

Key Club

Louisiana-Mississippi-West Tennessee District

LIEUTENANT GOVERNORS' 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 students 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 Lieutenant Governor)

of _____ (Address)

_____ City/State/Zip),

agree to faithfully perform the following duties as Lieutenant Governor of Division _____:

- 1. To attend the official District Training Conference for District Board Members;**
- 2. To attend all District Key Club Board Meetings;**
- 3. To attend the Key Club International Convention;**
- 4. To attend the District Key Club Conventions, both at the beginning of my term of office and at the end of my term of office.**
- 5. To attend the District Spring Training Conference for Club Officers;**
- To turn in all Key Club directory information from my division;
- To file my Official MONTHLY REPORT with the Governor, District Administrator and District Treasurer, by the fifteenth (15th) day of each month;
- To visit each local Key Club in my division at least once during my term of office;
- To correspond with or phone each President in my division at least monthly;
- To prepare and send a monthly NEWSLETTER to the clubs and sponsoring Kiwanis Clubs in my division;
- To form a PRESIDENTS COUNCIL and hold meetings on a monthly basis;
- To hold a divisional INTERCLUB at least once every three (3) months during my term of office; to hold a Divisional TRAINING CONFERENCE for my division, between July 25th and October 5th;
- To serve actively on such committees as appointed to by the District Governor.
- To correspond monthly with the Kiwanis Clubs sponsoring Key Clubs within my division and keep them advised regarding any news or important developments (such as upcoming Key Club events, problems with their Key Clubs, etc.). This duty may be fulfilled in part by means of my monthly newsletter.
- To organize new Key Clubs wherever and whenever possible, reactivate delinquent clubs, and try to reorganize clubs whose charters have been revoked;
- To ACTIVELY assist in the collection of both District and International dues.
- To prepare a typewritten evaluation of all of the Key Clubs and their Kiwanis sponsors within my division, for each District Board Meeting.
- To provide for the election of a competent successor;
- To turn over all of my files and records to my successor, immediately upon the election or appointment of a successor.

It is also agreed that the failure of the LIEUTENANT GOVERNOR to fulfill any or all of the duties and responsibilities listed above will result in their immediate removal from the office of LIEUTENANT GOVERNOR.

Key Club

Louisiana-Mississippi-West Tennessee District

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

1. For travel within the LIEUTENANT GOVERNOR'S respective Division for the purposes of visiting clubs, president council meetings, reactivation of clubs, starting new clubs, etc.;
2. For postage and office supplies as is needed to send divisional newsletters, club correspondence and divisional and district reports;
3. For long distance phone calls for purposes of club contacts, executive board contacts, committee work, etc.;
4. For the budgeted amount to attend the Key Club International Convention;
5. For the cost of accommodations for each overnight District Board meeting, provided the LIEUTENANT GOVERNOR stays in the accommodations assigned to them by the District Administrator;
6. For reasonable mileage for travel to and from all official meetings of the District Board;
7. For the cost of registration and housing at the District Convention provided the LIEUTENANT GOVERNOR 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 **Lieutenant Governor** for the betterment of Key Club, the schools, and the communities they serve.

Lt. Governor Candidate Signature: _____ **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 Signature: _____ **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 Signature: _____ **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.

Key Club

Louisiana-Mississippi-West Tennessee District

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.)

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.

- 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.)

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

Signed: _____
CANDIDATE SIGNATURE DATE

Home Mailing Address: _____

City/State/Zip: _____

Home Phone: _____ () _____

Approval: Signed: _____
CANDIDATE'S PARENT SIGNATURE DATE

Signed: _____
FACULTY ADVISOR SIGNATURE DATE

Signed: _____
KIWANIS ADVISOR SIGNATURE DATE

[over]

Key Club

Louisiana-Mississippi-West Tennessee District

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 (2018-2019) GRADE: JUNIOR SOPHOMORE FRESHMAN

ACADEMIC GRADE POINT AVERAGE: _____

NON WEIGHTED 4.0 SYSTEM: _____

PROBABLE CHOICE IN COLLEGE: _____

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

Key Club

Louisiana-Mississippi-West Tennessee District

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 District Administrator 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: _____