

Key Club

Louisiana-Mississippi-West Tennessee District

DISTRICT SECRETARY-TREASURER'S SERVICE AGREEMENT

Please include two letters of recommendation, one of which must be from your faculty advisor. Candidates must be full time, full year high school students. While candidates may be in dual enrollment classes, the majority of the candidate's time must be spent on a high school campus.

I, _____, (hereinafter referred to as Secretary-Treasurer),
of _____, (Address)
_____, (City, State, & Zip)

agree to faithfully perform the following duties as District Secretary-Treasurer:

1. To operate under the direction and leadership of the District Administrator and the District Financial Advisor (Kiwanis Executive Director);
2. **To attend the following required meetings:**
 - a. **the official District Training Conference for District Board Members;**
 - b. **all District Key Club Board Meetings;**
 - c. **the Key Club International Convention;**
 - d. **the District Key Club Conventions, both at the beginning and at the end of the term of office;**
3. Regional Rallies when held, and any other official or unofficial meeting which needs to be recorded;
4. To have full charge of all District records, maintaining them in an orderly, up-to-date condition (these records shall be available for inspection by the Key Club District Board, the Kiwanis District Board, and the Key Club District Administrator);
5. To keep official minutes of all District Board Meetings and the District Convention. To forward copies to all District Officers, the Key Club District Administrator, and the Kiwanis District Governor, Governor-Elect, and Executive Director within thirty (30) days;
6. To publish the official minutes of any District Board Meeting in the regular monthly email out to each club;
7. To publish a monthly newsletter for Club Secretaries, giving ideas on how to complete the reports, recognizing top reports, helpful project suggestions and hints on taking minutes;
8. To produce a district directory by October 1st, listing all clubs, their address and their officers;
9. To receive monthly reports from clubs, and to maintain statistics for reporting; to maintain a file for project and program suggestions developed from these reports; and to develop a way to recognize outstanding clubs; to distribute to all clubs and officers, the necessary report forms when requested;
10. To develop an annual budget, in cooperation with the District Financial Advisor, and to manage the approved budget for all Board Members and keep them posted as to the amount left in each respective allotment;
11. To receive, verify, and approve all vouchers for reimbursable expenses, when submitted by members of the Key Club District Board and to submit approved vouchers and check requisitions to the District Office for payment;
12. To provide a copy of the financial report to all Board Members at each District Board Meeting, the District Convention, and at any other time the Governor requests one, and be able to discuss the report concerning income and expenditures;
13. To publish a financial report at least quarterly in the regular monthly mail out to each club; to publish a monthly newsletter for club treasurers;

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14. To oversee the payment of dues by clubs, both to the District and to International. To keep the Lieutenant Governors informed as to which clubs have not yet paid dues in each respective division; to mail notices to each club overdue in dues payment on a monthly basis, and to notify each school principal and sponsoring Kiwanis Club of indebtedness when and if necessary;
15. To faithfully serve on any committees assigned by the Governor;
16. To abide by the accepted rules of conduct at all Key Club functions.

The **DISTRICT**, in consideration of the **SECRETARY-TREASURER** faithfully performing all of the above listed duties and responsibilities, agrees to the payment of the following **SECRETARY-TREASURER** expenses (LIMITED to the amounts set in the APPROVED DISTRICT BUDGET during the **SECRETARY-TREASURER'S** current Key Club year):

1. For postage and office supplies as is needed to send newsletters, club correspondence, and district reports;
2. For the budgeted amount to attend the Key Club International Convention;
3. For the cost of accommodations for each overnight District Board meeting, provided the **SECRETARY-TREASURER** stays in the accommodations assigned to them by the District Administrator;
4. For reasonable mileage for travel to and from all official meetings of the District Board;
5. For the cost of registration and housing at the District Convention, provided the **SECRETARY-TREASURER** stays in the room assigned by the District Administrator.

PLEASE NOTE: Should your Key Club, your sponsoring KIWANIS Club or the LaMissTenn Key Club District pay any fees on your behalf for accommodations for meetings or trips, you must reimburse the fees as appropriate should you cancel attendance at any District related mandatory functions.

I have read this service agreement, understand it, agree with it, and pledge to perform the duties of **DISTRICT SECRETARY-TREASURER** for the betterment of Key Club, the schools, and the communities they serve.

SECRETARY-TREASURER _____ **DATE** _____

As Parent (and/or Guardian), I have read this Service Agreement, understand and agree with the terms. I also understand the commitment of time and energy that will be required of my son/daughter and am supportive of this opportunity for my son/daughter to grow, to learn, and to be challenged.

PARENT/GUARDIAN _____ **DATE** _____

As Faculty Advisor for this student's Key Club, I have read this Service Agreement, understand and agree with the terms. I also understand the commitment of time and energy that will be required of this Key Clubber and our school and club are supportive of this opportunity for this member to grow, to learn, and to be challenged.

FACULTY ADVISOR _____ **DATE** _____

ALL CANDIDATES RUNNING FOR DISTRICT OFFICE must eMail their Service Agreement and pertinent documents to the District Administrator at DistrictAdmLMTKCJudi@gmail.com by March 4th, 2023. Candidates will deliver a hard copy of these documents with original signature at the time of Registration Packet Pickup at the District Convention.

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STATEMENT OF CANDIDACY FOR LAMISSTENN DISTRICT OFFICE

I, *(full name)* _____, do hereby declare myself willing to perform the duties and responsibilities of *(office sought)* _____ of the Louisiana-Mississippi-West Tennessee District of Key Club International. I fully realize that if I am elected, I will be obligated and expected to carry out all of the duties of my office (as listed on the respective official District Office Service Agreement) to the best of my ability.

- 1) Maintain the quality of my school work and keep it up to date so that permission may be obtained from my parents and school for absences due to Key Club business.
- 2) Attend ALL officially called District Board Meetings. (There are normally six (6) such meetings during the course of the Key Club Administrative Year.)
- 3) Submit monthly reports for each month (for a total of twelve); in addition to evaluation reports for each officially called District Board Meeting and at such times when the District Administrator and Key Club Governor may request these evaluation reports. (This is for Lieutenant Governors.)

PLEASE NOTE: Should your Key Club, your sponsoring KIWANIS Club or the LaMissTenn Key Club District pay any fees on your behalf for accommodations for meetings or trips, you must reimburse the fees as appropriate should you cancel attendance at any District related mandatory functions.

My failure in any one of these duties of my office will result in my dismissal from said office.

signed: _____
CANDIDATE DATE

Home Mailing Address: _____

City/State/Zip: _____

Home Phone: _____ () _____

Approval: signed: _____
CANDIDATE'S PARENT DATE

signed: _____
FACULTY ADVISOR DATE

signed: _____
KIWANIS ADVISOR DATE

[over]

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DISTRICT OFFICER CANDIDATE BIOGRAPHICAL INFORMATION

Candidate for Office of: _____

Full Name: _____ Nickname: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Preferred Mailing Address: _____

(if different from above)

City: _____ State: _____ Zip: _____

Telephone: (____) _____ E-Mail: _____

Key Club of: _____ High School, Division _____

Year(S) In Key Club: _____ Positions Held In Key Club: _____

Positions held in other school organizations and activities: _____

How could you, as a member of the LaMissTenn District Board, add strength to the Board: _____

General Facts:

CURRENT (2022-2023) GRADE: JUNIOR SOPHOMORE FRESHMAN

ACADEMIC GRADE POINT AVERAGE: _____

NON WEIGHTED 4.0 SYSTEM: _____

PROBABLE CHOICE IN COLLEGE: _____

OTHER EXTRA-CURRICULAR ACTIVITIES (not listed above): _____

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CAMPAIGN EXPENSE REPORT

No more than \$100.00 (one hundred dollars) may be spent by a candidate for campaign material, including postage. Gifts of any sort must be fairly estimated at a current market value price. Each candidate must submit this form to the Governor at the **Conference for Candidates for District Office and Their Advisors**.

CANDIDATE: _____

KEY CLUB OF _____ HIGH SCHOOL, DIV. _____

OFFICE SOUGHT: _____

I certify that the following amounts were spent for my campaign, or donated to me for my campaign for the District Office listed above:

	<u>AMOUNT SPENT:</u>	<u>DONATED VALUE:</u>
PASS-OUT LITERATURE:	\$ _____	\$ _____
POSTERS:	\$ _____	\$ _____
CAMPAIGN BUTTONS OR STICKERS:	\$ _____	\$ _____
POSTAGE:	\$ _____	\$ _____
OTHER ITEMS (please itemize: _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
TOTALS:	\$ _____	\$ _____
TOTALS:		\$ _____

I certify that the above information is a true valuation of the money spent on my campaign:

signed: _____ date: _____