

Chartering Your Club

When a Keystone Club is chartered, it means it's affiliated with and supported by the National Keystone Program. Chartering your Club is important because it allows you to exchange ideas with other Clubs and reach levels that will allow you to attend the Keystone National Conference. There are four different levels for Keystone Club, and each level has different requirements.

- At the start of each charter year (which begins September 1), all Keystone Clubs begin at the basic charter level and complete the requirements for that level.
- Each Club submits an application for the basic charter level at the start of each year.
- Clubs can then work toward the next levels (silver, gold or legacy).
- Once your Club has met the requirements for one of the next levels (silver, gold or legacy), you submit an application for that charter level.
- If your Club is new, be sure to include the basic-level charter requirements in your Keystone Club yearly plan (see the [Yearly Planning Calendar](#) resource).
- If your Club is already established, think about what your Club's current charter level is, whether you want to advance to the next level and the goals you can set to make that happen.
- Submit your charter applications here: [Submit Charter Applications Keystone Zone](#).
- Charters are approved based on your Club meeting the requirements.
- Previous charter levels do not roll over from one charter year to the next.
- Your Keystone advisor will submit the charter application, but you and your teammates will help by providing information on projects and other Club achievements.

Charter Level	Requirements
<p>1. Basic level This is the entry level category where Clubs meet basic requirements for participation, elect officers and highlight your work in each of the four key focus areas. All Keystone Clubs are required to charter at this level annually.</p>	<p>To meet basic-level requirements, Keystone Clubs must:</p> <ul style="list-style-type: none"> • have a minimum of six to 15 members between the ages of 14 to 18; one unit may have more than one chartered Keystone Club, but the name must be different (for example: Galaxy Stars 1, Galaxy Stars 2) • have a minimum of one advisor, 23 years or older • hold weekly meetings and have elected officers • highlight your work in the four key focus areas: academic success, career preparation, community service, teen outreach • complete your basic-level charter application on the Keystone Zone and be approved by BGCA • <i>Optional:</i> Keystone Club members plan and implement at least one #WeOwnFriday Teen Recruitment event

<p>2. Silver level</p> <p>This level is for Keystone Clubs that have met the basic requirements and have completed a minimum of 200 service hours, conducted experiential activities in the four key focus areas, created a Keystone National Project and hosted two #WeOwnFriday events.</p>	<p>To meet silver-level requirements, Keystone Clubs must:</p> <ul style="list-style-type: none"> • meet all basic requirements • be a current chartered Keystone Club within the current annual charter period • submit Keystone Club plans for the upcoming year • complete a minimum of 200 cumulative service hours • plan, implement and submit experiential projects and activities in the four key focus areas: academic success, career preparation, community service and teen outreach • submit a Keystone National Project report • have planned and implemented at least one #WeOwnFriday Teen Recruitment event • complete your upgrade to silver-level charter application on the Keystone Zone and be approved by BGCA
<p>3. Gold level</p> <p>This level is for Keystone Clubs that have met silver requirements and have completed a minimum of 400 service hours, participated in at least one or more of the National Service Initiatives, hosted two #WeOwnFriday events and mentored Torch Club members.</p>	<p>To meet gold-level requirements, Keystone Clubs must:</p> <ul style="list-style-type: none"> • meet all silver requirements • complete a minimum 400 service hours • participate and submit a brief description on one or more service-initiative events on the appropriate registration form (found on Million Members/Million Hours of Service Online Community on bgca.net)—National Service Initiatives: <ul style="list-style-type: none"> ✓ Dr. Martin Luther King Jr. National Day of Service ✓ Global Youth Service Day ✓ United We Serve: Summer of Service ✓ National Day of Service and Remembrance Worldwide Day of Play ✓ The Big Help National Family Week and One Member One Hour Activities • serve as mentors to Torch Club members or kids in your community who are Torch Club age (10- to 13-years old) • have planned and implemented at least two #WeOwnFriday Teen Recruitment events • complete your upgrade to gold-level charter application on the Keystone Zone and be approved by BGCA

4. Legacy level

This level is for Keystone Clubs that have met gold requirements and have been a gold-level charter Club for two consecutive years—and have also completed a minimum of 600 service hours, at least two legacy initiatives and three #WeOwnFriday events.

To meet legacy-level requirements, Keystone Clubs must:

- meet gold requirements
- be a gold-level charter Club for two consecutive years
- complete a minimum of 600 service hours
- demonstrate that you are Champions of Teens in your community by completing two or more of the following:
 - ✓ develop an annual Marketing Plan for all projects that focuses on teen recruitment, retention, marketing strategies/initiatives and teen programming
 - ✓ host a minimum of six Teen Outreach events each year to recruit new teen members to the Club
 - ✓ serve as mentor and teen advocate for the Club
 - ✓ be active participants in community organizations, councils and committees
- have a formal transition program in place to advance Torch Club members to the Keystone Club program
- planned and implemented at least three #WeOwnFriday Teen Recruitment events
- complete your upgrade to legacy-level charter application on the Keystone Zone and be approved by BGCA