**Guidelines for Key Club Graduation**

**Basic Recognition**

* Must be in Key Club during your senior year in order to qualify
* Must be a paid member for at least 2 years
* Attend 5 Key Club events
* Attend 20 club meetings
* Complete 100 hours of community service by April of your senior year (25/year)

**\*\* A Key Club event is defined as any Key Club related event whether it is a volunteering event provided by the club, a Division Council Meeting, and other Key Club events. Ask an officer if you do not know whether your events count.**

**Outstanding Recognition**

* Must be in Key Club during your senior year in order to qualify
* Must be a paid member for at least 3 years
* Attend 25 club meetings
* Attend 3 Key Club volunteering events
* Attend 3 Division Council Meetings (DCMs)
* Submit 2 articles/6 pictures
* Attend 1 Special event
* Complete 200 hours of community service by April of your senior year (50/year)

**\*\* A Key Club volunteering event is defined as any volunteer event provided by our Key Club.**

**\*\* Division Councils Meetings (DCMs) are held on the 3rd Saturday of every month.**

**\*\* 2 articles/6 pictures refer to submissions to the club, division, or district newsletters. You can also earn volunteer hours by submitting articles and pictures!

\*\* 1 special event refers to a bigger Key Club event such as Fall Rally South, Officer Training Conference, Region Training Conference, District Convention, International Convention, etc.**

**Other Notes**

In order to get credit for attending meetings, make sure you always sign in on Fridays! At the end of the year, email the Secretary to ask for qualification.

Make sure your hours are submitted each month in a timely manner in order for them to be counted towards your stole/medal.

We will be keeping these sheets throughout your years in Key Club. In April of each year, give the sheet with all of your signatures to the Secretary.

If you decide to change from stoles to medal or medal to stoles, do one of the following:

* Cross out the one you are NOT going for
* Use arrows CLEANLY and EFFECTIVELY
* Print a new sheet of paper and staple the two sheets