
- Hurricane High School
- Nitro High School

Morgantown House

Recommended Schools

- Brooke High School
- Linsley High School
- Oak Glen High School
- Bridgeport Senior High
- East Fairmont High School
- Wheeling Central Catholic
- Wheeling Park
- Weir High School
- North Marion High School
- University High School

- Morgantown High School
- Notre Dame High School
- Hedgesville High School
- Martinsburg High School
- Jefferson High School
- Washington High School

Wish List

Wish List is not available at this time. Please continue checking website for updates.

Contact Info

- Steve De Jesus
Executive Director
- Crystal Chisler
Please contact for
volunteer
opportunities



*Check out more at
[rmhcmgtn.org*](http://rmhcmgtn.org)

Contact Info

- 841 Country Club Road
Morgantown, WV 26505
- (304) 598-0050

Huntington House

Recommended Schools

- | | | |
|--|-----------------------------|------------------------|
| -Independence High School | -Shady Spring High School | -Bluefield High School |
| -Liberty High | -Princeton High School | -Riverview High School |
| -Pikeview High School | -Summers County High | -Cabell Midland High |
| -Huntington High School | -Woodrow Wilson High School | |
| -St. Joseph Central Catholic High School | | |

Wish List

Copy paper – 8 1/2 x 11	Deodorant	Corn Dogs	**Volunteers are
Stamps	Laundry Detergent	Pizza	welcome. Please call first
Batteries – AA & D	Fabric Softener Sheets	Snack Foods	to schedule.
Flashlights	Umbrellas	Soup	
Combs	Dish Washer Detergent	Spaghetti Sauce	
Toothbrushes	Pizza Rolls	Raviolis	
Shaving Cream	Pot Pies	Gift Cards	
Razors	Butter	Pop Corn	

Contact Info

- **Roger Rash**
Development
Director



*Check out more at
[mchouse.org*](http://mchouse.org)

Contact Info

- 1500 17th Street
Huntington, WV
25701
- 304.529.1122
- 304.840.1698

Charleston House

Recommended Schools

- Parkersburg High
- Tug Valley
- Parkersburg South High
- Mingo Central High School
- Elkins High
- Capital High
- Chapmanville High School
- George Washington Senior High
- Nitro High School
- Hurricane High School

Wish List

- | | |
|------------------------------------|--|
| White Copy Paper | Butter in Quarts |
| Colored Copy Paper | Fresh fruit and vegetables (not packaged salad) |
| Batteries | Postage Stamps |
| 32 gallon trash bags | Bathroom size Dixie cups (for smaller sized holders) |
| Gift Cards (Lowe's, Wal-Mart, etc) | Infant Baby Items (toys, bibs , etc.) |
| Phone Calling Cards | Seasonal Silk Flower arrangements for the House |
| Diapers | Volunteers to make dinner (call to schedule time) |

Contact Info

- Dewayne Dickens, Executive Director
- Jeannene Francis, Executive Assistant



*Check out more at
[Charlestonrmhc.org*](http://Charlestonrmhc.org)

Contact Info

- 302 30th Street
Charleston, WV 25304
- 304-346-0279
- 304-343-8385 Fax

West Virginia District Project Awards

For 2012 District Convention

- 1. Most Monetary Donation**
 - 1st and 2nd Places
- 2. Most Supply Donation**
 - 1st and 2nd Places
- 3. Most Pop Tab Donation**
 - 1st and 2nd Places
- 4. Most Outstanding Project**
 - 1st and 2nd Places
 - (Project will be judged on number of members, number of man hours, and creativity of the project)

The awards for Convention will be based on the following forms. The form must be filled out according to type of donation or project. The club will be responsible for turning in the donation to their Ronald McDonald House. A report form will need to be filled out and emailed to Morgan Abbott, District Project Chair. For increased organization, the submission of report forms will be broken into intervals. Please send form(s) for the first interval by November

15th. New dates will be emailed at a later date.
Contact information is available on the last page of
the handbook.

West Virginia District Project

Monetary Donation Report Form

Name of _____
Club _____
School _____
Address _____
Name of _____
Advisor _____
Name of _____
President _____
Date of Donation _____

Signature of President

Signature of Advisor

Monetary Donations

Amount of money donated to the hospital: \$ _____

(Please Circle One)

Was the money raised by:

● Fundraising

- Describe the fundraiser.

● Donations

- Describe where donations came from. (Members, businesses, etc.)

West Virginia District Project: Supply Donation Report

Name of Club _____
School Address _____
Name of Advisor _____
Name of President _____
Date of Donation _____

Signature of President

Signature of Advisor

Supply Donations

List the number of items on the line provided. Type additional items on another sheet of paper.

<input type="checkbox"/> Onesies	<input type="checkbox"/> Socks (Children's)	<input type="checkbox"/> Socks
<input type="checkbox"/> Booties	<input type="checkbox"/> Underwear (Children's)	<input type="checkbox"/> Underwear
<input type="checkbox"/> Socks	<input type="checkbox"/> Blankets	<input type="checkbox"/> Lotion
<input type="checkbox"/> Rattles	<input type="checkbox"/> Sippy Cups	<input type="checkbox"/> Hairbrush/Hair Bands
<input type="checkbox"/> Music Boxes	<input type="checkbox"/> Dolls	<input type="checkbox"/> Playing Cards
<input type="checkbox"/> Receiving Blankets	<input type="checkbox"/> Blocks	<input type="checkbox"/> Storybooks
<input type="checkbox"/> Spoons	<input type="checkbox"/> Cars	<input type="checkbox"/> Crossword Books
<input type="checkbox"/> Board Games	<input type="checkbox"/> Trucks	<input type="checkbox"/> Calendars
<input type="checkbox"/> Games	<input type="checkbox"/> Chalk	<input type="checkbox"/> Journals
<input type="checkbox"/> Toys	<input type="checkbox"/> Books	<input type="checkbox"/> Photo Album/Frame
<input type="checkbox"/> Riding Toys	<input type="checkbox"/> Paper	<input type="checkbox"/> Disposable Camera
<input type="checkbox"/> Blocks	<input type="checkbox"/> Crayons/Markers	<input type="checkbox"/> Towels
<input type="checkbox"/> Video Games	<input type="checkbox"/> Construction Paper	<input type="checkbox"/> Wash Clothes
<input type="checkbox"/> Movies	<input type="checkbox"/> Colored Pencils	<input type="checkbox"/> Soap
<input type="checkbox"/> Gaming	<input type="checkbox"/> Paint/Paint Brushes	<input type="checkbox"/> Shampoo
Systems/Accessories	<input type="checkbox"/> Stickers	<input type="checkbox"/> Conditioner
<input type="checkbox"/> CD player/ CD's	<input type="checkbox"/> Chalk	<input type="checkbox"/> Toilet Paper (By roll)
<input type="checkbox"/> New Stuffed Animals	<input type="checkbox"/> Craft Kits	<input type="checkbox"/> Pencils
<input type="checkbox"/> Boxed Food Products	<input type="checkbox"/> Paper Towels (Count by roll)	<input type="checkbox"/> Glue
<input type="checkbox"/> Canned Food Products	<input type="checkbox"/> Rulers	
<input type="checkbox"/> Bagged Food Products		

West Virginia District Project
Pop Tab Donation Report Form

Name of Club_____

School Address_____

Name of Advisor_____

Name of President_____

Date of Donation_____

Signature of President

Signature of Advisor

Pop Tabs

Number of pop tabs donated: _____

West Virginia District Project: Service Project Report Form

Name of Club _____

School Address _____

Name of Advisor _____

Name of President _____

Date of Project _____

Signature of President

Signature of Advisor

Projects

List the number of members present at the project. _____

List the number of hours involved in the project. _____

Give a description of the project.

How do you feel the families and children responded to the activity.

How much money was spent for the project? For what?

Thank you for your time and anticipated cooperation!

Morgan Abbott

mmacess@yahoo.com

120 ½ Colliers Way

wvkcdistproject@yahoo.com

Weirton, WV 26062

(304) 670-8925



Kiwanis
Service Leadership Programs

West Virginia Key Club District

Governor's Project



As you've probably heard, the United States is falling behind in academics, particularly math and science. "We can quibble, or we can face the brutal truth that we're being out-educated," said U.S. Education Secretary Arne Duncan. There are many factors that go into this issue, but we don't need to see statistics to see that students around our communities aren't as devoted to academics as they could be.

I want to encourage you all to address this problem in your communities. Each year the West Virginia Key Club District Governor selects a service initiative as the Governor's Project. This year, the project will be the S.E.E.D. project – Students Enriching Educational Development. I am challenging you to enrich the academic education of elementary and middle school children.

How can your club get involved? Clubs have the freedom to contribute to the project their own way. However, when it comes to judging The Governor's Project award, only projects that teach elementary or middle school children academic information or skills will qualify. For example, playing games in a field would not qualify unless an academic value was demonstrated. However, there are many directions to go!

Here are some ideas:

- Present an Interactive Presentation at your Local Elementary or Middle School
- Set Up a Key Club Tutoring Service
- Volunteer at Child-Educational Events by Organizations such as COSI
- Help with a Bringing Up Grades
- Host Your Club's Own Educational Event(s)

Don't forget to contact your Kiwanis to see how you can get involved with Builder's Clubs, K-Kids, and Bringing Up Grades!

Don't think you can't make a difference in this field. You do set an example for younger kids. Let them know that it is "cool" to care about academics. Just changing the perspective of one kid could have a positive impact on the kid's future.

Please help nourish the seeds of the future. Contribute to the S.E.E.D. project! Stay tuned for more information regarding the Governor's Project. Questions? Email me at wykcgovernor@gmail.com.

2012-2013 Officer Information

KEY CLUB

West Virginia District

Key Club of _____ High School

President Elect: _____ E-mail: _____

Address: _____
(Street Address) _____ (City, State, Zip) _____

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Vice President Elect: _____ E-mail: _____

Address: _____
(Street Address) _____ (City, State, Zip) _____

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Secretary Elect: _____ E-mail: _____

Address: _____
(Street Address) _____ (City, State, Zip) _____

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Treasurer Elect: _____ E-mail: _____

Address: _____
(Street Address) _____ (City, State, Zip) _____

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Editor Elect: _____ E-mail: _____

Address: _____
(Street Address) _____ (City, State, Zip) _____

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Faculty Advisor(s) Name(s): _____ E-mail: _____

School Address: _____
(Street Address) _____ (City, State, Zip) _____

Home Address: _____
(Street Address) _____ (City, State, Zip) _____

School Phone: _____ Home Phone: _____

Note: Club Officers are to be elected in February, but they take office in May.