

TOP 10 TIPS FOR FACULTY ADVISORS OF NEW KEY CLUBS

- **Explore Key Club websites** -International and District—check out resources and district events-Check our Advisor Guide on-line before shipment arrives
- **Reach out to Key Club District Administrator**—check on district calendar and help from student and adult leaders in your area
- **Reach out to sponsoring Kiwanis Club**—Meet with Kiwanis advisor, find out about service projects they already have and financial support they have planned for the new Key Club
- **Develop a club information form** that would contain all the details needed about student members—set-up a database for use of this information
- **Develop officer candidates** training and election—Continue recruiting new members for club—training pamphlets on-line before shipment arrives
- Work with officers to **develop a club calendar** with meetings, service projects, division/district events, including training event
- Work with officers to set up **committees and expectations** for members
- Check on a **Kiwanis Key Leader** in your area-www.key-leader.org
- **Organize an online meeting place**—Google Classroom or Canvas—to advertise membership, meetings, and service projects
- Create an online system to **record Service Hours** for self-reporting and for documentation by the school