

CAROLINAS KEY CLUB®

FALL 2020 EDITION OF

*the  
Carolinas  
Blueprint*



VOL. 5 ISSUE 3



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# Christmas for Children

The District Project for the Carolinas District is the Boys and Girls Homes of North Carolina at Lake Waccamaw. The Boys and Girls Homes have been dedicated to providing a safe place for children who need support. Every year, the Carolinas District raises funds for the Boys and Girls Home Christmas for Children campaign through our annual Fall Rally, however with no Fall Rally this year it becomes especially paramount for clubs to support our District Project. These funds go towards gift items for the children to give them the traditional Christmas experience we are accustomed to. If your club is looking for a fundraiser or project, consider helping out the Boys and Girls Home and raising funds for their Christmas for Children campaign! For more information please visit [carolinaskeyclub.org/district-project](https://carolinaskeyclub.org/district-project) or you can contact Key Club Governor Raghav Chari at [gov2021@carolinaskeyclub.org](mailto:gov2021@carolinaskeyclub.org)!



Dear Carolinas District,

# GOVERNOR'S MESSAGE

What an eventful year it has been. It has been an honor to have the opportunity to serve the Carolinas District during a time in which non-profit organizations are struggling and when it is up to student leaders to take initiative and truly make an impact. While we wrap up 2020 and approach 2021, I hope we can end this year off strong and try to support each other when we need it the most. I look forward to ending this year serving the children at the Boys and Girls Home's Christmas for Children campaign to raise funds for those that need support. If your Key Club is looking for a project or fundraiser that can help someone and make a difference, then I hope you will choose to support the Boys and Girls Christmas for Children campaign where we can purchase gifts and give a traditional Christmas experience to children that need support.

We also understand that with many school closings that Key Club's are struggling to meet as well! As Key Club International has stated, if your situation is anything but normal they would like you to reach out to them to handle clubs on a case by case basis. Please send questions, comments, and concerns to Greg Stowers, Key Club International Director. Greg's email address is [gstowers@kiwanis.org](mailto:gstowers@kiwanis.org). His work phone number is (317) 217-6209.

We are also working to provide resources for our clubs to adjust to virtual Key Club! On our website, we have added virtual club training videos at [carolinaskeyclub.org/officertraining](http://carolinaskeyclub.org/officertraining). We hope this in addition to other resources can help clubs this year. Please feel free to contact your Lieutenant Governor at [carolinaskeyclub.org/district-officers](http://carolinaskeyclub.org/district-officers) and view their newsletter at [carolinaskeyclub.org/coastline](http://carolinaskeyclub.org/coastline). While I know this is not the year we expected, I still hope we can end it off strong as a District and I am grateful to be serving you all so I can put my best effort into ensuring continued service!

Yours in Service,

Raghav Chari

For more information, visit [carolinaskeyclub.org](http://carolinaskeyclub.org)



# SECRETARY'S MESSAGE

Carolinas District Key Club,

The past three months saw a substantial increase in the percentage of clubs that have submitted contact information.

The hard work and proactive efforts of both our Key Clubs and lieutenant governors drove this increase. We ended this quarter with contact information for 51% of the District's clubs. We have made great progress, but we are only halfway to 100%. Even if your club is not meeting, you should elect/appoint new club officers and submit their contact information. Doing so will allow your club to stay informed, leaving you better prepared to re-energize your club later in the year.

If your club is unable to elect/appoint new club officers, it is crucial that your club advisor stay in communication with your lieutenant governor. Additionally, it is important that your advisor confirm their contact information so that the next District Board will have someone to contact. You can update your club's contact information by completing this form [here](#).

After you have updated your club's contact information, take a moment to reflect on your club's ability to serve others this year. Even if your club cannot meet, that does not mean you cannot suggest small acts of service to your club members. Service is as much an individual action as it is for a group; use this time to promote individual service in your club. Moreover, use this time to spotlight club members who go above and beyond what is expected for service. Doing so will encourage others to practice in individual service as well. The holiday's present many opportunities for individual service--you can lead your club in this effort.

Yours in Service,

Jackson White

For more information, visit [carolinaskeyclub.org](http://carolinaskeyclub.org)



# TREASURER'S MESSAGE

Carolinas District Key Club,

With the holidays approaching I hope you all are well! I hope your clubs have begun to work out ways to continue operating and serving the community during these times of restricted contact. In the recent weeks, we have received pertinent information about dues that can be found in this publication as well as [carolinaskeyclub.com/treasurer](http://carolinaskeyclub.com/treasurer). You can also visit this website for more information about how to pay dues, service project ideas, and information about Key Club's partners and sponsors.

With in-person meetings highly discouraged, it is important to be able to use the virtual resources at hand to more effectively serve our community. Virtual resources such as the ones found at [carolinaskeyclub.org/treasurer](http://carolinaskeyclub.org/treasurer) can also be found in many places at [carolinaskeyclub.org](http://carolinaskeyclub.org). There are so many useful resources on our website it may take a whole page to list them all!

You can always email me or one of my fellow executive officers with any questions or concerns you may have. I look forward to seeing what you can accomplish in the coming months!

Yours in Service,

Jacob Kornegay



# EDITOR'S MESSAGE

Carolinas District Key Club,

Happy Holidays! I hope you are all staying safe and well! Even though we are mostly virtual this year, you can still hold service projects online and from the comfort of your own home! Be sure to check out the list of Holiday-Themed Service Project Ideas on page 18. You can go beyond this list and create a unique service project to do on your own, with a group of friends, or even with your entire Key Club!

If you hosted or participated in a service project or are planning to, be sure to share the event with the Carolinas District at [www.carolinaskeyclub.org/spotlight-on-service](http://www.carolinaskeyclub.org/spotlight-on-service). Once you submit your project, it will be featured on the Carolinas District website, the Carolinas Instagram, and possibly even an edition of the Carolinas Blueprint such as this one! Your service project can be as simple as making cards or as complex as hosting a fundraiser! Not only will you be able to share your hard work, but others will be able to find inspiration in your work for future service projects as well!

Lastly, the Carolinas District Key Club has created Club Officer Training Videos for current and interested club officers. You can find more information about this on page 8. If you are a club officer or are interested in becoming one, be sure to take advantage of this resource and share it with other Key Club members!

If you have any questions or concerns, you can contact me at [edr2021@carolinaskeyclub.org](mailto:edr2021@carolinaskeyclub.org). Happy Holidays!

Yours in Service,

Julia Kasper

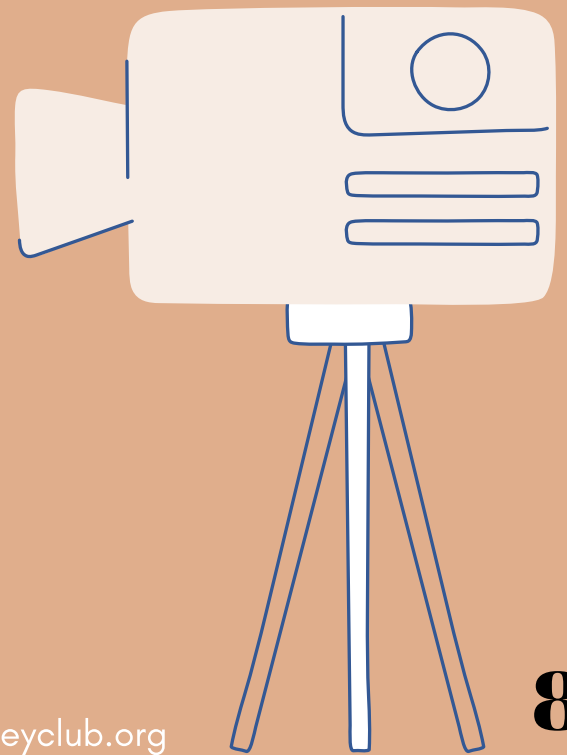
For more information, visit [carolinaskeyclub.org](http://carolinaskeyclub.org)

# Club Officer Training Videos

To adapt to the virtual circumstances, the Carolinas District committees have prepared Club Officer Training Videos accessible to all officers and Key Club members! You can watch these videos via the Carolinas District website at the following link:

[www.carolinaskeyclub.org/officertraining](http://www.carolinaskeyclub.org/officertraining)

These videos include information on the positions of Club President/Vice President, Secretary, Treasurer, Editor/Historian/Webmaster, and Grade-Level Representative. Be sure to share this link with current and interested club officers!





# D C O N

As you may know, District Convention takes place annually at the Sheraton Imperial Hotel in Durham NC on the third weekend of March. Our District Convention is currently scheduled for Friday, March 19th to Sunday, March 21st! We are continuing to monitor COVID cases and at this time, no official announcement has been made regarding changes to the 2021 District Convention. If you have any questions regarding District Convention please feel free to reach out to the Carolinas Key Club District Administrator J. Scott Johnson at [jscottjohnson@carolinaskeyclub.org](mailto:jscottjohnson@carolinaskeyclub.org).



# I C O N

While unfortunately we could not gather for an International Convention in San Francisco this year, we hope to see you all at the 2021 International Convention in Orlando Florida! Key Club International has not made any official changes to the 2021 International Convention, however we will be sure to let you all know when we receive new information!



# DUES

In order to prepare clubs for the upcoming months, Key Club International has taken important actions and provided essential information relating to dues. Key Club International has put all suspended clubs into good standing in order to allow them to focus on the new dues deadlines that they have set for the 2020-21 school year. The early bird deadline they have set is on December 1st, and the deadline is February 1st. Clubs are expected to meet the deadlines just like any other year, but with a slight delay to allow for more time to plan a way to collect dues. For more information on how to pay dues, you can visit <http://www.carolinaskeyclub.org/treasurer> to find guides on how to pay dues using the Membership Update Center among other resources.

# VIRTUAL ELECTIONS

It's time to hold club officer elections if your club has not yet done so. The second semester provides the perfect opportunity. Moreover, winter break will allow you to complete the majority of the following steps in advance. First, select or nominate candidates. If your club is unable to meet, it might be easier for the advisor to select or appoint



candidates for each position. If your club is able to meet, its members will need to nominate candidates. Once candidates are selected, your club will need to choose an election date and create ballots. Speeches could be delivered live via Zoom or Google Meets. The speeches could also be pre-recorded and sent via email or uploaded to YouTube. Ballots could be made as a Google Form and also distributed via email. Once the ballots have been automatically counted by Google Forms, all that's left is to swear the newly elected officers into office.

# HOW TO HOLD ENGAGING MEETINGS

Due to the current circumstances, it has become commonplace to hold and attend virtual meetings. At this point in the year, most everybody has attended one of these meetings. Although they are essential, how can we keep them engaging? There are many ways to keep attendees engaged such as icebreakers, breakout rooms, and asking the audience questions. One thing these all have in common is that they all encourage member participation. Some great icebreakers are stay-at-home scavenger hunts or virtual background themes. Breakout rooms and asking your audience questions allow them to really absorb the information being given, and share their thoughts for a more productive and inclusive meeting. By giving attendees ways they can participate, you are keeping them engaged with the meeting.



# Club Officer Information

It is important to update your club's contact information every time a new officer is inducted or your advisor changes. If your advisor leaves or your club receives an additional advisor, update this change by completing this form:

[https://docs.google.com/a/carolinaskeyclub.org/forms/d/e/1FAIpQLSfQl0RLATxWMQGq2t\\_G01dhwCGI2SsHNrRBmOxjHQ5eMKfFzQ/viewform](https://docs.google.com/a/carolinaskeyclub.org/forms/d/e/1FAIpQLSfQl0RLATxWMQGq2t_G01dhwCGI2SsHNrRBmOxjHQ5eMKfFzQ/viewform).



If your club elects class representatives or any other officer after your regular election, again, complete the form. Being able to communicate with every club officer, no matter their position, is crucial for your lieutenant governor to maintain a good relationship with your club. Submitting the form ensures that your lieutenant governor is up-to-date with the people they are contacting.



# How to Take Meeting Minutes



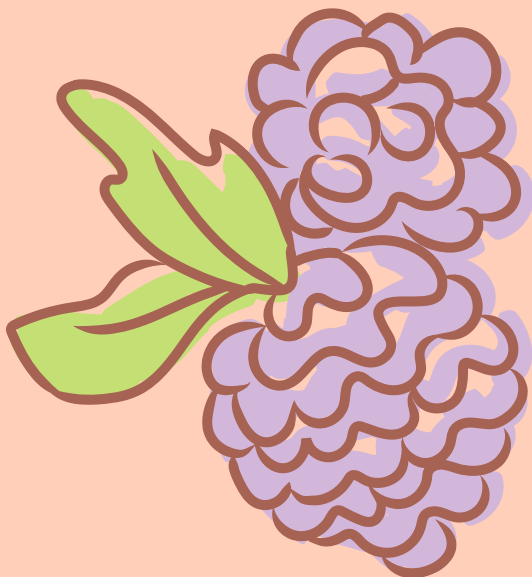
Meeting minutes provide absent members with the written details of the meeting. Minutes are a crucial tool to reference whenever previous discussions, decisions, or procedures are fuzzy. The minutes contain the purpose of the meeting and should provide a detailed description of important events. As a club secretary, it is your responsibility to take a detailed minute for each regular club meeting and officer board meeting. The minutes should include the meeting place, time, and attendees. The main objectives of the meeting should also be included. For each agenda item discussed, a detailed description that includes all key details should be typed. If any items are voted on, you must include the name and position of the people who: move to vote, make the motion, and second the motion. You must also include whether or not the decision was unanimous. After completing the minutes, they should be sent to all meeting attendees within seven days. You can find a meeting minutes model that I created [here](#).

# CLUB AND DISTRICT COMMUNICATION



Clubs that have temporarily suspended meetings can still expect to receive frequent emails from their Lieutenant Governor. In an effort to maintain a good relationship with your club, you still might be invited to divisional events like President's Council Meetings. As long as it does not violate your county's policies, it is important you attend these meetings. President council meetings will provide you with much-needed information and resources that will prepare you to re-energize your club later in the year. Furthermore, it is important to maintain communication with your lieutenant governor in order to receive crucial dues and district information. Moreover, you

will receive training materials and various guides from your lieutenant governor. Even though your club is not meeting, it is your responsibility as a leader to continue to serve your home, school, and community. You can fulfill this challenge in part by communicating with your lieutenant governor.



# IHOP NATIONAL PANCAKE DAY

IHOP National Pancake Day is an annual fundraiser done by IHOP where the restaurant provides guests with a free stack of buttermilk pancakes in exchange for a donation for the Children's Miracle Network Hospitals! The fundraiser is happening on Thursday, March 4th, 2021 and is a great activity to advertise to club members interested in a fun activity that helps a great cause! To learn more about IHOP national pancake day visit:

[www.ihop.com/en/national-pancake-day!](http://www.ihop.com/en/national-pancake-day!)





# BRANCHES OF KIWANIS



Key Club is only one member of the Kiwanis Family. The Kiwanis Family is a group of service organizations, all under the Kiwanis umbrella. Other organizations in the Kiwanis Family include Kiwanis, Circle K, Builders Club, Aktion Club, and K-Kids. By working together with these fellow members of the Kiwanis Family, we can reach more communities to fulfill our shared goal of making our world a better place through service.

# Holiday Service Projects

- Donate toys to a children's shelter
- Make holiday cards for soldiers overseas
- Help a nursing home decorate
- Donate christmas supplies
- DIY and donate homemade ornaments
- Donate winter clothes and blankets to a shelter
- Volunteer at a soup kitchen
- Make care bags for homeless shelters
- Participate in the Christmas for Children campaign



## Spotlight on Service

On Friday, December 11th, Croatan High School's Key Club made Christmas cards and ornaments for 8 local nursing homes, as well as sent them letters, works of art, and music videos. They also packed 5 shoeboxes for Operation Christmas Child, which brings children who wouldn't normally receive gifts hope, and joy. The shoeboxes were filled with many different items, including small toys, school supplies, personal hygiene, and crafts.

For more information on this event and many more, as well as the opportunity to submit your own project, visit [carolinaskeyclub.org/spotlight-on-service](http://carolinaskeyclub.org/spotlight-on-service)



# PARTNERS AND SPONSORS

Is your club looking to host a fundraiser or service project? You can help one of Key Club's Partners and Sponsors below through your project!



**March of  
Dimes**



**Children's  
Miracle  
Network**



**Nickelodeon**



**Up with  
People**



**US Army**



**Squads  
Abroad**



**Kiwanis  
Gives Online**



**Landscape  
Structures**



**K-Corps**



**Project  
Happiness**



**UNICEF**



**Thirst  
Project**

# Upcoming Dates

Dec

Fundraise/Donate to the Christmas for Children Campaign

Mar  
4

2021 IHOP National Pancake Day

March

DCON! (Date TBD)

CONTACT  
YOUR  
LIEUTENANT  
GOVERNOR

[carolinaskeyclub.org/  
district-officers](http://carolinaskeyclub.org/district-officers)

## Contact Us

### CAROLINAS DISTRICT GOVERNOR

Raghav Chari  
[gov2021@carolinaskeyclub.org](mailto:gov2021@carolinaskeyclub.org)

### CAROLINAS DISTRICT SECRETARY

Jackson White  
[sec2021@carolinaskeyclub.org](mailto:sec2021@carolinaskeyclub.org)

### CAROLINAS DISTRICT TREASURER

Jacob Kornegay  
[trs2021@carolinaskeyclub.org](mailto:trs2021@carolinaskeyclub.org)

### CAROLINAS DISTRICT EDITOR

Julia Kasper  
[edr2021@carolinaskeyclub.org](mailto:edr2021@carolinaskeyclub.org)

### CAROLINAS DISTRICT ADMINISTRATOR

Mr. Scott Johnson  
[jscottjohnson@carolinaskeyclub.org](mailto:jscottjohnson@carolinaskeyclub.org)

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