

Steps to Successful Participation for Kiwanis Clubs



Information:

1. Inform your club about the Key Leader Program and the importance of participating.
 - a. Information can be found by visiting the Nebraska-Iowa website www.nikiwanis.org and then click on Key Leader Program. The Key Leader Fact Sheet is found at this location.
 - b. Contact your District Chair shown below to get Handouts and Fact Sheets sent to your club if you don't have access to the internet or website.
 - c. The handouts are designed for (1) Students (2) Educators, and (3) Club Members. These can be found on-line at www.key-leader.org Click on Registration Info, then click on Forms & Literature, then click on View All. Download the forms that you require.
2. If necessary, invite the Key Leader District Chair or Site Coordinators to a division meeting to talk about Key Leader or request the Key Leader DVD disk with several videos on it. The videos include: (1) 5-minute overview of Key Leader; a video created by Kiwanis International, (2) Video highlights of an Iowa Key Leader Camp, (3) Video highlights of a Nebraska Key Leader Camp, and (4) Student interviews about their experience at the Key Leader Camps.

Club Preparation and Organization:

1. Have your club approve funds to sponsor a Key Leader student or two for the scheduled camps in your region. The cost is \$175 for the weekend per student unless they are a current Key Club member. Key Club students cost \$150. Clubs can sponsor a student facilitator for \$95. Student Facilitators are students who have a lot of Key Club experience or who have participated in a previous Key Leader Camp.
2. Select a Key Leader coordinator or liaison within your membership to be the club representative or contact person with either the District Chair or the Site Coordinator.
3. Have this coordinator fill out the coordinator postcard with their contact information and return it to Ron Petsch
4. The coordinator will be in contact with the District Chair to have questions answered or to review procedures. The coordinator then can begin to better educate each club as to the procedures for Key Leader participation.

Selecting Student Participants:

1. Selecting a student and/or students is the most difficult aspect of Key Leader Participation, mainly because it requires direct contact between the Kiwanis member and the local school or organization to promote the Key Leader Program
2. The coordinator or other designated club representative should go to the local school or organization and talk with the counselor or other official.
3. Discuss the Key Leader program with them and tell them that your club wants to sponsor (*number*) students at the Key Leader Camp. Take the DVD and show aspects of it to the counselor if necessary. Have the counselor or school official select the students for you and agree upon a timeline for selection.
4. It is important to remember that the selected student should be someone who has leadership potential but has not yet broken out of their shell.

5. After the counselor or official has selected potential students, then the sponsoring Kiwanis Club should send a letter to the student congratulating them on their selection to the Key Leader Program. This letter is found on the website www.nikiwanis.org and then click Key Leader Program. The letter is a template file so click on shaded fields and type the appropriate information for your club and then print.
6. The letter congratulates them for being selected to attend the Key Leader Camp on the scheduled date/s and also mentions that as part of the recognition of being selected, their picture and article will appear in the local newspaper. (The sponsoring Kiwanis Club will be responsible to accomplish this) The letter to the student also contains a permission form for them to return that indicates whether they have accepted or rejected the award from your Kiwanis Club to attend the Key Leader Camp. The student should sign the form as well as the student's parent or guardian. Request that this form be returned to your club coordinator or liaison on a specific timeline.
7. Now you are ready to assist the student in registering on-line.

Registering Your Students On-Line:

1. Prior to registering your student/s, it is advisable to download the Registration Checklist from the website. Go to www.key-leader.org Click on Registration Info. Then click on Forms & Literature. Download the Registration Checklist. Have the student fill out the Registration Checklist with your supervision. Agree upon what password can be used by the student and that the student has responded to all questions.
2. You ready to assist your student in registering on-line. Go to www.key-leader.org and click Register.
3. Scroll down the page to the dates or camp location where your student/s will be attending.
4. Over to the right you will click on Register
5. You will arrive at a screen with three (3) choices for registration. Select the appropriate choice and click Select.
6. Fill in the information as requested. Most of it will come from the Registration Checklist that your student has already completed. Be sure to get your Kiwanis Club name as the sponsor. Your club coordinator or liaison should be listed as the nominator. Each student should list a valid email address or they will not receive the follow-up information from Kiwanis International about the camp.
7. Once the registration information has been entered, you will need to print an invoice for the student/s you have registered.
8. Take this invoice to your club treasurer and have them forward the check to the address shown on the invoice.
9. Your student/s are now registered. They should receive email confirmation of that within an hour of registration.

Preparing Your Student/s for Key Leader Camp:

1. Allow your club to decide how to get your student/s to the camp. In some cases, the sponsoring Kiwanis Club transports the student/s to camp and back. There have been some situations where the sponsoring Kiwanis Club has paid mileage to the parent/guardian to transport the student/s.
2. Be sure that the student/s are properly prepared and have the required items with them for camp. You will find the Packing List in the choice of forms listed on the website. You accessed this area above to find the Registration Checklist.
3. As part of the requirements of attending camp, each student/s should bring with them to the camp, (1) the items listed on the Packing List, (2) the Medical Form that they will receive by email, and (3) the Community Values Agreement that they will receive by email.
4. Follow-up with your club treasurer to make sure the invoice has been paid.
5. After the Key Leader Camp weekend, invite your sponsored student/s to a meeting to present a program to your members.

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