



## January Board

1/15/22   = miscellaneous tips   = to do   = future dates

**Attendance** - all present except for Division 23E

### Opening Remarks

- Why does KC exist? To provide *value* for clubs
  - structure creates our successful organization
  - Help HS learn the value of service and leadership
  - Help with service projects and membership

**Exec and Committee Reports** - check January Board slides for information

### Training and Transition Reports

- Train with your successor before their official training with Governor
  - Make sure to mention and emphasize individual division information (hardships, troubled clubs, go to contacts, communication methods, advice, etc)
- Transition Reports due **February 15th**
- March Newsletter will be joint - it will be Volume 1 Issue 1 for your successor

### DCLC 2022

- DCLC committee members record clips for promo video
  - Record in business attire,
- Finalizing schedule - 1 caucus instead of 2
- Continue recruitment through newsletter promotion, graphics, email templates
- Planned Itinerary - Friday-Sunday morning
  - Friday: District Board Meeting (3:30-4:30)
    - Club Registration
    - Lunch
    - Opening Session with Hypnotist
    - Training Session
    - Welcome Dance
  - Saturday: Breakfast with Inductions and addresses
    - Training

- Caucusing and Divisional Council Meetings
  - KNRF Luncheon
  - House of Delegates / Service Project
  - Trainings
  - Governor's Banquet and Talent Show
  - Hollywood Themed Dance
- Saturday: Breakfast with Inductions and addresses
  - Training
  - Caucusing and Divisional Council Meetings
  - KNRF Luncheon
  - House of Delegates / Service Project
  - Trainings
  - Governor's Banquet and Talent Show
  - Hollywood Themed Dance
- Sunday: Breakfast
  - Yana's Farewell Address
  - Awards Banquet - RFL, club and individual awards - deadline Feb 4th
  - Retire Current Board
  - Install 2022-2023 I-I District Board , 11-12 PM - introduce them to the fun of key club!

## New Implementations / Initiatives

- Awards booklet revamped and better than ever
- Google Classroom full of resources
- Rebranded LTG MRF - communication log, advice for successor documents, monthly calls
- Committee Chair Progress Forms filled out after each committee meeting, found on [iikeyclub.org](http://iikeyclub.org) board-only section
- RFL Requirements
  - Must receive at least 1050 out of 1325 points
  - Application is mandatory
  - Worth 200 points in district point system
  - DUE **February 1st!** Governor personally grades them
  - Final RFL call week before deadline to ask questions/final edits
  - Text Governor if interested in Individual meeting about RFL
  - Monthly Reporting is your LTG MRF, not the clubs MRF
- Meet Your Mark

- Many clubs have successfully met their mark
- Meet with clubs individually to discuss goals you had in mind

## Running for Office

### District Governor

- Overlooks all lieutenant governors and District initiatives
- Create strategic plan and carry out initiatives for service year ahead
- Skills: communication, time-management, strong motivation
- Most time consuming position
- Daily Tasks: email, GroupMe, answer questions
- Weekly Tasks: Exec call, misc. Committee calls, Weekly Update/post on Governor's Guide, Update Point System
- Bi-Weekly Tasks: Update Point System, Text Club Presidents
- Monthly Tasks: Monthly Calls, Check LTG MRFs
- Quarterly Tasks: Plan for Board Meetings

### District Secretary

- Be able to help for anything needed for District, take minutes for events, oversee and lead Club Officer process
- Skills: good typing skills, organization, communication
- Time commitment varies
- Daily Tasks: check email, GroupMe
- Weekly Tasks: collect CORs, update Master Roster, attend calls and take minutes, send Updates
- BiWeekly Tasks: Send out biweekly updates, communicate with clubs and ltgs
- Monthly Tasks: Work on personal goals, go through Master Roster and make correct changes

### District Stat. Secretary

- Read and grade Monthly Report Forms, tracking LTGs as distribute requested resources and monthly score
- Skills Needed: organization, patience, precision
- First half of month busier than second half of month
- Daily Tasks: Track and grade MRFs, email, answer questions
- Weekly Tasks: Update point system, Motivate LTGs, Exec calls
- Monthly Tasks: Send out updates, Committee calls
- Quarterly Tasks: Prepare for board meetings

### District Treasurer

- Manage dues collection, brainstorm fundraiser ideas, create budget

- Skills Needed: Ability to use Google sheets (keeping track of dues collection), creativity (board and club newsletters, graphics), basic math skills, practicality, explaining skills
- Many large monthly tasks, job busier once dues are submissions
- Daily Tasks: email, respond to LTG questions
- Weekly Tasks: respond to advisor emails, attend exec call
- BiWeekly Tasks: update Google sheet with updated dues info
- Monthly Tasks: distribute club advisor/treasurer newsletter/ monthly update, distribute dues report, delinquent dues notifications (x3 months)
- Quarterly Tasks: create annual budget (done at exec meeting), present at board meetings

#### District Editor

- Manage social medias, create district publications (minimum 2), advise board on brand guide adherence, review LTG newsletters, serve as Marketing Committee Co-Chair
- Skills Needed: Technology and graphic design, ability to use google services like sheets, efficient with updating the website, creativity, organization
- Busier when making district publications, checking newsletters, monitoring social media regularly
- Daily Tasks: Check email, check social media for tags and DMs
- Weekly Tasks: Attend exec call
- BiWeekly Tasks: brainstorm social media content
- Monthly Tasks: Update point system, monthly update, review newsletters
- Quarterly Tasks: Create a district publication, prepare reports for board meetings

#### Tech Chair

- Assist with tech issues, manage I-I website, Marketing Committee Co-Chair, check newsletters
- Skills Needed: Know how to use/alter websites (use Wix platform), assess tech issues, setup/reset district email logins
- Busier in the beginning of term when setting up emails, checking newsletters, consistently updating the website
- Daily Tasks: email, check social media, fix email issues
- Weekly Tasks: Attend exec call
- BiWeekly Tasks: Update the website with new materials (if any), update points for committee calls
- Monthly Tasks: Review newsletters
- Quarterly Tasks: Prepare reports for board meetings

## International Trustee

- Work with three district boards, serve on / chair multiple committees, work with staff and I-Board on a variety of tasks
- Skills Needed: Strategic (long term) thinking, able to work well with others, initiative, leadership skills, strong communication
- at least 10 hours a week, dependent on Districts and committees
- Daily Tasks: checking/answering emails, answering questions, committee work
- Weekly Tasks: committee meetings
- BiWeekly Tasks: international board check ins, attending smaller district events (DCMs, etc), governor check ins, LTG calls
- Monthly Tasks: monthly newsletters
- Quarterly Tasks: international board meetings, writing committee updates, meetings with staff, attending larger district events (board meetings, conventions)

## Locus of Control

- Admit that sometimes somethings are outside your control
- Focus on what you can control
- Make the last two months of your term count!

## Advice From LTGs

- discuss non-Key Club interests with your club boards
  - build bonds over favorite tv shows, music, sports, etc
- talk to the board members you go to school with in person, people connect more!
- encourage DCM attendance for club members as well, not just officers, increased attendance
- DCM where you just get to know people and hang out

## KNRF Fundraising Update

- Accomplishments:
  - Pura Vida Bracelets, sold 50 bracelets so far
  - Promoting online order form again closer to DCLC
  - KNRF Week - clubs were very involved, raised a total of \$1,205
  - Plainfield North won the pizza party for donating the most money!
- Plan to Accomplish
  - KNRF Scavenger Hunt will take place on Friday night of DCLC - individuals register themselves through link on registration site

- Encourage members to register!
- Online Donations - schools participate in their own fundraisers and donate to KNRF at the end of the service year
- Post ideas on Instagram for end of the year fundraiser ideas

#### Campaign One (October 1-October 31)

- Trick or Treat for UNICEF - posting sign up sheet to ensure we were promoting the campaign accordingly
- Offered option of attending a weekly call in October to work on their fundraising plans
- Used a Google Form to collect weekly information on how much money clubs raised
- Sent weekly updates to clubs each Friday in October
- Included club leaderboard, resources, and important dates
- Distributed email templates and Instagram posts via our Board-wide GroupMe & Outlook
- Prizes have been sent to clubs
- Total Amount Raised: \$6737.55

#### Campaign Two (February 14-March 17)

- Luck to Love, Fundraising for Erika's Lighthouse
- Offer clubs the option of scheduling a call with either Chair to go over their fundraising plan
- Use a Google Form to collect weekly information on how much money clubs raise
- Send weekly updates each Friday
- Include leaderboard, resources, and important dates

### **Final Push for CORs and Dues**

- District Goal: Reach 80% of CORs by end of term by attending phone banking
  - progress with trouble clubs (learn new information)
  - directly contact previous officers who have a better understanding of their club
- next phone banking date is Jan 24th
- Utilize Kiwanis contacts for dues, specifically amount of members paid for
- Utilize social media for COR information

### **End of Year Goals**

- Dues: membership goal 7,500 (roughly \$90,000)

- Currently at 73.3% of the goal
- COR goal: 80% -> Currently at 67%
- MRF goal: 70% -> Currently up since last year

## Important Upcoming Deadlines

Jan 21: Next COR Phone Banking Night

Jan 31: LTG Elect Bonding Night

Feb 1: RFL Due

Feb 1: District Officer Interest Form Due

Feb 15: Transition Reports Due (LTGs, Execs and Chairs)

Feb 25: Start hands on training with your elect

Mar 11-13: March Board Meeting/DCLC

**Kiwanis Governor Mrs. Burford** - Words of encouragement and pushing through with goals

**CKI Governor Alyx** - promoted their online auction to win AirPods to raise money for KNRF + banquet

## How to Stay Motivated

- Work hard until the Big Finale: Convention!
- Takeaways: Lifelong friends gained, we've encouraged each other to go the extra mile, newfound motivation
- You all know what you have to accomplish to make your division the best it can be, so you got this!