



Virtual Key Club

Kaleigh, Chelsea, and Bithiah



Retaining Membership Virtually

- Remain consistent with a meeting schedule that does not conflict with other popular clubs at your school
- Keep members engaged between meetings by giving them at LEAST 1 project to work on before the next meeting (service projects will be discussed later)
- Use platforms such as group me, remind, or schoology to give reminders or meeting summaries to members

The image displays two screenshots of digital communication platforms. The top screenshot is a screenshot of the Schoology interface for a course titled "English 101: Section 1" at "Awesome High School". The interface includes a navigation menu on the left with options like "Materials", "Updates", "Gradebook", "Mastery", "Badges", "Attendance", "Members", "Analytics", "Workload Planning", and "Conferences". The main content area shows a "Welcome!" message, a document titled "LessonPlanEnglish101.docx", and a "Do-It-Yourself: Study Guide Edition" assignment. A "Reminders" sidebar on the right lists "2 ungraded assignment submissions", "1 ungraded discussion post", and an "Upcoming" event: "Field Trip" on Monday, July 16, 2018. The bottom screenshot shows a GroupMe chat interface for "Fox High School Teachers". It features a search bar, "ANNOUNCEMENTS" (e.g., "Announcement: Each day you come..."), "QUICK ACTIONS" (e.g., "Announcement", "Activity"), and "CONVERSATIONS" (e.g., "John Carlos R.", "Raymond Rodriguez"). A prominent graphic in the chat reads "The Smallest Things" with the subtitle "REMEMBER TO TAKE A MOMENT". The GroupMe logo is visible at the bottom of the image.

How to Run a Typical Virtual Meeting

1. Create a schedule for meeting that is consistent and does not exceed 2 hours
2. Make a slideshow that has necessary information for the week or month, a break/game, and is eye-catching
3. Send out a link to your members for the meeting at least 1 day ahead (this can be via email, microsoft teams, or social media)
4. As the meeting begins make sure to check attendance and have someone take meeting minutes
5. Have each officer go through their designated slides
6. Allow some time at the end for splitting into committees, getting feedback, or just optional bonding
7. Post meeting: Send members meeting minutes through preferred platforms

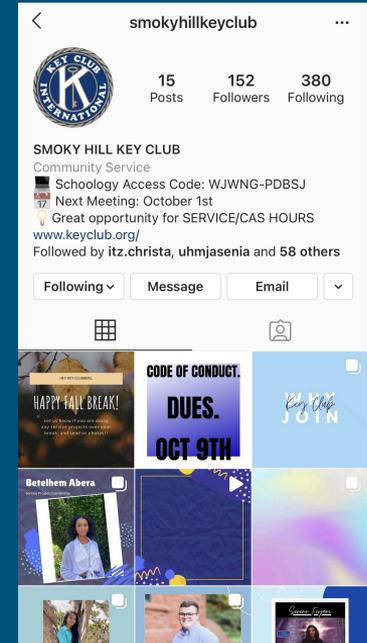
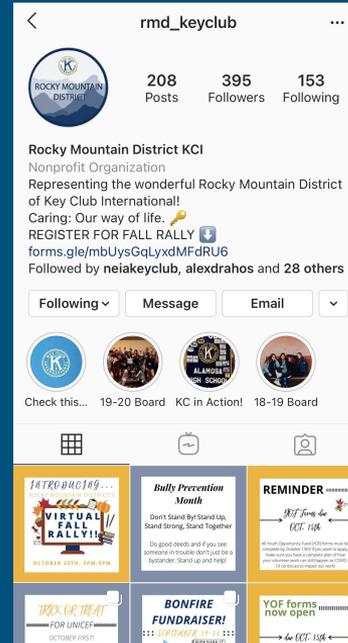
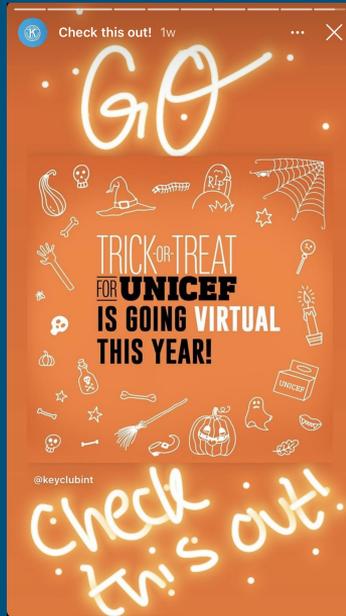
SAMPLE PRESENTATION

Virtual Service Projects

- ★ **Homemade Dog Toys**
 - Use old t-shirts and then cut in strips and braid the strips together to make dog toys!
- ★ **Become a penpal for the someone in a nursing home or create weekly zoom meetings with a nursing home and talk to the people living there!**
- ★ **Contact local elementary schools and see if you can read books to any of the classes!**
- ★ **Send letters and cards to soldiers overseas.**

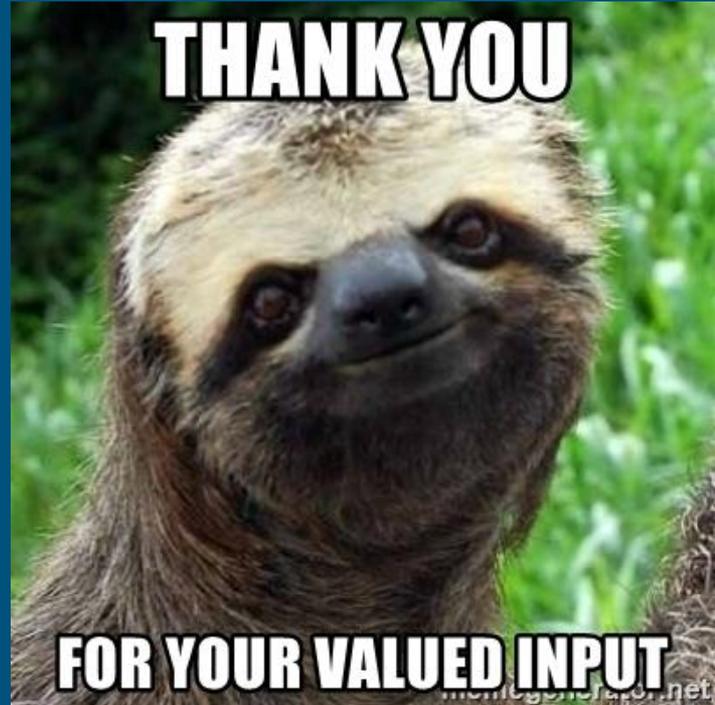
Marketing a Club Virtually

Virtual Key Club has lead to a greater opportunity of using social media!



We Want To Get Ideas From You!

- How have you been tracking hours?
- What are your hour requirements?
- What other things have worked well?



Thank you for coming!

