**Contact with Clubs, Officers, Advisors**

**PCM’s**

 These are held monthly. It is extremely important to meet face to face with your officers. It is really difficult to build a relationship and gain their cooperation if they do not know you.

1. Contact your officers as soon as possible. The first contact should be by email to introduce yourself and to give them your contact information.
2. Ask your Kiwanis to help get all of the incoming presidents, the Kiwanis club advisors, and yourself at the same Kiwanis meeting. This needs to take place before the school year ends. While you are at the meeting, you will be able to exchange contact information and set up a time and place for your first PCM. Feel free to invite the Kiwanis advisors to this meeting.
3. Set up a GroupMe for the presidents. Encourage them to stay in touch with each other and remind each other of projects that multiple clubs could participate in.
4. With input from the presidents, find a location that is as centrally located as possible. The presidents are more likely to attend if the driving distance is not too far. Try to agree on a location that is quiet enough for everyone to hear, has enough seating place to comfortably accommodate everyone, has wi-fi, and isn’t going to mind you guys hanging out for about an hour.
5. Once the date and location of the PCM is set, create an event page and invite your presidents, Kiwanians, and advisors. Send them reminders--a week ahead of the meeting and on the morning of the meeting.
6. At that first meeting, try to establish a pattern that will make it easy for your presidents to remember to attend, informative enough for them to see the value of attending. Especially for the first meeting, consider providing refreshments and door prizes. Many businesses will donate items if you explain your purpose in asking. Your Kiwanis may be willing to help or your club advisor may have some extra key club bling that you could have. This does not need to be anything expensive or elaborate--just a recognition of the effort they are making.
7. Be Prepared!!! Have an agenda printed for everyone. Know what you need to say, have enough handouts for everyone, be prepared for questions. Plan for the meeting to last about an hour. Take pictures for your newsletter. Remember: if you don’t make the first meeting worthwhile, you will have a difficult time getting them to return.
8. Set the time and location for your next PCM while everyone is together. Prompt them to set a reminder on their phones.
9. Follow up with a thank you for those who attended--particularly any adults who attend.. Send them a hard copy of any handouts.
10. Contact the presidents who were unable to attend and try to set up a group phone call to cover the information.

 If your division is spread out try to hold them in various locations around your division and try to include as many clubs as you can. If not a lot of people are attending try pairing with another division if they are close by. These are a great way for club officers to put a face to the name that they see in the emails. If you see club officers in person they are more willing to respond to you and help you out. Don’t forget to create an agenda beforehand and send it out to your clubs.

**Club Visits**-You should visit each of your clubs at least once a semester. You may find it easier to schedule club visits if you contact the faculty or Kiwanis advisors. Explain to them that you would like to introduce yourself to their members and that they would be helping you meet your LTG. tasks. Your purpose in visiting is to help improve communication--it’s not an investigation of their club or a judgment on how smoothly the meetings run. Suggest that each club host a PCM at their school. Offer to attend their officer meetings if that works better with their schedule. Encourage clubs to invite you and your home club officers to their service projects.

**Kiwanis Clubs**- Don’t forget to keep in touch with your Kiwanis Clubs too because most of the time they help with anything you do. Try attending at least one meeting of each of the Kiwanis Clubs in your division every semester.

**Group Messages**- Having group messages with club officers only allows for a more interpersonal relationship and allows you to remain relevant with your officers. Remember to always remain respectful during all interactions with your members. Be considerate as to the time you are sending messages. Use the Group message only when you are contacting the full group; direct message individuals. By being respectful and aware of the frequency of your messages, you can keep your officers from blocking you.

**Emails-**One of the best ways to keep in touch with advisors is through email. Many schools prohibit teachers from receiving text or group messages from students. Keeping the advisors informed of the dates and locations of PCMs can help boost attendance--especially if you let them know that YOU need THEIR help. Keep your emails to adults professional and polite. Don’t demand that the advisors attend PCMs, send you material, invite you places, or contribute money to your pet project. You request these things of them, but keep the tone respectful. Make sure to include all documents and links in your emails. This will help ensure that they will be shared. Don’t be surprised if the advisors are too busy to respond. This does not necessarily mean they did not get them. Periodically ask them to respond if they received the email to make sure they are getting them. If you never get a response from an advisor or officer group at a school, talk to your Kiwanis first--they may be able to help. If your Kiwanis can not put you in touch with the appropriate people, contact the school counselor to see if they can help.

**Remember:**

* Face to Face contact is CRUCIAL to keeping everyone engaged. It can NOT be replaced with electronic contact!
* Don’t get discouraged when your clubs don’t contact you back. Just because they do not reference your newsletter does not mean that they have not looked at it. Remain positive and upbeat!
* If you are geographically spread out, you need to do some travelling rather than expecting your presidents to travel to you. You may need to hold more than one PCM some months.
* Be professional and respectful when working with adults.
* Be persistent.
* Keep everyone informed. Use GroupMe or something similar as well as phone calls, texts, emails. Send reminders about meetings and deadlines.
* Keep a consistent PCM schedule. Keep the PCMS fresh and engaging--food or door prizes help.
* Follow up club visits, advisor responses, and PCM attendance with thank you notes.