

## TOP 10 TASKS FOR NEW KEY CLUBS

- ❖ Check out **website resources**—keyclub.org and district key club site
- ❖ Identify members **strengths and** interests
- ❖ Plan for **officer elections**—orientation meeting, elections, training, establish committees
- ❖ Plan for **chartering celebration**—invite school leaders, sponsoring Kiwanis club, parents, Key Club LTG—install officers
- ❖ Prepare **club calendar**—check school and district Key Club calendars-- schedule sponsoring Kiwanis club, Key Club LTG to attend meeting—attend Kiwanis club meeting
- ❖ Establish **club presence** in school—website and social media, meet with principal and other leaders, PTA and PTO, become the “go to” group for help in the school
- ❖ Invite leaders of **other school clubs** to Key Club meeting and officers attend other club meetings
- ❖ Conduct **school and community needs assessment**—poll students, teachers, staff, parents, school board, community non-profits
- ❖ Prepare list of potential **service projects**
- ❖ Schedule **service projects** in conjunction with Kiwanis club and other clubs in school
- ❖ Review **Key Club contests** for possible club contests