

CAROLINAS KEY CLUB

Running for District Office 2018-2019



72nd Annual
Carolinas District Convention

Carolinas Key Club

Become a District Officer!



gain leadership skills
build your résumé
make lifelong friends

The District Board Experience

What Past Board Members Have Said!



"Serving on the Carolinas District Board was one of the most rewarding experiences that I still appreciate to this date. I really enjoyed the opportunities to travel and meet Key Clubbers from all over the district and country. I was able to gain many leadership and public speaking skills and establish a professional confidence that has helped me succeed in both college and military related tasks. Despite all of these great things I have gained, the best thing I took away from the experience was the opportunity to meet people that truly became some of my closest friends over the years."

"After serving as a club officer, I decided to join the District Board to serve as a Lieutenant Governor my senior year. Throughout my year on the District Board, I learned many priceless lessons and skills. I am continuously grateful for the opportunities that Key Club gave me as I see these skills being used in various areas of my life. Not only have I been thankful for all that I learned, but I am grateful for the friendships that began during my year on the District Board and continue today. Serving on the board was one of the best decisions I made, and it will be the same for you!"

"I spent 12 months on the Carolinas District Board but the memories and the lessons I learned have lasted far beyond that single year. To be on the district board means to challenge yourself, to go beyond yourself and inspire others to lead and serve. I would never give up the people I met during my term or the person I am because of Key Club. I made irreplaceable friendships and developed leadership and communication skills I use every single day."

"As a District Board member for over two years, I learned invaluable lessons and skills that remain with me today. The experience you see first hand, the leadership opportunities you are afforded and the friends you meet will stay with you for the remainder of your life. Some of my closest friends to this day I met during my years in Key Club. If you have the opportunity, you certainly can't pass this up!"

District Officers

RUNNING FOR A DISTRICT OFFICE: A LIFE CHANGING EXPERIENCE

DISTRICT GOVERNOR

The District Governor is the chief executive officer of the District, presiding over all meetings of the District Board and at all conventions. The Governor oversees a 40 member district board, and communicates with them regularly to ensure smooth district operations. The Governor gains skills during the year related to time and organizational management, motivating others, and speaking in front of both large and small audiences.

DISTRICT SECRETARY

The District Secretary keeps all records of the meetings of the District Board, and at the District convention. The Secretary produces the annual directory of the district, *The Carolinas Key*. As member of the executive committee, the Secretary helps lead the district with decision making and leadership ability. The Secretary supports the activities of the Governor and assists with all duties related to running a large organization.

DISTRICT TREASURER

The District Treasurer shall keep appropriate records of dues payment by all clubs in the District and shall be responsible for working to ensure prompt and full payment of all dues by clubs and members. The Treasurer will create and submit reports to the district board, detailing dues activity, and prepare a system of effective monitoring of the dues collection process. As member of the executive committee, the Treasurer helps lead the district with decision making and leadership ability.

DISTRICT EDITOR

The District Editor is responsible for the mass communication efforts of the District, including the district website, which provides valuable and timely information to the District. The Editor will create and/or maintain all other mass media efforts related to the promotion of the Carolinas District of Key Club International. As member of the executive committee, the Editor helps lead the district with decision making and leadership ability.

DIVISIONAL LT. GOVERNOR

The Lieutenant Governor is the executive officer of the Division and presides over all divisional conferences and meetings. The Lieutenant Governor also serves on one or more standing District Committees as assigned by the District Board. Each Lt. Governor is responsible for communicating with the officers within the division, promoting district activities and providing information about the organization.

CANDIDATES FOR DISTRICT OFFICE*

CAROLINAS DISTRICT KEY CLUB INTERNATIONAL

Dear Candidates,

The Carolinas District is led by district officers under the supervision of the Kiwanis District's appointed committee and District Administrator. District Officers have numerous responsibilities and must be willing to fulfill the obligations of the office completely and on time for the District to operate smoothly. District officer positions include Lt. Governor, Editor, Treasurer, Secretary, and Governor. Lt. Governor's and all executive officers will be elected at the annual district convention.

Key Club members may also consider running for a Key Club International office. In order to be a candidate for such positions, a Key Club member must first run for the Recommendation of Endorsement for International office from the House of Delegates at the annual district convention. Recommendations will then be submitted to Carolinas District Board for consideration of endorsement.

Candidates for all offices should review the policies regarding the elections process. The overview in this package clearly outlines the procedures for election. All those who are considering a district office should study the obligations enclosed to be aware of the responsibilities of office. The District Board meets multiple times each year and all District Board members must attend these meetings. All of the required meetings and events are detailed on the candidates commitment form, which is to be completed and turned in prior to the start of the a) Divisional Caucus (Lt. Governor elections) or b) Candidates meeting at convention (Friday, 6:00 p.m., please check your convention program card for location).

ALL ELECTED OFFICERS WILL BE REQUIRED TO COMPLETE A DETAILED SERVICE AGREEMENT BEFORE ATTENDING ANY EVENT OR BEING AN OFFICIAL DISTRICT OFFICER.

If I can help with questions, please do not hesitate to contact me.

Yours in service,

J. Scott Johnson
Carolinas District Administrator
admin@carolinaskeyclub.org

***INCLUDES CANDIDATES FOR RECOMMENDATION OF ENDORSEMENT FOR INTERNATIONAL OFFICE**

ELECTIONS OVERVIEW

One of the major purposes of the convention is to elect the District Officers for the upcoming Key Club year. The information below is designed to outline crucial points regarding the election of district officers. Importantly, no more than three students from any single club may serve on the District Board at one time; any Lieutenant Governor, Lieutenant Governor-at-large, or Executive Officer is considered a member of the District Board.

DELEGATES

Each Key Club in good standing is entitled to have two (2) members as official voting delegates at the convention. These delegates comprise the voting body to elect the District Board and to conduct the business of the District. The names of the two delegates and the two alternates should be listed on the appropriate delegate form. This form should be brought to the convention registration area immediately upon arrival. Each delegate will receive a delegate ribbon and/or appropriate credentials to enter the House of Delegates.

LT. GOVERNOR ELECTIONS

On Saturday morning, there will be a meeting to elect the 2018-2019 Lt. Governors for each division. Each club will be able to cast two votes; voting shall be by any two of the following: official delegates, 2017-2018 club officers, or 2018-2019 club officers. Each candidate will be given one minute to speak before the clubs represented. Voting instructions will be provided prior to the start of the meeting. In the event of a tie that cannot be broke after 2 re-votes, or if a quorum of the clubs in a division is not present, the position will be elected by an elections committee of the District Board later that same day.

Only two students from each school may run for the office of Lieutenant Governor in their home division. If more than two students from any club are interested in running for Lieutenant Governor, the club will need to separately choose to endorse two candidates. Other interested students will still have the opportunity to be considered for a Lieutenant Governor-at-large position during the Saturday afternoon 2018-2019 Lieutenant Governor meeting.

EXECUTIVE OFFICE ELECTIONS AND RECOMMENDATION FOR INTERNATIONAL ENDORSEMENT

The positions of Governor, Secretary, Treasurer, Editor (Executive Officers) will be elected at the House of Delegates on Saturday morning of the annual district convention. Requests for Recommendation of Endorsement for International office will also be considered by the House of Delegates on Saturday morning. All Key Club members in good standing wishing to run for these positions must place their name in nomination prior to the start of the first general session on Friday night. In order to be nominated, candidates must attend the 6:00 pm candidates meeting, and have submitted a completed/signed candidate commitment form. Please note there is a DIFFERENT candidate commitment form for each position; please make sure to complete the correct form.

During the Friday night opening session, all candidates for Executive Office as well as those seeking the Recommendation of Endorsement for International office from the House of Delegates will be introduced; no speeches will be given. During the caucus and elections meeting following the general session each candidate will be given one (1) minute to address each regional caucus, will answer two (2) set questions, and may be asked additional questions based on time available. At the House of Delegates, all candidates for Executive Office and those seeking Recommendation of Endorsement for International Office will be given one minute to speak and may be asked up to two (2) set questions prior to the vote. All winners will be announced at the House of Delegates.

Elections Guidelines and Procedures

ELECTIONS GUIDELINES AND PROHIBITED BEHAVIOR

The Carolinas District believes that all candidates for District or International positions should be judged by their performance during Caucusing and/or House of Delegates, in addition to interpersonal behavior and personality when interacting with delegates and attendees on Friday and Saturday at District Convention. In keeping with these aims, the following are standing guidelines for campaigns for District or International office.

- 1)** In general, distributing campaign materials is prohibited. Such materials include, but are not limited to, stickers, buttons, candy, t-shirts, ribbons, and/or campaign literature.
- 2)** Bribery, in any form or fashion, is not allowed. Bribery can include, but is not limited to, the giving or offering of gifts, monetary donations, foods, services, and/or votes during House of Delegates.
- 3)** Establishing a "campaign committee" that consists of one or more District Board members or any other group that would operate in a similar fashion is disallowed. No board member may campaign for or actively assist another board member.
- 4)** Adults (any individual that is not a current member of the Key Club Organization) are prohibited from being a part of the campaign process. Adults may coach, mentor and give general campaigning advice to the candidate, but may not be involved in campaigns. If a candidate has questions about the campaign process, they should refer to 1) the elections packet, 2) the district bylaws, found in the Carolinas Key, 3) the District Governor, or, 4) the District Administrator.
- 5)** Campaigning through a District Board email address, using a District Board signature, and/or using the connections to clubs one may have established during a term on the District Board implies that campaigning is a part of the official activity of a District Board member and is therefore prohibited.
- 6)** Social media campaigns are not allowed. Prohibited social media campaign platforms include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, and GroupMe.

Failure to comply with these expectations will result in disciplinary actions against the offending candidate. Disciplinary action can take the form of a private reprimand, a public reprimand, or dismissal from any position currently held on the District Board.

EXECUTIVE OFFICER AND RECOMMENDATION FOR INTERNATIONAL ENDORSEMENT ELECTION PROCEDURES

The positions of Governor, Secretary, Treasurer, Editor (Executive Officers) will be elected at the House of Delegates on Saturday morning of the annual district convention. Requests for Recommendation of Endorsement for International office will also be considered by the House of Delegates on Saturday morning.

- All Key Club members in good standing wishing to run for these positions must place their name in nomination prior to the start of the first general session on Friday night. In order to be nominated, candidates must attend the 6:00 pm candidates meeting, and have submitted a completed/signed candidate commitment form. Please note there is a DIFFERENT candidate commitment form for each position; please make sure to complete the correct form.
- During the Friday night opening session, all candidates for Executive Office as well as those seeking the Recommendation of Endorsement for International office from the House of Delegates will be introduced; no speeches will be given.
- During the caucus and elections meeting following the general session each candidate will be given one (1) minute to address each regional caucus, will answer two (2) set questions, and may be asked additional questions based on time available.
- At the House of Delegates, all candidates for Executive Office and those seeking Recommendation of Endorsement for International Office will be given one minute to speak and may be asked up to two (2) set questions prior to the vote.
- All winners will be announced at the House of Delegates.



CANDIDATE COMMITMENT FORMS

ALL CANDIDATES FOR OFFICE ARE REQUIRED TO COMPLETE A CANDIDATE COMMITMENT FORM PRIOR TO BEING ELIGIBLE FOR OFFICE. THIS FORM, ONCE COMPLETED, SHOULD BE SUBMITTED AT THE DISTRICT CONVENTION CANDIDATES MEETING IF RUNNING FOR LT. GOVERNOR POSITIONS, EXECUTIVE OFFICE OR RECOMMENDATION OF ENDORSEMENT FOR INTERNATIONAL OFFICE.

EACH OFFICE HAS A DIFFERENT CANDIDATE COMMITMENT FORM; PLEASE MAKE SURE THE APPROPRIATE FORM IS COMPLETED AND SUBMITTED.

**Questions? Just ask!
admin@carolinaskeyclub.org**

LEADERSHIP OPPORTUNITIES and INCENTIVES

For Elected Leaders of the Carolinas District of Key Club International

Members of the 2018-2019 Carolinas District Board will have the opportunity to attend amazing conferences, conventions and leadership events. These conferences are motivational, educational and often life changing experiences. Historically, board members that become better educated and motivated about community service and Key Club impact gain the most from the experience as a district board member. For this reason, attendance at these activities is a substantial part of the requirement to remain a district board member. Dues from each member in the district help to support board member education and inspiration, and help to fund huge discounts to events attended by the district board member. ALL District Leadership Experiences (DLE's) are **100% funded** by the district, with **no cost** to the board member for attendance. The Carolinas District provides a minimum of **\$1800** of Leadership Training and event price reductions for all members of the Carolinas District Board.

Each event attended and service agreement requirement accomplished earns points; minimum point level are required by certain dates to continue in the elected position. Levels listed below represent maximum points possible for attending the *entirety* of the event; rare exceptions for late arrivals or early departures will be allocated points at the Governor and Administrator's discretion. Please note that most events are "expected" attendance and cannot be missed without approval by the administrator PRIOR to election. Failure to obtain prior approval for any needed absence could result in forfeiture of the elected position.

1st Quarter Leadership opportunities and points earning potential

- Basic District Leadership Experience (April 13 – 15, 2018) - **10 points**
- Basic District Leadership Experience Make Up Event (TBD and NOT guaranteed to take place) - **3 points**
- Key Leader Conference (April 20-22, 2018) - **BONUS 7 points (not required but recommended)**

2nd Quarter Leadership opportunities and points earning potential

- International Convention (ICON) (June 30 - July 9, 2018 – TBD)- **15 points**
- Advanced District Leadership Experience (August 17 - 19, 2018) - **7 points**
- Monthly newsletters - **2 points each month completed**

3rd Quarter Leadership opportunities and points earning potential

(To remain on the District Board, minimum of 40 points must be earned by the end of the 3rd Quarter, November 30, 2017)

- Fall Rally & prep meeting (October 6 - 7, 2018) (board member pays for Carowinds portion only)- **7 points**
- Kiwanis Family Conference (KFC) (November 2 - 4, 2018) - **7 points**
- Monthly newsletters - **2 points each month completed**

4th Quarter Leadership opportunities and points earning potential

- Professional District Leadership Experience (January 4 - 6, 2019) - **7 points**
- District Convention and pre-convention board meeting - (March 22 - 24, 2019) - **10 points**
- Monthly newsletters - **2 points each month completed**
- International Convention (ICON) (July 2019)

LEADERSHIP TRAINING & INCENTIVES PROVIDED - **\$1800 or more!**

Basic, Advanced, Fall Rally prep meeting & Professional DLE's - **FREE (\$580 value for 3 DLE's at NO COST)**

International Convention 2018 (ICON) - **(\$350.00 discount)** with one other regular price Key Club member attendee from home club OR 3 other regular price Key Club member attendees from home division *

KFC - **FREE (\$175.00 minimum discount)** with one other regular price Key Club member attendee from home club OR 3 other regular price Key Club member attendees from home division *

District Convention Registration (at end of term) - **FREE (\$180.00 minimum discount)** , **provided that the district board member has attended: Basic, Advanced and Professional DLE's, and KFC. If any of these events are missed, the district board member must pay the early bird registration rate. (\$180.00 - \$185.00 estimated)**

ICON 2019 - **\$350.00 discount** for all 2018-2019 board members that acquired 80+ points during the year

*special form must be submitted noting each Key Club member attending that board member is credited with for recruitment. Attendees for credit towards incentives cannot be "shared" by board members.

MINIMUM JOB REQUIREMENTS FOR KEY CLUB DISTRICT OFFICERS* & TO QUALIFY FOR LEADERSHIP OPPORTUNITIES and INCENTIVES

A complete job description will be available in the service agreement packet.

All District Board Members:

Attend meetings and events as outlined in the candidate's commitment form and service agreement.
Abide by the Carolinas District Key Club Code of Conduct at all Key Club and Kiwanis functions.
Assist in the promotion of the office to facilitate the election of a competent successor.
Promote Key Club and Kiwanis Family ideals throughout your home, school, and community.
Copy ALL correspondence to the Governor, Administrator, and others as directed.
Perform all duties required by the District Bylaws.

Lt. Governors:

Complete and submit all directory/contact information from the Division.
File an official monthly report
Correspond with each President in the division at least monthly.
Prepare and send a monthly newsletter to clubs and sponsoring Kiwanis clubs in Division.
Actively plan and participate in the assigned Club Officer Training Meeting (Fall).
Serve actively on District committees as assigned by the Governor.
Reactivate weak clubs, reorganize inactive clubs, and attempt to build new clubs.
Actively assist in collection of District and International dues in the division.
Where possible, attend at least one club meeting of each club in the division.
Submit a Robert F. Lucas Outstanding Lieutenant Governor Binder at the end of the term.

Governor:

Be the executive officer of the Carolinas District.
Submit monthly newsletters to the district board, and quarterly newsletters to the clubs, as directed.
Schedule DLE's and events with the Administrator.
Aid in the collection of District and International dues.
Be in constant communication with the other officers and Administrator.
Aid in reorganizing clubs and organizing new clubs.
Promote Kiwanis Family relations.
Collect monthly reports from district officers.
Represent the District to Kiwanis and Key Club International.
Travel as necessary (directed by the District Administrator) to Key Club functions.
Perform other duties as directed by the District Administrator.

Secretary:

Submit records of the Carolinas District Key Club annual convention as directed.
Submit monthly newsletters to the district board, and quarterly newsletters to the clubs, as directed.
Update and revise the Carolinas Key; submit addendums as directed.
Keep records of all DLE's, and submit as directed.
Travel as necessary (directed by the District Administrator) to Key Club functions.
Perform other duties as directed by the Governor and approved by the District Administrator.

Treasurer:

Actively work to ensure 100% annual dues collection.
Submit monthly newsletters to the district board, and quarterly newsletters to the clubs, as directed.
Submit monthly dues reports.
Make timely reports to the District Board on the collection of District dues.
Travel as necessary (directed by the District Administrator) to Key Club functions.
Perform other duties as directed by the Governor and approved by the District Administrator.

Editor:

Actively update the Carolinas District Website.
Edit and distribute a district publication to clubs quarterly.
Work with all forms of social media for the purpose of promoting the district and its events.
Develop strategies for mass media development and implementation.
Submit monthly newsletters to the district board, and quarterly newsletters to the clubs, as directed.
Travel as necessary (directed by the District Administrator) to Key Club functions.
Perform other duties as directed by the Governor and approved by the District Administrator.

***This is not intended to be a FULL job description, but a general listing of minimal requirements of the office.**

2018

CAROLINAS DISTRICT KEY CLUB INFORMATION AND COMMITMENT FORM 2018-2019 CANDIDATES FOR LT. GOVERNOR

Office Use only:
Division:

This form is required for everyone seeking the position of Lt. Governor

(Please print or type neatly)

I am a member of _____ Key Club in Division _____

Name _____

Address _____

City, State, Zip _____ Email Address _____

Home Phone Number _____ Cell Phone Number _____

Parent/Guardian 1 Name & Cell Phone # _____

Parent/Guardian 2 Name & Cell Phone # _____

Sex (circle one) Male Female Date of Birth (MM/DD/YYYY) _____

Current Grade _____ Year of Graduation _____

Requirements of Office:

A) I am aware that there are events that are necessary and require my attendance to remain a member of the District Board.

Specific details and dates:

1. District Convention (March 16-18, 2018)
2. Basic District Leadership Experience (April 13-15, 2018)
3. International Convention with travel on the Carolinas District Tour (June 30 - July 9, 2018)
4. Advanced District Leadership Experience/Kiwanis District Convention (August 17-19, 2018)
5. Fall Rally and Fall Rally Prep Meeting (October 6-7, 2018)
6. Kiwanis Family Conference at Black Mountain (November 2-4, 2018)
7. Professional District Leadership Experience (January 4-6, 2019)
8. District Convention and pre-convention Board Meeting (March 21 - 24, 2019)

B) I understand that I will be required to sign a service agreement that more specifically outlines my responsibilities to the Carolinas District of Key Club International. (Sample copies will be available prior to election) I also understand that even once elected, I will serve at the pleasure of the Carolinas District of Kiwanis International, and at any time, for any reason, I may be asked to relinquish my position if deemed necessary by the Kiwanis Key Club Committee.

C) Transportation to/from all meetings/events within the Carolinas is the responsibility of the student, and failure to attend because of transportation problems is not excused. I understand that when hotel type rooming is provided, it will be with up to 3 other members of the same sex assigned to one room with 2 double beds. Therefore, sharing of a bed or sleeping on the floor will be required.

D) Computer access is vital to the position. I understand that I must have an email account that accepts attachments, and must have daily access to said account. PUBLISHER software is critical for success of any District Board member. Internet access is my responsibility and is not reimbursable.

E) I understand that prior to my election it is my responsibility to cover the duties of office and travel requirements with my parents, Faculty Advisor, and Kiwanis Advisor.

Candidate for Office (Required) Date

Faculty or Kiwanis Advisor (Required) Date

Parent or Guardian (Required) * Date

**Form can be brought to convention or sent
via EMAIL: CDKC47@GMAIL.COM**

****If this form is completed at convention without a parent/
guardian signature, a signed form must be returned with the
completed Service at Basic District Leadership Experience.***

2018

CAROLINAS DISTRICT KEY CLUB INFORMATION AND COMMITMENT FORM 2018-2019 CANDIDATES FOR EDITOR

This form is required for everyone seeking the position of Editor

(Please print or type neatly)

I am a member of _____ Key Club in Division _____

Name _____

Address _____

City, State, Zip _____ Email Address _____

Home Phone Number _____ Cell Phone Number _____

Parent/Guardian 1 Name & Cell Phone # _____

Parent/Guardian 2 Name & Cell Phone # _____

Sex (circle one) Male Female Date of Birth (MM/DD/YYYY) _____

Current Grade _____ Year of Graduation _____

Requirements of Office:

A) I am aware that there are events that are necessary and require my attendance to remain a member of the District Board.

Specific details and dates:

1. District Convention (March 16-18, 2018)
2. Basic District Leadership Experience (April 13-15, 2018)
3. International Convention with travel on the Carolinas District Tour (June 30 - July 9 2018 - TBD)
4. Advanced District Leadership Experience/Kiwanis District Convention (August 17 - 19, 2018)
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D) Computer access is vital to the position. I understand that I must have an email account that accepts attachments, and must have daily access to said account. PUBLISHER software is critical for success of any District Board member. Internet access is my responsibility and is not reimbursable.

E) I understand that prior to my election it is my responsibility to cover the duties of office and travel requirements with my parents, Faculty Advisor, and Kiwanis Advisor.

Candidate for Office (Required) Date

Faculty or Kiwanis Advisor (Required) Date

Parent or Guardian (Required) * Date

**Form can be brought to convention or sent
EMAIL: CDKC47@GMAIL.COM**

****If this form is completed at convention, a fully signed copy must be returned to the administrator by the start of House of Delegates or the candidate will be declared ineligible.***

2018

CAROLINAS DISTRICT KEY CLUB INFORMATION AND COMMITMENT FORM 2018-2019 CANDIDATES FOR TREASURER

This form is required for everyone seeking the position of Treasurer

(Please print or type neatly)

I am a member of _____ Key Club in Division _____

Name _____

Address _____

City, State, Zip _____ Email Address _____

Home Phone Number _____ Cell Phone Number _____

Parent/Guardian 1 Name & Cell Phone # _____

Parent/Guardian 2 Name & Cell Phone # _____

Sex (circle one) Male Female Date of Birth (MM/DD/YYYY) _____

Current Grade _____ Year of Graduation _____

Requirements of Office:

A) I am aware that there are events that are necessary and require my attendance to remain a member of the District Board.

Specific details and dates:

1. District Convention (March 16-18, 2018)
2. Basic District Leadership Experience (April 13-15, 2018)
3. International Convention with travel on the Carolinas District Tour (June 30 - July 9 2018 - TBD)
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D) Computer access is vital to the position. I understand that I must have an email account that accepts attachments, and must have daily access to said account. PUBLISHER software is critical for success of any District Board member. Internet access is my responsibility and is not reimbursable.

E) I understand that prior to my election it is my responsibility to cover the duties of office and travel requirements with my parents, Faculty Advisor, and Kiwanis Advisor.

Candidate for Office (Required) Date

Faculty or Kiwanis Advisor (Required) Date

Parent or Guardian (Required) * Date

**Form can be brought to convention or sent
EMAIL: CDKC47@GMAIL.COM**

****If this form is completed at convention, a fully signed copy must be returned to the administrator by the start of House of Delegates or the candidate will be declared ineligible.***

2018

CAROLINAS DISTRICT KEY CLUB INFORMATION AND COMMITMENT FORM 2018-2019 CANDIDATES FOR SECRETARY

This form is required for everyone seeking the position of Secretary

(Please print or type neatly)

I am a member of _____ Key Club in Division _____

Name _____

Address _____

City, State, Zip _____ Email Address _____

Home Phone Number _____ Cell Phone Number _____

Parent/Guardian 1 Name & Cell Phone # _____

Parent/Guardian 2 Name & Cell Phone # _____

Sex (circle one) Male Female Date of Birth (MM/DD/YYYY) _____

Current Grade _____ Year of Graduation _____

Requirements of Office:

A) I am aware that there are events that are necessary and require my attendance to remain a member of the District Board.

Specific details and dates:

1. District Convention (March 16-18, 2018)
2. Basic District Leadership Experience (April 13-15, 2018)
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Faculty or Kiwanis Advisor (Required) Date

Parent or Guardian (Required) * Date

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EMAIL: CDKC47@GMAIL.COM**

**If this form is completed at convention, a fully signed copy must be returned to the administrator by the start of House of Delegates or the candidate will be declared ineligible.*

2018

CAROLINAS DISTRICT KEY CLUB INFORMATION AND COMMITMENT FORM

2018-2019 CANDIDATES FOR GOVERNOR

This form is required for everyone seeking the position of Governor

I am a member of _____ Key Club in Division _____

Name _____

Address _____

City, State, Zip _____ Email Address _____

Home Phone Number _____ Cell Phone Number _____

Parent/Guardian 1 Name & Cell Phone # _____

Parent/Guardian 2 Name & Cell Phone # _____

Sex (circle one) Male Female Date of Birth (MM/DD/YYYY) _____

Current Grade _____ Year of Graduation _____

Requirements of Office:

A) I am aware that there are events that require my attendance to remain a member of the District Board.

Specific details and dates:

1. Basic District Leadership Experience (April 13-15, 2018)
2. GATC (Governors training) (Baltimore, MD, April 26-29) No cost
3. International Convention with travel on the Carolinas District Tour (June 30 - July 9, 2018 - TBD)
4. LEADCON, with other Governors and 2018-19 International Board (July 19-22, 2018 Indianapolis, IN, TBD) - No cost
5. Advanced District Leadership Experience/Kiwanis District Convention (August 17-19, 2018)
6. Fall Rally and Fall Rally Prep Meeting (October 6 - 7, 2018)
7. Kiwanis Family Conference at Black Mountain (November 2-4, 2018)
8. Convention Planning meeting (November/December weekend, 2018, TBA)
9. Professional District Leadership Experience (January 4-6, 2019)
10. Kiwanis MID WINTER CONFERENCE (February 2019, Location TBA)
11. Circle K convention (February/March weekend, 2019, Location TBA) No cost
12. District Convention and pre-convention Board Meeting (March 21 - 24, 2019)

B) I understand that I will be required to sign a service agreement that more specifically outlines my responsibilities to the Carolinas District of Key Club International. (Sample copies will be available prior to election) I also understand that even once elected, I will serve at the pleasure of the Carolinas District of Kiwanis International, and at any time, for any reason, I may be asked to relinquish my position if deemed necessary by the Kiwanis Key Club Committee.

C) Transportation to/from all meetings/events within the Carolinas is the responsibility of the student, and failure to attend because of transportation problems is not excused. I understand that when hotel type rooming is provided, it will be with up to 3 other members of the same sex assigned to one room with 2 double beds. Therefore, sharing of a bed or sleeping on the floor will be required.

D) Computer access is vital to the position. I understand that I must have an email account that accepts attachments, and must have daily access to said account. PUBLISHER software is critical for success of any District Board member. Internet access is my responsibility and is not reimbursable.

E) I understand that prior to my election it is my responsibility to cover the duties of office and travel requirements with my parents, School Principal, Faculty Advisor, and Kiwanis Advisor.

Candidate for Office (Required) Date

Faculty or Kiwanis Advisor (Required) Date

Parent or Guardian (Required) * Date

**Form can be brought to convention or sent
EMAIL: CDKC47@GMAIL.COM**

**If this form is completed at convention, a fully signed copy must be returned to the administrator by the start of House of Delegates or the candidate will be declared ineligible.*

CAROLINAS DISTRICT KEY CLUB INFORMATION AND COMMITMENT FORM
2018-2019 CANDIDATES FOR RECOMMENDATION OF INTERNATIONAL ENDORSEMENT

This form is required for everyone seeking the Recommendation of Endorsement for International Office

I am seeking the recommendation of endorsement for International: _____
(President, Vice President, Trustee)

I am a member of _____ Key Club in Division _____

Name _____

Address _____

City, State, Zip _____ Email Address _____

Home Phone Number _____ Cell Phone Number _____

Parent/Guardian 1 Name & Cell Phone # _____

Parent/Guardian 2 Name & Cell Phone # _____

Sex (circle one) Male Female Date of Birth (MM/DD/YYYY) _____

Current Grade _____ Year of Graduation _____

Requirements of those seeking Recommendation of Endorsement for International Office:

A) I am aware that there are requirements that must be met in order to keep the endorsement received by the Carolinas District Board. I understand that my endorsement is contingent on the completion of the requirements listed below, and that my endorsement will be automatically rescinded if I fail to do so.

Requirements once endorsed:

- Submit to Key Club District Governor and Administrator a first draft of the biography and flyer due to Key Club International at least 2 weeks prior to deadline for submission to Key Club International.
- Submit to Key Club District Governor and Administrator a final copy of the biography and flyer due to Key Club International at least 1 week prior to deadline for submission to Key Club International.
- Agree to and help recruit a District campaign team, headed by the Immediate past Key Club Governor, to assist in the election process at the Key Club International Convention.
- Agree to attend the Basic DLE, April 13-15, 2018
- Agree to a meeting with the District campaign team, in the month of April or May, to plan and prepare for the campaign. This meeting must take place prior to submission deadlines to Key Club International.
- Agree to a meeting with the District campaign team, in the month of June, to finalize and execute strategies for the campaign.

B) Transportation to/from all meetings/events within the Carolinas is the responsibility of the endorsed candidate, and failure to attend because of transportation problems is not excused. I understand that when hotel type rooming is provided, it will be with up to 3 other members of the same sex assigned to one room with 2 double beds. Therefore, sharing of a bed or sleeping on the floor will be required.

C) Computer access is vital to the position. I understand that I must have an email account that accepts attachments, and must have daily access to said account.

D) I understand that prior to my endorsement it is my responsibility to cover the duties of office and travel requirements with my parents, Faculty Advisor, and Kiwanis Advisor.

Candidate for Office (Required) Date

Faculty or Kiwanis Advisor (Required) Date

Parent or Guardian (Required) * Date

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