

Lieutenant Governor

The *lieutenant governor* is the liaison between the district and club levels of Key Club, relaying information from one side to another. He or she represents the clubs in his or her division and helps voice their opinions as a member of the district board. As a member of the district board, the lieutenant governor also serves as a readily available representative of the district. This position is extremely important in that it connects the club and district levels, allowing for greater service.



The following guide was created by Governors Daniel Ivan Lin and Paul De Santis of the New York District Board in hopes of helping lieutenant governors succeed through proper understanding of how Key Club functions. This guide contains information that may be helpful in your year as lieutenant governor. We wish you success and a ton of fun!

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When reading look out for these icons...



This icon marks information to remember, such as the Key Club Pledge or what paperwork you are required to submit as a lieutenant governor.



When you run across this icon, be prepared to find some useful advice that may help you better understand an item or an easy way to get something done.



This icon highlights common mistakes people make in regards to Key Club. So be very careful when looking at the material.



This icon means that the information is more or less technical, insider stuff basically. You don't have to read it if you don't want to, but if you want to become a Key Club nerd (and who doesn't?), take a look!

Basic Information



What is Key Club?

Key Club International is the world's oldest and largest community service organization for high school students. As of 2013, there are over 267,000 Key Clubbers worldwide.

What is Key Club's mission statement?

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership.

What is Key Club's vision statement?

We are caring and competent servant leaders transforming communities worldwide.

What are Key Club's core values?

The four core values of Key Club International are leadership, character building, caring, and inclusiveness.

What is Key Club's Motto?

"Caring – Our Way of Life"

What are the Objects of Key Club International?

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
 - To give primacy to the human and spiritual, rather than to the material values of life.
 - To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and application of higher standards in scholarship, sportsmanship and social contacts.
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
 - To provide a practical means to form enduring friendships, to render unselfish service and to build better communities.
 - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and good will.



What is the Key Club Pledge?*

I pledge, on my honor,
to uphold the Objects of Key Club International;
to build my home, school, and community;
to serve my nation and God;
and combat all forces which tend to undermine these institutions.

What are the Key Club colors?

Blue, Gold, and White

What is the Key Club website?

<http://keyclub.org>

When and where was Key Club founded?

Key Club was established at Sacramento High School in California on May 7th, 1925.

Where are the headquarters of KCI?

3636 Woodview Trace
Indianapolis, Indiana 46268

What is the New York District website?

<http://nydkc.org>

When was the New York District founded?

The New York District was founded in 1948.

What is the New York District mascot?

The New York District mascot is the beaver.

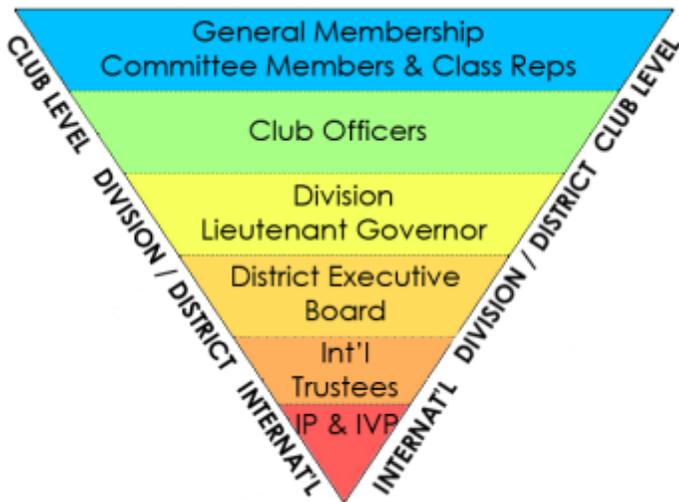


FUN FACT:

Though the "Key" in Key Club is commonly said to stand for Kiwanis Educates Youth, the "Key" in Key Club was at first used to mean a key as in integral.

**The Key Club Pledge is recited at many formal Key Club events (i.e. conferences, divisionals, etc.), hence it is important that you know it by heart.*

Leadership Structure



CLUB LEVEL*

- Made up of general membership and is the most important level of Key Club
- Led by a club president, vice president, secretary, treasurer, and in most cases an editor and webmaster
- Committees and class representatives are common in larger clubs
 - ✚ Committees allow for specialization towards a certain area of focus (i.e. Art, Advocacy, Awards, Fundraising, New Projects, etc.)
 - ✚ Though uncommon in the New York District, some clubs may have class representatives who represent each grade
- Supported by a faculty and or Kiwanis advisor (club)

DIVISION LEVEL

This is where you are – the division level! Woohoo!

- Made up of various clubs in a specific geographic area
- The New York District currently has 28 divisions
 - ✚ Vary in size in terms of the number of clubs and geographic span
 - ✚ Clubs within it will share common traits like the types of service projects completed
- Led by a lieutenant governor, usually elected and in some cases appointed
 - ✚ The lieutenant governor represents the clubs in their division as a member of the district board
 - ✚ The lieutenant governor may choose to appoint officers like an executive assistant to help him or her with managing the division and may even have committees that help with event planning, fundraising and more
- Supported by Kiwanis Committee Representative(s), known in some districts as a zone administrator

DISTRICT LEVEL*

This is also where you are – the district level! Yipee!

- Made up of all the clubs in the set geographic region defined as a district; there are 33 districts in total, one district-in-formation
- Led by the district governor, elected at district convention and supported by the district secretary, treasurer, editor, webmaster, and executive assistant(s) though this may vary in other districts
 - ✚ In the New York District, the governor, secretary, and treasurer are elected at district convention
 - ✚ The editor, webmaster, and executive assistant(s) are appointed by the governor, approved by the board
 - ✚ Some districts may have what is known as a secretary-treasurer or no editor and webmaster
 - ✚ In some districts, the editor and webmaster are elected during district convention
- The board is made up of the executive board and lieutenant governors
- The New York District has twelve standing committees to supports its functioning
- Supported by Kiwanis Committee (consisting of Kiwanis Committee Representatives), led by a district administrator and an assistant administrator

INTERNATIONAL LEVEL

- Led by the international president, supported by the international vice president, and eleven trustees
 - ✚ These officers are elected at international convention by delegates from the 33 districts of Key Club International
 - ✚ Western Canada is currently a district in formation
- Separated into two groups, the international board and the international council
 - ✚ The international board is made up of the president, vice president, and eleven trustees
 - ✚ The international council is made up for the international board and the 33 district governors
- An international trustee is assigned to three districts, which are known collectively as sister districts, and he or she is the liaison between the district and international levels
- The international level has four standing committees and other special committees to support its goals
- Supported by the Key Club director and staff

**For the club and district levels, there are specific membership numbers that must be met. These numbers can be found in the Key Club Guidebook.*

Projects and Programs

✚ What types of Projects and Programs are we involved in?

On the district level, there is a Governor's Project and a set of board endorsed charities known as District Projects. On the international level, there is a Major Emphasis which encompasses three international projects and a service initiative. The Eliminate Project and Hershey's Track and Field Games are two projects that have only been added recently.

✚ What is the purpose of these Projects and Programs?

The projects and programs from the district and international levels of Key Club help unite members from across the world by serving and fundraising for projects that fall under a similar category, hence allowing for a collective effort. These projects aim to give members the opportunity to complete service, fundraise for charities and advocate for causes.



DISTRICT PROJECTS*

During the beginning of each service year districts can choose to endorse a number of charities they believe relates to the goals and beliefs of their membership. The New York District traditionally has ten (10) district projects, though that is subject to change depending on what the district board of that year decides. During the first board meeting of the service year, each member of the district board proposes to endorse a charity as a district project. These projects are then voted on and the final charities become the district projects for that year. The district projects are strictly based on fundraising. The board then decides on a fundraising goal for that year.

**District Projects are often mistakenly thought of as means of fulfilling the service component. The district projects are meant to be fundraised for. Any service relating to the project count towards general service hours.*

GOVERNOR'S PROJECT

Each year the District Governor chooses his or her personal project which focuses on a specific area of service outreach. This is called the Governor's Project. This project serves as the service component for the year and does not require the board's approval. The project often encourages members to take part in advocacy work. Though the project is not meant to be a fundraising initiative, clubs can donate to organizations that have similar values or purposes, which would then count towards general fundraising.

MAJOR EMPHASIS

Previously known as the Major Emphasis Project (MEP), the Major Emphasis is a broad area of focus that encompasses the endorsed service and fundraising projects and allows for a collective international impact. The current Major Emphasis is "Children: Their Future, Our Focus." The Major Emphasis changes every few years.



Preferred Charities

Commonly known as the international projects, Key Club International is in partnerships with the following organizations: March of Dimes, Children's Miracle Network, and UNICEF. The Eliminate Project is under the banner of UNICEF and counts towards fundraising goals. Any fundraising for these projects would be counted under the individual International Projects categories.



Vision Partners

Vision Partners are companies that share the same vision as Key Club and would like to help Key Clubbers. These companies are Landscape Structures Inc, Nickelodeon, and The U.S. Army.



Co-Sponsors

Co-Sponsors are companies that sponsor Key Club because they want to raise awareness of their company. These companies are The Hershey Company and Rustic Pathways.

The Kiwanis Family

Key Club is only one of the many branches in the Kiwanis Family tree. Below you will find some general information about each branch of the family to get you started on working with each of them.



K-KIDS*

K-Kids is the largest service organization for elementary school students, with more than 42,000 members worldwide. The first K-Kids was chartered in 2000. Today, there are more than 1,200 clubs in Australia, the Bahamas, Barbados, Bermuda, Canada, Italy, Jamaica, Malaysia, Martinique, Nigeria, the Philippines, Trinidad and Tobago and the United States. K-Kids is a “student-led” community service organization that operates under school regulations and draws its members from the student body. Community-based K-Kids clubs also can be established at churches, libraries, YMCAs, lodges or similar facilities. A Kiwanis club, composed of like-minded, service-oriented people from the community, serves as the club’s sponsor. For more information, visit: <http://kiwaniskids.org>!



BUILDERS CLUB*

Builders Club is the largest service organization for middle school and junior high students, with more than 45,000 members worldwide. Members learn to work together and develop servant-leaders skills as they serve their school and community. In partnership with UNICEF and March of Dimes, the clubs are able to expand their outreach to babies and children of the world. The first Builders Club was chartered in 1975. Today, there are more than 1,600 clubs in Aruba, Australia, the Bahamas, Barbados, Bermuda, Canada, Italy, Jamaica, Korea, Martinique, Netherlands Antilles, Philippines, Suriname, Trinidad and Tobago, and the United States. For more information, visit: <http://buildersclub.org>!

*Leadership is only at the club level, supported by Kiwanis Int'l.



CIRCLE K

Circle K International (CKI) is the premier collegiate and university community service, leadership development, and friendship organization in the world. With more than 12,600 members in 17 nations, CKI is making a positive impact on the world every day. Circle K clubs are organized and sponsored by a Kiwanis club on a college or university campus. CKI is a self-governing organization and elects its own officers, conducts its own meetings, and determines its own service activities. For more information, visit: <http://circlek.org>!



AKTION CLUB

Aktion Club is the only service club for adults with disabilities, with more than 9,000 members worldwide. Aktion Clubs draw members from various organizations that support individuals with disabilities, as well as other community programs. A Kiwanis club, composed of like-minded, service-oriented people from the community, serves as the club’s sponsor. Aktion Club is supported at the district level and by the Kiwanis International Office in Indianapolis, Indiana. For more information, visit: <http://aktionclub.org>!



KIWANIS

Kiwanis clubs, located in 80 nations, help their communities in countless ways. Each community’s needs are different—so each Kiwanis club is different. By working together, members achieve what one person cannot accomplish alone. When you give a child the chance to learn, experience, dream, grow, succeed and thrive, great things happen. Kiwanis has over 240,000 members in over 7,700 clubs worldwide. Their mission is to serve the children of the world. For more information, visit: <http://kiwanis.org>!

District Committees

As a member of the district board, you are required to serve on a total of at least two (2) committees unless you are a committee chair, in which case you will only serve on one (1). The New York District has twelve (12) standing committees. Committees can be referred to for help and information when applicable.

Membership Recruitment

This committee is responsible for increasing the membership of the District as a whole. The committee will work with the District Board to ensure that every club has resources available that will help them to increase the membership of their club through membership drives.

Conference

The committee facilitates all actions necessary for the proper functioning of the district convention (E.g., technical operations, conference promotion, etc.) to ensure a quality experience for attendees. Unlike prior years, the current conference committee operates year round and more members will be selected to serve on the committee as the year progresses.

District Awards

Previously known as the Distinguished Key Clubber Committee, this committee reviews and revises all items necessary in the district's Booklet of Merits and Distinguished Key Clubber applications. The committee evaluates year-end awards - mainly the Distinguished Key Clubber Award - in collaboration with the conference committee.

District Projects

The committee promotes the district's endorsed charities for the service year through proper communication and resources and is responsible for measuring the progress of all amounts raised for the various endorsed charities throughout the year. The committee works in collaboration with the district awards committee to reward clubs that have distinguished themselves in their support of the charities.

The Eliminate Project

Created in 2011, the committee promotes the Eliminate Project to the members of the district through the spreading of knowledge, resources, and ideas - raising awareness and financial support for the project. The committee measures the progress of all amounts raised for the project throughout the year.

Governor's Project

The committee promotes the ideals and significance of the Governor's Project to members across the district through thorough communication, resources, the sharing of ideas, and other means. The committee encourages club members to participate in the service initiative and offers service opportunities to all. The committee measures the progress of service throughout the year.

International Projects and Programs

The committee promotes the Key Club international projects - Children's Miracle Network, March of Dimes, and UNICEF - and programs - Major Emphasis - to members through resources, communication, and other means. The committee measures the progress of all projects and programs throughout the year.

Kiwanis District Charities

The committee promotes the district's endorsed Kiwanis charities - Kamp Kiwanis, Kiwanis Pediatric Trauma Center, and Kiwanis Pediatric Lyme Disease Foundation - for the service year through proper communication and resources and is responsible for measuring the progress of all amounts raised for the various district endorsed charities throughout the year.

Kiwanis Family Relations

The committee promotes growth in Kiwanis family relations in the district through increasing of knowledge of other branches through communication, resources, and other means. The committee measures all progress of collaborated service between the branches throughout the year.

Laws and Regulations

The committee reviews all proposed changes to the district and international bylaws from the members of the district and provides Key Clubbers with knowledge on our structures of Key Club laws and regulations.

New Club Building and Reactivation

The committee encourages the formation and reactivation of Key Clubs across New York, allowing for the district to grow to schools and communities interested in starting or restarting a Key Club. The committee operates on the premises of providing those that want to serve, an opportunity to do so, working to provide those interested with the proper tools and support. The committee's work is not limited to the Key Club branch and can reach out to other branches in the Kiwanis family.

District Committees (cont.)

Public Relations

The committee oversees the communication, output of material, and public image of the New York District, providing members with the knowledge on how to properly represent Key Club in their homes, schools, and communities. The committee sets out to create new resources that can be used by clubs across New York in representation of the district and international levels of the organization.

Parliamentary Procedure



What is Parliamentary Procedure?

Parliamentary Procedure is a set of rules for conducting business at meetings and public gatherings. Parliamentary Procedure has a long history. It originated in the early English Parliaments, came to America with the first European settlers, and became uniform in 1876, when Henry M. Robert published his manual on Parliamentary Law. Today, Robert's Rules of Order Newly Revised, 11th Edition, is the basic handbook of operation for many clubs, organizations and groups.

Why is Parliamentary Procedure important? Parliamentary Procedure allows everyone to be heard and to make decisions without confusion.

How do members get their say?

They make motions. A motion is a proposal that the assembly take a stand or action on some issue. Members have a right to present motions (make a proposal), second motions (express support for discussion of another member's motion), debate motions (give opinions on the motion), and vote on motions (make a decision).

What types of motions are there?

There are five (5) general types of motions.

- **Main motions:** They introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. (i.e. I move that we purchase...)
- **Subsidiary motions:** These change or affect how the main motion is handled. (They are voted on before the main motion.) (i.e. I move to amend the motion by striking out...)

What types of motions are there? (cont.)

- **Privileged motions:** These concern special or important matters not related to pending business. In general, they are considered before other types of motions (i.e. I move we adjourn...)
- **Incidental Motions:** These are questions of procedure that arise out of other motions. They must be considered before the other motion. (i.e. I move to suspend the rules for the purpose of...)
- **Motions that Bring a Question Again Before the Assembly:** These enable certain items to be reconsidered. In general they are brought up when no business is pending. (i.e. I move to reconsider...)

Some Questions Relating to Motions:

- **Is it in order?:** Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous, or against the bylaws.
- **May I interrupt the speaker?:** Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
- **Do I need a second?:** Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.
- **Is it debatable?:** Parliamentary procedure guards the right to free and full debate on most motions. However some subsidiary, privileged and incidental motions are not debatable.
- **Can it be amended?:** Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.
- **What vote is needed?:** Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a two-thirds vote to be adopted.
- **Can it be reconsidered?:** Some motions can be debated again and re-voted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

Parliamentary Procedure (cont.)

Here are some motions you might make, how to make them, and what to expect of the rules.

To Do This:	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it Be Amended?	What Vote is Needed?	Can it Be Reconsidered?
Adjourn Meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an Intermission	"I move to recess for..."	No	Yes	No ¹	Yes	Majority	No
Complain about Heat, Noise, Need Water, Bathroom, etc.	"I rise to a question of privilege," or "Point a personal privilege."	Yes	No	No	No	No Vote	No
Temporarily Suspend Consideration of an Issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No ²
End Debate and Amendments	"I move the previous question."	No	Yes	No	No	Two-Thirds	Yes ³
Postpone Discussion for a Certain Time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give Closer Study of Something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes ⁴
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes ⁵	Yes	Majority	Yes
Introduce Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes

The motions listed above are in order of precedence... Below, there is no order...

To Do This:	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it Be Amended?	What Vote is Needed?	Can it Be Reconsidered?
Protest Breach of Rules or Conduct	"I rise to a point of order."	Yes	No	No	No	No Vote	No
Vote on a Ruling of the Chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend Rules Temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	Two-Thirds	No
Avoid Considering an Improper Matter	"I object to consideration of this motion."	Yes	No	No	No	Two-Thirds	Yes
Verify a Voice Vote by Having Members Stand	"I call for a division," or "Division!"	Yes	No	No	No	No Vote	No
Request Information	"Point of information..."	Yes	No	No	No	No Vote	No
Take Up a Matter Previously Tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a Hasty Action	"I move to reconsider the vote on..."	Yes ⁸	Yes	Yes ⁹	No	Majority	No

¹ Unless moved when no question is pending; ² Affirmative votes may not be reconsidered; ³ Unless vote on question has begun; ⁴ Unless the committee has already taken up the subject; ⁵ Unless the motion to be amended is not debatable; ⁶ Unless the chair submits to the assembly for decision; ⁷ A two-thirds vote in negative is needed to prevent consideration of the main motion; ⁸ Only if the speaker has the floor but has not actually begun to speak; ⁹ Unless the main motion to be reconsidered is not debatable

Parliamentary Procedure (cont.)

- ✚ How do I present my motion?
- 1) You obtain the floor:
 - Wait until the previous speaker is finished.
 - Rise and address the chair. Say "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
 - Give your name. The chair will recognize you by repeating it.
 - 2) You make your motion:
 - Speak clearly and concisely.
 - State your motion affirmatively. Say "I move that we do..." instead of "I move that we do not..."
 - Stay on the subject and avoid personal attacks.
 - 3) You wait for a second:
 - Another member will say, "I second the motion."
 - Or, the chair will call for a second.
 - If there is no second, your motion will not be considered.
 - Motions made at the direction of a board or committee (of more than one person) do not require a second.
 - 4) The chair states your motion:
 - The chair must say, "It is moved and seconded that we..."
 - After this happens, debate or voting can occur.
 - Your motion is now "assembly property," and you can't change it without consent of the members.
 - 5) You expand on your motion:
 - As the person who made the motion, you are allowed to speak first.
 - Direct all comments to the chair.
 - Keep to the time limit for speaking.
 - You may speak again after all other speakers are finished.
 - You may speak a third time by a motion to suspend the rules with a two-thirds vote.
 - 6) The chair puts the question:
 - The chair asks, "Are you ready for the question?"
 - If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
 - The chair announces the results.

It is a common error to say, "I make a motion to..." so make sure to say "I move to..."



Once there is no more discussion on the floor, the chair will say, "All in favor of... please say Aye." If you are in favor of the passing the motion, you will say "Aye." Afterward, the chair will say, "All opposed to... please say Nay." If you are not in favor of passing the motion, you will say "Nay." Abstentions counts in favor of the majority. In the case that a voice vote is unclear, a show of hands is necessary.

International Information

Key Club Week

Key Club Week takes place every year on the first full week of November. This is a week where Key Clubbers get the chance to show off their love for service in the local homes, schools, and communities. As lieutenant governor, you should provide some incentive for clubs in your division to celebrate and participate in Key Club Week either through the sharing of information or participating in a group goal for service, fundraising, or advocacy. This is also an extremely good week for Key Clubbers to get to bond and know each other.

- Help your clubs set and accomplish goals for Key Club Week!
- Help your clubs get more involved in Kiwanis Family events!
- Help your clubs increase in membership!

Youth Opportunities Fund

The Youth Opportunities Fund, also known as YOF, is an endowed fund for Key Club International held within the Kiwanis International Foundation. The fund allows Key Clubs and their members to serve the world, have fundraisers, and other great things by providing grants for service opportunities. Clubs are allowed to apply for these funds if necessary to assist their club's functioning and to help them accomplish things that they want to do like raise money for Eliminate, host a local senior center dance, etc. You too can apply for these funds. Clubs may request funding assistance anywhere from \$100 to \$2000. Inform your clubs of this existing fund to help them achieve greater things. The application is due October 15th of each year and decisions will be mailed out no later than January 15th. For more information, visit:

<http://keyclub.org/service/fund/yof/yofgrant.aspx>

Key Club International Convention

Every year, Key Clubbers from around the world gather together to recognize the achievements, merits, and success of Key Club members, individual clubs, districts, and Key Club International as a whole. New leaders are elected and friends are made. This fun celebration usually takes place on the first or second week of July. This is an extremely important event where you will get to see just how big Key Club is. You will get to meet other Key Clubbers from the various districts of Key Club. Though the majority of Key Clubbers that attend ICON are from the board, please encourage your members to attend International Convention. Let them know that such an event exists.

International Information (cont.)

Key Club Magazine

Key Club Magazine is Key Club International's official newsletter. The magazine comes out twice a year and every paid club receives print copies as part of their membership fees. You can also read the magazine online at the Key Club website. To take a look at the latest issue, visit the following link:

<http://keyclub.org/discover/kcm.aspx>



Key Leader

Key Leader is a leadership experience for today's youth leaders. It focuses on service leadership as the first, most meaningful leadership development experience. A Key Leader learns the most important lesson of leadership—leadership comes from helping others succeed. For more information, visit <http://key-leaders.org>!

Kiwanis One Day

On Kiwanis One Day, every club is urged to join with the rest of the Kiwanis family--K-Kids, Builders, Circle K, Aktion Club, and Kiwanis--for a day of united service. Called Kiwanis One Day, the event is inspired by Past International President Nelson Tucker's initiative to create a day that unites the entire Kiwanis family in service. Kiwanis One Day provides an opportunity to showcase the Kiwanis family and our commitment to service in each community. Think of the impact of more than 600,000 Kiwanis family members can make in one day of united service. For more information, visit: <http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=209>



BRING UP GRADES & TERRIFIC KIDS

Bring Up Grades (BUG) is a program designed to provide recognition to students who raise their grades into an acceptable range, and maintain or continue to raise them from one grading period to the next. Terrific Kids is a student recognition program that promotes character development, self-esteem, and perseverance. Students work with their classroom teacher and establish goals to improve behavior, peer relationships, attendance, or schoolwork.

Regulation and Award Structure

District Bylaws*

The bylaws are the set of rules all members and officers in the New York District must abide by. In order to change the bylaws, you must present an amendment and have it passed at the House of Delegates each year at Leadership Training Conference. It is the board's decision to follow and enforce the district bylaws.

Board Policies

This set of rules governs the New York District Board throughout their term. It is set by the board and is enforced. It covers how the district should be run and the responsibilities of each District Board member. These policies can be amended at the House of Delegates at District Convention.

New York District Awards Booklet

This is the official awards booklet of the New York District Key Club. All awards that the district can give out are featured in the document with a list of all their criteria. This booklet is usually complete around January. Once it is sent out, it is your responsibility as lieutenant governor to make sure that the members in your division know about the awards booklet. That can help increase award submission participation rates in your division, making it stronger than before.

Key Club Guidebook*

The Key Club Guidebook contains Key Club International's bylaws and board policies. All members must abide by the rules and regulations set by the international level. The Guidebook also contains a list of awards given out during International Convention along with the criteria for which to receive an award. One of these awards is the Robert F. Lucas Outstanding Lieutenant Governor's Award, a non-competitive award that you can apply for at the end of the year.

**Though it is tedious to read through these documents, you are encouraged to take a look at them. They will greatly enhance your knowledge of how Key Club functions and will allow you to do more throughout your term as lieutenant governor.*



You can find the Key Club Guidebook here: <http://slp.kiwanis.org/KeyClubNew/Leadership/gov/guidebook.aspx>! Make sure you have the most up-to-date version of the guidebook. Changes may have been made.

Lt. Governor Responsibilities at a Glance

Divisional Meetings

While there is no set number of divisional meetings you are required to hold, you should hold at least four (4) during the service year. The ideal situation would be to have one (1) every month. Divisional meetings are a great opportunity for club members and officers to stay in the loop as to what is going on in the division, district, and even international levels of Key Club. This will help make it easier to work with the clubs in your division. The key to having high attendance is to MOTIVATE your clubs to attend, make them AWARE of why Divisionals are important, and PUBLICIZE the event.

Presidents Council Meetings

Presidents Council Meetings are similar to divisional meetings in that you are explaining upcoming events, information on projects, programs, and responsibilities. However, Presidents Council Meetings give you the opportunity to talk directly with your presidents about issues that solely relate to them (instead of taking time at a divisional to discuss things that don't relate to a majority of people in attendance). PCMs give presidents a chance to discuss problems in their clubs, successful projects, and share ideas. It will also give you time to speak about paperwork status. Presidents Council Meetings can be held in conjunction with your divisional meetings (before or after), or whenever all your presidents can attend. These meetings are generally more relaxed than divisional meetings and can be held anywhere.

Key Club & Kiwanis Club Visits

In order to really find out how your Key Clubs operate, how productive they are and how many members they have, you need to attend their club meetings. By visiting them, they get to know you and vice versa. You will view them action and be able to make suggestions and answer any questions that they may have. You are supposed to visit each of your clubs at least once during your term, yet it is STRONGLY recommended that you go at least twice (once at the beginning of your term to introduce yourself and another during the school year). Your interaction will allow members to be more knowledgeable about Key Club's leadership and how big the organization actually is. This may even courage them to run for higher office. You should also be visiting the sponsoring Kiwanis clubs of your Key Clubs, especially if a Key Club is not acting as it should be. It is your responsibility to work with them and help keep them informed. You should also make an effort to attend Kiwanis Divisional Meetings.

Monthly Newsletters

Though the due date of your newsletters is usually determined by the district governor and from his newsletter log, you should aim to publish and mail out a newsletter to your division by the 7th of each month regardless. The purpose of these monthly newsletters is to keep your division informed of pertinent information in the various levels of Key Club. Make sure to include information about upcoming events and provide frequent reminders about the district and international programs. The district editor will review your newsletter each month and offer suggestions to help you improve it. Remember to talk about things when they are relevant (i.e. Youth Opportunities Fund in September, Key Club Week in October and November, etc.)

**Sometimes we may not really see the point in a monthly newsletter when we can send out weekly emails that are just as effective. However, newsletters are actually very helpful in providing a summary of important updates. If you feel that your division doesn't read your newsletters, motivate them and provide incentive. Make the newsletter interesting enough so that they will read it!*



BIG TIP AND SUGGESTION: Your newsletter does not need to be twenty (20) pages. Two to four (2-4) pages will make your newsletter an easy read while giving you enough room to talk about important matters.

Key Club & Kiwanis Club Visitation Forms*

These forms are used to recap your experiences at a meeting or an event that you attended. They consist of simple questions such as: "What did you learn about the club?" "Were there any problems?" "What kind of presentation did you make?" By answering these and other questions, you can make the District Governor and Administrator aware of the status of the club so that they can help you to work more effectively with the club. It also allows you to see how you can help the club and plan a follow-up plan of action. These forms should be completed within two (2) days of your visit. Do not be afraid to be detailed!

Divisional Report Form*

Within two (2) days of holding a divisional meeting, this form should be filled out. Answer all of the questions in detail and explain what occurred. Don't forget to attach a copy of your agenda, minutes, and any handouts that were given out.

**You can find the forms here: http://nydkc.org/resources-paperwork/cat_view/64-district-board-resources*

Lt. Governor Responsibilities at a Glance (cont.)

Officer and Divisional Training Conference

You should hold at least one (1) officer training conference during your term as lieutenant governor and preferably before the summer. This will help get your year started by allowing you to work directly with your club officers and train them for their year of service.

Fall Rally

You should work with other lieutenant governors in your region to hold a fall rally. Fall rally is the smaller version of district convention. There will be training and informational sessions, bonding events, and service projects. This requires large scale planning so make sure to start early to prepare.

Divisional Projects and Report Form

Each time you host a divisional service or fundraising project, be sure to submit the divisional project report form within two (2) days of the event. You should aim to have at least two (2) divisional projects during your term to encourage members to be active in the division outside of divisional meetings.

Bimonthly Updates

This is a super important part of being lieutenant governor. Bimonthly updates are a summary of the people you have communicated with, what you have attended, what you have completed, all in the past fifteen days and what you are planning to do in the next fifteen days. These updates are sent to the district governor, administrator, an executive assistant, and your Kiwanis Committee Representative(s).



Board Reports

You must create a board report and make three (3) copies of it prior to each board meeting. It should explain what you have done since the previous board meeting. The three sections are correspondence, events attended, and miscellaneous. This should not be longer than two (2) pages.

Call Log*

Your call log must be completed each month. It consists of whom you have contacted, how often you have contacted them, and what you spoke about. These are important because they ensure that you communicate with your clubs, faculty advisors and Kiwanis counterparts.

**Over the past few years, these report forms have not been required, completion is up to the governor's discretion.*

Lt. Governor's Monthly Report Form*

This is a short and simple form to fill out. It is a check-off list which shows who you have been in contact with over the past month. It also asks you to record your activities for the month (events attended and planned). All fields are required to be filled in even if the answer to the question is "no." Take the time to fill out the form in detail so that you can refer to it in a useful manner later on. This form is due by the 10th of each month.

Club Status Report*

Along with your Monthly Report Form, you must complete a Club Status Report. This is a paragraph about each club in your division. Include what the club has been doing, events that they have participated in, events they are planning, what contact you have made with the club, how often you have communicated with the club, the club's strengths and weaknesses, and what your future plan of action with the club for the upcoming month. This is also due by the 10th of each month.

Committee Responsibilities

Unless you are the chair of a committee, you will be assigned to work under two (2) of the twelve (12) standing committees for the district board. You are expected to remain active in your committees and contribute to helping complete any given directives. If you are a chair, you will submit three (3) copies of your committee board report prior to the board meeting.

Paperwork

Monthly Report Form (MRF)

Each club secretary is required to submit a Monthly Report Form with the projects they have completed for the month, meetings they have held, and any other information (i.e. problems with the club). This is due by the 7th of each month and you need to make sure that secretaries complete this form. It is extremely important. Send out frequent reminders.

Election Report Form (ERF)

The club secretary is also required to submit an Election Report Form at the beginning of the year with all the contact information of the newly elected officers in the club. This is due as soon as the club's elections have been held and the leaders have been finalized. You will also need to make sure that your clubs submit this, because the district secretary needs this information to compile a directory.

Paperwork (cont.)

Fundraising Report Form (FRF)

The club treasurer is required to submit a Fundraising Report Form each time after the club has raised money for a cause. This form needs to be sent with proof (i.e. picture of check, letter of donation received, etc.) You need to make sure to check on whether or not these forms have been submitted and whether or not proof was attached.

Annual Achievement Report (AAR)

This form is to be filled out at the end of the year by each club in your division. The club president and secretary will work together to fill out the AAR, which summarizes everything the club has done within the service year (i.e. membership growth, meetings held, hours served, etc.). This form needs to be completed before the district Leadership Training Conference. You should actively offer to help clubs if they have any questions filling out the form.

Lt. Governor Evaluation Form

The Lieutenant Governor Evaluation Form is an anonymous critique of you, filled out by the members and preferably the club officers. This information will only be seen by the district governor, an executive assistant, or the administrator. It is your job to encourage members to submit an evaluation for you and it's much easier when you're doing great! These evaluations will allow the governor and administrator to help you improve during the year.

Club Newsletters

Though not every club has an editor, you should encourage the ones that do to create at least seven (7) newsletters throughout the year.

Motivation and Management

Being lieutenant governor is not an easy job and often times you may find yourself stressed out, sleep deprived, and even upset. BUT DON'T EVER GIVE UP! Here are some tips to help you stay happy, healthy, and hyped throughout your year!

Delegate and Appoint

By appointing an executive assistant or a divisional committee, you can help lighten your work load and open up opportunities for others to lead and participate in Key Club at a higher level. Don't feel that you're alone and that you have to do everything on your own!

Manage Your Time Carefully

Be familiar with your own schedule and make sure you keep track of when things are nearing a due date. Start work early if you can so that it doesn't pile up.

Don't Be Afraid to Ask for Help

There are many people available to help you. You can easily communicate with:

- Other District Board Members
- The District Governor or Administrator
- Your Kiwanis Committee Representative(s)
- Your Division Officers
- The Clubs in Your Division (Officers especially)
- Your Faculty Advisor
- Your Sponsoring Kiwanis Club or Kiwanis Advisor
- Your Kiwanis Division or Lieutenant Governor
- International Board Members
- Your Guidance Counselor
- Your Teachers
- Your Friends and Family

Remember you are not alone and that people are willing to help you out if you need it!

New York District Information

Membership

As of 2014, The New York District has roughly 12,200 members, lower than previous years. There are over 230 clubs in the New York District spanning all across New York State.

The Empire Key

The Empire Key is the official publication of the New York District Key Club. It is produced by the district bulletin editor and there should be a total of at least four (4) issues sent out every year.

Important Emails

Firstnamelastname.gov@nydkc.org is our general questions and inquiries email. service@nydkc.org is the email used for service spotlight and photo submissions. art@nydkc.org is the email used for any artwork or graphic design submissions. video@nydkc.org is the email used to share any Key Club related video footage or clips. Please promote these emails to your members so that they know where they can seek help if needed.



Official Facebook Group

<https://www.facebook.com/groups/174385895949984/>
Add your club members to the group!

New York District Information (cont.)

New York District Cheers

🚩 The Beaver Song

Beaver One, Beaver All, Let's all do the beaver call!

Chh Chh Chh (x4)

Beaver Two, Beaver Three, Let's all climb the beaver

Chh Chh Chh (x4)

Beaver Four, Beaver Five, Let's all do the beaver jive!

Chh Chh Chh (x4)

Beaver Six, Beaver Seven, Let's all go to beaver heaven!

Chh Chh Chh (x4)

Beaver Eight, Beaver Nine, STOP! It's Beaver Time!

Go Beavers! Go Beavers! Go Beavers!



🚩 New York District Song

[Starts off with a slow clap that gets increasingly faster]

I'm a New Yorker born and a New York bred,

And when I die, I'm a New Yorker dead.

Rah! Rah! New Yorker, New Yorker!*

Rah! Rah! New Yorker, New Yorker!*

Rah! Rah! New York District GO WILD!

*New Yorker is sounds like New York when doing the cheer.

Kiwanis District Charities



🚩 Kiwanis Pediatric Trauma Center

The Kiwanis Pediatric Trauma Center is designed to help treat and protect children. It is a Kiwanis-Hospital association that was created in order to provide the funds and staff necessary to create a trauma center with extensive medical assistance and safety. Kiwanis helps to provide treatment as to meet the needs of families with children suffering from trauma (e.g., transportation). Trauma takes the lives of 25,000 children each year and leaves another 120,000 children permanently disabled. An estimated 25% of these deaths and disabilities could be prevented with proper and prompt care. Kiwanis needs Key Club's help to reduce the number of lives cut short!

Website: <http://kiwanispediatrictraumacenter.org>

Kiwanis District Charities (cont.)



🚩 Kamp Kiwanis

Kamp Kiwanis is a program located in Taberg, New York, which provides children aged 8 to 14 (including those with special needs) with a unique camping experience. Kamp Kiwanis allows children to just be themselves, no matter what their situation, and encourages them to participate in team building exercises and activities, including boating, sports, and campfires. Kamp Kiwanis costs nothing for the children that attend. Through donations, the Kamp sponsors adults and children, allowing them to experience the program regardless of their financial position.

Website: <http://kampkiwanis.org>



🚩 Kiwanis Pediatric Lyme Disease Foundation
Lyme Disease was brought to Kiwanis' attention during 2000-01 when New York District Kiwanis Governor John Gridley vowed to do something to help children afflicted with this terrible disease. The Lyme Disease Project was quickly set up to help pay for medical treatment for children with this disease. Unfortunately most insurance companies do not pay for its treatment, which is very expensive. Lyme Disease is caused by bacteria usually transmitted by the deer tick. It is a scary possibility to consider for New York State residents who enjoy spending time outside during the summer months. Lyme Disease may affect the brain in many ways. The most common is a disturbance in thinking. Other symptoms that occur frequently include headache, mood swings, irritability, depression and marked fatigue. The spirochete which causes Lyme Disease can invade the central nervous system within days to a week of initial skin infection. the majority of people who are treated early with antibiotics do well and incur no long-term problems. People who are not treated until later may have a more complicated outcome.

Website: <http://kiwanis-ny.org/lyme>

Newsletters and Graphic Standards

What are newsletters?

Newsletters are a form of communication commonly used in Key Club. These newsletters contain information relevant to the audience and may even contain articles from other Key Clubbers. Newsletters are meant to be a fun and easy way to learn more about Key Club.

What are graphic standards?

Graphic standards are Key Club's ways of communicating who we are as an organization through an identical look. Regardless of whether you're a Key Clubber from Kansas or Korea, you'll know that we are part of Key Club. Key Club's graphic standards have been consolidated into a single brand guide featuring all of the graphic aspects of Key Club.



Headers



Pencils



Doodle Graphics

How do I make a newsletter?

It is difficult to say exactly how one should create a newsletter, but a common method is to use text boxes to format where certain text, backgrounds, headers, and photos go. Text boxes are easily movable, can be resized, filled with colors, images, and more.



What are some tips for making a newsletter?

- Make use of the real estate on the page. There is not as much space as you think and you want to leave the reader with some breathing space.
- Remember to think of the newsletter as if it were actually printed. This means that pages two and three of your document are actually connected. Make sure your pages align with each other.
- Explore Microsoft Word and Publisher. By right-clicking on a text box and then clicking "Format Shape" or "More Layout Options," you can do a lot more with your newsletter.
- If you are nitty-gritty with how things are aligned, use the formatting tab to help make things exactly in place. You can indent, send items forward and backward, align an object to the margins of your page, and more.
- Try having a theme for your newsletter. That way you will have a unified set of headers, footers, and more.
- If your newsletter is going to be longer than five to six pages, you may want to have a cover page and in some cases (over ten pages) even a back page.

Where can I learn more about Graphic Standards?

Visit <http://www.keyclub.org/fad/cm/brand.aspx> for more information on graphic standards and Key Club branding. Download the Key Club brand guide!

What else is there?

Key Club Doodles

<http://www.keyclub.org/fad/cm/dak.aspx>

Key Club Color Palette

<http://www.keyclub.org/fad/cm/keyclubcolors.aspx>

Key Club Scribble Pencils

<http://www.keyclub.org/fad/cm/sp.aspx>

Key Club Photo Library

<http://community.kiwanisone.org/media/g/kcimages/default.aspx>

Other Key Club Graphics

<http://www.keyclub.org/fad/cm/othergraphics.aspx>

Divisional Meetings

One of the biggest parts of your job as lieutenant governor is to hold divisional meetings. It sounds simple enough, but the manner in which you conduct your meeting will probably be the deciding factor in whether or not your meeting will be successful.

Despite the bad rep that meetings have been given, organizations still find them to be one of their most efficient ways of accomplishing their goals. Frustration can quickly take control of us when we sit for hours in poorly planned meetings, knowing we could have accomplished the task in less time than the meeting took itself.

And so, to run a successful meeting, you must do some planning. Meetings with no structure tend to be long and fruitless. Remember that every group has a set of conditions under which it will best operate. Be sensitive to the climate of the meeting and keep in mind that there may be times to change or bend the rules to best accommodate the goals of your division.



Tip Don't hold a meeting unless a goal can be accomplished. Ask yourself what can be accomplished in a meeting that could not be accomplished another way. What is the goal for this meeting?

Before the meeting, you need to set the mood and direction. Make sure everyone knows when and where the meeting will be held and pick a location that is physically comfortable to the number of people you are expecting.

Have minutes available for members to look at to save time that may be wasted arguing about the same things from the last meeting. You should have a quorum when making decisions. A quorum is defined as the number of members who must be present for business to be conducted legally.

Prepare an agenda. An agenda lets people know what to expect at the meeting, provides an order for dealing with issues at a meeting, can be used to teach people how to prepare for a meeting, spreads the responsibility for accomplishing the tasks in the meeting around to all those attending, and sets a professional atmosphere to the meeting.

Have your executive assistant or secretary take minutes, while discussion is ongoing. After discussions during the divisional, follow up by reminding individuals what happened at the meeting (esp. for absentees).

Good Meeting Manners

- Arrive on time. **DO NOT EVER BE LATE.** You should arrive at least thirty (30) minutes before the start of your meeting so that you can set up everything, be prepared, and start promptly.
- Start on time as to not keep members that arrived on time waiting. While you may want to wait for certain individuals, timeliness is a symbol of trustworthiness and integrity.
- Avoid unnecessary interruptions especially phone calls and text messages. Keep your phone on silent until after the divisional meeting.
- Observe specified time limits to ensure that all topics get covered and so members can leave at the designated time.

16 Tips for a Good Divisional

1. Send out divisional invitations at least three weeks in advance. This gives members and officers enough time to plan in advance and save the date. This should be done through email and not just Facebook. Phone calls may also be nice.
2. Send out reminders about your divisional meeting especially as the date is nearing.
3. Speak to your Kiwanis Committee Representative to make sure the date and location are fine with him or her.
4. Try to vary the location of your divisional so that it is convenient for all of your clubs. If not, find a central location.
5. Try incorporating a theme or some form of incentive to get members excited about going to a divisional.
6. Have icebreakers, but make sure they can be inclusive for those that are a bit shy. Don't let them drag for too long either.
7. Have different speakers so that you are not doing all the talking.
8. You may want to present certificates, awards, and prizes to motivate members and officers. They will feel special and appreciated.
9. Prepare handouts, visuals, or use a projector, but don't overkill.
10. Hand out agendas with the Key Club Pledge and your contact information.
11. Invite a guest speaker to do a presentation or motivate your members.
12. Try having the divisional at a location that won't charge you money.
13. Invite the Governor, Administrator, KCR, Kiwanis Counterparts, other LtGs, and more.
14. Keep minutes so that records are clear and concise.
15. Hold a service project, have some music, etc.
16. **HAVE FUN!** Enjoy yourself and so will everyone else!

Dues, Membership, and Club Building

Dues collection is an important part of the service year, because dues allow the district and international levels to hold conventions, board meetings, and pay for other administrative expenses.



Important Dates

October 1st: Clubs can submit dues starting October 1st. Your club will be **active** as long as it submits dues for 15 members on or before the November 30th deadline.

November 1st: (Early Bird Dues) Clubs that submit their dues (check, invoice, and roster included) on or before November 1st will also receive an “**Early Bird**” patch for the Key Club’s banner. Try to mail this to International at least two weeks before hands to allow time for dues processing.

November 30th: Club membership dues are due on November 30th. Any club that fails to submit dues by November 30th will now need to submit **past dues**.

December 1st: If your club fails to submit dues by the November 30th deadline, your club’s status changes to **delinquent**. Delinquent clubs will not be able to have delegates at district and international conventions or candidates for any District / International office. A club with delinquent status can return to its active status by submitting a dues payment for a minimum of 15 members.

February 1st: If your club does not submit any dues by January 31st, it will become **suspended** by February 1st. A club on suspended status can move back to active status with a dues payment for a minimum of 15 members.

October 1st: (of the following year) If your club still has not paid dues by September 30th of the following year, it’s status will change from suspended to **inactive**. A club with inactive status can return to its previously active status with a payment for a minimum of 15 members and the reactivation fee.

Use these dates to make sure your clubs pay their dues on time. In the past, Key Clubbers and their advisors have used the Membership Update Center to submit their membership and dues. Portalbuzz is the new system that will be used. Read about it here:

<http://kiwanisone.org/Pages/Resources/default.aspx?PageID=559>

Lieutenant Governor Timeline

February – April 1st

- Shadow your lieutenant governor
- Attend Leadership Training Conference and learn about your role as lieutenant governor
- Help your lieutenant governor collect Election Report Forms
- Attend all of his or her remaining divisional meetings so you can get practice running them

April 1st – July 1st

- Attend Spring Board Meeting
- Communicate with all your division’s clubs and officers and introduce yourself as the new Lieutenant Governor
- Hold an officer or divisional training conference
- Hold at least one (1) divisional
- Spread word about the district projects, Kiwanis One Day, and International Convention
- Appoint people to assist you on the divisional board and cabinet
- Collect all remaining Election Report Forms
- Meet with your KCR to plan out goals for the year

July 1st – September 1st

- Attend International Convention and the Lieutenant Governor Training Session there
- Hold a summer service project or divisional meeting
- Prepare members for school year and help find volunteering opportunities to stay active in summer
- Prepare for the incoming school year and promote the district projects

September 1st – November 1st

- Give a massive push to help club officers get back on track since the summer
- Attend fall board meeting
- Promote Youth Opportunities Fund, Key Club Week, and Fall Rally
- Make sure report forms have been submitted on time and assist clubs that re having difficulties
- Prepare for Fall Rally with lieutenant governors in your region.

November 1st – February 1st

- Hold Fall Rally, celebrate Key Club Wee
- Attend Kiwanis Family Weekend
- Make sure membership dues are paid for
- Prepare for and promote LTC to members, awards
- Encourage people to run for Lieutenant Governor

February 1st – April 1st

- Help clubs register for LTC and apply for awards
- Attend Midwinter Board Meeting
- Finalize LTC workshops and material
- Push for Annual Achievement Report Forms
- Train new lieutenant governor and retire

Miscellaneous

Communication

- Make sure you are in communication with the clubs in your division at least once a week.
- Communication does not mean Facebook. Phone and email are professional mediums of communication. Facebook and any other sources are simply supplemental.
- CC Administrator, KCR, and Governor as needed in emails.
- Make sure your KCR is informed about what you are doing. You should try to communicate at least once a week with your KCR.
- Make communication consistent and try to designate a specific day of the week when members can expect an update from you.

Travelling outside of the Division

- You must inform your KCR and the Key Club Administrator and await approval before travelling outside of your division. This is for safety purposes.

Travelling for Board Meeting

- In most cases, your KCR will be driving you to the board meeting. You must communicate with your KCR for transportation. Once transportation has been settled, you must contact the Administrator and the Governor and let them know who you are travelling with.
- Inform your parents in advance of board meeting dates. They are important and happen once every two months and so we need to make sure that you can attend the meeting.

Dress Code

Dress appropriately and familiarize yourself with the terms: business professional, business casual, and casual.

Timeliness

Early is on time. On time is late. And late is unacceptable.

Priorities

Remember the golden rule. Family comes first. School comes second. Key Club comes third. Everything else comes afterward!

Key Club Related Purchases

Keep all your receipts and ask your KCR or the administrator for a Key Club Expense Form for reimbursements.

Directives

- You can create a set of directives with your immediate past lieutenant governor, KCR, and divisional board to guide your division for the year.

Public Speaking

- Expect to speak at Kiwanis and Key Club related or non-related functions about anything from what Key Club is to what happened at your latest divisional meeting. Be bold and confident!

Robert F. Lucas Outstanding Lieutenant Governor's Award

- Look at the RFL requirements and use them as guidelines for the year. They are helpful in telling you what you should be doing for your division.
- You may consider applying for RFL at the end of the year. The binder is due by Leadership Training Conference so do not procrastinate.
- Even though you may not be labeled a Distinguished Lieutenant Governor, do not let that discourage you from applying for RFL.
- Consult your KCR, the administrator, and your governor to see whether or not you should apply for RFL.

Divisional Projects

- Your divisional project should be approved by your KCR in order to make sure that the project is safe and appropriate for Key Club. You do not want to get in trouble for something careless.
- You must have an adult attending your division events. No exceptions!

Failure to Fulfill Responsibilities

Failure in fulfilling your responsibilities as lieutenant governor, violating any of the Key Club Code of Conduct, bylaws, and policies can result in your removal from office.