

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Middle School Orientation Program KCI Tool For High School

Making the transition from the junior high/middle school to high school can be a frightening experience for many young teenagers. It is important that these students feel comfortable with the new high school they are about to enter. The Junior High/Middle School Orientation Program is designed to help create a better understanding of Key Club as well as high school and its opportunities for future students. The program also is a vehicle to involve members of the sponsoring Kiwanis club, to improve public relations, and, more importantly, to help ensure that these future high school students are also future Key Club members. Careful organization and planning are required to make an orientation program successful. If Key Club is presented as service with a smile, fellowship through accomplishment, and an opportunity for involvement with both the school and community, then the objectives of the Junior High/Middle School Orientation Program will be fulfilled.

The orientation can be organized in several ways. One plan calls for the orientation to be conducted at the high school with booths and /or exhibits for each activity, academic area, etc. Another plan calls for Key Club members to visit the junior high/middle school(s) that feed into the Key Club's home school and introduces that school and Key Club through speeches, literature, and PowerPoint/Video presentations. To insure the success of the Key Club's effort, please review the following guidelines for each option.

#### Orientation Held at the High School

The following are suggestions for an orientation program that the Key Club sponsors within its home high school.

##### Objectives

- To introduce junior high/middle school students to the high school and various organizations in which they may become involved.
- To provide incoming students with scheduling information and information on the classes available.
- To familiarize students with the layout of the high school.
- To promote Key Club to the incoming students.

##### Steps

- Contact the high school principal and administration. Discuss the plans the Key Club has for the orientation and set a date, time, and place that the Key Club might host the orientation.
- Invite students who attend the junior high/middle school(s) that feed into the home school of the Key Club.
- Place a notice in the local newspaper. Make banners, fliers, and directional posters for the high school.
- Notify the other school organizations (student council, honor society, band, athletic department, speech and debate, etc.) well in advance so that the organizations and activities have plenty of time to prepare displays and arrange to have members staff their booths.

- The Key Club booth is encouraged to display the club banner and scrapbook, along with any awards that the club may have received over the years. It is also encouraged to have copies of Keynoter magazine and the district bulletin on hand.
- Have the advisor, club and district officers, and enthusiastic members who have a good understanding of Key Club staff the booth. Also, invite the Kiwanis advisor. Remember that Key Club International is being promoted. It is essential that a good impression be made to spark the students' interest.
- Offer to help with other organizations' booths as much as possible.
- Invite the high school principal and guidance counselor to make presentations at the orientation or have them available to answer questions that the students may have. Have a guidance counselor discuss the scheduling procedure and classes the high school has to offer.
- Invite the sponsoring Kiwanis club to attend and possibly help the Key Club set up booths before the orientation and help dismantle them afterwards.
- Be sure that each booth has adequate materials available such as informational fliers, membership handbooks, and sign-up sheets.
- Arrange to have refreshments available in the cafeteria for the students.
- Offer tours of the high school during the orientation. Have Key Club members serve as tour guides.
- Be sure to have a prepared agenda.

### **Suggested Agenda**

- Opening Remarks: Can be lead by the High school administrator, Guidance Counsel, or Key Club president. The opening remarks should include a brief introduction to high school life, an overview of the objectives of the orientation, and an explanation of the booth and tour rotation.
- Booth visitation
- Tour of school facility
- Question and answer time
- Closing remarks
- Invitation to Join Key Club: The president should include a brief introduction and invitation to join Key Club, as well as thanking the administration.
- Refreshments

### **Orientation Held at the Junior High School**

This option has the Key Club visit the junior high/middles school(s) that feed into the Key Club 's home school and present the opportunities offered at the high school level, centering on Key Club.

#### **Objectives**

- To introduce junior high/middle school students to the high school and various organizations in which they can become involved.
- To provide incoming students with scheduling information and information on classes available.
- To promote Key Club to the incoming students.

#### **Steps**

- Contact the junior high/middle school principal and set up a date, time, and place to conduct an assembly.
- Ask the junior high/middle school administration if there is anything in particular that they would like the Key Club to present to the students.
- Assign Key Club members different topics on which to speak. For example, one to speak on clubs and organizations, one to speak on sports, and one to speak on classes available.

- Ask the high school principal and a guidance counselor to be on hand for questions and to make presentations.
- Have the Key Club president prepare a speech on Key Club and the opportunities it offers to its members.
- Show a Key Club video/PowerPoint: Utilize the On-line Video Magazine, club videos/pictures of service projects.
- Make Key Club literature available to the students. Prepare a special newsletter about the projects and activities in which the Key Club participates. Include articles about district and International conventions.
- Have a sign-up time for students interested in Key Club.
- Invite the sponsoring Kiwanis Club to attend and help if possible. Have the Kiwanian(s) explain scholarship opportunities available to Key Club members.
- Be sure that you have a prepared agenda.

### **Suggested Agenda**

- Welcome by Key Club president
- This should include an explanation of the program and why Key Club has undertaken it. Remarks by junior high/middle school administration. Presentation of opportunities available in high school (classes, sports, activities, etc.) Presentation on Key Club by Key Club president
- The presentation should include the objectives of Key Club, the video/PowerPoint presentation, an invitation to join, and any other information the Key Club would like to present to the students.
- Question and answer time.
- Closing remarks
- Invitation to Join Key Club: The president should include a brief introduction and invitation to join Key Club, as well as thanking the administration.
- Refreshments

### **Junior high/middle School Orientation Suggested Speeches**

A good percentage of the Junior High/Middle School Orientation Program relies on the speakers. Effective speeches can make a difference in how the club and high school are perceived by the junior high/middle school students. Suggested speeches are included with this program. Contact the other speakers concerning the topics assigned to be covered in their speeches.

Delivery is essential to the success of every speech. Be prepared. Be relaxed and have fun with it. Show pride and enthusiasm for the Key Club and its home school.

### **Speeches for Orientation at the High School**

#### **Suggested Key Club President's Opening Remarks:**

Hello, and welcome to \_\_\_\_\_ High School. My name is \_\_\_\_\_, and I am the Key Club President. The Key Club of \_\_\_\_\_ has organized this Junior High/Middle School Orientation Program to prepare you for making the transition to high school. During the course of this program we will attempt to familiarize you with the various aspects of being a student at our high school. You will also learn about the curricular and extracurricular activities on campus.

I would like to start the program by explaining to you what Key Club is about, and what it can do for you. Key Club International is the largest high school service organization in the world. Key Club is sponsored by Kiwanis, an adult service organization that your parents might belong to. The main principles of Key Club are to provide unselfish service, and to prepare tomorrow's leaders.

The Key Club of \_\_\_\_\_ High School has an active membership of \_\_\_\_\_. During the year, our Key Club has participated in such activities as: \_\_\_\_\_ (list activities). Members of our club have also attended \_\_\_\_\_ (Divisional Conferences, District Convention, International Convention, etc.) which were held in along with such service projects as \_\_\_\_\_. Our Key Club holds meetings on \_\_\_\_\_ (date), at \_\_\_\_\_ (time), in \_\_\_\_\_ (room).

I hope you enjoy the rest of the program.

**Suggested Key Club President's Closing Remarks:**

Thank you very much for attending our Orientation Program! We enjoyed having you visit our campus, and we are looking forward to seeing you in school with us next year! We hope we have achieved our main purpose of today's program - to prepare you for your first year at \_\_\_\_\_ High School.

If you ever have any problems, please feel free to contact a Key Club member. We will be happy to help you! Have a safe summer, and we'll be seeing you in the halls next year!

**Orientation Program at the Junior High School**

**Suggested Key Club President's Opening Remarks:**

Hello, my name is \_\_\_\_\_, and I am delighted to be here today! I am the Key Club President at \_\_\_\_\_ High School, where some of you will be going next year. The Key Club of \_\_\_\_\_ has organized this Junior High/Middle School Orientation Program to prepare you for making the transition from being a junior high/middle school student to being a student at our high school.

During the course of this program, we will attempt to familiarize you with the various aspects of being a student at our high school. We will also be explaining to you what Key Club is, and what it can do for you.

Key Club International is the largest high school service organization in the world. Key Club is sponsored by Kiwanis, an adult service organization that many of your parents may belong to. The main principles of Key Club are to provide unselfish service, and to prepare tomorrow's leaders. The first Key Club was chartered in 1925 as a way for young men to dedicate part of their time to their community. Seventy-five years later, both young men and women participate in providing over ten million hours of service every year!

The Key Club of \_\_\_\_\_ High School has an active membership of \_\_\_\_\_. During the year, our Key Club is involved in such activities as: \_\_\_\_\_ (list activities). Members of our club have also attended \_\_\_\_\_ (Divisional Conferences, District Convention, International Convention, etc.) which was/were held in \_\_\_\_\_. Along with service projects, our club also holds meetings on \_\_\_\_\_ (date), at \_\_\_\_\_ (time), in \_\_\_\_\_ (room). We invite you to attend a meeting and to join our club! Later in the program, we will be passing out information on Key Club, and a sign-up sheet.

I hope you enjoy the rest of the program!

**Suggested Key Club President's Closing Remarks:**

Thank you very much for having our Key Club visit you! We enjoyed meeting all of you today, and we are looking forward to seeing you in school with us next year! If you ever have any questions, or need help with any problems, please contact a Key Club member. We will be happy to help you!

Have a safe summer, and we'll be seeing you in the halls next year!

## Additional Helpful Resources

- **Key Solutions Key Club In Brief:** This on-line informative flier provides an introduction to Key Club, complete with its purpose, history and structure, for those students attending the orientation.
- **Public Relations Manual:** Contact 1-800-KIWANIS, extension 390 to order.
- **Key Solutions Membership Recruitment:** This on-line resource contains many helpful ideas that can be incorporated into the orientation and the follow-up membership drive. When school starts in the fall, clubs may wish to complete the orientation for prospective members, using the sign-up sheet from the orientation to contact interested students.
- **This is Key Club:** This useful brochure is an excellent membership recruitment tool to distribute at the orientation. Contact 1-800-KIWANIS, extension 390 to order.
- **On-line Video Magazine:** Short videos explaining Key Club's structure, programs, service, and purpose. [keyclub.watchourvideos.com](http://keyclub.watchourvideos.com)
- **Major Emphasis Program CD:** Videos, PowerPoint presentations, and additional resources highlighting Key Club Service Partners and Service Initiative. Contact 1-800-KIWANIS, extension 390 to order.

## Program Benefits

If carefully planned and carried out this Junior High/Middle School Orientation Program will be beneficial to the local Key Club, the district, and to all of Key Club International. Remember, the above are only suggestions. Each club should organize the orientation to best fit the needs of the specific high school. Advance planning and preparation are needed to ensure the success of this program and to develop a positive image of Key Club to the junior high/middle school students. Display the true meaning of our Key Club motto, "Caring...Our Way of Life," and plan the Junior High/Middle School Orientation Program early.

a Kiwanis-family member

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