

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### How to plan a charter presentation

After the charter has been received from the International Office, most sponsoring Kiwanis clubs/adult sponsors plan a party to officially present the charter to the Key Club. At this time, the officers can be installed. This should be a dignified occasion. The following are some suggestions for conducting this event. Details may be changed to adjust the program to the local situation. Make sure to involve the Key Club lieutenant governor in the planning and implementation of the exciting event.

### Purpose of a charter presentation

The purpose of the charter presentation program is:

1. To give public recognition of the new club and its affiliation with the international organization.
2. To present the charter, which is the official document of the club's affiliation with Key Club International.
3. To impress the members with the purposes and ideals of Key Clubs and their responsibilities to the club, district and international organization.
4. To secure the pledge of officers and members for carrying out their duties.
5. To educate the high school and community, through publicity of the occasion, concerning the club and the ideals of Key Club in general.

### Types of charter events

Two types of charter events are common:

1. A meeting attended by the parents, school officials, Kiwanians, Key Club and Kiwanis district officers (international officers if possible) and Key Club charter members. When conditions permit, this type of meeting has certain advantages because it is helpful to the club to have the parents understand the principles and ideals of Key Club.
2. A meeting attended only by the charter members. This type of meeting occurs more frequently since it is often difficult to schedule a meeting when all can attend. If this type of meeting is decided upon, it is essential to invite the school principal, Kiwanis officers and Key Club district officers.

### Program suggestions

Program arrangements should be made with all details coordinated so the proceedings will be interesting and move within a proper time limit. Key Club members need to be involved in the planning. Let these young leaders step up to learn planning skills and to gain ownership of the event.

- Begin planning for the charter presentation well in advance to secure facilities, speakers, guests, meals or refreshments and publicity, etc. Early preparations guarantee good attendance.
- If a cost is incurred for a meal, provide advance ticket sales, which will provide for a more accurate head count. It is general practice in Kiwanis and Key Clubs that "every Kiwanian and Key Clubber pay his or her own way."

- Conduct your event in a room where the ventilation and acoustics are good. Be aware of AV needs and check with your event location for availability.
- Order pins and supplies well in advance to be able to present them at this ceremony.
- A printed program is a great idea for the flow of the event and a keepsake for charter members. Make sure it's not too expensive, made as attractive as possible and includes all charter members, speakers and entertainment.

### Sample outline

1. Welcome to visitors and members.
2. A brief discussion of the ideals and objects of the organization and how the new members can benefit their school, community, country and themselves by following them.
3. Charter presentation by a member of the Key Club district board, Key Club International officer (if possible), Key Club district administrator, Kiwanis district governor or lieutenant governor.
4. Acceptance of charter by president of the Key Club. The acceptance speech should be brief and to the point, and it is suggested that it express to those present the assurance of the members to live up to Key Club principles as was indicated by the official presenting the charter.
5. Brief talk by prominent Key Club member (other than president), district and/or international officer, indicating their support of the chief executive in his leadership of the clubs activities.
6. Closing remarks by visiting Key Club member or Kiwanis member. This talk should be given by a visitor who has sufficient Key Club experience to know the organization and is able to express the benefits to be derived from affiliation with the great Key Club International movement.

### Guests

An important phase of the charter night party, which should not be overlooked by the sponsors and the new club, is its guests. It is usual for the neighboring Key Clubs to send delegates to share in the celebration of the receipt of the new clubs certificate. Circumstances and seating capacity will govern the number of outside invitations. The following are suggested guests whose presence will add much to the success of your charter event:

- Key Club governor and/or lieutenant governor, other district or international officers, or member of the Key Club district committee (administrator, etc.).
- The sponsoring Kiwanis club-as large a representation as possible. (if applicable)
- Representatives of neighboring Key Clubs, if possible.
- Parents and special friends of the members.
- The officers of other organizations in the community, including Rotary, Lions, chamber of commerce, etc.
- Kiwanis district officials-governor, lieutenant governor, etc.
- Faculty and school administration members.



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