

END-OF-YEAR CELEBRATION

Before the meeting:

- New club officers should be elected by now. Often, their installation is held as a freestanding meeting. Details for this meeting can be found in the [Key Club Advisors Guide on page 39](#). Invited guests can include members of the sponsoring Kiwanis club, parents, high school faculty and staff and club members.
- If your club is large, this year-end celebration could be planned by club officers and the advisor. Or this club meeting could serve as the planning meeting for a special celebration. Be sure to invite club guests as well. Depending on your school and city guidelines, you may be able to have this meeting in person or continue as a virtual meeting.

1. Welcome

- a. Introductions.
 - i. Introduce officers.
 - ii. Introduce advisor.
- b. Introduce guests.

2. Opening reflection

- a. As you begin to plan your club celebration or celebrate during this meeting, ask the group to reflect on the events of this year.
- b. Allow outgoing officers a final word to the club. One suggestion is showing the video, "[You Will Be Found](#)," from the original cast of Dear Evan Hansen performing in their homes through Zoom. This is a style we are all familiar with now.
- c. After watching the video and listening to the outgoing officers' remarks, invite members to share celebratory comments about the club during the past year.
- d. Have outgoing officers share a year-in-review about the club's projects and impact. Share some poignant stories of your club's joint service throughout this year's challenging times. After, thank all members for their part in this year's service. Here is a possible source of [thank-you messages](#).
 - i. As your club reviews projects and shares memories from the year, update the yearly record of service hours that must be reported to the Key Club district and Key Club International.

3. Recognition of retiring officers and seniors

- a. This section can be led by the new club officers and the advisor.
- b. Honor the retiring officers for their service. Your club might have traditional gifts to present — or you may consider starting a new tradition this year.

- c. Highlight graduating seniors. Present your seniors with special gifts created by your club or purchase Key Club senior gifts from the [Kiwaniis Family Store](#).

4. Club announcements

- a. Any remaining service projects should be noted, especially if any will be done during the upcoming school break.
- b. Check in with new officers to see how their training meetings are going.
- c. Discuss any general plans for new-member drives next semester.
- d. Announce the next club meeting time and place — if that has been determined.

5. Additional resources

- a. Honor your Key Club graduates with traditional Key Club items. Check out the [Kiwaniis Family Store](#) to find gifts to celebrate your Key Club members.
- b. Continue developing your skills with the [Global Leadership Certificate pilot program](#). The three pilot courses — Civic Engagement, Strategic vs. Tactical Leadership and Putting Your Passions Into Practice — will walk members through videos, assessments, resources and activities to help you grow leadership skills and stand out as a candidate for colleges, trade schools and employers. [Register here to test the program today](#).
- c. **SAVE THE DATE: Key Club Summer Leadership Conference is July 7-11** in Orlando. There is limited in-person attendance, so look for registration details soon or plan to attend virtually.
- d. Mental health resources: [Erika's Lighthouse](#) — an organization dedicated to educating and raising awareness about adolescent depression, encouraging good mental health and breaking down the stigma surrounding mental health issues — has resources to help educate, raise awareness and encourage good mental health in high school students.

Have a great school break!

Did you enjoy the virtual meeting kits? You just finished the last virtual meeting kit of the year. As we prepare for the 2021–22 year, we would appreciate your input on the virtual meeting kits. Your insight will determine the future of virtual meeting kits for the year ahead. [Take this brief survey](#) to give feedback on the kits and suggest any future topics you'd like to see.