

KEY CLUB®

KEY CLUB NEWS RELEASE TEMPLATE – NEW CHARTER

FOR IMMEDIATE RELEASE

CONTACT: **[NAME]**
 [OFFICE NUMBER]
 [CELL NUMBER]
 [E-MAIL]

NEW KEY CLUB CHARTERED AT [NAME] HIGH SCHOOL

[YOUR CITY, STATE (DATE)] – Formed [TIMELINE], the [NAME] Key Club formally received its charter on [DATE, YEAR]. There are [NUMBER] charter members and charter president of the new club is [NAME], a [CLASS] at the school. [NAME] is the faculty advisor, and [NAME] is the Kiwanis advisor. The new club is sponsored by the [NAME] Kiwanis Club.

The [NAME] Key Club is the {NUMBER} sponsored by the [NAME] Kiwanis Club, and joins Key Clubs at [NAMES] that comprise Division [NUMBER] in the [NAME] District of Key Club International. The new club plans to hit the ground running and become very active very quickly in the school and in the community.

“We have a lot of service-oriented students who are looking for ways to get involved, to make a difference,” said [PRESIDENT]. “If there are needs out there, we want to know about them, so we invite people in the school and the community to get in touch with us to see how we might help.”

Joining [NAME] as president, other officers are: [NAMES, TITLES, INFORMATION]. To get in touch with the [NAME] Key Club, please call [NUMBER] or e-mail [DETAILS].

Key Club International, a service leadership program of Kiwanis International, is the oldest and largest service program for high school students, and gives its members opportunities to provide service, build character and develop leadership skills. Key Club attributes its success to the fact that it is a student-led organization that teaches leadership through serving others. For more information, visit www.keyclub.org or call 1-800-549-2647.

Instructions:

- Complete the news release with names, club information and event information
- Compile names and contact information for key people at local television and radio stations, newspapers, Web sites, bulletins and newsletters.
- Attach a Key Club fact sheet to the news release and send it to local media outlets to publish or broadcast.
- Follow up with media to offer assistance and additional information
- Provide photographs if available and applicable