



BASIC CHARTER 2023-24

Keystone Club charters are active from **September 1, 2023 to August 31, 2024**. Charters **must be renewed annually** and can be submitted at any time during this timeframe.

Application Type: Renewal New Charter

Keystone Club Name: _____

Organization Information

Region/State/Organization Name: *(select your Region from dropdown arrow)*

State: *(select your State from the dropdown arrow)*

Organization Name: *(select your Organization Name/Global ID from the dropdown arrow)*

Site Name: _____

Site Address: Street Address _____

Line 2 _____

City _____

Country (select from dropdown arrow) _____

State / Province _____

Zip / Postal Code _____

Contact Information

Keystone Advisor Name:

Advisor Email:

Advisor Phone:

Please indicate your advisor's employee status: *(select from dropdown arrow)*

Site Director Name:

Site Director Email:

CEO Name:

CEO Email:

Club Phone Number:

Military Club? Yes No

Overseas Unit? Yes No

Native Club? Yes No

Members Information

Keystone Clubs must have a minimum of 6 and no more than 20 members. If you have more than 20 members, you can submit another Keystone Charter. Each chartered Keystone Club must have a unique name.

****Please ensure the age breakdown and gender breakdown equal the same as Total number of Teens in your Keystone Club.****

How many 14-year olds are in your Keystone Club?

How many 15-year olds are in your Keystone Club?

How many 16-year olds are in your Keystone Club?

How many 17-year olds are in your Keystone Club?

How many 18-year olds are in your Keystone Club?

How many Males in your Keystone Club?

How many Females in your Keystone Club?

How many identify as Other in your Keystone Club?

Total Number of Teens in your Keystone Club:

Member roster: *Please upload a roster of your Keystone Members. Name only is fine.*

Have you elected officers for your Keystone Club? Yes No

Plan Drafted for Keystone Goals? Yes No

Have your Keystone Club members registered for BGCA Alumni & Friends? Yes No

Keystone Club Purpose

Keystone was created to provide teens with engaging leadership and service-related project experiences and opportunities to help influence positive change and outcomes for themselves, their Club and communities. The program prepares teens to be active, responsible and contributing citizens and to be workforce ready.

BGCA's Leadership and Service programs (Torch Club, Keystone Club and Youth of the Year) sequentially build core competencies across age groups in three primary domains: self-leadership, leadership with others, and leadership in the community.

Self-leadership: Knowing oneself and analyzing one's emotions and actions in order to self-regulate and empower oneself.

Leadership with Others: Strategic engagement and communication across diverse groups, perspectives and settings in order to create collective meaning and inspire others.

Leadership in the Community: Building relationships across different systems in order to bring groups together for a shared goal.

Your role as a youth development professional is to provide a safe and positive environment to encourage youth and support them as they build skills. Youth development professionals create opportunities for youth to develop a sense of belonging by recognizing their contributions and accomplishments to help them build relationships with their peers.

Acknowledgement:

I have read the information on this page and understand it to the best of my knowledge.

SILVER CHARTER 2023-24

Please note all required Key Focus Area Projects must be completed in-person, and must have a start date between September 1, 2023 and the present. Future dates are ineligible.

Silver Level requires a minimum of 200 total Service Hours

Community Service Project

How many total Service Hours were completed for your Community Service Project?

What was your Community Service project title?

Community Service Start Date:

Club Teens Participated (Community Service):

Non-Club Members Participated (Community Service):

Teens Recruited/Joined the Club (Community Service):

Please describe in detail your Community Service Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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[Academic Success Project](#)

How many total Service Hours were completed for your Academic Success Project?

What was your Academic Success project title?

Academic Success Start Date:

Club Teens Participated (Academic Success):

Non-Club Members Participated (Academic Success):

Teens Recruited/Joined the Club (Academic Success):

Please describe in detail your Academic Success Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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[Career Preparation Project](#)

How many total Service Hours were completed for your Career Preparation Project?

What was your Career Preparation project title?

Career Preparation Start Date:

Club Teens Participated (Career Preparation):

Non-Club Members Participated (Career Preparation):

Teens Recruited/Joined the Club (Career Preparation):

Please describe in detail your Career Preparation Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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Teen Outreach Project

How many total Service Hours were completed for your Teen Outreach Project?

What was your Teen Outreach project title?

Teen Outreach Virtual Project Start Date:

Club Teens Participated (Teen Outreach):

Non-Club Members Participated (Teen Outreach):

Teens Recruited/Joined the Club (Teen Outreach):

Please describe in detail your Teen Outreach Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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Other Service Projects

**Can add up to 3 additional projects*

Did you have any additional service projects you would like to tell us about? (Please do not report any projects previously reported in your Silver application.) Yes No

What was the title of your service project?

How many total Service Hours were completed for this project?

What was the start date of this service project?

Club members participated:

Non-Club teens participated:

Teens Recruited/Joined the Club because of this project:

Please describe in detail your project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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[#WeOwnFriday](#) - Teen events for teens, planned by teens.

PLEASE NOTE: 1 #WeOwnFriday event required for Silver Level.

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoneers) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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Did you have an additional event that you would like to tell us about? (Please do not report any events previously reported in your Silver application.) Yes No

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoneers) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

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NATIONAL PROJECT 2023-24

Reaching Equity in our Diversity

National Project Title:

National Project Start Date: Project submitted must have taken place between Sept 1, 2023 and the present. Future dates are ineligible.

Club Teens Participated:

Non-Club Members Participated:

Teens Recruited/Joined the Club:

How many Service Hours were completed for this project?

Project Impact

Q1. Describe your project in detail and share the impact on teens.

Please be sure to describe in detail how Keystoneers educated themselves about the topic, their involvement in the planning and implementation stages and how the project addressed the topic on a local, national or global scale.

Engagement Outcome

Q2. Describe in detail how you think your project will affect change and help members in their communities.

Please also share other agency involvement and partnerships that helped to make this project a success.

Key Learnings

Q3. What were the key learnings? Please describe what the teens learned and experienced, and share at least one impact story.

Direct Quotes

Q4. Please share two or more direct quotes from teens about how the program impacted them and others.

Please share all applicable documents, photos and/or videos highlighting the great work and community efforts with your teens (In-person events only).

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GOLD CHARTER 2023-24

Remember Details! Details! Details!

Please note charter requirements must be completed in-person.

Gold level must complete a minimum of 400 cumulative service hours.

Service Project

Please list your total cumulative service hours (including what was reported for Silver).

Please select one or more service events your Keystone Club participated in.

- National Day of Service (September 11, 2023)
- National Family Week (October 2-8, 2023)
- Dr. Martin Luther King Jr. National Day of Service (January 15, 2024)
- Global Youth Service Day (April 26-28, 2024)

Describe your service project and its impact.

What area of need did the service project fulfill in helping members in the community?

Mentorship

Please share how your Keystoners mentored Torch Club members or other youth in your community aged 10-13.

Impact Stories

Please share in detail one impact story of teens going above and beyond to make a difference.

What did they learn from giving back?

***Not Required. Please share all applicable documents, photos and or video links highlighting teens great work and community efforts. (In-person events only).**

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Other Service Projects

**Can add up to 3 additional projects*

Did you have any additional service projects you would like to tell us about? (Please do not report any projects previously reported in your Silver application.) Yes No

What was the title of your service project?

How many total Service Hours were completed for this project?

What was the start date of this service project?

Club members participated:

Non-Club teens participated:

Teens Recruited/Joined the Club because of this project:

Please describe in detail your project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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#WeOwnFriday - Teen events for teens, planned by teens.

PLEASE NOTE: One additional #WeOwnFriday event required for Gold Level.

(Please do not report the same event as reported in Silver.)

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoners) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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Did you have an additional event that you would like to tell us about? (Please do not report any events previously reported in your Silver or Gold application.) Yes No

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoneers) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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LEGACY CHARTER 2023-24

Remember Details! Details! Details!

Please note charter requirements must be completed in-person.

Legacy level requires at least 600 cumulative service hours.

Service Hours

Please report your total cumulative service hours (including hours reported for Silver and Gold).

Keystone Mission Statement

What is your Legacy Club Mission Statement?

Legacy Champions of Teens

Please select and complete at least two categories your teens participated in.

- 1. Marketing Plan – Develop and execute a marketing plan.**
 - *Please describe and share your marketing plan.*
 - *What were three creative ways teens engaged and reached other teens?*
- 2. Fundraiser Event – Plan and execute a Keystone Fundraiser event that promotes the program or Club.**
 - *Please describe your teens fundraising event(s)*
 - *How did teens prepare and promote the event?*
 - *Were teens able to recruit other teens to join the Club?*
- 3. Mentorship - Have a formal tween mentorship program in place to encourage membership in Keystone Club.**
 - *Describe your mentorship program for Club members aged 10-13 to transition to Keystone Club.*

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only).**

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Success Stories

Share in detail two Success Stories of Keystoneers coming together in-person to help make a difference in their Club and community.

Success Story 1.

Success Story 2.

Other Service Projects

****Can add up to 3 additional projects***

Did you have any additional service projects you would like to tell us about? (Please do not report any projects previously reported in your Silver or Gold application.) Yes No

What was the title of your service project?

How many total Service Hours were completed for this project?

What was the start date of this service project?

Club members participated:

Non-Club teens participated:

Teens Recruited/Joined the Club because of this project:

Please describe in detail your project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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[#WeOwnFriday](#) - Teen events for teens, planned by teens.

PLEASE NOTE: One additional #WeOwnFriday event required for Legacy Level.

(Please do not report the same event as reported in Silver or Gold.)

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoneers) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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Did you have an additional event that you would like to tell us about? (Please do not report any events previously reported in your Silver, Gold or Legacy application.) Yes No

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoneers) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Not Required. Please share all applicable documents, photos and or video links highlighting the teens great work and community efforts. (In-person events only)**

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