

# JacKEY Updates

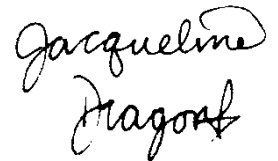


May 2014

Hello, Club Secretaries!

As I promised in my campaign for District Secretary, I will be sending you all monthly updates about what I and what the NJ District Board in general is doing---distribution starting this month (there is also an April Update)! These past two months, I have been working on projects ranging from planning and executing the Spring Regional Training Conferences to organizing and recording Club Monthly Report Forms and Club Officer Rosters (as well as the numerous forms Lieutenant Governors need to turn in) to typing up the Official Minutes from the NJ District April Board Meeting. I have enjoyed every second of this service year so far (seriously) and am looking forward to speaking with all of you at a more personal basis sometime in the remaining part of my term. Always feel free to send me an email or a Facebook message!

Yours in Caring and Service,

A handwritten signature in black ink that reads "Jacqueline Dragon".

Jacqueline (Jackie) Dragon

Did your club turn in a Club Monthly Report Form (CMRF) this month? If not, you can still turn in your CMRF late by sending it to your Lieutenant Governor, your Zone Administrator, and me! A late and/or relatively empty form is better than nothing.

Have you recently checked the resources available on the NJ District Website? Click on the Resources Tab and go to "Club Secretaries" for a blank CMRF, CMRF Instructions, an example hour-record format, and more!

The NJ District Website also has a calendar of district and divisional events and will be continuously updated as more are planned. A summary of the April Board Meeting will be uploaded soon, as well.

## Super-short Guide to Find the Brand Guide

As a club officer, you are responsible for helping your club maintain a professional outside appearance. What is one of the easiest ways to do that? Use the **Brand Guide!**

Go to this link on the Key Club International Website, download the PDF file, and start customizing your flyers and reports with some Key Club style:

<http://www.keyclub.org/fad/cm/brand.aspx> .

Quickly memorize two or three of your favorite Brand Guide fonts in case you ever need to snazz-up a flyer! My personal favorites are Century Gothic and Verdana for headings or eye-catching words, and Garamond Premier Pro for long articles/documents.

Keep an eye out for the Summer District Mailing! It will include letters from the Executive Officers, information on the District Advocacy Project, ideas for summer service events, and lots of other information.

For all those secretary-treasurers out there, donations for The Eliminate Project should be sent to:

Ann Updegraff Spleth  
COO Kiwanis International  
Foundation  
3636 Woodview Trace  
Indianapolis, In 46268.

Checks should be made out to **Kiwanis International Foundation** and **Eliminate** should be written in the memo section of the check.

### Spring Regional Training Conference Attendees:

Did you enjoy the Spring Regional Training Conferences? If you attended and did not receive a copy of the Secretary Workshop Materials, send me an email! And if you would like materials from any other workshops, contact the corresponding presenters (or ask me to contact them if you do not know their names) so you can bring back some of that information to your club.

### Future Fall Regional Training Conference

**Attendees:** Get excited! The Fall Southern RTC is planned for September 13; the Fall Central RTC for September 14; and the Fall Northern RTC for September 20. While there will be some of the same information that was presented at the Spring RTCs, the NJ District Board will be adding more useful information to their presentations over the summer!

Join the “**New Jersey District Key Club Secretaries**” Facebook group to connect with past Key Club secretaries and get tips and reminders for CMRFs and other report forms.