



CLUB BULLETIN EDITOR

Credits to 2013-2014 NYDKC Division 11 Lt. Governor Lillian Xie

BASIC DUTIES

- Produce a monthly newsletter for members.
- Post signs, posters, and banners announcing meeting dates, projects, and any type of Key Club promotion.
- Send articles to the district publication, the Empire Key, and the divisional newsletter.

Every week, you should:

- ☐ Attend weekly club and board meetings.
- ☐ Post a calendar of events to publicize meetings and events.
- ☐ Make morning announcements, posters, signs, and banners to promote projects and meetings.
- ☐ Take pictures at meetings and events.

Every month, you should:

- ☐ Attend Kiwanis club meetings and provide updates on club happenings.
- ☐ Submit an article to the Division and District newsletter publications.
- ☐ Produce a newsletter.

For the year, you should:

- ☐ Ensure that after each event, a Key Clubber is documenting the project and submitting it to the District and Division's Service Spotlights.
- ☐ Save all published newsletters, signs, calendars, and banners to give to your successor.
- ☐ Take pictures and document club events, meetings, and overall work in a scrapbook to be entered in district/international contests.

MONTHLY NEWSLETTERS

Monthly newsletters should include:

- Important dates and upcoming events
- Officer contact information
- Meeting schedule and location
- Service project dates and information
- Review of completed projects
- Committee reports
- President's message
- Major Emphasis Program Information
- Reminders and dues update
- PROPER USE OF THE BRAND GUIDE

SUGGESTED CONTENT FOR NEWSLETTERS

MAY-JUNE-JULY

- New board member names and addresses
- LTC highlights
- Information on the Governor' Project, District Projects, and Major Emphasis Program
- New Lieutenant Governor and District Board information
- Farewell to past officers and members

AUGUST-SEPTEMBER-OCTOBER

- Back-to-school club information
- Introduction to Key Club International (for newcomers)
- Fall Rally promotion and wrap-up
- Dues information
- District project explanation and tips to help

NOVEMBER-DECEMBER-JANUARY

- Key Club Week and planned activities
- Holiday service projects
- District convention promotion (include site, dates, and costs)
- Fundraising ideas

FEBRUARY-MARCH-APRIL

- Club elections
- District convention preview
- Lieutenant governor and district executive board election results
- International convention promotion

ADDITIONAL RESOURCES

- 2012+ Club Bulletin Editor Training Materials (among others): <http://nydkc.org/wp-content/uploads/2013/10/Club-Bulletin-Editor.pdf>
- Key Club International Resources: <http://keyclub.org/fad.aspx>
- Key Club International Club Level Leadership: <http://keyclub.org/Leadership/ls/cl.aspx>
- Key Club International Guidebook: http://www.keyclub.org/Libraries/Governance/Guide_KeyClub_Key_Club_Guidebook_2014-15.sflb.ashx
- New York District Paperwork: <http://nydkc.org/resources-paperwork/>
- New York District Bylaws: http://nydkc.org/wp-content/uploads/2013/10/NYD_Key_Club_Bylaws_KCI_Approved_6-19-14.pdf
- New York District Board Contact Information: <http://nydkc.org/who-we-are/district-board/meet-your-district-board/>