

**Nebraska-Iowa Key Club District Board
Board Trainer Agenda
April 11th-13th, 2025**

HOTEL/MEETING SPACE INFORMATION: Holiday Inn and Suites 2202 River Road,
Council Bluffs, IA 51501
(712-322-5050)

(NOTE: Times subject to change)

Friday Night: *Casual Wear*

5:30-6:55: Arrival and Dinner

6:55-7:00 Call to Order and Pledges

7:00-7:05: Welcome to the District Board and Introductions/Icebreaker

7:05-7:10: Board Reports

- Went around and described what board members have done in Key Club since DCON
 - Lots of club elections
 - Service projects from different clubs!

7:05-7:10: Key Club History

- Important information:
 - KEY means Kiwanis Empowering Youth
 - Founded in 1925 in Sacramento, CA
 - Core Values: Caring, Character Building, Leadership, Inclusiveness
 - 7 Areas
 - Moo Moo!

7:10-7:15: Overview of the District Board and Expectations

- Exec Board: gov, secretary, bulletin editor, webmasters
 - Gov runs district meetings, trains district officers, and oversees operations
 - Liaison between the district and international, provides support, chairs strategic planning committee
 - Takes meeting minutes, organizes district and member information, keeps board accountable, and stays in contact with club secretaries
 - Bulletin Editor publishes quarterly bulletins, manages social media (Instagram), co-chairs PPP committee, and grades newsletters
 - Webmasters work together and update the website on a regular basis, upkeep the aesthetic of the website, and find media/outreach opportunities
- District Board also includes LTGs and at-larges
 - LTGs communicate between clubs and districts: host Fall Rallies, Club visits, train club officers, send out monthly newsletters, establish relationships within areas! Also, hold 4 DCMS
 - At-Larges support states and their LTGs: attend events, chair committees, charter and activate clubs in their states; also help LTG with their activities
 - Teegan is also Special Chartering Envoy
 - LTG Chair: exec committee member, assists Bulletin Editor and Webmasters, co-chairs PPP
- Committee Members: not part of district board, work in a committee alongside the board, work toward getting 4-5 ppl on each
- Expectations:
 - Take your role seriously and make sure to communicate; you can be probated

7:15-7:20: Year Overview

- Next Board Meeting is August 1-3, in Lincoln, Nebraska with the Kiwanis District Convention
- Also one in January, then DCON

- ICON: June 29th-July 6th
 - Consider going if running for any IKC positions

7:20-7:25 Social Media and Etiquette

- Be smart with social media activity → represent Key Club well!

7:25-7:30: District Directory and Map

- Reference all of the clubs and their contacts
- Make sure the advisors are the right ones
- Contact front desk if no one answers

7:30-8:00: Committees Overview and Form

- Event Planning
 - Create a district events timeline
 - Assist in planning Fall Rally and SCON
 - Help update the awards packet with Gov
 - Work with the PPP Committee for event promotion
- PPP
 - Promote, Publicize, Participation
 - Co-chaired by editor and LTG Chair
 - Promote annual events, like Fall Rally and create promotional material for any other events; make sure the materials are correct for social media
 - Promote gov's project
 - Bring new ideas!
- Service
 - Plan service projects for board meetings and district events, make service idea blogs for website
 - Service challenge w/K-Family Committee, work with international partners
 - Start a district system to get info about service projects (district catalog)
 - Highlight projects for LTGs and editors to spotlight
- K-Fam and International

- Write international partners articles for LTG newsletters, promote interaction between branches of K-Family, plan K-Family week and visits
- Promote inner clubs and international partners/committees/events
- Membership and Dues
 - Promote payment of membership dues, develop strategies to increase membership
 - Help to charter/reactivate new clubs; develop officer, advisor, and club member training materials
- Sponsorship
 - Create Master Spreadsheet, teach board members how to ask for sponsorships
 - Remind board members about sponsorship due dates, complete sponsorships yourself!
 - Set up fundraisers with local businesses, create resources for club fundraisers, promote Kiwanis sponsorships for clubs to utilize
- Strategic Planning
 - Chaired by Governor, with no club members serving on it; exec board serves on this
 - Align the district strategic plan with international → promote the strategic plan out to clubs
- Committee Structure
 - Has a chair who oversees the committee, a secretary who takes minutes, members who apply in August (any club member)
 - Sent out the committee form to board members!!

8:00-8:40: Club Chartering and Reactivation (Teegan Jones)

- Get to know your area well
 - Use MyMaps to make maps → understand your region better
 - Identify Kiwanis leaders and Kiwanians who aren't sponsoring a Key Club; use Club Locator Tool on Kiwanis Website or District Reports for presidents/secretaries to contact
- Chartering folder - refer to chartering resources in the board Google Drive
- Stages of chartering:

- Gain permission - make a cold call → send email to Kiwanis after doing research; be specific in your email!
 - If interested, consider setting up meeting; if not interested, make sure not to close the door for that Kiwanis club to sponsor a Key Club but be respectful → contact school/principal, and explain Key Club to them as well
- Create a flyer to promote Key Club → get people interested to charter the club for a school; include an interest form; once you get 11 students, you can charter a club!
- Student informational meeting → use a presentation w/lots of pictures and information
- Figure out advisors from faculty and Kiwanis
- Elections: have a nomination form, democratic process, etc. w/help of faculty advisor → set up meeting for speeches/send out voting ballot!
- Paperwork
 - Membership roster, have faculty member do this for all club members
- Once chartering is done, stay in touch w/ the club for their first year

8:50-8:55: Adjourn

9:00-11:00: Board Bonding

Saturday: *Board Polos and Nametag*

6:00-8:30: Breakfast on your own from hotel

8:30-9:00: Headshot Pictures & Group Photo

9:00-9:05: Call to Order and Icebreaker

9:05-9:25: Google Accounts and Tour

- Changing names/information on email accounts
- Went over Google Calendar, Chats, and Classroom

9:25-9:45: Communication Methods

- Emails are most commonly used - always check your email!! Also, CC Tracey and Lilly on ALL emails!

- Board uses Google Chat for quick communication - District and Committee conversations occur here
 - Text messages are more casual and are to be used ASAP; also, avoid using social media for KC-related business
- Check and respond within 24 hours please!!
- Monthly Report Forms are due on the 7th of each month; please get them done in time!!
 - Check-ins with the executive board for LTGs: address questions/issues, go over MRFs, done the week after MRFs are due!
- Club communication(especially LTGs): call club/Kiwanis advisors; set up group chats w/club officers, contact them frequently, and try to do in-person visits as often as possible!!
- Divisional Council Meetings (DCMs)
 - Aug-Sep, Fall Rally (October), Nov-Dec, Jan-Feb (promote DCON!), Online; communicate between board and clubs, have officer training, service projects, promotion, etc; At-Larges attend other states to give overview of activities
 - COMMUNICATE
- Officer Report Forms (LTGs): collect information on the updated club officers, goes into Google Sheet for information

9:45-9:50: Club Feedback Forms

- Secretary makes feedback forms, sent out twice per year
 - Once at mid-term and then end of year; used to evaluate our district's strengths and weaknesses

9:50-10:00: Distinguished Binders

- Recognized internationally, guideline for your job, folders in drive
 - Update throughout year, due 2 weeks before DCON

10:00-10:20: Budget

- Key Club and Kiwanis budgets are separate; fill out mileage vouchers to get gas costs reimbursed!!!
 - Dues are important to fund Key Club activities - make sure to remind clubs in your area to pay - send an email/call an advisor to help them remember!!

- Check Google Drive for information regarding dues - LTGs

10:20-10:25: Fundraising

- Led by sponsorship committee, but all board members will participate
 - Goes toward DCON, Fall Rally, ICON Scholarships, etc.
 - Types: asking organizations, partnering with organizations, hosting an event, contacting Kiwanis Clubs; you can fundraise in whatever way works best for you

10:25-10:30: K-Family

- K-Kids is elementary, Builder's Club is middle school, then Key Club, Aktion Club, and Kiwanis
- K-Family: K-Family week is 2nd weekend of November; events for each day of the week, K-Fam committee plans
- [Key Leader](#): November, TBD → made for high school students through Kiwanis International for leadership skills; helps recruit for Key Club
- Kiwanis DCON: August 1-3 in Lincoln, NE (August Board Meeting)

10:35-10:40: Key Club International and KCI Partners (Moe Ali)

10:40-12:00: Work Time

12:00-12:20 Lunch

12:20-1:400: Canva/Newsletter 101

- Newsletter each month
- 15th - Bulletin Editor send newsletter with month's requirements; 20th you send editor your newsletter, 25th editor sends back your graded newsletter; 1st - you send out your newsletter w/any changes to your area!
 - Executive Board added to newsletters (not graded)
 - Section for At-Larges: give report for opposite state to keep both states informed about each other

1:00-1:30: Work Time

1:30-1:35: Planning an Event

- Choose a date, be mindful of school calendars/other events (LTGs)
- Make sure you have a purpose (goals, etc), consider all backgrounds for your audience and promote, have a theme with an aesthetic for the event to add to the experience!

- Get sponsorships!!
- Potential obstacles to overcome: contact individuals yourself to help unresponsive ppl/clubs, send out multiple promotional emails/materials, and make sure to consider all demographics

1:35-2:05 Fall Rally and Work Time

- By state, LTGs in those states work together to host
- Counts as one of your DCMs, informational program (can be officer training)
- **Contact venues now**, and fundraise to rescue costs; work with Tracey for payment/registration links
- Have a Theme
- At-Larges help to plan this, Sponsorship Committee sets up fundraisers, Event Planning Committee for decorations, Membership and DUES Committee for officer training materials (if utilizing), PPP for promotion, etc.

2:05-3:00: Committee Grouping and Work Time

- Determined secretaries
- Worked on application forms

3:00-3:05: Bylaws Review

- Went over roles of board members within the bylaws

3:05-3:10: Global Leadership Certificate

- Consider going for this by doing the courses if you want to run for international board or trustee in the future!!

3:10-3:15: Parliamentary Procedure

- Tabling is stopping discussion, limiting debate is putting a time limit on the discussion, amending is amending the main motion (needs a second)

3:15-3:25: ICON

- Orlando, Florida from June 29th to July 6th
- Vote on amendments and new I board; district tour with other districts
- Master Global Leadership Certificate
- Kiwanis International Children Fund for support!

3:25-3:30: Club Annual Achievement Form

- Clubs fill out during DCON Awards

- Different points for various events, earn gold, silver, or bronze status; recognized at DCON
 - Gold status can qualify for the Distinguished Club Award at International level

3:30-3:35 Spotlights

- Editor, Webmaster, and LTGs
- Recognize different clubs in each LTG newsletter, recognize Early Bird Dues clubs, recognize regular dues, promote Key Club International Recognition
- Promote YOF Grant → Youth Opportunities Fund; help support/fund service projects, first cycle is October 15th, second is March 1; spotlight clubs who apply for YOF Grant and receive money for service projects

3:35-4:00 Break

4:00-4:30: Endorsement of International Trustee

4:30-5:00: Exec. Assignments and Adjourn

- See slides

5:00-5:30: Worktime and Adjourn

5:30-6:30: Dinner

6:30-11:00: Board Bonding

Sunday: *Casual Wear or Board Long-Sleeves*

6:00-9:30: Breakfast on your own from hotel

9:15-9:40: Call to Order

9:40-9:45: Governor's Project

- Thirst project → club fundraising
- <https://my.thirstproject.org/NebraskalowaKeyClub>
- District Water Walks; host throughout district in Spring, 3.75 miles
- \$2000 fundraising goal! Share fundraising page linked above in newsletters, to clubs, etc

9:45-10:35: Service Project

10:35-10:40: Leadership Development Activity

10:40-10:50: DCON

- Theme ideas:

- DCON Disco
- Space/Reach for the stars
- Skiing into service - winter theme?
- Spring into service
- Seasons of service
 - Themed breakout rooms, etc.
 - Website, tailor colors to the seasons
- Diving into DCON
- Disney DCON
- Convention Carnival
- Wizards, Wands, and Workshops

10:50-11:00: Recap

- Get in contact w/clubs
- Promote ICON and registration
- Outline term and your goals
- Start meeting w/committees and make application/promotion!

11:00 Adjourn