



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

MEMORANDUM

To: Key Club Presidents and Faculty Advisors
From: Richard M. Yurko, Jr., Administrator *rmj*
Date: January 27, 2012
Re: Pre-convention mailing

Ladies and Gentlemen:

The District Convention is March 30 – April 1, 2012. This pre-convention mailing contains information that is important for your clubs, and is being sent to club presidents, faculty advisors, and District Board members. I will email the contents to those advisors for whom I have email addresses. I will also be asking the Board officers to email the packets to their corresponding club officers. These documents will also be on our website in the next few weeks. If you do not receive the mailing by email, that means that I do not have your email address. Please send me your email address so that I can update my records and so that I can ensure that you timely receive important information by email. Convention registration materials, contest information, and other information will be mailed in approximately two weeks. Registration is due on or before March 2, 2012.

One of the ways we try to keep our convention costs down is to sell advertisements for the convention programs. I ask that you consider placing an ad in the convention program, and that you ask your Kiwanis Club and local businesses to place an ad in the program. I must have these ads by March 2, 2012 so that I can have the programs printed in a timely manner.

If there are outstanding underclass members that you believe would make good District Board members, please encourage them to either run for an elected office or seek an appointed office. The elected positions are Governor, Secretary, Treasurer, and Lt. Governor. Lt. Governors are elected by division, while the other officers are elected state-wide. Applications for appointed positions are also enclosed. I would be glad to talk to any student who is interested in a position. Information related to each of the elected positions is included in this mailing. The Consent and Assurance Agreements are agreements that each board member will be asked to execute during the training weekend. The appointed positions have similar agreements.

Scholarship applications for both the District Scholarship and the Bennett Scholarship are included in this mailing. Please encourage your ACTIVE senior members to apply.

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Also included is information related to the Charles E. McCallister Award. The McCallister Award is the most prestigious award given by the West Virginia Key Club District. If you have an outstanding individual or entity who is deserving of this honor, please submit your recommendation.

This year's convention will follow the same format as last year, with a meet and greet at 5:30 p.m. on Friday, an opening session, division caucuses, and key note address. Our Key Note speaker is David Parker, the Pied Piper of Sign. The remaining weekend events will be similar to last year's events.

I am also including an officer information sheet for next year's officers. Officers should be elected in February, and you should encourage the new officers to attend the convention. You can either mail the directory form with your registration materials, email the form to me, or bring it with you to convention.

Enclosed you will find copies of the following documents:

1. Program Ads for Key Club Convention Program
2. District Convention Cost Sheet
3. Memo relating to officer elections and officer information form
4. Memo and application for Thomas Bennett Scholarship at West Virginia University
5. Memo and application for District Scholarship
6. Memo relating to District Officer Elections, Consent Agreements, and Biographical Data
7. Memo relating to the Charles E. McCallister Award
8. Board position applications

All forms that you mail to me should be sent to the following address:

Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

Additionally, I am enclosing copies of newsletters, pamphlets, manuals, and our most recent issue of the Key Connection. I hope you will find these materials informative and useful.

I hope to see everyone at Convention.



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E-Mail: Richard.Yurko@steptoe-johnson.com

January 27, 2012

MEMO TO: **Key Club Officers, Faculty Advisors, Kiwanians,
Parents, Friends of Key Club**

SUBJECT: **Program Ads for the Key Club Convention Program**

The highlight of the Key Club year is the Annual West Virginia Key Club District convention. During the convention, each participant is given a souvenir program.

THIS IS AN OPPORTUNITY FOR YOU TO:

1. Pay tribute to your Key Club.
2. Pay tribute to your Kiwanis Club.
3. Salute a local Key Club officer.
4. Salute a member of the district board.
5. Advertise your club's activities.
6. Advertise your business or profession.
7. Support the Key Club program.

TWO SIZES OF ADS ARE BEING OFFERED:

1. A full page AD is: \$100.00
2. A half page AD is: \$75.00

If you wish to place an AD in the Key Club District Convention Program, the AD copy must be received by **MARCH 2, 2012**. Camera ready art work is preferred, but if you wish, we can design your AD. Simply indicate your wishes.

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Developing competent, capable, and caring leaders since 1925.

I wish to purchase an advertisement in the West Virginia Key Club District Convention Program.
I am enclosing a check or money order in the amount of (check appropriate place):

_____ \$100.00 for a full page AD

_____ \$75.00 for a half page AD

**PLEASE USE THE SPACE BELOW FOR YOUR ADVERTISING COPY OR SUBMIT
CAMERA READY ART WORK.**

Name: _____

Address: _____

Phone Number: _____

PLEASE REMEMBER: The cutoff date for ADs is March 2, 2012.
Send your AD copy and check to

Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330



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DISTRICT CONVENTION **2012**

The cost of the 2012 West Virginia Key Club District Convention is as follows:

Single Room:	\$295.00
Double Room, per person:	\$255.00
Triple Room, per person:	\$225.00
Quad Room, per person:	\$195.00

Convention packets will be mailed in about 2 weeks.

Each club will receive 2 packets: Presidents and Advisors

Board members will receive a packet at the same time as the clubs

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Phone: (304) 933-8103 Fax: (304) 933-8732
E-Mail: Richard.Yurko@steptoe-johnson.com

January 19, 2011

Dear Key Club President and Faculty Advisor:

IT IS THAT TIME OF YEAR AGAIN!

Key Club International and West Virginia Key Club District policy requires that clubs elect officers for the coming year in February.

The idea behind this policy is simple: clubs elect officers in February, giving the new officers the opportunity to work with current officers until the end of the school year. New club officers assume their duties in May.

I urge you to hold elections as soon as possible. Please be certain to report the results of your Key Club's election to me by March 14, 2011, at the above address.

BEFORE YOU ELECT OFFICERS:

1. Explain to potential candidates the responsibilities attached to each office.
2. Explain the time factor involved in being an officer. Being a good Key Club officer does take time.
3. Make every effort to get a commitment from newly elected officers to attend the upcoming West Virginia Key Club District Convention.

I hope that you have a successful conclusion to your year, and I look forward to seeing you at the West Virginia Key Club District Convention.

Very truly yours,

Richard M. Yurko, Jr.
Administrator
West Virginia Key Club

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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.*



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January 27, 2012

Dear Key Club President and Faculty Advisor:

**PLEASE SHARE THIS WITH YOUR SENIOR KEY CLUB
MEMBERS PLANNING TO ATTEND WEST VIRGINIA
UNIVERSITY IN THE FALL OF 2011**

The West Virginia Key Club District is proud to offer one scholarship to a graduating Key Club member planning to attend West Virginia University this Fall. The "Thomas W. Bennett" Scholarship is named after a Key Club Governor from Morgantown High School who was killed in Vietnam while serving with the United States Army. He was awarded the Congressional Medal of Honor.

The amount of the scholarship varies each year, ranging from \$500.00 to \$1,000.00. The recipient is notified by the West Virginia University Foundation as to the amount.

Please use the enclosed application form. Make certain it is mailed by the requested date.

Thank you.

Very truly yours,

Richard M. Yurko, Jr.
Administrator
West Virginia Key Club

a Kiwanis-family member
keyclub.org



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THOMAS W. BENNETT SCHOLARSHIP APPLICATION

This scholarship is for a senior Key Club member planning to attend West Virginia University.

Please complete and mail by March 2, 2012 to:

**Mr. Richard Yurko
400 White Oaks Boulevard
Bridgeport, WV 26330**

Name _____ Key Club Member Number _____
first middle last

Social Security Number _____

Birth Date (mo/day/year) _____ Gender: ☐ Female ☐ Male

Permanent Address _____
street address

city state/province postal code nation

Home Phone with Area Code _____ / _____ E-mail Address _____

Class Rank _____ Class Size _____ Grade-point Average/Scale _____

SAT Scores: Verbal _____ Math _____ Combined _____ ACT Score _____

Parents' Names _____

High School _____ Did you attend Fall Rally 2011 _____ yes _____ no

Key Club Faculty Advisor Name _____ Did you attend District Convention 2012 _____ yes _____ no

Advisor Phone with Area Code _____ / _____ E-mail Address _____

****SERVICE HOURS REQUIREMENT****

As separate Exhibit 4, list all Key Club community service projects and activities you have completed. The projects should be organized by year, the activity and the number of community service hours you have completed. You must also have this exhibit signed by your Key Club Faculty Advisor to verify that you have participated in these activities. Key Club defines Service Hours in the following manner:

- a. A service project is a voluntary act by one or more members of a Key Club for the sole benefit of an individual or group of individuals who possess a basic need for said services. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser to be considered a service project.
- b. Preparation and travel time for service projects are considered service hours, not administrative hours.

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UNIVERSITY INFORMATION

- ☐ I have applied, been accepted, and will be attending the following school:
(The scholarship check will be mailed directly to the school's Financial Aid or
Scholarship Office. Please secure the address of this office.)

University Name: West Virginia University

To which office the check should be mailed:

Address: _____
campus address

city state/province postal cards nation

Phone with Area Code ____ / ____ E-Mail _____

HOMETOWN NEWSPAPER ADDRESS

Name of Hometown Newspaper _____

Address: _____
campus address

city state/province postal cards nation

SIGNATURES

Applicant _____ Printed Name _____

Key Club Faculty Advisor _____ Printed Name _____

Applicant's Parent _____ Printed Name _____

- Exhibit 1.** Key Club Activities - list in chronological order, with dates, the elected positions you have held within Key Club on the club, District or International level. Also list any District/International conventions, training conferences, or leadership events you have attended.
- Exhibit 2.** High School Organizations and Activities - list in chronological order, with dates, any organizations or activities to which you have contributed or participated.
- Exhibit 3.** Religious and Community Activities - list in chronological order, with dates, any religious and community activities (including community service work) to which you have contributed or participated.
- Exhibit 4.** Key Club Service Hours - list by year, the activity and the number of community service hours you have completed. You must also have this exhibit signed by your Key Club Faculty Advisor to verify that you have participated in those activities. Please total the hours (must total 100 Key Club service hours).
- Exhibit 5.** Honors, Awards, and Special Recognition - list in chronological order, with dates, any honors, awards, and/or special recognition that you have received during your high school career.
- Exhibit 6.** Attach a 500-word essay describing a Key Club service project that you have participated in that has had the greatest impact on you.
- Exhibit 7.** Attach two recommendation letters that describe your leadership ability: one from a Kiwanis club member or the Key Club faculty advisor, and one from a community or religious leader. The reference letters must be no more than two pages in length, and they must be **original letters that are dated and signed by your references.**
- Exhibit 8.** Attach a certified copy of your official high school transcript showing your **calculated grade point average** with an explanation of the grading process utilized at the school. If a calculated grade point average is not supplied, the application will not be accepted.



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January 27, 2012

Dear Key Club President and Faculty Advisor:

PLEASE SHARE THIS INFORMATION WITH SENIORS

This year, we may offer five scholarships to graduating Key Club seniors. Each scholarship is for \$1,000.00. There are no restrictions as to college or university the applicant wishes to attend.

The recipients of the \$1,000.00 scholarships will be announced during a recognition banquet at the Key Club District convention. Please mail the completed form by March 2, 2012 to:

Mr. Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

Thank you.

Very truly yours,

Richard M. Yurko, Jr.
Administrator
West Virginia Key Club

a Kiwanis-family member
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DISTRICT SCHOLARSHIP APPLICATION \$1,000.00 Scholarship

RETURN BY MARCH 2, 2012 TO:

Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

Name _____ Key Club Member Number _____
first middle last

Social Security Number _____

Birth Date (mo/day/year) _____ Gender: ☐ Female ☐ Male

Permanent Address _____
street address

city state/province postal code nation

Home Phone with Area Code _____ / _____ E-mail Address _____

Class Rank _____ Class Size _____ Grade-point Average/Scale _____

SAT Scores: Verbal _____ Math _____ Combined _____ ACT Score _____

Parents' Names _____

High School _____ Did you attend Fall Rally 2011 _____ yes _____ no

Key Club Faculty Advisor Name _____ Did you attend District Convention 2012 _____ yes _____ no

Advisor Phone with Area Code _____ / _____ E-mail Address _____

****SERVICE HOURS REQUIREMENT****

As separate Exhibit 4, list all Key Club community service projects and activities you have completed. The projects should be organized by year, the activity and the number of community service hours you have completed. You must also have this exhibit signed by your Key Club Faculty Advisor to verify that you have participated in these activities. Key Club defines Service Hours in the following manner:

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- b. Preparation and travel time for service projects are considered service hours, not administrative hours.

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4842054

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UNIVERSITY INFORMATION

- ☐ I have not finalized my decision as to which school I will be attending in the fall.
☐ I have applied, been accepted, and **will be attending** the following school:
(The scholarship check will be mailed directly to the school's Financial Aid or Scholarship Office.
Please secure the address of this office.)

University Name: _____

To which office the check should be mailed: _____

Address: _____

campus address

city state/province postal code nation

Phone with Area Code ____/____ E-mail _____

HOMETOWN NEWSPAPER ADDRESS

Name of Hometown Newspaper _____

Address: _____

campus address

city state/province postal code nation

SIGNATURES

Applicant _____ Printed Name _____

Key Club Faculty Advisor _____ Printed Name _____

Applicant's Parent _____ Printed Name _____

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DISTRICT OFFICER ELECTIONS

******PLEASE SHARE THIS WITH INTERESTED STUDENTS******

The Key Club District Board is composed of a Governor, Secretary, Treasurer, Editor, and Lieutenant Governors elected from various areas of West Virginia.

Lieutenant Governors are a link between the district level and the local clubs.

In West Virginia, we elect our District Officers during the annual Key Club District Convention. They are installed on Sunday morning. Shortly after the convention, the entire Key Club District Board is trained extensively in the responsibilities of office.

There can be only 1 candidate for Governor, Secretary, Treasurer or Lieutenant Governor from each club. If there is more than 1 candidate from a club, the local club must determine by a vote which candidate will represent the club.

Governor, Secretary, Treasurer and Lieutenant Governor candidates should be prepared for the election by having a brief and prepared speech. The speech should include their background, experience, why they are seeking the office, what they hope to accomplish, etc.

PLEASE REMIND ALL CANDIDATES FOR DISTRICT OFFICE THAT, IF ELECTED, THEY MUST ATTEND THE APRIL TRAINER AND THE KEY CLUB INTERNATIONAL CONVENTION DURING THE SUMMER. EACH ELECTED OFFICER WILL BE EXPECTED TO SIGN A CONSENT AND ASSURANCE AGREEMENT, COPIES OF WHICH ARE ENCLOSED.

Serving on the Key Club District Board is a wonderful experience.

I encourage you to actively encourage qualified young people from your club to seek a District Office during the convention.

Thank you for your assistance.

Candidates for office may submit candidacy papers when they register at the convention. Candidacy papers submitted during the convention must be complete with required signatures.

a Kiwanis-family member
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CONSENT AND ASSURANCE **AGREEMENT**

District Governor

Having been informed of the duties and responsibilities of the office of Governor of the West Virginia Key Club District, I agree to the following conditions of office, realizing that failure to perform these conditions may cause me to be removed from office.

I agree to the following:

1. Preside over all Board Meetings, over the Key Club District Convention and other official board functions.
2. Prepare an agenda for every meeting of the board, subject to the approval of the District Administrator, and shall mail a tentative agenda to the Key Club Board at least 1 week prior to all board meetings.
3. Carry on extensive communication with the Key Club District Board through newsletters, personal written correspondence, memos, phone calls, and email.
4. Oversee the duties and responsibilities of the members of the District Board, and shall see that members carry out their duties.

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5. Attend the Key Club District Convention, the International Convention, the Fall Rally, all board meetings, the Governors and Administrative Training Conference, the Indianapolis Conference after International Convention, the Governors' Retreat In The South, the Kiwanis Family Conference, division trainer, and all home division meetings.
6. Publish a monthly newsletter to the West Virginia Key Club District Board, the Kiwanis Key Club Committee and the Kiwanis Governor.
7. Publish a Governor's Newsletter to each Key Club President and Faculty Advisor 5 times during the year, with copies to the Kiwanis Key Club Committee and the Kiwanis Governor.
8. Mail a Governor's newsletter to the Kiwanis Clubs of the West Virginia District on a quarterly basis. Copies are to be mailed to the Kiwanis District Board, the Key Club District Board, and to the Kiwanis Key Club Committee.
9. Correspond by mail on at least a monthly basis with the International board member assigned to the West Virginia District.
10. Correspond on a monthly basis with the West Virginia District Circle K Governor.
11. Assist members of the board with their responsibilities.
12. Attend the Kiwanis District Convention and the Kiwanis Mid Year Conference.
13. Carry on extensive correspondence with the Kiwanis Governor, other Key Club Governors, and the International office.
14. Make new Key Club building a priority.
15. Make membership growth a priority.
16. Answer all correspondence in a timely manner.
17. Appoint Key Club Board Chairs in accordance with Key Club International and West Virginia Key Club District policy.

- 18. Issue "Committee Directives" in a timely manner.
- 19. Abide by all of the guidelines contained in the Key Club Code of Conduct.
- 20. Abide by the West Virginia Key Club District Dress Code and the appearance code for West Virginia Key Club District Board Members.
- 21. Perform a minimum of 50 hours of school and community service, and have the performance of service hours verified, realizing that failure to do this will result in not being able to attend the Key Club District Convention as a board member.
- 22. Personally sell a minimum of \$300.00 in convention advertisements for the Key Club Convention Program.
- 23. Abide by the West Virginia Key Club District Board Policy regarding dating, that is, board members are not allowed to date other board members during their term of office.
- 24. Have a written report of activities prepared for each meeting of the Key Club District Board.
- 25. Have home club timely pay dues.
- 26. Have home club attend Fall Rally and District Convention.

Signature of District Governor

Signature of Witness

Date



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E-Mail: Richard.Yurko@steptoe-johnson.com

CONSENT AND ASSURANCE **AGREEMENT**

District Secretary

Having been informed of the duties and responsibilities of the office of Secretary of the West Virginia Key Club District, I agree to the following conditions of office, realizing that failure to perform these conditions may cause me to be removed from office.

I agree to the following:

1. Keep all records of the West Virginia Key Club District pertaining to the history of the West Virginia District, the District Convention, Board meetings, and other official board functions.
2. Maintain the records of the District in order, up-to-date, and in good condition. Make such records ready and available for inspection by the Key Club Governor and the District Administrator.
3. Work closely with the Key Club District Governor, Treasurer, Editor, Governor's Administrative Assistant, and the Key Club District Board Committees in areas of dues collection, the district bulletin, club reporting, and on all publications of the West Virginia District.
4. Keep all minutes of the Key Club District Board of Trustees meetings and publish these to the Key Club District Board, the Kiwanis Key Club Committee, the Kiwanis Governor, Key Club International, and specified others within 15 days after each board meeting or other official board function.

a Kiwanis-family member
keyclub.org

5. Publish a directory by October 15 containing the following information:
 - a. Listing of all clubs
 - b. Listing of all club officers, addresses, phone numbers and email addresses
 - c. The current Key Club District Board
 - d. The Key Club International Board
 - e. The Kiwanis Key Club Committee
 - f. The Kiwanis District Board
 - g. The Circle K District Board
 - h. The inclusion of other information as directed by the Key Club District Board
6. Attend the Key Club District Convention, the International Convention, the Fall Rally, all board meetings, home division trainer, and all home division meetings.
7. Publish a monthly newsletter to the West Virginia Key Club District Board, the Kiwanis Key Club Committee and the Kiwanis District Secretary.
8. Publish a Secretary's newsletter to each Key Club Secretary and Faculty Advisor 5 times a year, with copies to the Key Club District Board, Kiwanis Key Club Committee, and the Kiwanis Director Secretary.
9. Devise a system of club reporting.
10. Answer all correspondence in a timely manner.
11. Abide by all of the guidelines contained in the Key Club Code of Conduct.
12. Abide by the West Virginia Key Club District Dress Code and the appearance code for West Virginia Key Club District Board members.
13. Perform a minimum of 50 hours of school and community service, and have the performance of service hours verified, realizing that failure to do this will result in not being able to attend the Key Club District Convention as a board member.

14. Personally sell a minimum of \$300.00 in convention advertisements for the Key Club Convention Program.
15. Serve on District Committees as appointed by the Governor.
16. Abide by the West Virginia Key Club District Board Policy regarding dating, that is, board members are not allowed to date other board members during their term of office.
17. Have a written report of activities prepared for each meeting of the Key Club District Board.
18. Have home club timely pay dues.
19. Have home club attend Fall Rally and District Convention.

Signature of District Secretary

Signature of Witness

Date



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

CONSENT AND ASSURANCE **AGREEMENT**

District Treasurer

Having been informed of the duties and responsibilities of the office of Treasurer of the West Virginia Key Club District, I agree to the following conditions of office, realizing that failure to perform these conditions may cause me to be removed from office.

I agree to the following:

1. Work closely with the Key Club District Governor, the Key Club Lieutenant Governors, and the Key Club District Administrator to ensure that the method of dues collection is thoroughly understood by the Key Club Board and the clubs of the district.
2. Publish a monthly newsletter to the West Virginia Key Club District Board, the Kiwanis Key Club Committee, and the Kiwanis Governor.
3. Publish a Treasurer's newsletter 5 times a year to all local Key Club Treasurers, Faculty Advisors, the Key Club Board, the Kiwanis Key Club Committee, and the Kiwanis District Treasurer.
4. Attend the Key Club District Convention, the Key Club International Convention, the Fall Rally, various trainers, all District Board meetings, and all home division meetings.
5. Upon notification from the District Administrator that a Key Club has paid dues, send an appropriate acknowledgement letter.

a Kiwanis-family member
keyclub.org

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6. Assist in the building of new Key Clubs, the strengthening of existing clubs, and the reactivation of suspended clubs.
7. Accept other assignments from the Key Club District Governor.
8. Assist other members of the board in the carrying out of their responsibilities.
9. By the assigned dates send out the appropriate delinquent notices to the appropriate people.
10. Answer all correspondence in a timely manner.
11. Abide by all of the guidelines contained in the Key Club Code of Conduct.
12. Abide by the West Virginia Key Club District Dress Code and the appearance code for West Virginia Key Club District Board Members.
13. Perform a minimum of 50 hours of school and community service, and have the performance of service hours verified, realizing that failure to do this will result in not being able to attend the Key Club District Convention as a board member.
14. Personally sell a minimum of \$300.00 in convention advertisements for the Key Club Convention Program.
15. Abide by the West Virginia Key Club District Board Policy regarding dating, that is, board members are not allowed to date other board members during their term of office.
16. Serve on District Committees as appointed by the Governor.
17. Have a written report of activities prepared for each meeting of the Key Club District Board.
18. Have home club timely pay dues.
19. Have home club attend Fall Rally and District Convention.

Signature of District Treasurer

Signature of Witness

Date



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

CONSENT AND ASSURANCE **AGREEMENT**

Key Club Lieutenant Governor

Having been informed of the duties and responsibilities of the office of Lieutenant Governor of the West Virginia Key Club District, I agree to the following conditions of office, realizing that failure to perform these conditions may cause me to be removed from office.

I agree to the following:

1. Attend the Key Club International Convention after election.
2. Attend the Key Club District Convention at the conclusion of my term.
3. Attend all meetings of the Key Club District Board, including the Fall Rally.
4. Assist the Key Club District Secretary by turning in all local Key Club directory information.
5. File monthly reports, as detailed during the District Board Trainer.
6. Visit each local club in my division.
7. Correspond with each President in my division at least on a monthly basis.

a Kiwanis-family member
keyclub.org

8. **Form a Presidents' Council and hold meetings on a regular basis.**
9. **Organize and conduct a Divisional Trainer.**
10. **Serve on such committees as appointed by the Governor.**
11. **Correspond with Kiwanis Clubs sponsoring Key Clubs within the division, and keep them posted regarding any important news.**
12. **Assist in the organization of new Key Clubs wherever possible, and assist in the reactivation of delinquent Key Clubs, and try to reorganize Key Clubs whose charters have been revoked.**
13. **Publish a newsletter each month to the Key Club District Board, the Kiwanis Key Club Committee, the Kiwanis Governor, and the Kiwanis Lieutenant Governor counterpart.**
14. **Work closely with the Kiwanis Key Club Committee member assigned to my division, and my Kiwanis Lieutenant Governor.**
15. **Meet regularly with the member of the Kiwanis Key Club Committee assigned to my division.**
16. **Publish a divisional directory for my clubs.**
17. **Notify my clubs at least 7 days in advance of all division functions such as division meetings, presidents' council meetings, trainers, etc.**
18. **In cooperation with the clubs of my division, establish a division project.**
19. **Complete all of my assigned committee work on the approved date.**
20. **Assist the Key Club Governor in reaching his/her goals for the district.**
21. **Assist the Key Club Treasurer in the collection of dues, and assist the Bulletin Editor in the publication of a district bulletin.**
22. **Answer all correspondence in a timely manner.**

23. Abide by all of the guidelines contained in the Key Club Code of Conduct.
24. Abide by the West Virginia Key Club District Dress Code and the appearance code for West Virginia Key Club District Board Members.
25. Perform a minimum of 50 hours of school and community service through my Key Club, and have the performance of service hours verified, realizing that failure to do this will result in not being able to attend the Key Club District Convention as a board member.
26. Personally sell a minimum of \$300.00 in convention advertisements for the Key Club Convention Program.
27. Abide by the West Virginia Key Club District Board Policy regarding dating, that is, board members are not allowed to date other board members during their term of office.
28. Have a written report of activities prepared for each meeting of the Key Club District Board.
29. Have home club timely pay dues.
30. Have home club attend Fall Rally and District Convention.

Signature of Lt. Governor

Signature of Witness

Date



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

BIOGRAPHICAL DATA **Candidates For Office**

Name: _____

Home address: _____
(Street Address or P.O. Box)

(City, State, Zip)

Home phone: _____ Cell phone: _____

Email address (PLEASE PRINT): _____

Name of Key Club: _____

Name of Key Club Office you are seeking: _____

What class are you in now? _____

Date of birth: _____

List of any offices you have held in Key Club: _____

List of any honors you have received: _____

List other extracurricular activities: _____

Particular interests: (please list any skills you have, interests, etc.) _____

a Kiwanis-family member
keyclub.org



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
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January 27, 2012

MEMO TO: **Key Club Presidents
Key Club District Board
Kiwanis Key Club Committee**

FROM: **Richard M. Yurko, Jr., Administrator**

SUBJECT: **Charles E. McCallister Award**

Please review the attached information. This is a wonderful way to honor someone who has made outstanding contributions to the Key Club program in West Virginia.

The recipient can be an organization or an individual such as a Key Club Advisor, Kiwanis Advisor to Key Club – anyone who has gone above and beyond the call of duty in service to youth in general and/or Key Club in particular.

In submitting a nomination, it is recommended that the person not be informed.

All nominations must be submitted by March 2, 2012.

Send all nominations to:

**Richard M. Yurko, Jr., Administrator
West Virginia Key Club District
400 White Oaks Boulevard
Bridgeport, WV 26330**

a Kiwanis-family member
keyclub.org

CHARLES E. McCALLISTER AWARD

The "Charles E. McCallister Award" is the highest recognition award presented by the West Virginia Key Club District. The recipient shall be 1) an individual who has made a life-long positive impact upon youth in general and Key Club in particular, or 2) an organization that should be so honored for a long-term support of youth and the Key Club program in West Virginia. The award will be presented during the West Virginia Key Club Convention.

Nominations of the award shall be made from individual Key Clubs, or the Key Club District Board, and shall be according to the following criteria:

- A. All nominations must be in notebook or portfolio form.
- B. All nominations must contain the following:
 - 1. **Letter of Nomination:** This letter should be written by an individual or committee of individuals, and should provide a nomination statement, basic overview of the candidate, and the reason for the nomination.
 - 2. **Biographical Information:** This information should include schools/colleges attended, community involvements, occupation/businesses, interests, Kiwanis family and other youth service affiliations, and other pertinent biographical information.
 - 3. **Letters of Recommendation:** A minimum of 10 and a maximum of 15 letters may be submitted. The letters may be divided into any category desired.
 - 4. **Letter of Summation:** This letter should be written by the individual Key Club member or Key Club committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of highest honor.
- C. No more than two awards shall be awarded in any year.
- D. The selection of the recipient will be made solely upon the presentation received, rather than the Key Club District Board's knowledge of the nominee.

Addendum



January 2012

Compiled by District Secretary Jayson Hamrick

Shady Spring High School

Division 7

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Division 7

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Washington High School

Division 5&6

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KEY CLUB

929 West Central Street Elkins, WV 26241 (304) 614-5305 wkcsecretary@gmail.com

Club Secretary Newsletter

Hello Club Secretaries!

I hope that everyone has had a great start to the new year and all is well. This is the second Secretaries Newsletter for the year.

This letter covers a few more of the duties that are required of the Club Secretary.

As always, if anyone has any questions feel free to ask me at wkvsecretary@gmail.com.

Yours in Key Club service and
friendship,

Jayson Hamrick

Jayson Hamrick
2011-2012 District Board Secretary



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- Groovin' Into Service.....Page 2
- Monthly Report Forms.....Page 3
- Distinguished Club Secretary Award...
Page 3

Upcoming District Event

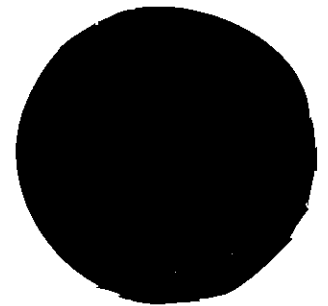
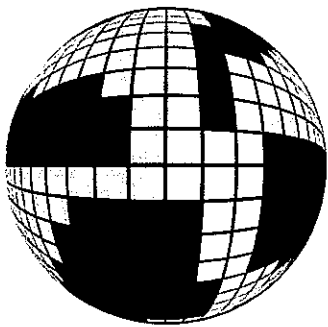
DCON!

On March 30th, 31st, and April 1st, the West Virginia District of Key Club International will be holding its annual District Convention at the Marriot in Charleston, WV. There will be a training forum for all secretaries at the Convention. It will explain many aspects of the job and allow for the possible secretaries to learn about the job and duties and ask any questions they might have.

GROOVIN' INTO SERVICE!!

Each year the District Convention has an over-all theme and this year that theme is 70s based! Groovin' Into Service! The District Board has come

up with great and exciting ways to tie the theme into our forums and activates. We always have a dance at DCON as well and this year it is a themed dance. So bring groovy clothes and dress like it's Saturday Night Fever!



Monthly Report Forms

One of the most important duties of club secretary is the Monthly Report Form (Pictured to the left). Each month, the Club Secretary is to fill out and send in a report form of what the club has done during the last month. It is a very easy form that asked for things such as service project performed, hours worked, numbers of members who helped, number of meetings held, number of members who attended meetings, as well as other things. The form is available as a PDF Document on the district website, wvkeyclub.com under the "For Your Club" tab on the left hand side. These forms allow the district officers to see what clubs are doing and help in consideration for District Awards.

KEY CLUB
West Virginia District

Key Club of: _____ Division: _____ Date: _____

Secretary's Monthly Report

Monthly Club Meetings					
Meeting Date	Members in Attendance	Adviser in Attendance	Members in Attendance	Adviser in Attendance	Members in Attendance
		YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
		YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
		YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
		YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>
		YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>

Please attach minutes as a separate file.

Projects and Fundraisers					
Project	Type	# Members	Total Hours	Money Raised	Money Spent
	Governor's Project				
	Governor's Project				
	Governor's Project				
	Governor's Project				
	Governor's Project				
	Governor's Project				
	Governor's Project				
	Governor's Project				
	Governor's Project				

Distinguished Club Secretary

The Distinguished Club Secretary Award is presented to the club secretaries who perform all their duties, turn everything in on time, fill out all forms, and submit records accordingly. I encourage everyone to apply for this award. It is a great honor to receive and shows your dedication to your position. The application for this award is also included in this mailing. Should you or anyone else in your club have any questions with any of the applications in the packet, please ask myself at wvkcsecretary@gmail.com and I'll be glad to help!

KEY CLUB®

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

Official Newsletter of West Virginia District

Issue 3

West Virginia Key Connection!

Why We Do It:

My first District Convention was last year, and I had a blast. I went having no clue what I was getting into. I wanted to be on the Board, and that was the only thing I knew. I have since learned that being on the Board was one of the greatest experiences in my high school career. At DCON, I met so many new people, and I still talk to most of them. My Key Club experience has led me to meeting some friends that I will have for the rest of my life. I am looking forward to this year's District Convention, and I hope to see everyone there!

- Katelyn Isner

When I first attended a DCON, I had no idea what I was in for. I was a newly appointed District Board member and was still learning about everything. I hadn't been to a DCON before so I didn't really know what to expect. With a little trepidation I approached the check-in table and began one of the best experiences that I've ever had. In just the few days that you're at DCON you'll meet so many amazing people and make some of the best memories. It is an amazing way for you to learn new things and even find out some things about yourself! For the upper classmen, it will be an amazing way to finish out your Key Club year. You've spent so much time dedicated to this great organization and there is no better way to wrap it up than with some of your best friends.

And for the underclassmen, this is a chance for you to see what Key Club is all about, meet new people from around the state (Ask how many of us met our college roommates through Key Club!), and open you up to the possibility of running for a District position. I really hope to see all of you at this year's DCON!

- Jason Hamrick

District Convention is one of my favorite times of the Key Club year. I love that I'm able to make new friends from all over West Virginia. DCON shows that Key Club is not only a high school club, but rather an international organization. While at the convention, you will be able to learn how to be a great Key Clubber while participating in events that help our district be the best it can be. If you choose to attend DCON, you will also have the opportunity to run for a position on the District Board. I can't wait for this year's DCON and I would love to see all of you there!

It is an understatement to say that being a member of the District Board is challenging yet rewarding. However, if you choose to put the effort into the position, I promise that the rewards will be well worth the work. Even though you may have to spend a few hours every month writing a newsletter, or call the same person multiple times just to get a response, you will discover you have a new group of friends who are willing to help you the whole way through. It may sound like an old cliché, but being a part of the District Board is something that you will remember for the rest of your life.

- Emily Assaley

INTERNATIONAL CONVENTION!

I-Con, What a Blast!

International Convention, better known as I-Con, is the convention for all Key Club Districts. From Germany to Hawaii, Key Clubbers come to celebrate the thing that brings us all together, service. This year's I-Con is going to be in Orlando, Florida and our District's trip is scheduled for July second through the eighth. While attending I-Con, you will have the ability to participate in the election of new International Officers as well as touring the all famous Disney World! That's right, not only is our District attending the most entertaining convention in the world it will also be touring the infamous Harry Potter World at Universal Studios, Downtown Disney, and Disney World. The cost at the most will be \$1,250.00, but don't let that deter you. If you begin fundraising now I-Con and all the wonderful experiences it holds are within your grasp.

Nicole Hegele

Lieutenant Governor Division 7

SERVICE FAIR!!

There will be a new addition to DCON this year! Instead of participating in a group service project we will be holding a service fair. This means that we would like for every club to bring in some kind of display (trifold type set-up) that shows off a service project that your club put together and participated in this service year. One of the forum rooms will be set up with everyone's display lining the walls. We encourage all of the attendees of the convention to take a stroll through and check out what the other clubs around the state are doing! Make sure you make your displays attractive and inviting so that people will want to check out what your club did. Who knows, you might even pick up an idea to take back to your club! Please make sure that you and your club bring in a display to show off all of your hard work!

MYRSTRY!!

If you have a childhood love for Scooby Doo, then you'll love District Convention! The District Board has decided to "Solve a Mystery!" When you receive your information packet at registration, you will find a paper containing clues to a mystery you must solve. Sounds easy? Think again! To obtain all the answers and solve the mystery, you'll have to listen to the speakers (very carefully), attend ALL of the forums, and look in many places. Now you ask, "What do I get for solving the mystery?" Let me tell you! The person with all of the right answers will win an iPod! If more than one person solves the mystery correctly, their names will be put into a drawing. Be on the lookout at DCON, and be sure to fill up on your Scooby Snacks!

We ask everyone to remember the main reason we are there, to elect a new district board and make decisions that will affect the district forever. There are many opportunities to take initiative during D-Con and to become a leader. One of those is to run for a District Board position. Whether it is an elected or appointed position, be prepared to talk to people and make a speech. We also ask that everyone remember that the dress for the weekend varies between business casual, business formal, and casual (for the dance only). Keep the Key Club Code of Conduct in mind and have a fantastic weekend. ☺

Why Did We Join Key Club?

This past year, I had the opportunity of a lifetime: to serve alongside twenty other students from across the entire state of West Virginia on the District Board. This isn't any old District Board; it is the West Virginia Key Club District Board. The main focus of being on the West Virginia Key Club District Board is to further unite the District as a whole, organize rallies and conventions, and to progress the District in the right direction. Apart from this syllabus, you will experience a journey of a lifetime, as you will meet Key Clubbers from across the world, bond during board meeting weekends, and understand the true meaning of service. I unquestionably suggest you should try to serve on the West Virginia District Board while you are a Key Club member because it truly changes you as a person. I can't even begin to describe how much this past year has meant to me and I have countless of memories I will never forget. While serving on the board, you will discover who you are as a person and will improve on leadership, speaking, and organizing skills. I hope I have influenced you on serving on the District Board and I am thrilled to see who will be the successors of 2011-2012 West Virginia District Board!

- Thomas Padden

I feel so blessed to have been a member of the District Board this year. I have not only made lifetime friends, but a family. We have been working hard to make this year a great Key Club year. I have had so many great memories that I will never forget! Being on board has truly changed my life and I would not have changed this experience for anything!

- Kaylee Laposta

District Convention (D-Con) is our West Virginia Key Club District's Convention that honors all those outstanding clubs, officers, and the West Virginia Key Club District Board. In the past years that I have attended District Convention, they become more memorable each consecutive time. While attending District Convention, you will meet new people, further your knowledge of Key Club, and engage in several other fun-filled activities. This year's Convention has the promise to be as eventful and enjoyable as those before it and I am pleased to be participating in the preparations for it.

Nicole Hegle

Last year I attended my first DCON as a junior. I had no idea what to expect other than my group of friends that had gone the year before said they had an amazing time and met a lot of new people. DCON was definitely one of the best experiences I had during my junior year. Not only did I learn a lot of tips and service ideas to take back to my club but also, I feel in love with Key Club. I have DCON to thank for wanting and getting the opportunity to serve on the board. As soon as I say the entire board sitting in front of the room together I knew that's what I wanted to do! I encourage everyone to go and give DCON a try! Don't worry, even though you do dress up its not all serious business. It's about coming together as a district to bond and round up new ideas all in a three day span. I promise if you make the decision to join us a DCON you will not regret one second that you are there!

- Kelsey Ferguson

The main reason I joined key club was because I was inspired to serve. At some point in time I realized how positively key club impacted my community and the world and saw an opportunity to join this effort that was too good to pass up. This inspiration has empowered me and provided me with a new lens to view the world, one with which I now see just how much change I can create while working together with fellow key clubbers. Together, we are able to take on projects of enormous scale. The goal of eliminating worldwide diseases such as maternal neonatal tetanus is within our reach, a vision unfathomable to a single individual.

- Carl Fernandez

District Convention was honestly a life-changing experience for me. I made friendships that will last a lifetime and memories I could never forget. I took my role as Lieutenant Governor, which ultimately has had a huge impact on my every day life. DCON for me was not just business; I learned a lot, and it was a ton of fun! There was always something to do! The forums were jam-packed with information and overall a good time. Seeing everyone win prizes for service was so inspiring; a girl at my school even won a scholarship for college! DCON was the beginning of my journey on District Board, and I am so excited to go back! The District Board is doing its absolute best to serve you and make this DCON the most outstanding ever! It is an opportunity you do not want to miss, so please join us in Charleston for the 66th West Virginia Key Club District Convention!

Maddie Minor

It seems like yesterday when I was a sophomore at the District Convention for the first time! There were so many Key Clubbers I could not believe the sheer number of how many Key Clubbers were at attendance from all over the state. Through Ice Breakers, Forums, the Award Ceremony and the other exciting activities at DCON, I got to meet and become friends with several Key Clubbers, including members of the District Board. Besides the fun I had, my passion for this great organization started when I learned more about what Key Club is and how everything I do, while driving the vehicle of service, has some kind of impact on my home, school, and community. From everything I learned and experienced at DCON, I took back to my home club of Jefferson High School and ensured we were living up to the Key Club Motto, "Caring-Our Way of Life". Returning to DCON as a President the next year, I decided to run for Lieutenant Governor of Division 5&6 on the District Board in order to further serve this organization and to become a part of something that I'll never forget no matter what! Words can not describe what it's like to serve among a Board of individuals who share the same common goal as you and are just as passionate about Key Club as you. No matter where I go in life, I'll always thank my Key Club family that shaped me into the person I am today!

I highly encourage you to attend this unforgettable experience of a lifetime! You will see exactly what is to be a Key Club member and see how this organization is not only local, but international! Don't let this slip by idly, because you'll regret it later deeply! And who knows... YOU could be on

the District Board next year, but only if you actually attend! Hopefully, I will see you there and I can be a part of your unforgettable experience!

Circle K

Circle K International is the world's largest collegiate community service organization and an amazing branch of the Kiwanis Family! If you want to be the change you wish to see in the world, join up with passionate and like-minded individuals who can amplify your efforts and maximize the good that can be done. If you love meeting new people and would like to make meaningful connections with peers, mentors, and leaders in the community, Circle K is a great place to start!

As you leave high school

and endeavor into the unknown adventure of college, Circle K is the organization where you can meet up with the amazing people that you have met and worked with at district and international Key Club events as well as others like you who have already faced some of the giants that you will be introduced to. College can be a daunting but incredibly rewarding and fun experience and it is never a misstep to reach out and build relationships with people who can help further your ambitions in the classroom, on campus, and in the community!

Overall, Circle K is a platform for your passions. If you want to help children, the homeless, animals, or autism - build your plan and invite your friends! It is as easy as that! Surround yourself with people who will enhance your experiences and share in your triumphs towards making our world a better place. Don't let your priorities shift from high school to college. Don't put service on the backburner. We are called Service Learning Programs for a reason, and it is my sincere belief that we learn as much through our service to others and the leadership experiences we take on as we do in the classroom (and membership is much less expensive than tuition!)

Ashleigh Glass
2011-2012 District-Governor
West Virginia District
Circle K International

Technology Corner

It is calculated that, cumulatively, that people spend more than 1.3 MILLION hours on Facebook per month.

Take 5 of those minutes you spend and like our District Board page on Facebook.

West Virginia District- Key Club International

This is the name of our page that the board regularly post on with pictures, news updates, upcoming events,

and neat ideas for projects. We invite you to Like our page and post on it whenever you like.

We also invite you to make a page for your own club. It is a great way to keep in touch and remind people of upcoming projects!



Kiwanis
Service Leadership Programs

Contact Information: wvkceditor@gmail.com
www.keyclub.org

West Virginia Key Club District

Appointed District Board Position Application

Bulletin Editor: The Bulletin Editor is the corresponding officer to the club bulletin editors. This person is charged with sharing news, correspondence and promotions from the district board to the clubs in the Key Connection, the district bulletin.

Communication Chair: The Communication Chair is the key communications and public relations person for the district. This person is responsible for the correspondence of information from the District Board to the District Webmaster as well as promoting public relations to the clubs.

Convention Promotion Chair: The Convention Promotion Chair is responsible for the promotion of all conventions, including International Convention, Fall Rally, and District Convention. This person will compile a list of possible guest speakers, forum topics, and other materials as needed throughout the year for District Convention.

District Project Chair: The District Project Chairman is responsible for developing and proposing District Project ideas to the District Board. Once the project is decided this person will promote the District Project and stay in contact with clubs.

Kiwanis Family Relations Chair: The Kiwanis Family Relations Chair is responsible for communication with the branches of the Kiwanis Family. This person will promote interaction with the Kiwanis Family.

Presidents' Liaison: The Presidents' Liaison, as a current club president, will provide a club officer prospective to the District Board. This person is also responsible for communicating with the presidents throughout the district.

Special Activities Director: The Special Activities Director is responsible for the special activities and projects that occur throughout the West Virginia District. This includes any programs that the district is affiliated with and other events that occur during any given year. It is also the duty of this position to create a special activities manual that will be sent to clubs to use as a project resource.

What responsibilities other than Key Club do you have?(i.e. jobs, clubs, sports)

What is something unique that you will bring to the District Board of Trustees?

If appointed will you make attendance at ALL District Board Meetings, the West Virginia Fall Rally, and the District convention a high priority? _____

If you are selected for this position, what would your goals for the year be?

What additional information should we know about you when selecting this position?

Your contact information:

Name: _____ Phone Number: _____

Email Address: _____

Please confine your answers to the space provided on this application.

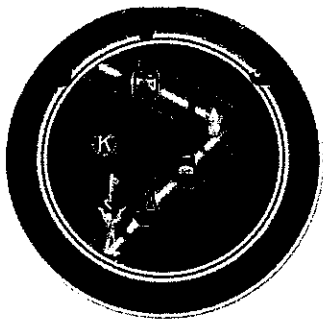
Please email or mail this to the District Governor and District Administrator by March 1st.

Governor:
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KEY CLUB®

District Project Pamphlet



Including: Service Project Ideas
The Effect Expected Upon the Community
Judging at District Convention

West Virginia District Project 2011-2012



Kiwanis
Service Leadership Programs

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Introduction

The 2011-2012 District Project for the West Virginia District is Safety is Key, a focus on safety awareness in our homes, schools, and communities. This year's district project is very broad and because of this your club has big job ahead of them in deciding what types of safety they wish to focus on as well as which projects to do with them.

The West Virginia District Board of 2011-2012 saw this year's District Project as an opportunity to expand educational service in the state. It is important that our district approach this project with open minds to new things and ideas of service.

In this packet, you will find ideas for service projects, strategies for this year and your clubs approach to it, and judging at District Convention. Please use this material to educate you on the District Project and contact the District Project Committee in the case of any questions.

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.

How to Become Successful

The District Project Committee has developed different strategies for your club to apply this year to the district project. It is not required that you follow any of these and they have merely been developed to assist your club with its interpretation and handling of the 2011-2012 District Project.

Strategy 1:

Each month adopt a new type of safety for your club to focus on and perform service projects under. This will keep your club interested in the district project and keep it from reaching a standstill.

Strategy 2:

Decide upon one large safety project to dedicate your club's time to. This project needs to be one that your club spends time planning and completing. It also will most likely need to encompass more than one type of safety or a singular safety concern in your community.

Strategy 3:

Your club can decide upon three or four safety types to focus on throughout the year. Similar to the first strategy, your club could focus on a different type of safety every few months or focus on all at the same time with different committees focusing on each category of safety.

People Who Can Help

Your local Fire Department, Police and Sheriff's Department, and Poison Control are all organizations willing to assist you with this year's District Project. When contacting them, remember to keep in mind that these organizations also do service projects and aiding them is just as effective as conducting your own service project within your club. Another important fact to remember is normally all it takes to receive help with the completion, assistance, or donation for a project.

.....

Possible Service Projects

- Presentations on Safety
- Physical Demonstrations
- Bicycle Safety Obstacle Course
- Fingerprinting
- Petitions for Safe Actions
- Play on Safety
- Safety Fair or Carnival
- Distribution of Educational Materials

Club Name: _____

Number of Paid Members: _____

List of Projects (Up to 5) and Brief Description

1) _____

2) _____

3) _____

4) _____

5) _____

Five points for
each project.

Total: _____

Total Service Hours: _____

Percentage of Club Participating: _____

Cost of Materials: _____

President's Signature: _____

Advisor Signature: _____

Total Service
Hours is
equivalent to
total points.

Total: _____

Percentage of
Club equals the
number of
points.

Total: _____

Total Points: _____

Contact Information

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Your local fire and other departments contact information can be found in your local telephone book and/or online.

If you have any questions, please contact the District Project Committee using the information above.

DISTRICT CONVENTION IS ALMOST HERE!!

Want to find out more
about DCON and

Visit the West Virginia

www



Or find us on the Internet
www.wvkeyclub.com



Want an idea

or

Check out
for

- Like the West Virginia District—Key Club
International Page

the event!

KEY CLUB

Official Newsletter of West Virginia Key Club District Kiwanis Family Relations Committee
January 2012

Kiwanis PB&J

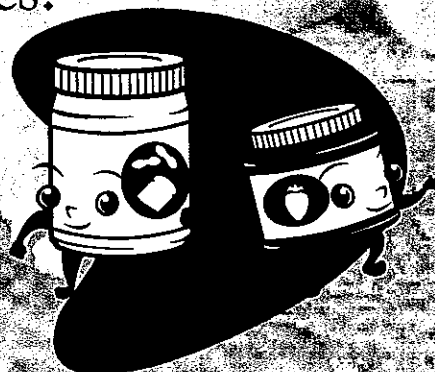
January 2012

1. What is PB&J?
2. Why PB&J?
3. How to PB&J

What is PB&J?

Like a peanut butter and jelly sandwich.

Peanut Buddy and Join (PB&J) is a joint project between the West Virginia Key Club and Kiwanis. Started to help boost members in the Key Club District, PB&J is a project where the parents of Key Club members are invited to join Kiwanis at a special celebration where they get to see all of the cool things that the Kiwanis Family does.



Why do a Parent, Buddy, and Join?

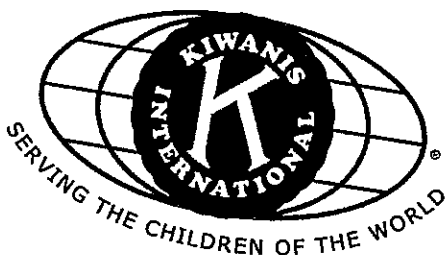
Sometimes, parents still think that Key Club makes keys.

Therefore, they do not really understand the full extent of the activities that Key Club does to help make the world a better place. The purpose of the project is to make the normal family a K-Family, a family that idealizes service and works hard to better their homes, schools, and communities in everything that they do. This not only helps Kiwanis by adding more members but also helps the world-more people doing service means that every day there's another chance to change someone's life. PB&J is really just the beginning of a united effort to make OUR family a K-Family!

Your Kiwanis interaction is a critical part of your Key Club experience. Since they are our parent organization, interaction with them is a two way street. If you help them with projects, they will be willing to give you money for events, like International



Convention, District Convention, or even other club activities. Kiwanis wants people who are interested in helping the youth and community. Your parents are the best candidates because they share a common interest... YOU! Without the Kiwanians, we would not be an club.



How to do a Parent, Buddy, and Join

Decide where you want to go with it.

There are many ways to promote the K-Family to Key Club parents. You could do something simple like asking members to talk to their parents about it. Invite parents to certain projects and events!

Holding social and informative events is an excellent way to promote the K-Family!

Here's some steps to get you started...

1. Contact your Kiwanis club!

Kiwanians will be an integral part of this event. Offer the idea up to them and listen to their approach of it.

2. Set up a location, date, and time.

3. Plan the set-up.

Don't forget that it is a time for both Key Club and Kiwanis to celebrate and promote the service they do and the family they provide. Maybe both presidents will give a presentation on a great project they did. Maybe Kiwanis will want to have a sign-up sheet. Maybe you can have a bonding activity. Maybe you could serve PB&J sandwiches. Just some thoughts—What approach would it be best for your club to take?

4. Encourage club members to talk to their parents.

If the Key Clubbers are not interested in the idea, their parent's likely won't be either. Promote it in meetings, and explain the benefits of having parents in Kiwanis. Send an invitation to the parents too!

5. GOOD LUCK!



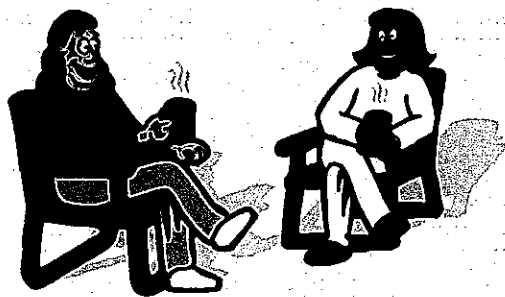
Thank you for the work you do to support our family and the impact we have on the world!

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The K-Family Relations Committee

West Virginia Key Club District, 2011-2012

Communicating Effectively with Adults



Communication with adults is especially important for Key Clubbers as we frequently have to work with our sponsoring Kiwanians. Even though you may be reluctant to approach someone older than you, remember that with age comes experience, and that most Kiwanians are more than willing to help in any way possible. Even though they are adults, they were our age once. If you're still a bit uneasy about approaching an adult, here are a few tips to get you started.

Whenever possible, it is always best to meet with someone in person. Not only does this make you more personable, but it also makes the conversation more efficient. You don't have to wait for someone to send a return email, and you are more likely to avoid miscommunication.

For In-Person Meetings

Introduce Yourself: Even if it's not the first time you have met, giving your name and purpose is a great way to put a face with your name.

Make Eye Contact: You don't have to stare down your Kiwanian, but making eye contact lets them know you're listening and confident.

Be Polite: You should always be polite to others, especially when they're helping you. Please and thank you go a long way to get you what you need.

Have a Positive Attitude: Smile! This makes your task more bearable for both you and others.

Speak Clearly: Use proper English, not slang.

Acknowledge Your Nervousness: They will be more likely to put you at ease than think you're not interested.

Give Your Full Attention: Many adults find it extremely rude if you keep checking your phone while talking to them.



Not a Face-to-Face Conversation?

Some adults aren't familiar with text messaging, Facebook, or email. Many prefer a good "old-fashioned" phone call as the best way to communicate.

When speaking on the phone, avoid distractions and background noise. Keep the same manners for any other kind of meeting. Remember to use correct grammar in written communication. Again, use proper English, not slang.

It's always better to have a good relationship with your supporting Kiwanis Club before you need help, as they are more willing to give help if you are already acquainted. One way to build a strong relationship between your Key Club and your supporting Kiwanis Club is to volunteer for one of their projects. Keep in mind that adults are just the product of learning from their mistakes, and they are happy to help us avoid making the same mistakes they did, if we just take the time to listen.

Yours in service and friendship,

Emily Assaley

K-Family Relations Committee

2011-2012

West Virginia Key Club District

