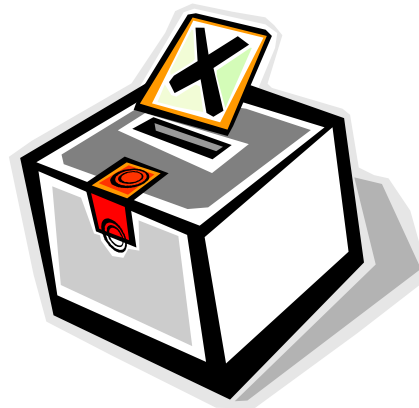


What Will We Be Going Over?



1. Officers 101
2. Conclave/ Elections



Welcome

Duties

- You are in charge of the Service Committee!
- Board meetings
- Events (50 hours)
- Club Meetings
- Going to DCMs
- Help getting people to join Key Club!

Service Project Committee Chair

- Plan service projects that the club can do
 - Examples: Clean Up, Charity Drives, Soup Kitchen, etc
- Hold Committee Meetings
 - Communicate
- Delegate

Discussing Duties

PREPARE!

(To Defeat the Huns!)



- Prepare a system for membership dues
- Plan fundraisers for the year with your committee

Treasurer 101

Discussing Duties

Fundraise & Finance!

(MAKE IT RAIN)



- Fundraise! (PTP, Club, Fall Rally, DCON, ICON)
- Collect, count, record, and store money (Keep receipts!)
- Provide your financial status to Advisors, Kiwanis, etc.
- Stay organized

Treasurer 101

Fundraising

Work with the Fundraising Committee to make a lot of fundraisers!

- Bee excited! Key Club SPIRIT! SMILE!
- Plan ahead with your committee
- Bee sure to publicize with every resource!
(Announcements, Posters, Flyers, Social Media, etc.)



Discussing Duties

Assist & Lead

like a bo\$\$



- Work with officers for the best of club
- You are still a member, BEE a role model!
- Promote Membership (~~Club Rush~~) ALL year!
- Try to serve at least 50 hours of community service
- Attend events (ranging from meetings to DCON)

Treasurer 101

How to Pay Dues

- Create club roster online on the key club MUC and collect the money from the Student Store
- Register members on the MUC

Mail the club roster with a check to:

Key Club International

PO Box 6069 – Dept 123

Indianapolis, IN 46206-6069



Dues Deadlines

**ALL DEADLINES ARE
"RECEIVED BY" DATES.**

First Payment Date	October 1 st , 2012
Early Bird Dues	November 1 st , 2012
Regular Dues	December 1 st , 2012
Dues Become Delinquent	December 2 nd , 2012
Dues Recognition/Suspension	February 1 st , 2013

Early Bird is not awarded by the District anymore.

If your club does not turn in dues by Regular Dues Deadline, they will not be allowed to attend DCON.

If your club does not pay it's dues the following year by September 30th, it will have its charter revoked. It is a \$100 fee to reactivate the club.

Treasurer 101

- 1“Make it rain” (verb) \ 'māk•'ət•'rān\:

1 : The act or process of acquiring an abundance of currency, resulting in the illusion of precipitating dollar bills

EX. After hosting a benefit concert, John made it rain for PTP

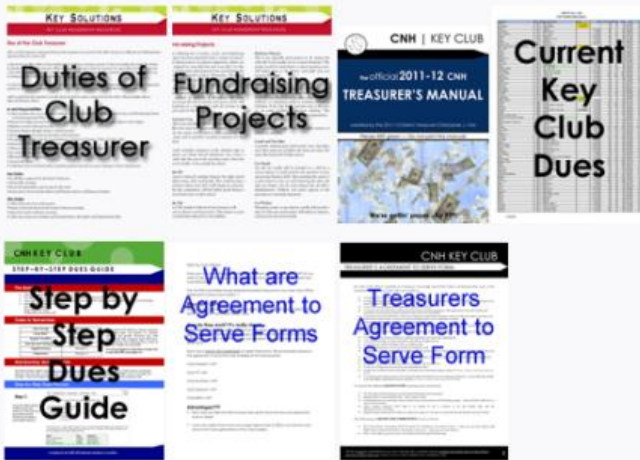
Treasurer 101

Resources

Treasurer

REFLECTOR 2011-2012: Please join it!
<http://groups.google.com/group/cnh-cc-treasurers?hl=en>

Click on the images below. To save the file, right click the image and click save file/target as.



Grants

Click on the images below. To save the file, right click the image and click save file/target as.



QUESTIONS?
COMMENTS?
CONCERNS?

Contact

Deion Santander- Club
Treasurer

Deionsantander@comcast.net



Treasurer 101

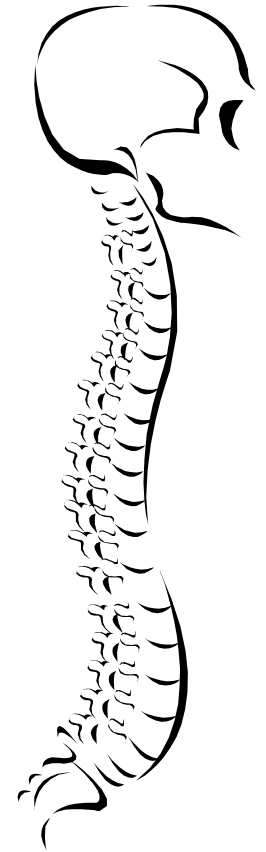
Goals

- To train you to become a distinguishable Club Secretary within your Division and the District!
- To help you understand the duties and responsibilities of a Club Secretary
- To provide you with strategies to better your club

Secretary 101

Don't forget that you are:

- A member of the division
- Backbone of the club
- Liaison between members and club officers
- Administrative Officer in the Club
- A leader



Secretary 101

Responsibilities

- Recruit:
 - Members constantly!
- Attend:
 - Kiwanis Meetings
 - Board Meetings
 - DCMs
 - Key Club Meeting
- Submit:
 - Annual Achievement Report
 - MRF
- Record:
 - Service Hours
- Apply:
 - Outstanding/ Distinguished Secretary
- Prepare:
 - Back up files (ie. MRF)
 - Members for Key Club with information!
 - Incoming Secretaries

Secretary 101

The Monthly Report Form

- Create the club roster (use membership forms)
- Annual Achievement Report
- Keep track of service hours (FRN & DCON do not count)

UNIVERSAL SIGN-IN SHEET

CNHIKEY CLUB	
Project Report Form	
PROJECT NAME: _____	DATE: _____
TIME: _____	LOCATION: _____
SCHOOL: _____	ADVISOR: _____
TOTAL HOURS COMPLETED: _____	
TOTAL FUNDS RAISED: \$ _____ (service or club) / TOTAL FUNDS SPENT: \$ _____	
Project Description	

Secretary 101

UNIVERSAL SIGN-IN SHEET

Project Section

Please check the following that applies to your project.

- Service Project:** Any type of volunteer project
- Project Benefits Club:** Many projects can benefit your club. For example, a fundraiser for your club.
- Ongoing Project:** An ongoing project that is continuously done over a period of time. This project could be done weekly or monthly. *A service project that is done once every year is NOT an example of an ongoing project.
- Division Project:** A project hosted by your Lieutenant Governor.
- District Project:** A District Project is a project focus selected every year by the District projects Committee and CNH Key Clubbers as an effort to make a difference in a single impacted area.
- Governor Project/Focus:** The Governor's Project/Focus is Pediatric Trauma Prevention (PTP). This project can be anything from a fundraiser to a service project.
- Project with Other Organization:** A project where you worked with an organization besides Key Club. Examples include Children's Miracle Network, Read America, or a local school.
- Major Emphasis Project:** Any project in keeping with the theme of "Children: Their Future, Our Focus"
- Project with Kiwanis Sponsor:** A project that was done with your sponsoring Kiwanis Club.
- Joint: Project hosted with Kiwanis:** A project that is done in a partnership with a Kiwanis Club.*It doesn't have to be your sponsoring Kiwanis Club.
- Project with Kiwanis Family:** A project consisting of your club and any branch of the Kiwanis Family (i.e. Kiwanis, Aktion Club, K-Kids, Builder's Club, Key Club, KIWINS, Circle K).
- Foundation Project:** Any project that benefits the California-Nevada-Hawai'i District.
- Fundraiser:** All profits are donated to a cause.

TIPS!

- Ask lots of questions!
- Utilize the secretary's reflector!
- Do not procrastinate on MRFs!
- Create a file or folder just for your Key Club work!

RESOURCES:
YOU ARE NOT ALONE!

- Your Board
- Lieutenant Governor
- District Secretary
- Kiwanis/Faculty Advisors
- Other CNH Secretaries (Google Reflector)

Secretary 101

AWARDS!

- District Tree Award
 - Banner Patch
 - Club Recognition at DCON
- Division Level Secretary
 - Easy Recognition
- Outstanding Secretary
 - Easy Recognition at DCON
- Distinguished Secretary
 - High Level of Recognition



Thank you for listening!
Questions, Comments, Concerns?

Contact:

Christian Medina

916-968-4438

oxy.dasani@yahoo.com

Secretary 101

The Roles of Vice Presidents



What does Anh do?...

Vice President 101

Who are YOU?

President's right hand

- Make sure things get done
- Keep everyone in check

Understudy

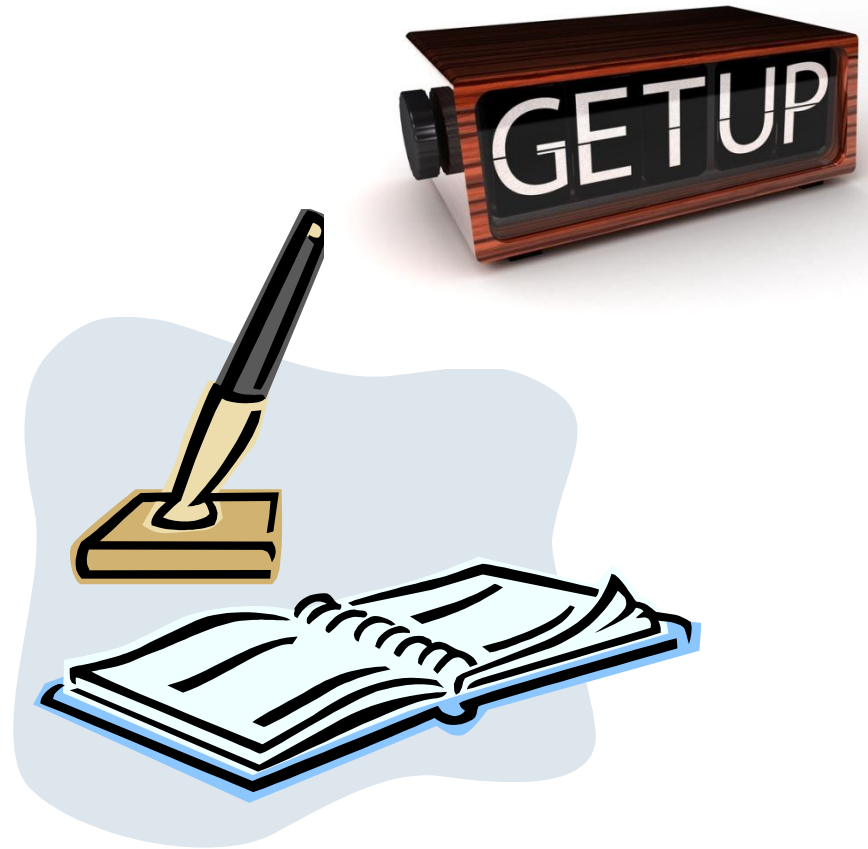
- Prepare for the worst



Vice President 101

STAY ORGANIZED

- HOW:
 - Keep a separate KC folder including all kinds of papers
 - Create agendas
 - USE YOUR PLANNER
 - Plan ahead
 - TIME MANAGEMENT



Member Recognition Committee



- Recognize members for their achievements
- Monthly Meetings
- Members of the Months

Vice President 101

Additional Duties

- Attend Kiwanis meetings
- Keep everyone, including the president, in check
- Stay updated
- Miscellaneous tasks
- RESPOND TO EMAILS/TEXTS/CALLS ASAP
- Communication is KEY
- Recruitment never ends
- *PROMOTE*

Vice President 101

TIPS

- BEE as approachable as humanly possible
- Be friendly
- Have fun!
- STAY ORGANIZED AND PRIORITIZE

How not to do it



The Catalyst

You are the catalyst for positive change.

President 101

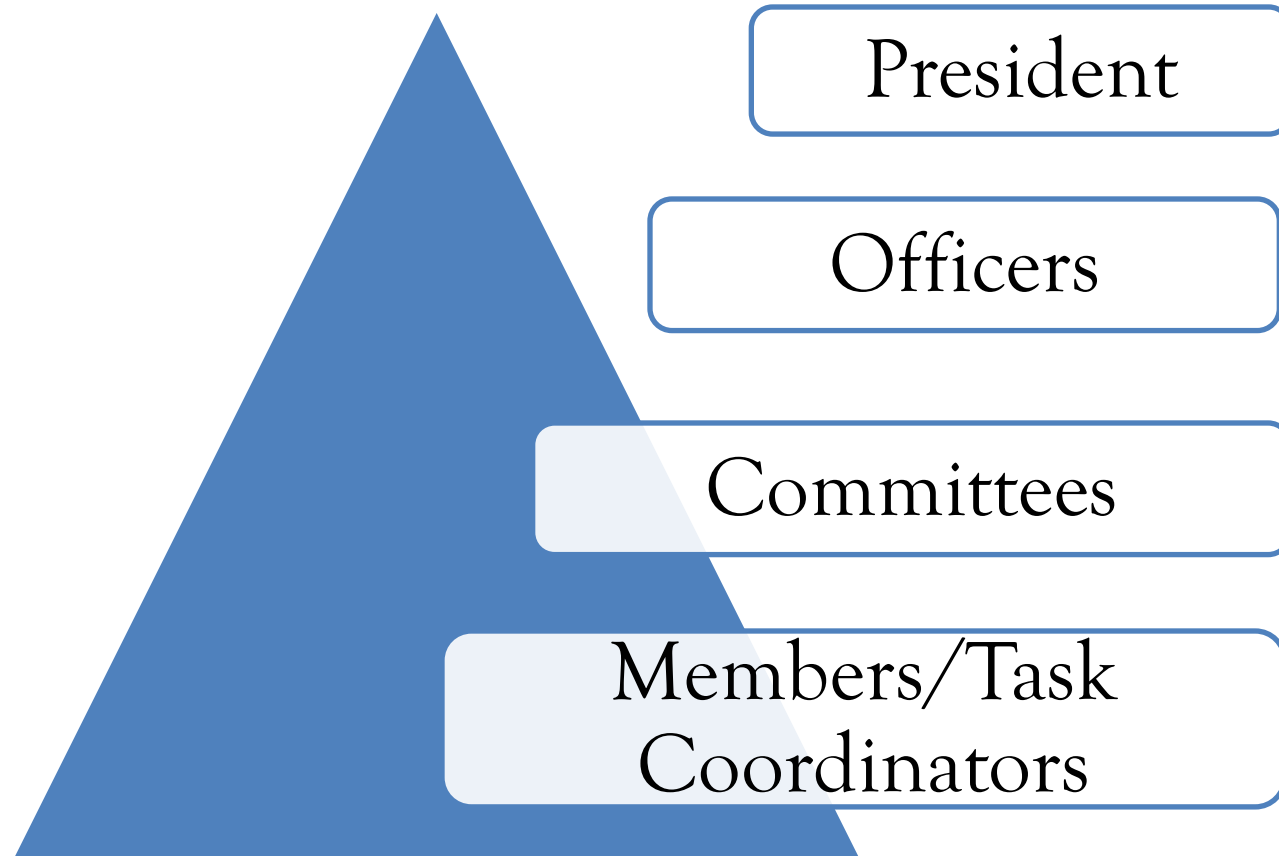
BEE...



Professional
Responsive
Energetic
Solidifier
Engaged
Noteworthy
Time Manager

President 101

BEEing a Leader, DELEGATE



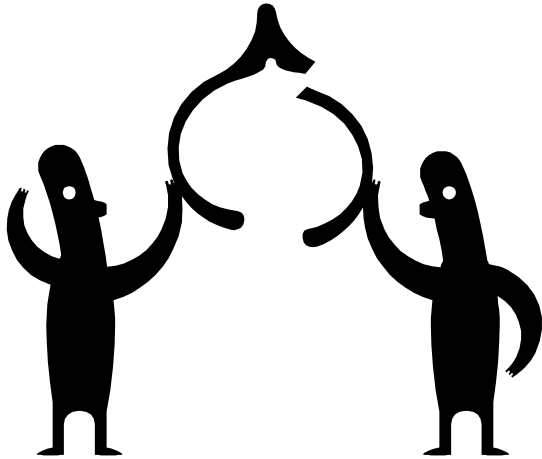
President 101

Why Dual Vice-Presidency

- Flexible Duties
- Spreads Out Stress
- Nurtures Leadership
- Help with club growth

VP Focus Points

- ASB Relations
- Membership Growth
- Kiwanis Family Relations
- Active Membership Participation



Kiwanis Family Relations

- AKA Networking Committee
- Kiwanis Family
 - Kiwanis
 - Aktion
 - Circle K
 - Key Club
 - Builder's Club (MITCHEL and MILLS)
 - K-Kids

Questions? Comments?

- Contact:
 - mattt1317@gmail.com (WITH 3 TEE'S)
 - (916)-764-6611

Before Conclave

- NO CAMPAIGNING
- Your Campaign = Your Speech

Your Speech

- *YOU WILL BE STOPPED AT 3 MINUTES*
- Engage your audience, be animated
- Your dreams and aspirations for the club
- How you're qualified to accomplish them
- Memorable and strong ending/ conclusion

Q & A

- Spirit questions (i.e. compare Key Club to ...)
- Legit candidate questions (i.e. What will you do if elected? How will you address xyz?)
- Key Club Trivia (i.e. Who is the international president? What are our four core values?)
- 2 minutes for all questions and answers



Conclave 101

Process of Election

- On January 8th receive your Agreement to Serve Forms (ASF)
- Turn them in BEFORE January 15th
- Club Meeting/ Election January 15th
- Club Rep to President
- Speech and Q&A from all candidates
- Vote by Secret Ballot
- Results announced January 16th over intercom

Conclave 101

Questions? Comments?

Contact:

- Matthew Tran
 - mattt1317@gmail.com
(WITH 3 TEE'S)
 - (916)-764-6611
- Anh Bui
 - a.bui27@yahoo.com
- Christian Medina
 - 916-968-4438
 - oxy.dasani@yahoo.com
- Deion Santander
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- Jamie Davis
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