



**Lewis-Palmer High School**  
**Key Club Membership Contract 2020-2021**  
Caring – Our Way of Life



**Mission Statement:**

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership.

**Club Meetings and Service Events:**

Meetings are 10 to 20 minutes long, every **Friday\*\*** at 7:15 AM. Under usual circumstances, these meetings take place in the auditorium. However, due to COVID-19 and the Cohort situation at the high school level, we will be conducting these meetings through the online platform “Google Meet”. Sign-up sheets will be created using Google Docs and will be available through the Key Club website. Meetings will still take place on Delayed Start days at 9:15 AM. All members will be made aware of any changes to our situation promptly through the Remind app (see “Communications” below). Similar information will be available on the Key Club website: (<https://www.lewispalmer.org/Domain/1723>).

\*\*\*The LPHS Cohort schedule has presented a problem for our traditional Thursday Key Club meetings, since some members are at the school while others are at home. Therefore, the Key Club has decided to use Flex Fridays, when most people will be at home, for our meetings.

You must provide your own transportation to service events. If you are unable to get a ride, please contact a Board Member or one of our Advisors through their school gmail or phone number, listed below:

1. President: Henry Taylor ([henry.taylor@lewispalmer.org](mailto:henry.taylor@lewispalmer.org)) - (719) 301-7646
2. Vice President: TianYu Melzer ([tianyu.melzer@lewispalmer.org](mailto:tianyu.melzer@lewispalmer.org)) - (719) 339-9762
3. Secretary: Elena Phillips ([elena.phillips@lewispalmer.org](mailto:elena.phillips@lewispalmer.org)) - (719) 460-9939
4. Treasurer: Anita Gichuki ([anita\\_joy.gichuki@lewispalmer.org](mailto:anita_joy.gichuki@lewispalmer.org)) - (719) 355-9568
5. Project Manager: Zoe Williams ([zoe.williams@lewispalmer.org](mailto:zoe.williams@lewispalmer.org)) - (719) 640-3743
6. Activities Director: Miah Williams ([miah.williams@lewispalmer.org](mailto:miah.williams@lewispalmer.org)) - (719) 640-1257
7. Publicity/Newsletter: Emma Gamanho ([emma.gamanho@lewispalmer.org](mailto:emma.gamanho@lewispalmer.org)) - (719) 722-1907
8. Webmaster: Alyssa Murphy ([alyssa.murphy@lewispalmer.org](mailto:alyssa.murphy@lewispalmer.org)) - (719) 440-1910
9. Kiwanis Advisor: Mr. Max Williams ([mwilliams5866@gmail.com](mailto:mwilliams5866@gmail.com)) - (719) 338-5866
10. Teacher Advisor: Ms. Carrie Coates ([ccoates@lewispalmer.org](mailto:ccoates@lewispalmer.org)) - (719) 867-8121
11. Teacher Advisor: Mr. Mark Swanson ([mswanson@lewispalmer.org](mailto:mswanson@lewispalmer.org)) - (719) 649-0080

**Membership Requirements:**

To be considered a member in Key Club, you must do the following:

1. Attend and sign-in at the Friday meetings.
2. Read and turn in a completed Contract and pay your annual Dues fee. Dues payments and contracts should be turned in to the Key Club Treasurer and the Secretary (see “Club Meetings and Service Events” above), respectively. Additional contracts are available on the Key Club website.

3. Log a minimum of 10 hours of community service per semester.
4. Record your own hours on an Hours Sheet (available on the Key Club website), have them documented by an Event Organizer's, Advisor's, or Board Member's signature, and turn them in by the specified deadlines each semester (See "Deadlines" below).
5. Dues must be paid for t-shirts and club operations. They are to be turned in with the Membership Contract (see #2).
  - New members: \$25 (includes t-shirt)
  - Returning members with a usable t-shirt: \$20

### **Lettering Requirements:**

To earn a Letter in Key Club, you must do the following:

1. Read and turn in a completed Contract and pay your annual Dues fee.
2. Turn in Lettering Application, available on the Key Club website, by specified deadline (See "Deadlines" below).
3. **Either document at least 30 service hours for the year, 20 of which must be from Key Club sponsored events, or serve more hours than at least 80% of all club members. Service hours other than Key Club sponsored events must be approved by the Board within two weeks of the event.**
4. Attend at least 75% of the meetings for **each semester**; attendance cannot be averaged. Meeting days that occur on school closure due to weather conditions will not be included, but Delayed Start day meetings will be included.

### **Documentation of Hours:**

If you sign up for but miss an event, the hours you signed up for will be deducted from your Key Club hours total. To be excused from an event, you must contact a Board Member by email (see above), phone, or in-person at least 48 hours prior to the start of the event.

Documented service hours must fulfill the following requirements:

1. **Only service hours from May 1, 2020 to April 22, 2020 are acceptable.**
2. You must not be paid for any service hours. **Any donation you receive at an event should be given to a Key Club Board Member or Advisor.**
3. Church service hours will only be accepted if they benefit the general community.

**Only club meetings attended from August 28, 2020 to April 23, 2020 will be applied toward lettering.**

### **Deadlines:**

Semester 1 Hours: **December 10, 2020\***

Semester 2 Hours: **April 22, 2020\***

Lettering Application: **April 23, 2020\***

**For the 2020-2021 school year, please note that these dates are subject to change.**

### **Communications:**

The Key Club uses its website to post items of interest, such as event time and location changes, cancellations, and other important information. Please make yourself familiar with the Key Club website and refer to it frequently: **<https://www.lewispalmer.org/Domain/1723>**.

The Key Club website includes the following information:

1. Meeting Information (times and dates)
2. Contacts for the Key Club Board and other important members
3. Lettering Requirements
4. Social media links
5. Upcoming Key Club events
6. Various Documents (Hours Sheet, Membership Contract, Lettering Application, Board Application, and Volunteer Request Form)

The LPHS Key Club uses the “Remind” app to communicate important information, including event cancellations, meeting location or time of event changes, and sign up reminders, to its general membership. Using the Remind app is not required but is strongly encouraged. **To join the 2020-2021 Key Club Remind, please text @hk48mb to 81010.**

Email and texting is utilized for communicating important information frequently. Please make sure you can receive these so you can be informed. Refer to these frequently.

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Key Club is centered on community service and leadership. Members involved in meetings and community service events must exemplify the basic values and character traits outlined by Key Club International.

**Mission Statement:**

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership.

**Vision:**

To develop competent, capable, and caring leaders through the vehicle of service

**Core Values:**

Leadership, Character Building, Caring, Inclusiveness

**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.

**Motto:**

Caring – Our Way of Life

**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:

1. To give primacy to the human and spiritual, rather than to the material values of life
2. To encourage the daily living of the Golden Rule in all human relationships
3. To promote the adoption and application of higher standards in scholarship, sportsmanship and social contacts
4. To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship
5. To provide a practical means to form enduring friendships, to render unselfish service and to build better communities
6. To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and good will.

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## Key Club International

Key Club is not exclusively at Lewis-Palmer High School, nor is the basic idea of Key Club limited to high school students. Key Club extends throughout the nation and world, encompassing all age levels. The club is sponsored by the Monument Hill Kiwanis Club, a local branch of Kiwanis Club, an international service organization for adults. The Monument Hill Kiwanis Club also sponsors K-Kids at the Elementary School level and Builders' Club at the Middle School. After participating in Key Club, high school graduates are encouraged to enter a Circle K Club at their college or university. These clubs are referred to as the Kiwanis Service Leadership Program (KSLP).

Key Clubs exist in 38 countries around the world, accumulating a total membership of more than 270,000 people. Key Club is a completely student-led organization. Therefore, a great abundance of leadership opportunities are available for dedicated students.

### **International:**

The Key Club International Board leads all underlying levels of Key Club. Elected students can serve as president, vice president, or one of eleven trustees.

### **District:**

A governor, elected by delegates at the Key Club District Convention, leads a district, which matches the accompanying Kiwanis district and is usually defined by state or national boundaries. We are in the Rocky Mountain District.

### **Division:**

A student elected as lieutenant governor, elected in the spring, leads a group of clubs and carries out district policies. We are in Division 4.

### **Club:**

In individual high schools or similar institutions, Key Clubs are run by an elected student board consisting of a President, Vice President, Secretary, Treasurer, and Editor. The Lewis-Palmer HS Key Club has several positions, including President, Vice President, Secretary, Treasurer, Project Manager, Activities Director, Publicity/Newsletter, and Webmaster.

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At all levels, Key Club is governed by rules. Internationally, bylaws direct the operations of the entire organization. Individual clubs can also formulate policies which do not have to be approved by the International Board. The following includes the bylaws regarding basic club operations. The Lewis-Palmer High School Key Club has Amendments to this document and are available on request.

**ARTICLE VI: CLUB OPERATIONS:**

Section 1: The recognized officers of each Key Club shall be the president, one or more vice presidents, the secretary, the treasurer, the editor and one director from each class. These officers shall constitute the board of directors of the club and shall have such duties as shall be prescribed in the club and/or district bylaws. All officers shall be active members in good standing of the club.

Section 2: The president, vice president(s), secretary, treasurer and bulletin editor of the club should be elected at a meeting in February. These officers-elect shall serve as observing members of the board of directors from February to May in order to become more familiar with the administration of the club and shall take office in May, service for one year or until their successors are duly elected. The outgoing president and secretary shall promptly certify to the director of Key Club International the names of the newly elected officers.

Section 3: The directors of the club shall be elected from and by the classes they represent at the first meeting of the club following the opening of school in the fall and shall serve for one year or until their successors are duly elected.

Section 4: The committees of the club and duties of the committees shall be prescribed in the club bylaws. The club president shall appoint all committee chairs and assign each club member to one or more standing or temporary committees.

Section 5: Each club shall hold meetings at such a place as shall be determined by the board of directors. It may hold other such meetings as the board of directors or membership may desire.

Section 6: In fulfilling the objectives of Key Club International, each club should participate in the Major Emphasis and other service and leadership development programs endorsed by the organization.

Section 7: A club shall not use any name except that designated in its charter.

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**Lewis-Palmer Key Club Contract 2020-2021**  
**Please complete and include with Data Form and dues payment.**

I, \_\_\_\_\_, have read and understand the previously listed conditions, and would like to commit myself to membership in the Lewis-Palmer High School Key Club.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Please check the following boxes. By checking, you agree to the conditions listed at the right.

If I sign up for an event, but do not notify a Board Member 48 hours prior to the event, more than three times, I shall be barred from participating in any new events and may have my membership revoked. (Extenuating circumstances will be considered on a case-by-case basis.)

If I sign up for two events at the same time, or the same event twice, I will only get hours for one event, regardless of geographic distance between the events.

If I check both boxes regarding the LPHS Key Club publishing photos and/or videos (see below), this application will not be accepted and I will be required to complete another one, which can be accepted at the next meeting.

I understand that some Key Club activities may require student drivers. Typically, driving will be no further than Colorado Springs. All laws regarding teenage drivers in the State of Colorado apply. I hereby give my permission for my child to:

Ride with student drivers \_\_\_\_\_ Be a student driver \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that photos and/or videos of Key Club activities may include my student. These photos and/or videos are intended solely for the use of the LPHS Key Club. Information regarding the student in the photo and/or video will be limited to name only. All photos and/or videos to be published are reviewed and approved by Faculty and Kiwanis Advisors before publishing to public media. Please check the box with your preference:

I do grant permission to the LPHS Key Club to use photos and/or video clips as described above.

I do not grant permission to the LPHS Key Club to use photos and/or video clips as described above.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

For Students over 18 years of age: I do/do not grant permission to publish my photo and/or video clip as described above.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO PARENT/GUARDIAN:**

**Occasionally it may be necessary for the adult Kiwanis and/or Faculty Advisors to communicate with your student through text messaging and email. This type of communication will only occur when necessary to carry on the business of the Key Club in a timely fashion. If you have concerns or wish us not to communicate with your student in this manner, please advise us below.**

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**Data Form**

**All fields are required**

**Please be accurate and legible!**

You will receive important information through email or phone texts (Remind app). Your personal information will never be given to outside sources. Thank you!

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Texting?      Yes    No                      New Member?    Yes    No

Have you been a member of an elementary school K Kids Club?    Yes    No

Have you been a member of a middle school Builders Club (Jr. Key Club)?    Yes    No

**EMERGENCY CONTACT INFORMATION**

Primary Contact Name: \_\_\_\_\_

Primary Contact Mobile Number: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Mobile Number: \_\_\_\_\_

Other Emergency Contact Information: \_\_\_\_\_

\_\_\_\_\_