

**This form should be used  
beginning October 1, 2005**



# PETITION FOR CHARTER

**Key Club International  
A Sponsored Organization of Kiwanis International**

**Proposed Name of Club** (For a school-based club, the club name must include the name of the school. For a community-based club, the club name must be descriptive of the geographic or community setting.)

**KEY CLUB OF:**

(Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

30 empty boxes for printing the club name

Key Club District Name: \_\_\_\_\_ Key Club Division #: \_\_\_\_\_

**Key Club International**, a student-led service organization for high school students, is sponsored by **Kiwanis International**, a worldwide service organization of men and women whose clubs serve children and develop youth leadership.

**Key Club**, a club composed of male and female students dedicated to school and community service, is a jointly sponsored program by a Kiwanis club and a high school (or equivalent educational or community institution). Each Key Club is a member of Key Club International.

**Membership** of a Key Club is composed of students in the four upper classes of high school in the United States of America, the five upper classes in Canada, or the equivalent in other nations.

**The Purpose** of Key Club is to develop leadership through service to the school and community.

**This Petition** is intended to be the unifying document by which the school (or substitute organization), students, and Kiwanis sponsor agree to meet the requirements of forming and operating an active Key Club. A minimum of fifteen (15) members is required. Proper completion of this petition, and submission of this petition along with proper payment, is a prerequisite for chartering by Key Club International.

**Instructions for petitioning:**

- 1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a co-sponsorship, the second sponsor of record must complete and attach a separate copy of page two.
- 2. The school administration must complete page three of this petition. Only one Key Club charter is allowed per school.
- 3. The student leaders, duly elected by the Key Club members, must complete, in its entirety, page four of this petition.
- 4. The accompanying membership information form must be completed, listing all charter members by name and providing mailing address for each. Use additional sheets as necessary. (Note: Key Club International maintains these names and information for organizational use only. At no time will Key Club International provide membership lists to outside organizations.)
- 5. **A minimum of 15 members is required.**
- 6. Upon completion of the petition and membership information forms, **attach new club fee payment check or money order.** Check the appropriate box and send the corresponding payment: Refer to the web site at [www.keyclub.org](http://www.keyclub.org) for current information on new club fees and listing of tiered nations

- Tier A Nation: US\$600** (Includes USA, Canada, Australia, Bahamas, Italy, New Zealand, Taiwan)
- Tier B Nation: US\$460** (Includes Barbados, South Korea, Mexico)
- Tier C Nation: US\$240** (Includes Jamaica, Malaysia, Colombia, Panama, Philippines)

Mail to Key Club International at the appropriate address below. Make check (or money order) payable to *Key Club International*. **Allow at least six weeks** for processing and return of official charter certificate and new-club materials. Member pins, cards and other membership items will be sent for the number of charter member names listed. Members joining after the petition is submitted will be required to pay the membership dues. New clubs will pay district and International dues in the second year. All clubs chartered before April 1st will be invoiced for dues in September of the same year. All clubs chartered after April 1st will not be invoiced until the following year.

**NORTH AMERICA:** Key Club International, ATTN: SOAP Membership Department, 3636 Woodview Trace, Indianapolis, IN 46268-3196 USATel: 317/875-8755, ext. 125 or 1-800-KIWANIS. FAX: 317-879-0204 E-mail: [spgcharter@kiwanis.org](mailto:spgcharter@kiwanis.org) Web site: [www.keyclub.org](http://www.keyclub.org)  
**EUROPE:** Kiwanis International-Regional Service Center, Leiekaai 25 D, B-9000 Ghent, Belgium  
Tel: 32-9/216 77 77 or /216 77 74 FAX: 32-9/216 77 70 E-mail: [www.kiwanis-europe.org](mailto:www.kiwanis-europe.org) Web site: [www.keyclub.org](http://www.keyclub.org)  
**ASIA/PACIFIC:** Kiwanis International Regional Service Ctr-Asia Pacific Ltd, 10 Hoe Chiang Rd., Unit13-03 Keppel Tower, Singapore 089315  
Tel: +65-62263578 FAX: +65-62263579 Email: [contact@kiwanis-aspac.org](mailto:contact@kiwanis-aspac.org) Web site: [www.kiwanis-aspac.org](http://www.kiwanis-aspac.org)  
**LATIN AMERICA:** Oficina para America Latina, Calle 116 No 19-08, Oficina 101, Bogota, Colombia  
Tel: 57-1/612-0538 or 612-0727 FAX: 57-1/612-0558 E-mail: [latinoamerica@kiwanis.org.co](mailto:latinoamerica@kiwanis.org.co) Web site: [www.keyclub.org](http://www.keyclub.org)

For Office Use  
Key # \_\_\_\_\_ District \_\_\_\_\_ Membership \_\_\_\_\_

**AGREEMENT TO SPONSOR A KEY CLUB**  
By the Kiwanis Club

Kiwanis Club of \_\_\_\_\_ Key Number \_\_\_\_\_

District Name \_\_\_\_\_ Kiwanis Division # \_\_\_\_\_

**This Kiwanis club hereby petitions that Key Club International issue a new club charter for a Key Club at the school specified on page three of this petition. The Kiwanis club agrees to annually support the following Requirements of Sponsorship for the Key Club:**

1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
2. Ensure Kiwanis members attend every meeting.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the club.
4. Meet with the school principal before the beginning of the school year.
5. Ensure that dues are paid for every member of the club.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of both clubs.
8. Host or participate in two joint activities involving the membership of both clubs.
9. Invite two members to attend every regular Kiwanis meeting.
10. Ensure members attend conventions and conferences.

In addition, the Kiwanis club agrees to appoint an active committee of members to support the Key Club and designate one member as the Kiwanis Advisor to the Key Club (print below):

Kiwanis Advisor \_\_\_\_\_ Member # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

These ten items should be read to the membership of the Kiwanis club at a regular meeting. The signatures affixed below indicate the acceptance of responsibilities of sponsorship by the Kiwanis sponsor of record, and further indicate the commitment of the Kiwanis sponsor to provide continuing support for the Key Club, its members and the school. It also is understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such instance, the Kiwanis club shall forfeit any rights or claim to the Key Club charter or the school.

**THE CHARTER CERTIFICATE AND NEW CLUB MATERIALS  
WILL BE MAILED TO THE KIWANIS CLUB ADVISOR AT THE ADDRESS SHOWN ABOVE.**

In the event the leadership of two Kiwanis clubs intends to co-sponsor the new Key Club, a copy of this form must be completed and signed by each Kiwanis club. Both forms should be submitted at the time of chartering.

**Signatures of Kiwanis Club officers:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Kiwanis Club President

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Kiwanis Secretary

Print name \_\_\_\_\_

**AGREEMENT TO SPONSOR A KEY CLUB**  
By the School (or community-based organization\*)

School Name \_\_\_\_\_

School Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ School Web Site \_\_\_\_\_

School information:

**This school hereby petitions that Key Club International issue a new club charter for a Key Club to be sponsored by the Kiwanis sponsor of record shown herein. The school agrees to provide the following terms of sponsorship to support the Key Club:**

- 1. Provide a faculty advisor (print below), designated by the school administration, to advise and counsel the Key Club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

Faculty Advisor \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

- 2. Ensure the Key Club conducts service-related projects and activities within the school and community.
- 3. Confirm the Key Club pays International and district dues annually.
- 4. Encourage the Key Club to send representatives to district and International conventions and conferences.
- 5. Encourage parents of members to be included in active participation with Key Club activities.

\*Community-based Club

In the event a school will not allow the organization of a Key Club, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a Key Club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. For a community-based club, this page of the petition should be completed on behalf of the organization, and all references to "school" should refer to the "organization."

The signatures affixed below indicate the acceptance of responsibilities set forth in the terms of sponsorship (shown above) by the school administration, and further indicate the commitment of the school to provide continuing support for the Key Club and its members. It also is understood that, at such time the school shall request, in writing, that the charter be relinquished, Key Club International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Key Club International may choose to seek new Kiwanis sponsorship for the Key Club.

**Signatures of school officials:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Faculty Advisor

Print name \_\_\_\_\_

# ACCEPTANCE OF LEADERSHIP

By the Key Club Officers

We, the elected officers of the Key Club, agree to accept and uphold the following items as leaders of Key Club.

**Motto:**

*Caring - Our Way of Life*

**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.*

**Objects:**

**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 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 make possible the increase of righteousness, justice, patriotism, and goodwill.*

We also certify the club membership has adopted the Standard Form for Club Bylaws and that we will, to the best of our abilities, operate this club within the guidelines established within these bylaws. We agree to abide by school regulations and local, state/provincial, and federal laws. We commit ourselves to the creation of service and leadership opportunities within this school and community.

Signatures of Key Club officers:

**Officer**

**Print Name**

**Signature**

President

\_\_\_\_\_

\_\_\_\_\_

Vice-President

\_\_\_\_\_

\_\_\_\_\_

Secretary

\_\_\_\_\_

\_\_\_\_\_

Treasurer

\_\_\_\_\_

\_\_\_\_\_

## CHARTER MEMBERS

PLEASE PRINT / Provide all information allowed by school policy / Attach additional sheets if necessary

<b>PRESIDENT</b> Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

<b>VICE-PRESIDENT</b> Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

<b>SECRETARY</b> Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

<b>TREASURER</b> Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

<b>EDITOR</b> Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DAYR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

# CHARTER MEMBERS

PLEASE PRINT / Provide all information allowed by school policy / Attach additional sheets if necessary

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

# CHARTER MEMBERS

PLEASE PRINT / Provide all information allowed by school policy / Attach additional sheets if necessary

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

Name	Birth Date (MO/DA/YR)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		Year of Graduation

