**Allen High School Key Club
Membership Contract**

Key Club is an international student led organization that provides members with the opportunity to perform service, build character, and develop leadership. In order to uphold the objects of Key Club International, members are expected to be active participants of the organization to remain a member in good standing. Only members in good standing from both semesters will be eligible to run for a Key Club Board position, apply for Key Club scholarships and attend District/International convention.

General monthly calendar: We meet in the AHS Library from 4:00 – 5:00 pm. The 1st Thursday is a business/service meeting, 2nd and 3rd Thursdays are service meetings, and the 4th week of the month is used for a social.

Allen High School Key Club members must meet the following requirements to be a member in good standing:
• All grade levels must complete 50 hours of service for the entire school year (25 hours per semester).
• A minimum of 15 hours of Club Sponsored service count towards each semester’s hours
• There is a 20 hour limit on independent service hours. Independent services are the events a member participates in outside of Key Club planned events.
• A minimum of 2 socials are required per semester (club or independently planned).
• Members are encouraged to attend all meetings!

Members must track and report Club Sponsored service hours and Independent service hours monthly.
• Club Sponsored events are planned by the club and use SignUpGenius. All club meetings earn service hours.
• AHS NHS, PALS, or Interact service hours may be reported for Independent hours for Key Club.
• All Service hours must be reported on the Monthly Service Hours Form found on the Key Club website
[http://allenkeyclub.weebly.com](https://www.google.com/url?q=http://allenkeyclub.weebly.com&sa=D&ust=1473287289859000&usg=AFQjCNF9IAxHF4b6gTsfg_S5WuVPwMp47A). Form completion is due by the Saturday after the business meeting of each month.
• Cumulative service hours will be reported to the members each month. Report any discrepancies to the Sgt. at Arms.
• If a member signs up for a service event, attendance is mandatory. If a member cannot attend, he/she should coordinate a replacement via SignUpGenius or email allenkeyclub@gmail.com
• If a member signs up for a service event and continuously does not attend the service events, his/her membership may be at risk.

At the end of the Fall semester, all required service hours must be completed to remain a member in good standing. If the 25 service hours for the Fall semester are not completed, the member will be placed on probation. The member will be notified of the following options available:
• If a minimum of 15 hours have been completed in the Fall semester (member did not reach 25 hours), then the member is required to complete those hours by February 10 before losing his/her membership.
• If a minimum of 15 hours have not been completed during the fall semester, then the membership is cancelled.

Each Key Club member is responsible for keeping up with service events and activities in the club. Club information will be posted on the Allen Key Club website and member notifications will be made through REMIND (primary) and Twitter.

Key Club Annual membership dues will be $20 (cash preferred). Please pay dues by November 1, 2017. Club T-shirts may be purchased for $10.00. Make checks payable to AHS Key Club and include a Driver’s License number and telephone number. Dues payments must be made at a Key Club meeting or wherever approved by the sponsors. You may pay for club dues and a t-shirt using the same check.