**Nebraska-Iowa Key Club District Board**

**Board Trainer Agenda**

**May 17-19**

**HOTEL/MEETING SPACE INFORMATION:** Courtyard Omaha Bellevue at

Beardmore Event Center, 3730 Raynor Parkway, NE 68123

(NOTE: Times subject to change)

**Friday Night: Casual Wear**

**5:30-6:30:** Dinner

**6:30-6:35:** Call to Order & Pledges

**6:35-6:45:** Welcome to the District Board and Introductions

**6:45-7:00:** Icebreaker

**7:00-7:05:** Board Reports

* Sharing updates about what we have done Key Club related since March

**7:05-7:20:** Key Club History

* Key Club must knows:
  + KEY: “Kiwanis Empowering Youth”
  + Founded in Sacramento, California in 1925
  + 1977 Female students allowed to join
  + 100th bday on March 23!
    - Big fundraising campaign
  + 7 areas
  + Danny the deer

**7:20-7:50:** Overview of the District Board and Expectations

* Board positions:
  + Exec Board: Gov, secretary, editor, 2 webmasters
  + District board: 7 lt govs and 2 at large govs
  + Committee members (not part of board)
* Make sure to contact predecessors if you have any questions!
* We will make application forms for committee members later this weekend.
  + Encourage underclassmen for these positions
  + Minimum of 4-5 members to be elected for this
* Expectations:
  + Take your role seriously. Communication is key. Probation can occur. You were elected for a reason!
    - One excused absence for board meetings. Any more than that and you can be put on probation.
  + Please ask questions if you need help with anything at all!
  + Please contact Tracey and Wenjun well in advance for board meeting absences

**7:50-8:00:** Social Media and Etiquette

* Be mindful about what you post on social media. You represent this district board.
  + It can haunt your future

**8:00-8:20:** Google Accounts & Tour

* Make a file for yourself to store any personal files not needed to be in the board drive.
* Change names, information, and signatures in google account
* Google Classroom. Look for invite through email to get in or use this code: 6g63gos
  + All assignments are posted in the classwork section
  + Reference for information
* Google calendar
  + Helpful for DCMs and Fall Rallies. Put these events in the google calendar. Reference these for dates.

**8:20-8:30:** Communication Methods, Formal vs. Informal

* District communication
  + Email is most used. CHECK DAILY!!! ANSWER PROMPTLY!!!
    - Be transparent
    - CC Tracey and Wenjun on **ALL** emails
  + Google chat for check ins and quick reminders
  + Text messages are to get ahold of ASAP
  + Avoid using social media for communication
  + MRFs
    - Questions, updates, struggles
    - Due on the 10th of each month
    - BE ON TIME
    - MRF calls one week after MRF are due
  + Call advisors and Kiwanis advisors
  + Set up informal group chats w/ club officers
    - By school or position
    - Contact frequently - once per week. This should make up ~70% of your communication w/ clubs
    - In person visits are preferred, but virtually is ok
  + DCMS
    - Hold at least 4 with area
    - Online or in person
    - Chance to get area together. Chance for service projects and updates

**8:30-8:35:** Feedback Forms

* Twice per year
  + Once at end of year once at the mid term
* Use to assess our district needs using feedback from clubs

**8:35-8:45:** District Directory and Map

* Reference all of these clubs and their contacts
* Make sure the advisors on the directory are the right ones. Contact them.
  + If nobody answers, contact the school front desk!

**8:45-9:00:** Committees Overview and Form

* 6 committees
  + Event planning (
    - Districts events timeline, Fall Rally, DCON, award’s packet, work w/ PPP
  + PPP (promote, publicize, participation)
    - Promote big events
    - Spotlight outstanding clubs and members
  + Service
    - Plans service projects for board meetings & events
    - Service challenge with K-Family committee
    - Incorporate international partners
  + K-Fam & International
    - Monthly article about Key Club international partners
    - Plan K family week
    - Organize K-family visits
  + Membership and Dues
    - Promote payment of dues
      * Make resource of how to pay dues for advisors
    - Strategies to increase club membership
    - Charter/reactivate new clubs
    - Develop club officer, advisor, and member training materials
  + Sponsorship
    - Create master spreadsheet for fundraising
    - Teach board members how to ask for sponsorships
    - Remind board members about sponsorship due dates
    - Set up fundraisers w/ local businesses
* Committee Structure
  + Committee chair
    - Oversees committee
    - Review applications for committee with secretary
  + Secretary
    - Take minutes, send meeting link
  + Members
    - Applications in August
    - Any club member can apply
    - https://forms.gle/XLDgo2wYBMq32ePF9

**9:00-9:05:** Adjourn

**9:05-11:00:** Board Bonding

**Saturday: Board Polos and Nametag**

**7:30-9:00:** Breakfast in the Board Room

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

**9:30-9:45:** Call to Order and Icebreaker

**9:45-10:00:** Year Overview

* <https://www.nebraskaiowakeyclub.com/blank-2>
* More specific events to us can be found on Google Calendar

**10:00-10:15:** Distinguished Binder

* Look in Google Drive for your distinguished binder folder
* Guideline for your job, not an award
* Update throughout the year - due two weeks before DCON

**10:15-10:35:** Task lists

* Quarterly goals
* Check your task list for quarter 1 in the accountability and goals folder
  + Follow these goals. These are the minimum

**10:35-11:00:** Budget

* Key Club and Kiwanis budgets are separate
* Make sure to fill out mileage vouchers to get gas costs reimbursed!

**11:00-11:20:** Fundraising

* Partner with restaurants or do a bake sale!

**11:20-11:45:** Elevator Pitch Activity

**11:45-12:00:** Golf Tournament

* Golf tournament canceled :(
* Now it’s an auction

**12:00-1:00:** Lunch

**1:00-1:20:** K-Family (Kiwanis Visits)

* K kids, builders club, key club, circle k, aktion club, and kiwanis
* K family week 2nd week of November
  + Events each day, K fam zoom call
* Key-leader camp in November 1-2 Sunbeam, Iowa
  + Underclassmen developing leadership skills
* Kiwanis DCON (August Board)

**1:20-1:50:** Key Club International & KCI Partners (Emily Dudash)

* Erika’s Lighthouse: reducing stigma about mental illness and health
* UNICEF: aid exclusively for children
* Schoolhouse: Wenjun’s governor project! Free tutoring.
* Thirst Project: combating global water crisis
* YOF (youth opportunities fund): Grant to clubs who want to fund service projects. October 15 and March 1
* GLC (Global Leadership Certificate): Access to dues paying members. Free soft skills courses.

**1:50-2:30:** Canva/Newsletter 101

* Newsletter each month
* Look at Owen’s Brand guide in the drive
* [Newsletter 101 24-25'pdf](https://drive.google.com/file/d/1goV_sXoe6C4kbgaI3TQoTRFJ5VFoUFDQ/view?usp=sharing)

**2:30-3:00:** Work Time

**3:00-3:20:** Planning an Event

* [Event Planning (Funding Your Expedition)](https://docs.google.com/presentation/d/1ma8XDcTaQ2B4uGSGCkFeg548_3Xi9jugpTj7A68D-DA/edit?usp=sharing)

**3:20-3:30:** Pros and Cons Activity

**3:30-4:00:** Fall Rally and Work Time

* Start meeting with Fall Rally groups
  + Plan and contact venues

**4:00-4:30:** Committee Grouping and Work Time

* Committee Grouping
  + PPP: **Owen**, Ananya Oli, Lauren, Prisha
  + Service: **Sophia**, Harrison, Kenneth, Jasmine, Joley
  + Event Planning: **Joley**, Sophia, Owen, Lauren, Teegan
  + K-Fam and International: **Hailey**, Prisha, Ananya Bindu-Mirle, Harrison
  + Membership and Dues: **Ananya Oli**, Kenneth, Jackson, Hailey
  + Sponsorships: **Jackson**, Teegan, Jasmine, Ananya Bindu-Mirle
* Meet about:
  + Designate secretary
  + Make meeting times
    - At least once per month
  + Make group chat
  + Review transition reports
    - Review objectives
  + Make committee application form

**4:30-4:40:** Global Leadership Certificate

* Great opportunity - online and free
  + Good for resumes
  + Can put in distinguished (misc section)

**4:40-5:10:** Dues

* We are need of a due increase
* Amendments
  + Amendment 1
* $3 increase. Subsidy program for intl districts
* Amendment 2
* Adjust dues every 4 years based on inflation index (.25 x year)
* LTGs represent your area. Call club and kiwanis advisors. Educate clubs. Report back their views

**5:10-5:30:** Bylaws Review

**5:30-6:30:** Dinner

**6:30-7:00:** Parliamentary Procedure

* Used to pass official business
* [Roberts Rules of Order Video - 2020](https://youtu.be/PGOSZKlS9_4?si=REKBylTX501dP8vB)
  + Wait to be recognized by the chair
    - “I (first, last), (position) move to…”
  + Get a second
    - “I (first, last), (position) second the motion”
  + Discussion
  + Vote (could be 50% or ⅔ depends on bylaw)

**7:00-7:10:** DEI (Diversity, Equity, and Inclusion)

* How can we incorporate DEI in our district? (race, gender, geography, economic status, etc?)
  + Inclusion of remote areas around the world
  + Not scheduling events during major religious events

**7:10-7:45:** Strategic Planning: DEI and Leadership (Practice Parliamentary

Procedure)

* [Strategic Planning - DEI and Leadership](https://docs.google.com/document/d/17wCPUPTApRoIG3iyqKZFPdxOZN3bfYdSW-PgSpiKYkg/edit?usp=sharing)
* Strategic plan passed
* Strategic Plan Committee passed
  + Develop and initiate our strategic plan
  + Ensure that our district is following the plan and keep us on target
  + Change language of this goal and revise the goal to elaborate and reevaluate goals
  + Can start this year as a pilot. Keeping it in the board

**7:45-8:15:** Membership Growth (Chartering and Reactivating)

* Think about this during summer
* Chartering
  + $400 new club fee
  + Sponsoring Kiwanis club is needed, but HIGHLY encouraged
  + Find officers, club advisor, and submit membership roster
* Reactivating
  + Identify clubs that have no paid dues
  + Call advisor/school to update advisor
  + Have them submit dues
  + 47/48 clubs paid
  + Membership and dues make a tutorial video of how to pay dues
  + Kiwanians may approach you at the August board; be sure to get their contact information.
  + Goal: Get 2000 members!

**8:15-9:00:** Exec. Assignments

**8:15-9:00:** Worktime

**9:00-11:00:** Adjourn and Board Bonding

**Sunday: Casual Wear or Board Long-Sleeves**

**7:50-8:50:** Breakfast

**9:00-9:20:** ICON “go for gold”

* Atlanta, Georgia
* 100th birthday celebration
* Vote on amendments and new international board
* District tour w/ other districts (9 other international districts!)

**9:20-9:45:** Governor’s Project 24-25

* Partnership with Schoolhouse
* Encouraging interactions between students on Schoolhouse through a “tutor-A-thon”
* Decreasing education inequalities

**9:45-10:00:** Spotlights

* Increasing spotlights in newsletters for each area
* Key Club international for early bird dues and regular bird dues

**10:00-10:10:** Service Project

* Blood cancer service project

**10:10- 10:50:** DCON

* Under the sea? Surfing into service?

**10:50-11:00:** Recap

* Get in contact with clubs
* ICON registration deadline May 30
* Outline your term and your goals. Utilize task lists!

**11:00** Adjourn