

### 3.

#### **Maintain an expense line for Key Club.**

##### **Required expenses: New club**

A newly chartered club can be started with a completed petition for charter and the chartering fee (see worksheet for current costs). The newly chartered club will receive an official certificate of charter, leadership tools and much more. Each member also will receive a membership pin, handbook and membership card.

##### **Required expenses: Annual member dues**

Sponsoring a Key Club requires a commitment of time and financial support by your Kiwanis club. Each September, the Key Club is notified to update its membership roster online and pay annual membership dues.

Each member should be responsible to pay individual district and international dues. After completing the online membership update, the payment can be submitted via credit card online or by check to Key Club International. Please note, both district and international dues are to be paid directly to Key Club International (some districts differ, please refer to annual dues statement).

##### **Reactivation**

If a Key Club does not pay its annual dues and then needs to be reactivated, the sponsoring Kiwanis club or sponsoring party must submit US\$100 and the:

- Name and key number for the club being reactivated
- Name of the sponsoring Kiwanis Club or party
- Kiwanis advisor's name (if applicable)
- Faculty/club advisor's name and e-mail address
- Number of active members
- Permanent mailing address for communication

##### **Additional recommended expenses:**

- **International convention.** Traditionally scheduled in late June or early July. Open to all Key Club members, it features election of Key Club International board, international awards, service initiative education and personal and positional development workshops.



# KEY CLUB®

## Service Leadership Programs sponsorship toolkit

The following are limited in some districts; contact your district leadership for opportunities:

- **District conventions.** Traditionally convene in February, March or April. Open to members in each district and include election of district board, district awards, service initiative education, personal and positional development workshops.
- **Fall rally.** Traditionally takes place in September, October or November. Some districts have several rally weekends, usually in a park-like location. Open to members in each district, gatherings include fellowship and service initiative education.
- **Officer training conference.** Contact your lieutenant governor for training in your community. Traditionally, a day-long training event at a school facility. Open to club officers and members, it includes training and leadership development and service initiative education.

### **Additional recommended expenses:**

- Year-end club events
- Fundraisers
- Joint service projects
- Facility rental or food costs for joint social or recreational events
- Scholarships
- Awards and recognition

### **Other things to consider**

- Members have responsibility for part or all of their international, district and club dues. This helps teach fiscal responsibility and gives them more ownership in their membership.
- Each Kiwanis club and Key Club has individual needs, so communicate directly with the Key Club about what it needs from the Kiwanis club.
- Let the Key Club members and volunteers know about the budget and the contributions of the Kiwanis club.
- Chartering expenses can be taken out of the Kiwanis club's service budget.