



# SAFEKEY

(UPDATED 2022-2023)

*guide*

# WHAT IS "SAFEKEY"?

"**Safekey**" is a term used within Key Club as a play on the word "safety", referring to the **rules** and **regulations** that all Key Club members must follow at all times **while representing the organization**.

Remember that as a Key Club member, you are a **leader**, and you must embody the **core values** in a respectful manner, both in-person and online.

## key club core values

**Leadership** » Leadership is grounded in humility and service to others. A true leader listens, recognizes, and empowers.

**Character building** » Character is built by everyday acts of kindness, integrity and teamwork to grow stronger relationships and communities.

**Caring** » Compassion for others is a cornerstone of the Key Club experience, inspiring action and service to one's community.

**Inclusiveness** » We welcome people of all backgrounds and ethnicities to join in serving and making a positive difference in our world.

Find more information at <https://keyclub.org/about/>

# being safekey includes...

- ★ Maintaining **professionalism** at all times
- ★ Being **polite** in all of your work and behavior
- ★ Not revealing personal information
- ★ Being aware of **cyberbullying**
- ★ Not using **profanity**
- ★ Not making harmful references
- ★ Using your **best judgement**

**Consequences can include being removed from Key Club office if applicable, or suspension / expulsion from school.**

# online safekey

Due to a growing reliance on technology on a day to day basis, it must be noted that **harmful encounters** on the internet do occur – but they **can be prevented** if the proper measures are taken. For example, avoid spreading personal information online, don't engage with trolls, and contact a trusted adult or the authorities depending on the severity of the situation.

Be **educated** on how to utilize technology to the best of your ability without putting your safety at risk. People will use technology to get a first impression of you (and Key Club as an organization). **Be sure to remain Safekey at all times when representing Key Club and yourself.**

Only share what you are **comfortable** with sharing with others and that **doesn't hurt those around you.**

**Do not share any personal information** such as phone numbers, personal social media handles, emails, addresses, etc.

For Key Club newsletters and websites, only include your officers' emails if they are made **exclusively** for Key Club.



**REMEMBER TO STAY  
*SAFEKEY* AT ALL TIMES!**