

# KEY CLUB®



## 2018-2019 Indiana District of Key Club International Commitment to Board Service · District Officer Statement of Candidacy

Strive at all times to build and strengthen Key Clubs in the District and to promote the Objects of Key Club International.

Study Key Club resources and related materials to increase my knowledge and understanding of the organization and functioning of Key Club at all levels from local to International.

Hold myself to the levels of academic achievement and citizenship expected of a leader so that permission may be secured from parents and school authorities for occasional absences required to fulfill my responsibilities.

Attend the District and International Conventions and all other official meetings (see list on pages 5), even if such participation requires missing other extra-curricular activities in which I participate.

Agree to subscribe to this District Officer service agreement and its list of duties on pages (2-4), and further realize that failure to perform my assigned duties and responsibilities will be grounds for replacement.

I, \_\_\_\_\_, do hereby declare my candidacy for the position of \_\_\_\_\_, for the Indiana District of Key Club International. I further state that I am willing to assume the duties and responsibilities of this District Office, described below.

If elected, I will uphold the responsibilities and duties described for (Please check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Governor            | <input type="checkbox"/> *Key Club International Trustee Endorsement   |
| <input type="checkbox"/> Secretary/Treasurer | <input type="checkbox"/> *Key Club International President Endorsement |
| <input type="checkbox"/> Bulletin Editor     | <input type="checkbox"/> *Key Club International Vice-President        |
| <input type="checkbox"/> Webmaster           | <input type="checkbox"/> Endorsement                                   |
| <input type="checkbox"/> Lieutenant Governor |  |

**\*NOTE: For the International Nominations –  
further information will come, please note that any District Event dates do not apply.**

I believe my background and experience in Key Club and other school organizations is such that I can perform the responsibilities of a district officer.

Dated: \_\_\_\_\_ Candidate's Signature: \_\_\_\_\_

**BOARD POLICY REQUIRES:**

Two (2) letters of recommendation; these letters should be from a school administrator, a sponsoring Kiwanis club member, or another adult other than a family member. Please attach a clear, head-shot picture to this application.

The following are the expectations of the members of the Indiana District Board. Failure to perform any of these expected duties may result in the removal of the officer from the District Board at the discretion of the District Administrator and Kiwanis and Key Club Governor (with the exception of a case involving nonperformance by Key Club Governor).

### **All Executive Officers**

#### **(Not including appointed positions)**

1. Distribute or post on the District Website four (4) communications to the District Board and three (3) to local clubs.
2. Attend **all** Executive Board Meetings.
3. Attend at least one DCM for each Lieutenant Governor to whom they advised during their tenure in office.
4. Present positional reports from each Executive Officer at each District Board Meeting.
5. Abide by all Key Club International rules and Code of Conduct.

### **DISTRICT GOVERNOR**

1. Provide written directives for each Board Meeting and assist each District Committee in their operation.
2. Attend both the Kiwanis and Circle K District Convention while in office.
3. Conduct nine (9) Executive Board Meetings.
4. Attend as many Kiwanis Governor Visits as possible.
5. Plan and execute four (4) Board Meetings.
6. Abide by all Key Club International rules and Code of Conduct.

### **DISTRICT SECRETARY/TREASURER**

1. Compile and update officer information for the district directory with the assistance of Lt. Governors and distribute to the District Governor and Administrator monthly.
2. Submit convention reports within thirty (30) days after the District Convention at the end of their term.

3. Address the District Convention at the House of Delegates with the State of the District.
4. Prepare and distribute District Board Meeting minutes within 30 days following each meeting.
5. Encourage dues collection.
6. Work with the District Administrator on a budget to present to the Indiana District of Key Club International and Kiwanis Boards.
7. Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31<sup>st</sup>.
8. Abide by all Key Club International rules and Code of Conduct.

### **DISTRICT BULLETIN EDITOR**

1. Prepare five (5) district publications for the District Webmaster to post on the District Website.
2. Provide information for the District Website on a weekly basis as necessary.
3. Abide by all Key Club International rules and Code of Conduct.

### **DISTRICT WEBMASTER**

1. Post five (5) district publications on the District Website.
2. Update the District Website on a weekly basis as necessary.
3. Abide by all Key Club International rules and Code of Conduct.

**Note-** *Executive appointed positions are not elected positions. They are appointed by the Governor and therefore are non-voting members of the District Board. Attendance at District Board meetings is at the discretion of the District Governor and Administrator.*

### **LIEUTENANT GOVERNOR DUTIES:**

1. Attend the District Key Club Convention at both the beginning and end of the Lieutenant Governor's term of office.
2. Attendance at the Key Club International Convention during the Lieutenant Governor's term of office is **highly encouraged** as a District Tour participant.
3. Attend **all** Indiana District Key Club Board Meetings, including the District Board Training (exceptions at the discretion of the current Governor and District Administrator).
  - o Only allotted one excused absence, and must be approved by Governor
4. Complete and file **all** Lieutenant Governor Division monthly reports.

5. Visit each club in your division **at least one (1) time**.
6. Hold a **minimum of five (5)** Division Council Meetings, one of which will be an election.
7. Assist in the planning and conducting of the Regional Fall Rally
8. Encourage a minimum of **two (2) delegates per club** in your division to attend the District Convention and at least one Key Leader Event.
9. Communicate with the officers of each club in the division at least once per month, and ensure they share this information with their officers, faculty advisor, and Kiwanis advisor.
10. Collect and turn in completed Key Club Officer Information from your division to the District Secretary/Treasurer.
11. Hold a **minimum of one (1) division event or project**.
12. Publish at least **nine (9) monthly newsletters** to the Key Clubs of the Division and in addition you have the option to create and maintain a Division website or Social Media Page, such as Facebook, which is linked to the District Website.
13. Maintain close communication and form a partnership with your Kiwanis Lieutenant Governor.
14. Make sure that your clubs in your division have paid \$13 (thirteen dollars) dues **by December 1.**
15. Serve and carry out functions of District committees as appointed by the Key Club Governor.
16. Possess a working knowledge of e-mail and access to the Internet.
17. Abide by all Key Club International rules and Code of Conduct.

**My Signature validates that I agree that the candidate may run for another district office other than the one selected above, in the event he/she is not the original selected office.**

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**Parent or Guardian**

**Faculty or Kiwanis Advisor**

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

**School Principal**

**Kiwanis Club President**

The following is a list of functions that the candidate will be encouraged to attend if elected to office for the 2018-2019 year. If a candidate cannot make the function due to any reason, please inform the District Administrator and Key Club Governor at least two weeks prior to the event as to why you are unable to attend.

<b>Event</b>	<b>Date</b>	<b>Location</b>
DLC 2018	April 13 – 15, 2018	The Sheraton at Keystone Crossing (Indianapolis, IN)
Board Trainer	May 18 – 20, 2018	Camp Allendale (Trafalgar, IN)
Key Club International Convention	Actual Dates: July 4 - 8, 2018 Tour Dates TBA at District Convention	Chicago Marriott Magnificent Mile (Chicago, IL)
August Board Meeting	August 10 - 12, 2018	Indianapolis, IN
Key Leader	November 2 - 4, 2018	Camp Tecumseh (Brookston, IN)
November Board Meeting	November 16 – 18, 2018	Indianapolis, IN
January Board Meeting	January 18 – 20, 2019	Indianapolis, IN
March Work Day	March 9, 2019	Indianapolis, IN
DLC 2019	Tentatively April 12 – 14, 2019	Sheraton at Keystone Crossing (Indianapolis, IN)

**CANDIDATE'S INFORMATION:**

**Type or Print Carefully and Legibly**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**PARENT'S/ GUARDIAN'S INFORMATION:**

Emergency Contact (1)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Home Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail:  
\_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Emergency Contact (2)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Home Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail:  
\_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

**CANDIDATE/STUDENT INFORMATION:**

Became a Key Club Member in (Month & Year) \_\_\_\_\_

Key Club Offices Held (Year) \_\_\_\_\_

School Activities \_\_\_\_\_

\_\_\_\_\_

Other School Offices Held \_\_\_\_\_

Organizations/Activities Outside of School \_\_\_\_\_

\_\_\_\_\_

Do You Have a Driver's License? \_\_\_\_\_ Do you have a car or access to one? \_\_\_\_\_

**BIOGRAPHY: In 100-250 words, let us know a little bit about yourself, and why you are interested in the position. (May want to include sports, hobbies, church activities, class rank, etc... please feel free to add additional pages as necessary)**

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**BRING THE ENTIRE PACKET COMPLETED TO CONVENTION OR MAIL AS SOON AS  
POSSIBLE TO:**

**Indiana District of Key Club  
3636 Woodview Trace Suite 100  
Indianapolis, IN 46268-9631**