

VIRTUAL MEETING GUIDEBOOK

A collection of guidelines and resources aimed to support Key Clubs with the shift to restricted in-person gatherings and virtual education settings.

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The pages of this document have been produced by the members of the Southwest District COVID-19 Task Force and the content compiled in this report have been formulated and reviewed by members of both, the Southwest District COVID-19 Task Force and Governors' COVID-19 Task Force.

The groups of leaders ranging from lieutenant governors to district executives to governors worked tirelessly, met frequently, and discussed deliberately to formulate the series of resources presented in this guide, as well as the collection of documents in the COVID-19 Task Force Drive.

Without these dedicated individuals, the resources before you might have been compiled months after they were needed most. All the individuals listed in the acknowledgments have stepped up to play a crucial role in the development of Key Club in this time of adversity ... their work will have a significant impact on future Key Club administrations to come.

INTRODUCTION

Hello all!

Welcome to the Southwest's COVID-19 Task Force Virtual Meeting Guidebook! This resource is meant to support your clubs with the shift to a virtual education setting. Seeing that in-person meetings might not be possible due to state restrictions, virtual meetings will soon become the norm for the majority of school activities. Which leads us to the founding purpose of this task force, this task force was formed to combat the possible loss of interest that officers might have on maintaining a Key Club during this strange time.

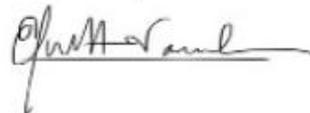
Within this guidebook, insight on various aspects of meetings are addressed to best support clubs on a path towards virtual service and gatherings. Guidebook contents range from virtual meeting platforms to accessibility and inclusivity, and many more topics! Additionally, within the completed drive, there are resources that also cover virtual service and monetary matters.

[Click here for more resources and documents:](#)

GOVERNORS' COVID-19 RESOURCE COMPLETE DRIVE

It is our hope that these resources motivate your clubs to continue their valued service in their communities. Let's start off 2020-2021 strong!

Sincerely,



District Governor Sommala

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PURPOSE

During these unprecedented times, clubs and their members may be challenged to find the motivation and importance of hosting regular meetings.

Here are a few points to promote activity and inspire clubs to continue their service:

- **The needs of others are not put on hold by the COVID-19 pandemic.** The homeless, less fortunate, and elderly are amongst the groups still in need of services and support, especially during these difficult times. It is important that as an organization we help in as many ways as possible whether our acts of service are in person or virtual.
- **Everyone is searching for a sense of normalcy in uncharted waters.** Hosting regular meetings can help encourage members to engage in their regular routines as much as possible. Whether the meetings are weekly or monthly, members have something to look forward to and plan for.
- **Key Club offers service and relationships.** Clubs and members can come together for the community, but also one another. Members have built relationships throughout the service years and can build new or stronger relationships with new members by supporting each other during these times.



PURPOSE CONTINUED

- **Key Club looks great on a college resume.** Key Club International is known for our service and impact in our communities around the globe, making it a stellar contribution to your college or even job resumes.
- **There is so much more beyond the club level.** Your service does not have to be limited to your school and surrounding community, Key Club leadership positions start at the club and expand in all horizons toward the international level. Your participation, dedication, and service are a great way to show you are ready and willing to take on a bigger role in our organization.
- **Your service career does not have to stop with Key Club.** After Key Club many dedicated service members continue onto other branches of the Kiwanis family including Circle K and Kiwanis itself. Your beginnings in Key Club are a great way to learn the foundation, purpose, and impact that being a Kiwanian carries.



MEETING & COMMUNICATION PLATFORMS

One of the most effective ways of getting information to Key Clubbers is through meetings. Although in-person meetings are not an option, virtual meetings are! There are several different platforms that your club can host virtual meetings with to continue the ever-growing passion for service.

Each platform has its pros and cons with some platforms better suited to your club than others. In the following pages, there are several different options for virtual meeting platforms that your club can use. The pros and cons are listed for each one and please feel free to try them all out and see which works best for your club!

In addition to meetings, communication with members, advisors, and officers is also very important. From reminders to questions, communication keeps everyone informed. There are many different ways and platforms to communicate with your club. Depending on your club's specific needs and preferences, your club's best communication platform may vary.

Even though things are more virtual than we expected this service year, hosting virtual meetings and communicating with club members, advisors and officers can help bring a sense of normality to these uncertain times. You got this!



MEETING PLATFORMS



Google Meet

Pros:

- Free with a Google account
- Unlimited meeting length
- Up to 100 participants
- Unlimited meetings
- Compatible with desktop/laptop, Android, and iPhone/iPad
- Screen sharing with your entire screen or an application window
- Meeting recording available
- Messaging with participants
- Dial-in option

Cons:

- No breakout rooms
- Meeting length will be one hour starting Sept. 30, 2020



Zoom

Pros:

- Free account option
- Up to 100 participants
- Unlimited meetings
- Compatible with Mac, Windows, Linux, iOS, and Android
- Simultaneous screen sharing with desktop or application window sharing
- Meeting recording available
- Breakout rooms available
- Messaging with participants (group or private)
- Dial-in option

Cons:

- 40-minute meeting limit for group meetings
- It may be restricted for use at your school



Google Hangouts

Pros:

- Free with a Google account
- Unlimited meeting length
- Unlimited meetings
- Compatible with Android, iOS, Chrome Browser, Safari, Internet Explorer (with plugins), Google Meet hardware, Chromebox, and Chromebase
- Screen sharing of an application window
- Messaging with participants
- Integration with other Google Applications

Cons:

- Up to 25 participants
- No meeting recording
- No breakout rooms



Skype

Pros:

- Free with a Skype account
- Unlimited meeting length
- Unlimited meetings
- Compatible with Windows, Linux or Mac OS (latest version), cell phone or TV (depending on the model), iPhones, iPads, and iTouches
- Screen sharing of your entire screen
- Meeting recording
- Messaging with participants

Cons:

- Up to 50 participants
- No breakout rooms
- Dial-in option but there is a charge



Microsoft Teams

Pros:

- Free account option
- 8-hour meeting length
- Up to 250 participants
- Unlimited meetings
- Compatible with Windows, Mac OS, Linux, Android, and iOS
- Screen sharing with your entire screen or an application window
- Breakout rooms
- Messaging with participants
- Online audio call option

Cons:

- No meeting recording



Jitsi Meet

Pros:

- Free with no account needed
- Unlimited meeting length
- Up to 75 participants
- Unlimited meetings
- Compatible with Windows, Mac OS, Android, and iOS
- Screen sharing with an application window, full screen, or browser tab
- Meeting recording
- Messaging with participants
- Dial-in option

Cons:

- No breakout rooms



Instagram Live

Pros:

- Free with an Instagram account
- 1-hour meeting length
- Unlimited participants
- Unlimited meetings
- Compatible with Windows, Android, and iOS
- Screen sharing of images, videos, camera screen, or split-screen with a co-host
- Meeting replay can be saved
- Comments from viewers that can be pinned and moderated

Cons:

- No breakout rooms
- Not everyone may have Instagram



Youtube Live

Pros:

- Free with a Google account
- 12-hour meeting length
- Unlimited participants
- Unlimited meetings
- Compatible with webcam, laptop, desktop computer (viewers may watch from any device)
- Meeting automatically saved
- Live chat (comments)

Cons:

- No screen sharing
- No breakout rooms
- 1,000 subscribers are required to live stream on a mobile device

COMMUNICATION PLATFORMS



Remind: Remind is a two-way messaging system where you can communicate with several people at once. You can send reminders about meetings, service projects, and messages to an entire class, a group, or a single person.

Before sending out something on Remind you can also translate messages to 90 different languages. It is free to use and each account allows 10 classes with 150 participants.



Band: With Band, you can send messages, share photos, videos, meeting reminders, service project reminders, and answer questions in the comments. Band has read receipts, a poll option, and a sign-up feature where you can see who signed up for events.

It is free to use and there is no limit for characters, groups, or members. You can create public or private chat rooms and advisors are able to manage members' ability to chat, post, and comment.



Slack: With Slack, you can share information, files, and communicate with your club. It is designed to replace email as the primary form of communication. Slack has channels that can have up to 1,000 people and the number of channels and members is unlimited.

You can also organize these channels by topic and there is also a 1 on 1 voice and audio call option. Slack is free to use and it makes asking questions a quick and easy process.



GroupMe: GroupMe is a free messaging platform that works on Windows, iOS, Android, and the web. It is suitable for group chats but you can also create an unlimited number of private chat rooms.

Within the chats, you can share photos, videos, and create events. You are also able to have group calls and there is no time limit for them. The group calls are limited to 500 people and the character limit is 450 for messages.



Google Classroom: Although Google Classroom may be thought of as more for school, it can also be used for Key Club! In Google Classroom you can post about upcoming meetings, service projects, and get feedback or insight with the comment bank.

With Google Classroom you can keep resources and materials organized with the Classwork page. It is free to use and there can be up to 250 people per class.



Mailchimp: With Mailchimp, you can communicate with members, officers, advisors, and potential members through a variety of campaigns such as emails, surveys, social posts, and more.

Mailchimp also provides you with a detailed data analysis for your campaigns. Mailchimp is free to use and you can have up to 2,000 contacts, 10,000 sends per month, and 2,000 sends daily.



Social Media: Social Media is a great way to get information to a lot of people quickly and most social medias are free. Whether it be Instagram or Facebook, you can reach a large audience with a variety of content.

You can post pictures from your meetings, pictures of service projects, reminders for upcoming meetings, reminders, events, and more. You can also utilize the stories and post things there too. If your club doesn't have a social media, consider creating one and give it a try!



Websites: Websites are a great way to put all things Key Club. There could be a section about what Key Club is, why someone should join, a section about your club's officers, or all three.

Meeting minutes, reminders, service projects, surveys, and more could also be put on the website. You can create a website for free on Google Sites or you could utilize your school's website and add a Key Club section.

ENGAGEMENT

In the midst of these abnormal times, virtual meetings have become normal. After attendance of numerous online meetings, audience members may begin to find it difficult to focus on the matter at hand.

Therefore, it is extremely important to keep the audience engaged and active. This topic will provide some insight on how to achieve just that.

Have a clear goal and agenda. Make sure everything discussed has a purpose. It is important to understand that many of the attendees have a busy life. Prior to the meeting, send out an agenda for a brief review of topics. During the meeting, make sure to be clear, yet concise. It is very important to ensure that the discussion stays on topic.

Give attendees a role and responsibility. From taking notes to actively contributing to discussion, when the audience has a job in the meeting, they will become more engaged. Give some thought as to what you can have each member do, be it mainly to contribute to discussion.

Begin on time. To keep the audience from disengaging, make sure that the meeting is interesting from the second they enter. Before everyone has joined, make some small talk with a “soft opening”, ask your audience how their day was, etc.

Adjourn on time. Just as important as beginning on time, make sure the meeting ends within the set time frame. Many attendees will lose interest if held too long, and may begin multitasking.

Give the audience a chance to participate. Similar to giving the audience a role in the meeting, participation will also keep them engaged. Oftentimes, this will be through discussion, but there are multiple ways to allow an audience to participate.

Get to know everyone. Introduce yourself, and have the attendees do the same. It is much more engaging to listen to familiar voice than an unidentified one.

Visualization. Visualizing something is an important part of being engaged. Many meeting platforms have options that allow for screen sharing. Broadcast graphs, pictures, statistics, or presentations to give the audience something to look at.

Turning on the camera. Turning on the webcam plays a large factor in audience engagement. Being able to see the faces of peers “humanizes” the meeting, taking it one step closer to an actual meeting. Furthermore, turning on the camera can be beneficial because it discourages any multitasking or inattentive behavior. With the audience knowing they are on camera, they will likely pay more attention



Be engaging. From a virtual meeting standpoint, there is no body language communication. Therefore, it is essential to ensure that your voice is filled with emotion, and not boring. Aside from that, feel free to include some humor occasionally to spice things up. *(Be careful of what is said.)*

What about outside of meetings?

Engagement is important both in virtual meetings, and outside of them. Here are a few pointers on how to connect with your audience outside of meetings.

Send out reminders and information. Sending out reminders can help remind them of the club, and any duties needed to be performed. Occasional reminders and info are great for engagement, however, if they are sent out too often, their importance decreases. Try to determine the best reminder intervals to maximize their effectiveness.

Set achievable goals. Setting achievable goals gives your audience something to work towards. Encouraging them to consistently strive to achieve something is a great way to engage students on a daily basis.

Provide incentives and benefits. It's important that being continuously engaged has a benefit for the students. Providing incentives, which can range from Key Club merchandise to division wide unity is a great way to keep audience motivated.

Provide timeless resources. By creating timeless resources, a major obstacle, time, is bypassed. Create a youtube video or any other post that allows students to view discussions at any time.



PARTICIPATION

As most club meetings will be held in a virtual format during this time, making sure members still attend and actively participate in club meetings and discussion is super important. Here are just a couple ways clubs can encourage their members to join their meetings and participate within them.

Social and Fun Activities is a great way to make meetings more exciting and interactive. Giving the students multiple opportunities to talk to each other and participate in fun activities, such as Kahoot, icebreakers, and other fun games (look at “Bonding” for more ideas) gives members the chance to still help with service projects but also be involved in the club dynamic and make relationships with other members. Having more activities that members look forward to is another way to increase club attendance; as through these activities, more club members would like to attend virtual meetings.

Monthly Raffles are another great way to get all of your members to attend club meetings. At the beginning and end of each meeting, take a tally of the names of each club member who attended the meeting. Then, give them all a *ticket*. For each meeting attended, each member gets one more *ticket*. At the end of the month, randomly draw from all of the ticket numbers and whoever it is gets a \$5 Gift Card (through a virtual code). Doing this is another way to get as many members as possible to attend all meetings.

Fun and Interactive Slideshows is another way to get members more involved in meetings. By giving members the opportunity to answer questions, ask questions and participate in different activities throughout discussion; many attendees will stay more attentive throughout the whole meeting; as it will give attendees a bigger and more influential roles in virtual meetings.

Highlighting a club member or event during every meeting will help make meetings more enjoyable and truly show members the true message of Key Club. During every meeting, have a slide that shows a picture of a member or a virtual event and explain what that member has done or explain how the highlighted event helped others. This will not only encourage more members to join as they may want to see who is the *member of the week*, but they may also want to see how their effort is truly helping their community.

General Conversation is another aspect of a meeting that can increase member participation. Simply talking to members about school, current events and more can make them more enticed to join the meeting; as they could simply want to socialize with others during this time. Also, participating in conversation can help to make sure every meeting attendee is heard at least once and feels like they simply aren't listening to a presentation but are actively communicating with others and inputting their ideas into the club.

Guest Speakers can also help increase meeting participation. Whether it be another school staff member, Kiwanis member, or a volunteer or organizer for an organization or service project. Having a guest speaker speak to members virtually can not only make meetings more exciting and bring more variety to them, but they could also increase the percentage of members who show up.



Conducting Service at meetings is another great way to make meetings eventful and have members actively work on service projects with other attendees. There are a variety of things you can do virtually with your members:

1. Free Rice
2. Filming a video as a club and sending them to people
 - a. (such as healthcare workers, patients, etc.).
3. Ask club members if they have any more ideas
4. Review our service drive for more ideas

Conducting service at meetings allows for clubs to make a difference as a group and work together to accomplish a goal. Not only that, but giving attendees service hours for participating in these projects during a meeting can help increase the percentage of members who continuously attend meetings.

BONDING

Why is virtual team bonding important?



While team and club bonding is *always* important, it is especially so when everyone is so distant from one another. Physical distance leaves too much opportunity for miscommunication, unresponsiveness, and overall, a less comfortable group dynamic.

For many of you, this year means the start of a new group that has likely not worked together before, and it is crucial that you not only get to know one another, but also that you get to know how the people you will work with think, act, and respond to different situations. You also need to know that you can rely on, listen to, and make the effort to understand each other.

Bonding activities do not just to cultivate more familiar club/team environments, they also teach you how you can best work together and, ultimately, make you the most effective Key Club that you can be.

As a club, “team” bonding may look different - depending on size, some of these suggestions may not fit, and you could instead split up into smaller groups to make it more fun and personal. These are also easily suited for officer teams and committees, but also serve the purpose making the whole club more connected and engaged for everyone involved as well.



Different Virtual Activities to Try

Two Truths and a Lie

- have everyone come prepared with a few personal facts about themselves (as well as some lies) and play a few rounds guessing which of the three facts they shared wasn't truthful
- a similar game is having everyone put a list of personal facts about themselves in one document (anonymously and with all truths) and having people guess which person is each list

This or That

- present two choices to the group and have everyone pick which they prefer and explain their reasoning
 - examples can be winter or summer, Scooby Doo or Tom and Jerry, mountains or beach, waffles or pancakes
 - controversial food debates like "do you like pineapple on pizza?" or "are tacos a sandwich?" work too



Different Virtual Activities to Try

Online Pictionary

- <https://skribbl.io/> offers a free way to host a game of Pictionary
 - create a private room and share the link in order to play
 - the host can even write in custom words to make it extra relevant to the group!

Desert Island Scenarios

- present a scenario in which everyone can only pick three items to bring with them to live on a desert island and explain why (reasoning helps you see how their mind works!)
 - there are many variations you can do with this; having them pick from only 10 options you give, they have to be stuck on the island without finding a way to leave, pick fictional characters or celebrities they have to be stranded with, etcetera
 - you can also try this with fictional characters you would pick for being stuck with in an elevator, giving specific ones they have to choose from (or free reign to see what they'll say)
 - add your own personal twists!

Different Virtual Activities to Try

Online Quizzes

- pick a few fun personality quizzes and have everyone chat as they take it and share their results (and maybe let them complain if they think it's inaccurate)

Team Night

- have a meeting just for having fun and getting to hang out
 - if everyone has Netflix, you can use the Netflix Party extension on Chrome to watch a movie or show
 - you can use Tabletopia to play free games together
 - arrange it with your group(s) and see what you can do!
 - you can have people split up into different groups for the night to make it more personal and easier to chat

Rotating Buddy System

- a great way to have everyone get to know each other is randomly assign people every few weeks to get to know each other
- if you're a bigger club, you can split people up into groups bigger than 2 and encourage them to work on a service project together or have their own team night as well



RECRUITMENT/PROMOTION

During these times, many of us are unsure with how school will be held. With that being said, we hope that you will continue with Key Club.

This year Key Club could be virtual, so knowing how to recruit is crucial for getting old and new members! Below are some examples of recruiting tactics your club can use. These can all be done virtually, through email, text, social media, and more!

Ways to recruit virtually:

Social Media Platforms: Your club can post on your social media platforms, and reach out to members to have them post on their social medias. This can show that members have others they know in the club. In turn it allows you to reach a bigger audience, and hopefully gain new members. You can create your own social media for your club, or have content posted on the main school accounts. Reach out to the social media accounts so your content can reach a bigger platform!

Reaching out to 8th graders : Reaching out to 8th graders is a great way to promote Key Club. They are entering high school, and many of them are still finding things they enjoy doing. Promoting Key Club will make them want to join the club, because it allows them to meet new people and serve their school! Not only that, but many might not know about Key Club, so informing them could never hurt. You can only benefit, by gaining a new passionate member.

Personal Invitations: You can reach out to students at your school, and personally invite them to join Key Club.

Incentives: Having incentives during meetings is a great way to spark interest. It allows the members to become more engaged. Not only do incentives provide engagement, but they also make members want to come back. Some incentives are cords for seniors, letters for letterman jackets, old t-shirts, and those are just some examples! The sky's the limit, you can have almost anything as an incentive.

Service hours: Give the members a reason to come to Key Club. Giving them hours is a great way to do that. Many schools require a certain amount of service in one year, if you allow members to receive those hours, they will keep coming back. Do service projects during meetings, or after meetings, and allow variety within those projects.

Parental Promotion: Entice the parents for them to encourage their kids to join Key Club. Many parents want their kids to be more involved with the school or have an after school activity. Key Club could be a great option, and letting their parents know that, can help you gain new members.

Leadership opportunities: Key Club offers so many wonderful events. These events allow for members to meet others, develop different skills, and it is a great bonding experience. Advertise these events to students. Entice them to join Key Club, and give them an event to look forward to! Some events are fall leadership conference, district convention, and international convention. These events happen throughout the year, so many students can have multiple events to anticipate!

INCENTIVES

Different Incentives For Virtual Meetings

Movie Night

- Hosting a Movie Night is a fun and interesting incentive to offer to students that continue to attend your meetings. As it can show them that being in key club has its perks.

Game Night

- Everyone loves to play games so why not invite your key clubbers and host a virtual game night as a result of going to meetings. A game night can be fun and eventful as it brings out a competitive side in all people.
- Some game examples are: BINGO, Trivia Pursuit, Charades, Karaoke, Pictionary, and ECT.

Senior Memories

- As a senior it is the most important year in your high school life. Some other incentives are Senior cords, Senior stools, Senior medallions, and Senior Tassel.

Student Memories

- The key club store has so many inexpensive and amazing gifts for students that complete a certain number of service hours or who show up to all meetings. They have water bottles, popsockets, stickers, notebooks and etc. All amazing incentives to give to the best of the best.



REINFORCEMENT OF TOPICS

During these unprecedented times a great way to keep important topics relevant throughout your club's Key Club year are repetition and reinforcement of these topics.

Here are a few ways to do so:

- **Sending recaps after meetings.** This can be done through a written document or a recording of the meeting. It allows your club members to look back at previous discussions.
- **Posting on social media.** Social media is a great resource for club members. A few ways you could utilize social media is by making Instagram posts and YouTube videos about topics that you want to bring attention to or simply remind your members about.
- **Creating a Task Force.** A task force is a group of members that are given the responsibility to do further research on topics that can create further discussion. You can also use this task force to create content that you can share on your social media.



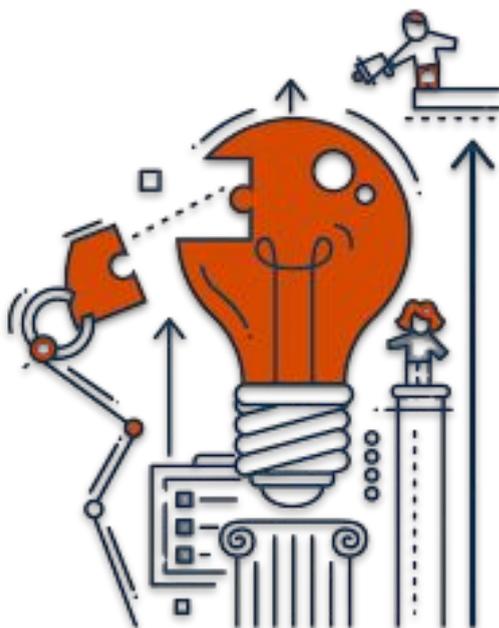
ACCESSIBILITY & INCLUSIVITY

How to engage your Key Clubbers and make your meetings as accessible as possible.

Let's just be honest, it can be hard to get your Key Clubbers to attend meetings and share their voices in a normal scenario. In order to progress in this new environment, we have to acknowledge that this is not a normal scenario. So first we have to address some key challenges that may arise:

Problems that may arise:

1. Consider the scenarios that your Key Clubbers/Club may face:
 - a. If your Key Club is going back to school using a hybrid schedule of both online and in class, you may not be able to hold club meetings that all of your key clubbers will be able to attend at once, which may cause members to feel as if they are not being included in club meetings.
 - b. If your School is going entirely online, some Key Clubbers may not be able to attend the meeting times that have been set, or they may not have easy accessibility to a reliable internet source. Online meetings can also make it hard for members to voice their concerns ideas and/or opinions.



Each school will have its own unique scenario but it is important to remember not only to be creative with your solutions, but to have an open mindset. Communication is key in times like these. It is not up to one member of your club to figure out what works best. Work together and problem solve. Not only is this best for your club, but it will help you grow as leaders. As you are looking for new solutions, here are a few to get you started:

Solutions that may help with some problems this upcoming year:

1. Realize that these are just general solutions and that each club will have to make changes as they see fit, and will have to consider the position of both their school and their members:
 - a. If your school decides that it is going to progress with a hybrid school year, you have several different avenues in which you can continue to run your key club:
 - i. Alternate days every other meeting so that some members will be able to show up in person one week and online the other so that everyone will have an equal chance for in person participation. (Be sure to have some sort of online forum that your members are able to use so that they can attend your meetings virtually)
 - ii. Record meetings so that members are able to access information, if your set times are not convenient for them.
 - iii. Use a platform like google classroom to post videos of these meeting and schedules of events coming up so that members can stay in touch with what's happening in an easy and convenient way.
 - iv. Elect members of your club that are assigned a certain group of people. Give these members the job of reaching out to their group and making sure they are engaged and updated on the current events.



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- b. Solutions to virtual meetings are very similar to those of hybrid meetings. You should still record your online meetings and have an easily accessible forum like google classroom so that your club members can easily access the needed information. In addition to solutions posed in a hybrid setting, there are also problems that can occur in a completely online setting such as:
 - i. Inability to access Wifi. In a case like this you need to have a way for your member to capture information quickly and efficiently, such as a calendar that can easily be screenshotted or recorded. You also need to have a place where members can quickly gather the information they are looking for, if there is a moment where they are able to access Wifi.
 - ii. Members may also be missing that in person contact in a virtual setting. So find ways to reach out to members who may not even be able to access the online meetings by connecting them to members who can access these meetings so that these members can keep them connected to the club.

In the end the most important thing to remember is to communicate with your members in every way possible so that you can ensure that they feel connected and informed. Be open to their ideas and be prepared to brainstorm and work together. As I mentioned before each and every club is going to be different. But you are not in this alone. If you have any problems with finding a solution that works for your club, you can reach out to your LTG or anyone on the district board and we will do our best to find a solution that best suits your club.



MORE RESOURCES CAN BE LOCATED HERE:

COVID-19 TASK FORCE RESOURCE COMPLETE DRIVE

Point of contact information:
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Produced by:
Southwest District of Key Club Int'l
