

KEY CLUB®

MINUTES OF THE OFFICIAL MEETING OF THE 2014-2015 DISTRICT BOARD OF
THE FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL
SHERATON SUITES WESTSHORE
TAMPA, FLORIDA
9:00 A.M., SUNDAY, AUGUST 3, 2014

Call to Order:

Governor Lauren McAllister called the meeting to order at 9:07am

Pledge of Allegiance

Division 5 Lt. Governor Borica Chhem led the Pledge of Allegiance.

Invocation

Division 16 Lt. Governor Miles Lowe led the invocation.

Roll Call

District Secretary Alexandra Sanchez took roll call and recorded the 2014-2015 Board Members present.

2014-2015 Board Members Present

Governor Lauren McAllister	LTG Div 13: Charli Baden	LTG Div 25B: Noah Shahaf
Secretary Alexandra Sanchez	LTG Div 14A: Connor Aspray	LTG Div 25C: Sara Kvaska
Treasurer Nick Azcarate	LTG Div 14B: Shane Meagher	LTG Div 26A: Ruben Martinez
Editor Katt Crowdis	LTG Div 14C: Bailey Gray	LTG Div 26B: Jose Leoncio
Executive Assistant Kubra Khan	LTG Div 15A: Ileana Patlan	LTG Div 26C: Griffin Baker-Royo
Webmaster Matthew Bonachea	LTG Div 15B Alyssa Cloud	LTG Div 26D: Dominique Small
LTG Div 1: Morgan Denny	LTG Div 16: Miles Lowe	DCON Chair Jonathan Thompson
LTG Div 2A: VACANT	LTG Div 17: Ian MacDonald	District Admin David McCampbell
LTG Div 2B: Brayton Miles	LTG Div 18 Linda Martin	ZA A&B: Heather Locke
LTG Div 3: Zac Schroepfer	LTG Div 19A: Junior Pierre Louis	ZA C: Sara Matukaitus
LTG Div 4: Taylor Paddock	LTG Div 19B: Emily Vance	ZA D: Gene Leonard
LTG Div 5: Borica Chhem	LTG Div 20A: Stephan Jaksch	ZA E: Amanda Saguil
LTG Div 7: William Woulard	LTG Div 20B: Palak Shah	ZA F: Richard Osso
LTG Div 8: Jasmine Meyers	LTG Div 21: Samantha Maher	ZA G: Renee Richar
LTG Div 9: Reagan Wooster	LTG Div 22: Chase Canales	ZA H: Pam Edwards
LTG Div 10A: Justin Raman	LTG Div 23A: Gina Bae	ZA I: Elizabeth Kominar
LTG Div 10B: Michael Greenwald	LTG Div 23B: Aaron Forde	ZA J: Gwen & Richard Leys
LTG Div 10C Estefania Baez	LTG Div 24A: Katherine Sims	ZA K-25: Lana Nudel
LTG Div 11: Abigail Wells	LTG Div 24B: Katherine Castaner	ZA K-26 Dawn Campbell
LTG Div 12: VACANT	LTG Div 25A: Eileen Rivery	AA Training: Donna Parton

Absentees

Division 6 Lt. Governor Geeta Minocha

Quorum

District Secretary Alexandra confirmed the presence of a quorum for the conduct of business.

Introduction of Guests

Kiwanis Governor Matthew Cantrall and First Lady, Cheryl
CKI Governor Michelle Ocampo
Kiwanis Governor-elect Chuck Gugliuzza and his wife, Emilia
Kiwanis Treasurer Celia Earl
CKI Lt. Governor Kia Adams
Kiwanian Pam Davison
International Trustee Laken Kelly

Adoption of the Agenda

Division 14A Lt. Governor Connor Aspray moved to approve the adoption of the agenda. Motion was seconded and passed.

Approval of June Board Meeting Minutes

Division 26A Lt. Governor Ruben Martinez moved to approve the June Board Meeting Minutes. Motion was seconded and passed.

Approval of Resignations

Division 24B Lt. Governor Katherine Castaner moved to approve the resignation of Division 9 Lt. Governor Jonathan Thompson, Division 12 Lt. Governor Gabby Stead, and Division 2A Lt. Governor Matthew Lancaster. Motion was seconded and passed.

Approval of Appointments

Division 21 Lt. Governor Samantha Maher moved to approve the appointment of DCON Chair Jonathan Thompson, Kiwanis Playground Construction Chair Estefania Baez, and Lt Governor Division 9 Reaghan Wooster. Motion was seconded and passed.

Installation of Appointment

Governor-elect Chuck Gugliuzza installed the appointments gave his remarks.

Executive Officer Reports

Governor Lauren McAllister:

Over the past two months since LTC, I have been keeping busy to say the least! I have worked with the committees to ensure they are the right track to complete all of the resources that were presented to you this weekend and lead the ICON Tour in Anaheim. I have also appointed a DCON Chair, the Division 9 Lieutenant Governor, the Kiwanis Playground Construction Chair, have begun to work on my appointment for 2015 ICON Chair. I have attended the CKI Summer Board Meeting to learn about their organization and strengthen the bond between our branches. I have also attended LeadCon in Indianapolis, Indiana where I met our Trustee and had my initial meeting with them.

In addition to all of those things, I have responded to all emails, worked on several documents such as Quarterly Evaluations and newsletters, reviewed all Lt. Governor Reports and held several conference calls. Please let me know if you ever need anything. I try to anticipate your needs to the best of my ability; however, I am not

Superwoman or a mind reader, so I need your help to best help you! Keep up the great work you are all doing. I am so proud to serve such a wonderful board of individuals. This concludes my report.

District Secretary Alexandra Sanchez:

Since LTC, I have been working with the Education and Membership Development Committee to update the OPR and Secretary Training PowerPoints and have helped create a guide for newly chartered clubs. I have also attended the District Secretary Training Workshop at ICON to better serve you as a District Officer. The Board Directory and OPR Officer List has been updated to reflect our newly appointed Officers and the District Hours Spreadsheet has been updated for the month of May, and is being re-done to be more effective in its calculations. I have also been sending OIF Submission emails to track clubs that have not submitted the OIF thus far, and have, in turn, also congratulated clubs that have submitted the OIF through my Summer Club Secretary Newsletter. Finally, the OPR contents PowerPoint has been updated for the Florida District website. Moving forward, once the District Hours Spreadsheet is re-done, it will be publicized on the Florida District website so that clubs may track their monthly hours and see how many hours per member they have to qualify for awards. Also, in the upcoming weeks I will be sending Pride Report status emails to club secretaries to let them know if they still qualify for the 100% Pride Report Submission Award. I also wanted to thank you all for being great co-workers and friends.

District Treasurer Nick Azcarate:

As far as our Florida District's finances go, we currently have a balance of \$120,355.39 in our Operating Funds, \$13,814.68 in our FLOF Funds, and \$238,485.35 in our Conference loss and other reserves. These amounts total \$372,655.32 and are as of June 30, 2014.

From LTC until now, I have been working on approving reimbursements and payments from the District. I've also been updating and emailing out the club file reports as needed, as there is not much activity in membership over the summer.

The Executive Committee has reviewed and approved the budget for this upcoming year. We have met with the Florida Kiwanis executives about this. Here at this August Board Meeting, we will finally bring up the topic of the budget to approve it. After our Board of Trustees approves it, the Florida Kiwanis District will approve our budget at their DCON and be in effect on October 1.

I am also serving on the Key Club Endowment Task Force, which is preparing a proposal for the Board. A basic endowment is a financial investment account that grows in interest. The Task Force has been working on what recommendations it has for how the money should be spent. Our goal is to use the money we earn from the endowment to offset the costs of DCON, not raise dues, and award more scholarships. This endowment proposal will come up at our January Board Meeting.

District Editor Katt Crowdis:

Over the past two months since Summer Board, I have been working on a variety of items. I worked on the board pictures, and with the help of our webmaster, uploaded them to the website. I attended International Convention in Anaheim, California where I learned so much from the workshops and made so many fantastic memories with our Board. I gathered service project examples for the Service in the Summer Sunshine article, pictures from ICON, and wrote articles for the June/August edition of The Sunshine Source. This issue was published on July 25. During the time between the publication date and Fall Board, I have also worked on

increasing the awareness and readership of The Sunshine Source through social media, emails, and with the help of Lieutenant Governors.

Additionally, I have helped Lieutenant Governors with improving the quality of their monthly communications by proof reading and ensuring the proper use of graphic standards. I have encouraged all Lieutenant Governors to send out their monthly communication by reminding them of the required sections in my informational email and sending multiple reminders about the due date. In my July informational email, I also reminded committees of Sunshine Source article assignments and included tips about newsletters.

In the beginning of August, I reminded the editors in the Florida District of their duties and how they can promote Key Club during the school year. Helping editors grow the image of Key Club is one of my major goals through my term. Since LTC, I have also assisted both the Awards Committee and the Service and Major Emphasis Committee and attended committee meetings.

District Webmaster Matthew Bonachea:

Since the Leadership Training Conference in June, I have been very busy with multiple tasks including: successfully transferring all user data from the floridakeyclub.com domain to floridakeyclub.org and making infrastructure improvements during the process, developing a system that allows for each division to have their own website as we discussed this weekend, working with the Kiwanis District Office to facilitate improvements and fixes to the OPR system as suggested by the board, posting all District Board pictures to the website and distributing them to all board members, updating the website with updated training materials, responding to numerous requests from committees to update their respective pages on the website, advising and assisting with the functions of both the DCON and Scholarships committees as their Executive Advisor, and responding to many emails that were either from clubs or board members that were technical in nature.

In the coming weeks I will continue to work with each committee to ensure that each page of our website is updated with current and relevant information, as well as assist each Lt. Governor with creating and maintaining their division's websites. I will also begin work on a project to bring email password change functionality to each board member, this way password changes can be made by the user rather than having to submit a request for it to be changed.

Please remember to copy the entire Executive Committee on your monthly communications. This can easily be done by copying the Executive Committee's email group at executivecommittee@floridakeyclub.org. Committee Chairs: Please make sure that when you request a change to be made to the website that it has already been approved by your Adult and Executive advisors. This concludes my report.

Executive Assistant Kubra Khan:

From our past board meeting to now, I have attended Key Club International Convention, updated LTG tracking reports, and worked with Lauren to complete assignments. I've taken peoples communication responses and have made a communication schedule that tends to everyone's availability as stated. In the upcoming weeks I plan to continue to work with my committees and look into individual DCON schedules for the District Board.

International Convention Report

Governor Lauren McAllister reported that ICON 2014 was held in Anaheim, California and was hosted by the California-Nevada-Hawaii District. 68 people attended the Florida tour, which consisted of a tour through Anaheim and its surrounding locations, and a trip to Disney Land. Florida's International Trustee candidate

Shane Meyers was elected as International Trustee, and two amendments proposed by Key Club International were approved.

Old Business

No old business to report.

New Business

Approval of Committee Reports/Recommendations:

Division 11 Lt. Governor Abigail Wells moved to approve the committee recommendations. Motion was seconded and passed.

Approval of 2014-2015 Budget:

District Treasurer Nick Azcarate moved to approve the proposed District Budget. Motion was seconded and passed.

Remarks by Kiwanis Governor

Kiwanis Governor Matthew Cantrall gave his remarks. He asks that the Board bring their knowledge to their home to inspire others, and to stay passionate about Key Club in order to fulfill their goals throughout their term.

Remarks by CKI Governor

CKI Governor Michelle Ocampo gave her remarks. She challenged the Board to begin a conversation with a Circle K member, whether it is about college or service.

Remarks by Kiwanis Governor-elect

Kiwanis Governor Chuck Gugliuzza gave his remarks. He asked the Board to keep moving forward as the school year begins and time becomes crunched. He thanked the Board for their commitment to The Eliminate Project.

Remarks by Kiwanis Treasurer

Kiwanis Treasurer Celia Earl gave her remarks. She thanked the Board for their support and for being continuous servant leaders.

Remarks by Key Club International Trustee

International Trustee Laken Kelly gave her remarks. Laken thanked the Board for their welcoming, and is looking forward to the rest of the year.

Leader of Leaders

Governor Lauren McAllister presented the Leader of Leader award to the following board members:

Lt. Governor Division 8 Jasmine Meyers

Webmaster Matthew Bonachea

Lt. Governor Division 10B Mike Greenwald

Lt. Governor Division 26A Ruben Martinez

Remarks by Kiwanis Committee on Key Club members

ZA Zone E Amanda Saguil gave remarks for the Kiwanis Committee.

Remarks by District Administrator

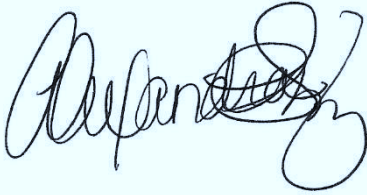
DA David McCampbell gave his remarks. He thanked District Conference Chair Jonathan Thompson for his dedication to Key Club, and for sacrificing his Lt. Governor position for his newly appointed position. He stated that we as a District are blessed to have such a dedicated and supportive Kiwanis Committee on our Board.

Key Club Pledge

Division 26B Lt. Governor Jose Leoncio conducted the Key Club Pledge.

Adjournment

Governor Lauren McAllister officially adjourned the meeting at 9:54am

A handwritten signature in black ink on a light blue background. The signature is cursive and appears to read "Alexandra Sanchez".

Alexandra Sanchez - 2014-2015 District Secretary

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.

2014-2015 BUDGET

October 1, 2014 through September 30, 2015

Approved by Florida District of Key Club 08/03/2014

			Comments for 2014-2015	2014-2015 Budget	2013-2014 Actual through 7/17/14	2013-2014 Budget
Income						
601	DUES					
	601.1	District Dues	19,000 members x \$3.50	\$ 66,500	\$ 86,246	\$ 63,000
	601.2	Florida Opportunity Fund	19,000 x \$1.00	\$ 19,000	\$ -	\$ 18,000
Total 601 DUES				\$ 85,500	\$ 86,246	\$ 81,000
603	DISTRICT CONFERENCE (DCON)		2000 attendees			
	603.1	Single Registration		\$ -	\$ 315	\$ -
	603.10	DCON Sponsorships		\$ -		\$ 6,500
	603.11	DCON Adult Reception Sponsor	From Kiwanis clubs and other sources	\$ 500		\$ 500
	603.4	DCON Registration	\$260 / 315 / 355 / 545	\$ 568,100	\$ 465,924	\$ 509,210
	603.6	Program Book Advertising		\$ 7,000	\$ 3,084	\$ 15,000
	603.15	FLOF Registration Offset	See 830.14	\$ 14,077	\$ -	\$ 11,500
Total 603 DISTRICT CONFERENCE (DCON)				\$ 589,677	\$ 469,323	\$ 542,710
604	INTERNATIONAL CONVENTION		72 @ \$700			
	604.8	Registration Fee	Governor - Less \$700 subsidy	\$ -	\$ 50	\$ 300
	604.8	Registration Fee	Secretary - Less \$500 subsidy	\$ 200	\$ 250	\$ 500
	604.8	Registration Fee	Treasurer - Less \$500 subsidy	\$ 200	\$ 250	\$ 500
	604.8	Registration Fee	Other Bd - Less 25 x \$200 subsidies	\$ 12,500	\$ 10,800	\$ 10,400
	604.8	Registration Fee	Asst Adms - Less 6 x \$980 subsidies	\$ -	\$ -	\$ 3,600
	604.8	Registration Fee	All others - 2 double & 48 quads	\$ 31,360	\$ 24,538	\$ 50,400
Total 604 INTERNATIONAL CONVENTION				\$ 44,260	\$ 35,888	\$ 65,700
605	FOUNDATION GRANTS		From FKF for Board training	\$ 20,500	\$ 23,500	\$ 23,500
	605.10	Misc Grants		\$ -	\$ -	\$ -
Total 605 FOUNDATION GRANTS				\$ 20,500	\$ 23,500	\$ 23,500
608	INTEREST					

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.

2014-2015 BUDGET

Comments for 2014-2015			2014-2015 Budget	2013-2014 Actual through 7/17/14	2013-2014 Budget
608.1	RJ Investment Interest		\$ 570	\$ 444	\$ 570
608.2	RJ DCON Loss Interest		\$ 1,450	\$ 1,393	\$ 1,450
608	INTEREST - Other		\$ 0	\$ 0	\$ 0
Total 608 INTEREST			\$ 2,020	\$ 1,837	\$ 2,020
611	DISTRICT SERVICE PROJECTS				
611.2	Eliminate Project	From DCON and other sources	\$ 15,000	\$ 7,534	\$ 15,000
Total 611 DISTRICT SERVICE PROJECTS			\$ 15,000	\$ 7,534	\$ 15,000
Total Income			\$ 756,957	\$ 624,327	\$ 729,930
Expense					
703	DISTRICT CONFERENCE (DCON)	2000 paid attendees			
703.1	DCON Housing	(see worksheet)	\$ 259,170	\$ 200,402	\$ 228,779
703.12	Comp Registration	10x\$162.50 (excludes rooming); 10x\$350(all inclusive)	\$ 5,125	\$ -	\$ 7,300
703.13	Name Badges/Ribbons/Holders		\$ 1,200	\$ 1,157	\$ 1,200
703.14	Program & Candidates Book Printing	includes ballot printing	\$ 6,000	\$ 5,120	\$ 5,000
703.15	Workshop Materials		\$ 50	\$ -	\$ 200
703.16	Awards/Trophies/Certificates		\$ 6,000	\$ 4,257	\$ 6,000
703.2	Group Meal Package	\$127.10 X 2K + \$1612 Sun Brkfst minus \$10K credit	\$ 245,812	\$ 194,024	\$ 228,780
703.22	Speakers & Entertainment		\$ 3,000	\$ -	\$ 6,000
703.25	Decorations Stage/Table	\$250 backdrop + flowers head table	\$ 800	\$ 480	\$ 2,050
703.26	DCON Mailing		\$ -	\$ -	\$ 200
703.27	Miscellaneous	hotel rekeying, etc.	\$ 400	\$ 567	\$ 500
703.28	Truck Rental		\$ -	\$ 164	\$ 200
703.29	Sergeant-at-Arms	wrist bands, spirit stick	\$ 300	\$ 217	\$ 300
703.3	Adult Reception		\$ 500	\$ 262	\$ 500
703.37	Dances		\$ 500	\$ 15	\$ 1,000
703.38	Advisors' & Key Club Committee Gifts	\$5 x 300	\$ 1,500	\$ 1,725	\$ 1,750
703.41	DCON Online Payment Charges		\$ 1,600	\$ -	\$ 1,600
703.42	Signage		\$ 420	\$ 380	\$ 420
703.43	App fee		\$ -	\$ 399	\$ 250
703.7	Governor Reception		\$ 300	\$ 300	\$ 300

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
2014-2015 BUDGET

Comments for 2014-2015			2014-2015 Budget	2013-2014 Actual through 7/17/14	2013-2014 Budget
703.8	Souvenirs	T-shirts \$4.50 x 2000+\$2000 pins	\$ 13,000	\$ 9,218	\$ 9,900
703.92	A-V Outsource Services	Includes hotel rooms, bags	\$ 36,000	\$ 33,000	\$ 36,000
703.97	G. Harold Martin Fellows	4 x \$250	\$ 1,000	\$ 1,000	\$ 1,000
703.991	Kiwanis DCON Support	Kiwanis district office support	\$ 6,000	\$ 6,000	\$ 6,000
703.99	DCON College Scholarships	Min \$1000; from ad sales	\$ 1,000	\$ 1,000	\$ 9,000
Total 703 DISTRICT CONFERENCE (DCON)			\$ 589,677	\$ 459,687	\$ 554,229
704	INTERNATIONAL CONVENTION	Indianapolis			
704.1	ICON Convention Housing	See ICON Worksheet	\$ 22,400	\$ 16,332	\$ 16,000
704.2	Transportation	See ICON Worksheet	\$ 10,080	\$ 3,729	\$ 30,240
704.4	Food	See ICON Worksheet	\$ 7,200	\$ 6,765	\$ 7,200
704.8	T-shirts/pins/souvenirs/other	See ICON Worksheet	\$ 720	\$ 7,675	\$ 7,920
704.xx	Tour expenses	See ICON Worksheet	\$ -	\$ -	\$ -
704.62	ICON Online Payment Charges	See ICON Worksheet	\$ 448	\$ 369	\$ 300
704.6	ICON Registration to KCI	See ICON Worksheet	\$ 12,240	\$ 10,675	\$ 12,240
Total 704 INTERNATIONAL CONVENTION			\$ 53,088	\$ 45,544	\$ 73,900
705	EXECUTIVE OFFICER EXPENSES				
705.1	Governor DCON Subsidy		\$ 260	\$ 255	\$ 255
705.11	Governor Fall Rally			\$ 367	\$ 500
705.12	Governor Spring Rally			\$ 1,000	\$ 1,000
705.13	Governor Fall and Spring Rallies		\$ 1,500	\$ -	\$ -
705.2	Secretary DCON Subsidy		\$ 260	\$ -	\$ 255
705.3	Treasurer DCON Subsidy		\$ 260	\$ 255	\$ 255
705.4	Webmaster DCON Subsidy		\$ 260	\$ 250	\$ 255
705.5	District Editor DCON Subsidy		\$ 260	\$ 120	\$ 255
705.6	Executive Assistant DCON Subsidy		\$ 260	\$ -	\$ 255
Total 705 EXECUTIVE OFFICER EXPENSES			\$ 3,060	\$ 2,247	\$ 3,030
706	ADMINISTRATOR EXPENSES				
706.1	Administrator Monthly Expense		\$ 5,000	\$ 3,117	\$ 5,000
706.2	Administrator Fall Rally			\$ 210	\$ 250
706.3	Administrator Spring Rally	Including committee travel		\$ 1,860	\$ 1,250
706.2x	Administrator Fall and Spring Rallies	Including committee travel	\$ 2,250	\$ -	\$ -

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.

2014-2015 BUDGET

Comments for 2014-2015			2014-2015 Budget	2013-2014 Actual through 7/17/14	2013-2014 Budget
706.4	Administrator GATC		\$ 500	\$ 539	\$ 500
706.6	Committee Training Retreat		\$ 3,000	\$ 3,354	\$ 3,750
Total 706 ADMINISTRATOR EXPENSES			\$ 10,750	\$ 9,079	\$ 10,750
707	LIEUTENANT GOVERNOR EXPENSES				
707.1	LTG / Chair DCON Subsidy	\$260 X 42 (includes DCON chair)	\$ 10,920	\$ 4,340	\$ 10,965
Total 707 LIEUTENANT GOVERNOR EXPENSES			\$ 10,920	\$ 4,340	\$ 10,965
709	BOARD MEETINGS & CONFS				
709.2	Winter Board Travel		\$ 3,500	\$ 3,578	\$ 3,000
709.21	Winter Board Housing		\$ 3,500	\$ 2,820	\$ 3,500
709.22	Winter Board Meals		\$ 3,500	\$ 3,168	\$ 3,500
709.23	Winter Board Supplies		\$ 100	\$ 27	\$ 100
709.41	Spring LTG Training Travel		\$ 1,000	\$ 402	\$ 500
709.4	Spring LTG Training Supplies		\$ 1,000	\$ 903	\$ 1,000
709.3	Leadership Training Travel		\$ 3,500	\$ 2,889	\$ 3,000
709.31	Leadership Training Housing		\$ 3,500	\$ 5,366	\$ 3,500
709.32	Leadership Training Meals		\$ 3,500	\$ 2,474	\$ 3,500
709.33	Leadership Training Supplies		\$ 100	\$ 133	\$ 100
709.1	Fall Board Travel		\$ 3,500		\$ 3,000
709.11	Fall Board Housing		\$ 3,500	\$ 500	\$ 3,500
709.12	Fall Board Meals		\$ 3,500		\$ 3,500
709.13	Fall Board Supplies		\$ 100		\$ 100
Total 709 BOARD MEETINGS & CONFS			\$ 33,800	\$ 22,260	\$ 31,800
711	KIWANIS FAMILY MEETINGS				
711.5	Kiwanis Convention Registration	Up to 18 board members meals	\$ 1,500		\$ 1,500
711.6	Kiwanis Convention Housing	4 rooms/suite	\$ 1,500	\$ 436	\$ 1,500
Total 711 KIWANIS FAMILY MEETINGS			\$ 3,000	\$ 436	\$ 3,000
717	DISTRICT PROJECTS				
717.1	The Eliminate Project Donation	\$15,000 less expenses (line 717.2)	\$ 10,200	\$ 12,330	\$ 10,200
717.2	The Eliminate Project Expense	1200 X \$4 (shirts)	\$ 4,800	\$ 4,173	\$ 4,800
Total 717 DISTRICT PROJECTS			\$ 15,000	\$ 16,503	\$ 15,000

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
2014-2015 BUDGET

Comments for 2014-2015		2014-2015 Budget	2013-2014 Actual through 7/17/14	2013-2014 Budget
800	GENERAL ADMINISTRATION			
807.1	Internet Fees	\$ 360		\$ 360
808	Bank Charges	\$ 3,000	\$ 2,735	\$ 2,200
809	Kiwanis Office Support	\$ 6,000	\$ 6,000	\$ 6,000
810	Accountant Fees	\$ 1,000	\$ 61	\$ 1,000
811	District Board Badges	\$ 325	\$ 312	\$ 455
812	District Board Pins	\$ 250	\$ 621	\$ 250
813	District Board Shirts	\$ 1,920	\$ 1,584	\$ 2,100
Total 800 GENERAL ADMINISTRATION		\$ 12,855	\$ 11,313	\$ 12,365
820.0	SCHOLARSHIPS			
820.1	KIF Matching Scholarships	\$ -	\$ 3,000	\$ 3,000
Total 820.0 SCHOLARSHIPS		\$ -	\$ 3,000	\$ 3,000
830	FLORIDA OPPORTUNITY FUND (FLOF)			
830.1	FLOF Project Grants	\$ 10,000	\$ 4,850	\$ 10,000
830.13	Governor's Project Scholarship	\$ 1,000	\$ 1,000	\$ 1,000
830.14	DCON Registration Offset	\$ 14,077		\$ 10,500
830.xx	Other college scholarships	\$ 7,000		
401	FLOF Payable	\$ 8,000	\$ -	\$ -
Total 830 FLORIDA OPPORTUNITY FUND (FLOF)		\$ 40,077	\$ 5,850	\$ 21,500
Total Expense		\$ 772,227	\$ 580,258	\$ 739,539
Income minus Expense		\$ (15,270)	\$ 44,069	\$ (9,609)
FLOF carryover from previous year not accounted in income		\$ 20,404		\$ 11,500
Net Income / (Expense)		\$ 5,134	\$ 44,069	\$ 1,891

**2015 DCON - Orlando, FL
April 9-12, 2015**

Single/Double Rooms: \$125

Triple/Quad Rooms: \$145

Food: Breakfast - \$16.12; lunch - \$16.12; dinner - \$26.66/\$35.96

(Total: \$127.10) Includes 24% service charge.

Member	Quad	Triple	Double	Single
6 meals (Fri & Sat)	127.10	127.10	127.10	127.10
Rooms	108.75	145.00	187.50	375.00
Costs - Itemized below				
Misc fees	34.40	34.40	34.40	34.40
desired profits	0.00	0.00	0.00	0.00
Probable Cost	270.25	306.50	349.00	536.50
Charge Per Person	260.00	315.00	355.00	545.00

Misc Fees	Total
Misc.	\$68,807
Expected paid registrations	2,000
Misc fee per person	\$34

	All Expenses	Misc Expenses	Non-Misc
703.1	DCON Housing	--	\$259,170
703.12	Comp Registration	\$5,125	--
703.13	Name Badges/Ribbons/holders	\$1,200	--
703.14	Program & Candidates Book Printing	--	\$6,000
703.15	Workshop Materials	\$50	--
703.16	Awards/Trophies/Certificates	\$6,000	--
703.2	Group Meal Package	\$1,612	\$254,200
703.22	Speakers & Entertainment	\$3,000	--
703.25	Decorations Stage/Table	\$800	--
703.26	DCON Mailing	\$0	--
703.27	Miscellaneous	\$400	--
703.28	Truck Rental	\$0	--
703.29	Sergeant-at-Arms	\$300	--
703.3	Adult Reception	--	\$500
703.37	Dances	\$500	--
703.38	Advisors' & Key Club Committee Gifts	\$1,500	--
703.41	DCON Online Payment Charges	\$1,600	--
703.42	Signage	\$420	--
703.43	App fee	\$0	--
703.7	Governor Reception	\$300	--
703.8	Souvenirs	\$13,000	--
703.92	A-V Outsource Services	\$36,000	--
703.97	G. Harold Martin Fellows	\$1,000	--
703.991	Kiwanis DCON Support	\$6,000	--
703.992	DCON College Scholarships	--	\$1,000
--	Food credit	-\$10,000	--
	Total Misc	\$68,807	\$520,870

Number	Description	Income	Housing Expense	Meal Expense	Misc
1620	Quad (405 rooms/night)	\$421,200	\$176,175	\$205,902	
80	Triples (27 rooms/night)	\$25,200	\$11,745	\$10,168	
220	Doubles (110 rooms/night)	\$78,100	\$41,250	\$27,962	
80	Singles (80 rooms/night)	\$43,600	\$30,000	\$10,168	
	Total	\$568,100	\$259,170	\$254,200	\$68,807
	FLOF Carryover for DCON	\$14,077			
	Projected Profit/loss		\$0		

**2015 ICON - Indianapolis, IN
June 24-28, 2015**

Rooms: \$160/night x 7 nights

Registration fee: \$170

Other Expenses: \$530

Member	Quad	Double
Meals (Wed-Tue)	100.00	100.00
Rooms	280.00	560.00
Registration	170.00	170.00
Transportation	140.00	140.00
Shirts/pins/souvenirs	10.00	10.00
Other expenses	0.00	0.00
Probable Cost	700.00	980.00
Charge Per Person	700.00	980.00

Projected:	Income	Housing Expense	Meal Expense	Other Expense
Quads - 64 (112 room nights)	\$44,800	\$17,920	\$6,400	20,480.00
Doubles - 8 (28 room nights)	\$7,840	\$4,480	\$800	1,200.00
Total	\$52,640	\$22,400	\$7,200	\$21,680
Total Income (from registrations)				\$52,640
Total Expense				\$51,280

2013-2014 FLOF Grants and Financial Report

**2013-2014
Final FLOF Report**

FLOF Starting Balance (Oct 2013)										\$18,331.34	*2012-2013 Carryover
School	Project Name	Date submitted	Date LTG report filled	Date Approved	Total Cost of project	Amount Requested	Amount Approved	Date of the project	Follow-Up Done?	FLOF Balance	Comments
Saint John Neumann	Nicaragua Mission Trip	4/19/2013	N/A	5/26/2013	\$4,500.00	\$1,000.00	\$1,000.00	7/21/2013	Yes	\$17,331.34	No LTG report was done for this application
Gulf Breeze High School	Dictionary Project	9/25/2013	10/2/2013	10/6/2013	\$1,000.00	\$666.66	\$666.66	10/17/2013	Yes	\$16,664.68	
Paxton High School	Angel Tree Project	10/11/2013	10/23/2013	11/23/2013	\$600.00	\$400.00	\$400.00	November-December	Yes	\$16,264.68	
Bozeman High School	Dictionary Project	10/18/2013	11/4/2013	11/23/2013	\$450.00	\$300.00	\$300.00	N/A	Yes	\$15,964.68	Date of project was listed as "TBA"
Jesuit High School	Gifts of Hope	12/2/2013	1/1/2014	1/5/2014	\$8,500.00	\$1,000.00	\$1,000.00	Ongoing	Yes	\$14,964.68	
Cooper City High School	Feeding Children Everywhere	1/3/2014	1/13/2014	1/13/2014	\$10,000.00	\$1,000.00	\$1,000.00	2/20/2014	No	\$13,964.68	
Tampa Bay Tech High School	Eliminate Walk w/ All Peoples	2/19/2014	2/19/2014	3/9/2014	\$500.00	\$850.00	\$333.00	3/15/2014	No	\$13,631.68	
Trinity Preparatory School	Senior Prom 2014	2/19/2014	2/25/2014	3/9/2014	\$225.00	\$150.00	\$150.00	4/19/2014	No	\$13,481.68	
Jenson Beach High School						\$1,000.00	\$1,000.00			\$12,481.68	
					\$25,775.00	\$6,366.66	\$5,849.66			\$12,481.68	2012-2013 Ending Balance (as of 6/29/2014)
								2013-2014 Carryover		19,000.00	Approximate
Totals (2013-2014):										\$31,481.68	Total Carryover

*For 2013-2014 Money was never transferred into the account and only prior year's balance was used.

Requirements for board members to receive DCON subsidy.

1. Board members must have satisfactorily completed their Service Agreement.
2. Board member must be on the board at DCON and must be present during entire conference.
3. Elected board member's successor must be installed at DCON.
4. Only DCON registration expense may be reimbursed (ex. no travel expenses)
5. Only the amount paid by the board member is eligible for reimbursement (ex. not amounts paid by the local Key Club or a Kiwanis club).
6. A minimum total program advertisement sales equal to \$30 per club (charter) within the division must be sold for all board members in that division to receive a subsidy. If less is sold, no subsidy will be given to any board member in the division.
7. Cost of replacing name badges, board shirts, lost officer pins, or other extra expenses incurred by the district will be deducted from the DCON subsidy before reimbursement is given.
8. Board member must submit a RFL or Distinguished District Officer application by DCON.
9. Reimbursements will be made *after* DCON. Board member will need to pay the registration and then be reimbursed by check after DCON.

FBM Scholarships Committee Report:

Since LTC the Scholarships Committee decided to divide the \$7,000 donation, from Benny Naranjo, into 7 scholarships of \$1,000 each. To define the qualifications for the scholarship a new essay was added, which was created with the input of the donor. Also, a new short essay was added to the general application/the Matching Scholarship application that further outlines the applicants Key Club experience. The application was updated with clearer wordings and edited email addresses. It was confirmed that there will be at least 6 Florida District Matching Scholarships. The Program Ad Scholarship qualification was reduced from \$250 in ads per club to \$150 per club in order to increase the applicant pool, due to greater motivation, and a more equal opportunity to meet the qualification. Judging of scholarships was established. A new scoring guideline was put in place, which states that when a section is left blank $\frac{1}{4}$ of the total possible points of that section will be deducted. We are currently working to confirm the educators, which will be judging, and we will also be publishing monthly blurbs to promote scholarships and important information.

August Board Meeting
Florida Opportunity Fund Committee Report

Since Leadership Training Conference, the FLOF committee has reviewed the application to try and make it as straightforward as possible. The committee has discussed ideas for blurbs and marketing strategies for the new year. The committee has decided to send monthly blurbs and/or submit articles to the Sunshine Source. The recommendations that the committee is proposing are to change the deadline to June 1 each year to allow for more clubs to submit applications for summer projects. The committee changed the wording on the FLOF Follow-Up Reports so that they will be due three weeks after the finish date of the project. Finally, we are proposing to consider charitable fundraisers.

This past month the committee has been busy updating all of the information concerning Service and Major Emphasis; including:

- Website information
- The Service Directory
- 2 workshops that will be used during KCKC

We have also developed a timeline for our “Spectacular Service” videos that we will be publishing every month, in order to hopefully reach more key clubbers. This month’s video will be more of an introduction of the committee and our 3 preferred charities.

For the future, we plan to be more active and get key clubbers involved by highlighting their great efforts via social media sites and sending out material to help them in their efforts.

We will also be contacting all of the LTG’s in the district in order to help them better inform their division and so that they can ask their clubs for photos and information on projects that they have done regarding to the committee, so we can highlight in online.

Not too many people know/apply to our Single Service and Major Emphasis awards – which are for clubs and individuals – so one of our main focuses is going to be publicizing about these awards.

The Eliminate Project Committee (Chair: Michael Greenwald)

Members on the committee:

Mike Greenwald (Chair)
Chase Canales
Morgan Denny
James Lowe
Geeta Minocha
Emily Vance
Kubra Khan (Executive Board Member)
Mrs. Gwen Leys (Adult Adviser)

Over the past two months, the members on The Eliminate Project Committee have been working hard. We have created a uniformed speech about The Eliminate Project that should be given during the opening or closing session at KCKC and SZR. <<James Lowe can read>>.

The Eliminate Project Service Directory/Fundraising Booklet has also been updated with pertinent information and unique fundraising ideas. The booklet has been redesigned to look more professional and more appealing to the eye.

After deciding to continue the Emilia Gugliuzza Award, an award given to Lieutenant Governors who've raised \$500 during their term, we have concluded that around \$300 should be budgeted towards this award. We have based this number off of rates from previous years. In the 2012-2013 term, 7 Lieutenant Governors have received this award and in the 2013-2014 term, 7 Lieutenant Governors have also received this award. Priced at around \$22 per award, \$300 is enough for 13 Lieutenant Governors, almost twice the district annual average.

A document outlining all of the awards has been created to help educate our members about what you can get out of The Eliminate Project. This list includes all banner patches, the Elimidallion, the George Hixson Fellowship, the Walter Zeller Fellowship and the Tablet of Honor. Each listing is complete with a description of the funds necessary to receive the respective award.

A flyer has been created to distribute to people while fundraising. This flyer can be used to educate the general public about The Eliminate Project. For example, this flyer can be given to customers of a carwash. Giving them this flyer will give them something to read while their car is being washed.

The members on this committee are recommending that the Florida District continues to support The Eliminate Project through Trick-or-Treat for UNICEF until its completion. <<Emily Vance can read>>

We have decided to have a district fundraiser this year. Customized gray t-shirts will be sold. All proceeds will directly benefit The Eliminate Project. The QR Code on the back of the shirt will direct you to the donations section of the district website. We will be looking into getting sponsorships with Image Depot to try to reduce the cost of the t-shirt by having their logo printed on the sleeve. An order form has already been made. This shirt will cost \$15.00. Money will be due to each Lieutenant Governor by November 1st. All checks should be written to the Florida District of Key Club International and be sent to The Eliminate Project Committee Chair. All of the checks received by the committee chair will be sent to the Florida Key Club Headquarter on Benchmark Lane in Sanford, Florida. If the Lieutenant Governor

does not feel comfortable doing this, then the club presidents can send the check directly to the committee chair of The Eliminate Project. EACH CLUB MUST FILL OUT THE ORDER FORM PRIOR TO SENDING IN ANY MONEY. These t-shirts are targeted at those who cannot attend DCON. This WILL NOT be the same as the Race-to-Eliminate shirts that will be sold at DCON. The Race-to-Eliminate shirt is sold exclusively to DCON attendees. The sizes of the designs on the district wide t-shirt will be adjusted when needed.

There has been a change made to the original t-shirt design. In the front, the 'and' in between Maternal and Neonatal will be changed to a '/'.

There has been a change made to the order form. We have entered a section for club presidents to enter their e-mail. We also clarified the instructions on how to fill out the form. More clarifications will be added to the order form when needed.

A major point of discussion within the committee is The Eliminate Projects presence at the District Education and Leadership Conference of 2015(DCON). The Eliminator Ribbons will also be sold at a price of \$5. There will be a 'Minute-to-Eliminate' at the Meet and Greet. The vases will still be sold at the Governor's Banquet. An auction will be held to escort District Board Members before caucusing and another auction will be held after caucusing for general members. Eliminate wristband will be sold at a price of \$3 and a limited amount of Eliminate themed noise makers will be sold for spirit rallies. The Race-to-Eliminate shirt will be sold for \$10 to those who order them during registration. They will be sold for \$15 at DCON.

As of July 16th, the members of the Florida District have fundraised \$36,201.22 with a \$1.79 per member average for the 2014-2015 year. Out of the 363 clubs, 6.61% of them have participated since April while 41.04% of them have never contributed to The Eliminate Project and 52.23% of the clubs have made a donation at some point in time.

Awards and Contest Committee Report

August 2, 2014

Several small changes were made to the awards and contests applications this year. One that you will notice off the bat is that the Awards Certification Form will be removed. Last year, there were clubs that, unfortunately, disqualified from the awards from not submitting the form. We have now added the section for physical signatures from the Faculty Advisor and the applicant's signature, for the Distinguished Officer Awards. This ensures us that both the Faculty Advisor and the applicant are aware that the application is being sent.

Also for the Distinguished Officer Awards, there will be a section added to ask for the grade level of the officer. This is really meant to aid the freshman officers that are applying for the award. Asking for the grade level, will now allow us to know if the officer is a freshman and whether we can waive the section "Attended past District Conference" and "Attended International Convention" since they were not in high school at the time. Fifteen points may not seem like much but it could make the difference of whether or not the officer receives the award.

Every distinguished officer award requires recommendation letters but there are three letters can be optionally requested from the Lieutenant Governor, Kiwanis Advisor, and Zone Administrator. We altered it so club officers wouldn't have to feel obligated to ask for letters from them but to have the liberty to get the recommendation letters from anyone they would like. Teachers, faculty advisors from other extracurricular activities, coaches, even employers can write their recommendation letters.

The Submission section on every application was modified to be much more specific. We included to instructions to scan applications and to not submit photos of them and to also only submit one application per email with the subject line stating the name of the award and the name of the school submitting it. This facilitates the judging the process when it comes to sorting out emails.

A very minor change that the committee did to applications was to change the boxes in the scoring section. The last box is now merged together and the

phrase inside is changed from "90% of total points earned" to "90% of points available". This change was made to avoid confusion that might occur.

Dates are very important on application so all the dates have been changed in accordance to this year's DCON being April 9th-12th, 2015. Our pre-DCON awards deadline is March 13th, 2015 and our Judging Day would be March 21st. The deadline did have to be earlier due to DCON being earlier this year. We have spoken about changing trophy sizes and giving plaques instead of trophies. We will continue to speak about this topic to try and save the District some money on awards.

On the Distinguished Editor Award application, we have distributed the points in the "Quantitative Assessment" section to focus on what really matters: service. We took 20 points from "Creates club scrapbook" and transferred them to "Participates in activities related to the Governor's Project." We want members to focus on the service to the community rather than just creating a scrapbook.

On all applications, we have requested that all clubs to make sure that their school name matches up with the name on the club directory. We have added the following to make sure that they understand where to go to find if their name is correct: (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Since we only have two hours at DCON for everyone to audition, the Awards Committee would like to allow online talent auditions. The application would be the same just they would have until April 8th, 2015 to submit a video. The process of how to submit the video is still being determined. Google Drive is our best bet at the moment but, we will look for the easiest and most efficient way to film these videos.

2014-2015 Florida District Board of Trustees

August Board Meeting

Elections Committee Report

Hello, I am Zac Schroepfer, the committee chair for the elections and credentials committee. I along with committee member Abby Wells have been hard at work to complete the candidate forms for the elections for the 2015-2016 year.

We made changes to all positions and also created an application for the DCON chair position. The biggest change to these applications has to do with the permission to travel, general contact information, and biographical sketch parts of the candidate forms. We merged the biographical sketch and the general contact information into one form called the "Board Member Contact and Biographical Information" form, we also moved all signatures from the Contact form to the Permission to travel form which is now called the "Attendance, Travel, and Posting Authorization" form. We are also working on replacing the biographical information questions on the appointed forms to specific questions which are referring to the corresponding appointed position.

We are now planning to encourage current Key Club members to run for higher office. Our goal is to have every division's race for Lieutenant Governor contested this year. So to do this, we will be creating blurbs for "Running for Higher Office" and reminding current Lieutenant Governors to look for candidates in their divisions.

--

Zac Schroepfer

Lieutenant Governor

Division 3

Elections and Credentials Committee Chair

Florida District

Key Club International



KEY CLUB®

Florida District of Key Club International, Inc.

*Johnathan W. Thompson
District Conference Chair
Florida District of Key Club International
603 North New Hampshire Ave.
Tavares Florida, 32778*

Good evening,

The District Education and Leadership Conference Committee has been working non-stop to brainstorm and plan DCON 2015. We have been following the DCON project plan directives to make sure we are on the right track to having a successful conference.

During the month of June we discussed possible themes which the committee narrowed down to four choices. Together we decided to create a survey to see what the District Board as a whole wanted this year's theme to be. After leaving the theme up to you, the committee had its first conference call to discuss the DCON budget. On this call the committee proposed increasing the price of each room by five dollars. If the proposed increase gets approved by the District Board, we would generate twenty-thousand dollars that would go towards decreasing our conference deficit.

In July, the committee worked to complete the logo, schedule-at-a-glance, dress code guide, code-of-conduct, medical authorization form, registration dates, and the promo video for KCKC. With two successful conference calls this month, I'm proud to say that we have completed our directives for the August Board Meeting but have tons more to do in the upcoming months.

This month we plan to work with The Eliminate Project Committee and the Membership Development and Education Committee to start planning the Eliminate walk and the workshops that are presented at DCON. After this board meeting our committee will start numerous projects that deal with entertainment, registration information, and multimedia. Please keep a lookout for our committee blurbs, informational e-mails, and DCON fundraising guide.

The information I'm presenting today is just the tip of the iceberg, so hold on tight and enjoy your first glimpse of DCON 2015.

Johnathan Thompson

August Board Meeting

Education and Membership Development Committee



Chair: Stephan Jaksch

Members: Katherine Castaner, Griffin Baker-Royo, Alyssa Cloud, Dominique Small

EC Advisor: Alexandra Sanchez

Adult Advisor: Liz Kominar

The Education and Membership Development Committee has been hard at work over the past few weeks completing all of our directives. We have updated all KCKC power points and have had them checked for graphic standards by Katt. We have updated all officer training power points as well. We have also created a SNAP power point for the KCKCs by working with the SNAP committee.

My committee also created guide books for clubs with less than 20 members, newly chartered clubs, and how Kiwanis clubs can get involved with their Key Clubs. One different guide was made for each of the three areas just mentioned. Each guide will have resources on the Florida Key Club website that pertain to it as well as resources that we made. We hope that with these new guides, clubs will find it easier to grow and achieve a stronger relationship with their Kiwanis Club. Our committee has also gone through all of the links on the documents and resources page to ensure that they worked. We sent a list of links that did not work to Matthew. With this list he updated the links that did not work. Now Key Clubbers will be able to find the documents they need with much more ease.

We have also helped the ICON chair, Junior, in picking out a song for the ICON video.

We also discussed Spring Zone Rally and DCON workshops that we would like. As for DCON workshops both the Education and Membership Development Committee and the DCON Committee discussed some possible workshops. However we first decided that we will survey the entire district board about what workshops they would like. Then with this in mind, we will be able to create a schedule and determine how the workshops will be used.

We are recommending that the board approve our KCKC power points and officer trainings. These have been updated from the previous years and include new information. Also, we are proposing that the board approve our guides that we have made. One guide was created for clubs with less than 20 members, one guide was created for newly chartered clubs, and one guide was created for Kiwanis clubs and how they can have stronger relationships with Key Clubs. These will give Key Clubs and Kiwanis Clubs valuable information in one easy to find place.

Taylor Paddock

Governor's Project Chair

August Board Report

The Governor's Project committee has successfully created a LOGO to represent the Governor's Project, created a Guide Book, compiled and distributed information for The SNAP Workshop to be presented at KCKCs, completed 2 blurbs for the District Board to utilize in means of publicizing SNAP, created a publicity plan for Governor's Project week by making videos, created a due date for a flyer to publicize The Governor's Project week, revised the application for Governor's Project awards at DCON, designed a new monthly award for Key Clubbers to achieve, and set a final date along with projects for each day for The Governor's Project Week (February 9th-14th).

In the future we plan to reach and exceed the 3000 service project hour's goal, post motivational and inspirational photos/stories on The Governor's Project Facebook page, and review feedback on the Guide Book and edit it accordingly. At the start of November the committee will place heavy emphasis on The Governor's Project Week, and begin posting flyers for its advertisement. Two weeks prior to the days of Governor's Project Week, videos will be posted to encourage the planning of service projects during the week.



2014-15 KEY CLUB ANNUAL ACHIEVEMENT REPORT GUIDELINES

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. INSTRUCTIONS/RULES GOVERNING THE KEY CLUB ANNUAL ACHIEVEMENT REPORT 2013-14

Each Key Club is required to complete and submit the Key Club Annual Achievement Report to the Florida District for judging of the following contests: Distinguished Club, Distinguished Club-Diamond Level, and Malcolm K. Lewis Key Club of the Year.

- There are three parts to the Key Club Annual Achievement Report. Part One: Club Information; Part Two: Club Service and Part Three: Scoring.
- Part One and Part Two of the Annual Report should be typed to ensure accurate judging of the information provided.
- Part Two report attachments must be produced as computer-printed documents.
- Follow the instructions as indicated on the Annual Achievement Report. Failure to comply with any rule or instruction may result in disqualification from the contest.
- The Annual Report should contain club activities occurring between the 2014 and 2015 District Education and Leadership Conferences (DCON's).
- Ensure that the information provided on the Annual Report is consistent with that reported on your Pride Reports. Any inconsistencies will disqualify your Achievement Report which will disqualify the club from the awards that depend on this report.
- Any information in Pride Reports deemed to be inaccurate such as not counting service hours correctly or as a service hour is defined will disqualify your Achievement Report which will disqualify the club from the awards that depend on this report. Pride Reports will be reviewed prior to final awarding.
- **Upon completion of the report, the club may score its own report according to the scoring directions shown in the right- hand column on each page; tabulate the scores from each section in Part Three.**
- Please include your club name on every page for the report, including the attachments. Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>.

2. DISTINGUISHED CLUB AWARD GUIDELINES

- The Distinguished Club Award shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis family involvement, service, and fundraising as judged against a pre-established standard of excellence.
- All entries in the Club Achievement Awards program shall be fully entered in the Distinguished Club program.
- Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the Club Annual Achievement Report.
- Clubs achieving a predetermined score shall be designated as a Distinguished Club.
- The Key Club International Board shall set the minimum number of points required for this designation.
- **Only activities which occurred during the District administrative year and included on the monthly Pride Reports shall be included on the report.**
- The decision of the judges is final.

3. DISTINGUISHED CLUB - DIAMOND LEVEL AWARD

- The Distinguished Club –Diamond Level shall provide recognition to individual Key Clubs that were judged as Distinguished Clubs as described above.
- Distinguished Clubs achieving a predetermined score shall be designated as a Distinguished Club –Diamond Level.
- The point value to achieve the Distinguished Club –Diamond Level shall be a predetermined number set by the Key Club International Board Trustees.
- The decision of the judges is final.

4. MALCOLM K. LEWIS KEY CLUB OF THE YEAR AWARD

- This award recognizes the best club in the Florida District for their overall performance based on several factors such as club administration, membership and leadership development, Kiwanis family involvement, service, fundraising, and attendance at DCON 2015.
- Entries shall be judged based on accumulated points in the categories of the Club Annual Achievement Report.
- The Key Club that has the largest point total will be named Key Club of the Year.
- **In case of a tie, the Key Club with the larger average number of service hours per member will be selected as Key Club of the Year.**
- The decision of the judges is final.

5. CERTIFICATION/SIGNATURES

The Key Club president and faculty advisor must certify the validity and accuracy of the information provided in the Key Club Annual Achievement Report. The Key Club president, Kiwanis Club president or advisor, and the school principal or faculty advisor must all sign the annual report.

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry form.

6. SUBMISSION

- Deliver the completed original of the Key Club Annual Achievement Report by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at DCON. Please do not leave the Annual Report at the Key Club Registration Desk; it will not be considered submitted.
- Check the program booklet at DCON for any updated information on time and location of contest entries.
- If your club is arriving late, please make plans to have the annual report delivered on time to the Awards Committee.
- Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
- **Keep a copy of the entire submission for your club files.**
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy your completed entry form electronically by April 2, 2015, to the Awards Committee at awards@floridakeyclub.org. This is an optional request, and will NOT affect the judging of your report.

2014-2015 Awards and Contests Descriptions

***Club Membership Growth** provides recognition to individual Key Clubs for exhibiting outstanding club membership growth in a single year. A qualifying club shall be defined as a Key Club in good standing for at least two years. Clubs shall compete with other clubs of similar size within four membership categories based upon membership from the previous year: Bronze, being 35 members or less; Silver, being 46 to 60 members; Gold, being 61 to 85 members, and Platinum, being 86 members or more. Clubs that increase their membership from the previous Key Club year by 10% as of February of the current year will receive a certificate from the Florida District. Key Club International provides recognition to the clubs with the greatest percentage membership growth in the four club size categories.

Club Poster (Non-Digital and Digital) provides recognition to Key Clubs that best demonstrate the values of our organization via a poster. Clubs may submit one digital or non-digital poster for judging. The poster must display an original and current design that could be used to promote Key Club. The poster should be designed to recruit new members and should not bear the name of any school, community, or district. The Club Poster contest is an international award that must be judged first by the District with the winning entry qualifying to compete at International.

Club Project Display provides recognition to clubs judged to have submitted the best project display boards of a favorite or most significant project completed during the Key Club year by the members of the Key Club. One board per club may be submitted.

Club T-Shirt provides recognition to the clubs judged to have submitted the best club t-shirts. The t-shirt must display an original and current design that has been used to promote Key Club. Clubs may submit one t-shirt (in cotton and/or polyester fabric) which must be clean and unused.

Club Video Contest provides recognition to Key Clubs that best demonstrate the values of our organization via a video. Clubs may submit one video for judging. The Club Video contest is an international contest. Club Video contest is an international award that must be judged first by the District with the winning entry qualifying to compete at International.

Distinguished Club and Distinguished Club Diamond Level provides recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis family involvement, service, and fundraising as judged against a pre-established standard of excellence. Entries are made by completing the **Key Club Annual Achievement Report** and are judged based upon achieving a predetermined score in the Club Annual Achievement Report. Clubs earning a higher score as determined by the Key Club International Board will determine which clubs qualify for Distinguished Club Diamond Level. Only activities which occurred during the District administrative year and included on the monthly Pride Reports may be included on the report. Disqualification from the Club Achievement Award shall also constitute disqualification from the Distinguished Club and Distinguished Club Diamond Level Awards.

Distinguish Club Class Director exhibits the following qualities: supportive of other board members; places Key Club as a top priority; encourages other club members; is accessible to club members; participates in club service projects; ensures Key Club is respected on school campus and in the community; ensures that the class is well represented at each meeting; inclusive of club members; respects all persons; and maintains academic good standing and models student code of conduct. Each club class director must meet all qualitative and quantitative assessments, and submit the required recommendation letters. The Florida District Board sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

2014-2015 Awards and Contests Descriptions

Distinguish Club Editor exhibits the following qualities: exhibits constructive leadership at all times; places Key Club as a top priority; encourages other club members; is accessible to club members; participates in club service projects; ensures Key Club is respected on school campus and in the community; builds positive working relationships with Faculty Advisor and school staff; maintains academic good standing and models student code of conduct. Each club editor must meet all qualitative and quantitative assessments, and submit the required recommendation letters. The Florida District Board sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

Distinguished Club Member recognizes club members who the Faculty Advisor believes truly model the Key Club Motto. The Florida District Board designed the criteria for the Distinguished Club Member Award to give Faculty Advisors maximum latitude in recognizing members. Each member must meet all qualitative and quantitative assessments.

Distinguished Club President exhibits the following qualities: constructive leadership at all times; places Key Club as a top priority; encourages other club members; is accessible to club members; participates in club service projects; ensures Key Club is respected on school campus and in the community; builds positive working relationships with Faculty Advisor, school administrator, faculty; respects all persons; and maintains academic good standing and models student code of conduct. Each club president must meet all qualitative and quantitative assessments, and submit the required recommendation letters. The Florida District Board sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

Distinguished Club Secretary exhibits the following qualities: exhibits constructive leadership at all times; places Key Club as a top priority; maintains accurate account of member's service hours; takes minutes of Board meetings and makes them accessible to members and advisors; is accessible to club members and respects all members; actively participates in club service projects; meets deadlines; supports the president in his/her district responsibilities; maintains academic good standing; and model student code of conduct. Each club secretary must meet all qualitative and quantitative assessments, and submit the required recommendation letters. The Florida District Board sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

Distinguished Club Treasurer exhibits the following qualities: exhibits constructive leadership at all times; places Key Club as a top priority; supports other club officers; actively participates in club service projects; recognizes significance of fundraising for the Governor's Project; encourages and works with fundraising committee; attends and participates in all club fundraisers; respects all persons; maintains academic good standing and models student code of conduct. Each club treasurer must meet all qualitative and quantitative assessments, and submit the required recommendation letters. The Florida District Board sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

Distinguished Club Vice President exhibits the following qualities: exhibits constructive leadership at all times; places Key Club as a top priority; could be president; supports the Club President; actively participates in club service projects; works to raise awareness of the Major Emphasis Project (MEP) and Governor's Project; encourages all committees; respects all persons; maintains academic good standing and models student code of conduct. Each club vice president must meet all qualitative and quantitative assessments, and submit the required recommendation letters. The Florida District Board sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

***Early Bird Dues** recognizes with a banner patch from Key Club International every club that has made their first dues payment by November 1st.

2014-2015 Awards and Contests Descriptions

Every Child A Swimmer award recognizes clubs that best exemplify the goals of The Every Child A Swimmer (ECAS) program. ECAS is a special program of Kiwanis International, Key Club International, and Circle K International for elementary schools. Its objective is to make every child a swimmer and/or trained in water safety.

G. Harold Martin Outstanding Club President is given to the top five club presidents who meet all criteria for the Distinguished Club President Award. The president judged to be the most outstanding of the five will also receive a \$1000 college scholarship provided by the Kiwanis Club of Brooksville.

***Governor's Citation** is awarded to any club that records at least 30 hours of service per member (calculated by dividing the club's total service hours by the number of members in the club). The number of members in a club is determined by the February dues report from Key Club International. Total service hours are determined by the hours recorded in the online Monthly Pride Reports from March through February. Service hours must conform to the district's definition of a service hour. Improper reporting of service hours will disqualify the club from this award.

Governor's Project Club Banner Patch is awarded to any club that completes at least three projects throughout the Key Club year that reflect the Governor's Project. Each project may be completed on a single day or on multiple days.

Governor's Project Member Award is awarded to any Key Club member that record at least 25 hours of service directly related to the Governor's Project and be recommended by their advisor.

J. Walker Field Outstanding Kiwanis Advisor is presented to the Kiwanis Advisor who best demonstrates what it means to be an outstanding Kiwanis Advisor. Only one Kiwanis advisor annually receives this award. The nomination for this award should not be disclosed to the nominee prior to announcing the winner.

Jack Gander Outstanding Key Club Faculty Advisor is presented to the Faculty Advisor who best demonstrates the qualities of an outstanding Faculty Advisor. Only one Faculty Advisor annually receives this award. The nomination for this award should not be disclosed to the nominee prior to announcing the winner.

***Key Club Service** recognizes clubs with the largest number of service hours per member. Clubs shall compete with other clubs of similar size within the four membership categories. Service hours are derived from Pride Reports and must conform to the district's definition of a service hour. Improper reporting of service hours will disqualify the club from this award.

Kiwanis Family Relations Award is given to the Key Club that expressed the best relationship with the Kiwanis Family including K-Kids, Builders Clubs, Kiwanis Clubs, Aktion Clubs, and CKI Clubs.

Kiwanis Family Ties Banner Patch Award is earned by clubs that complete at least three service projects with one of the following clubs: Sponsoring Kiwanis Club, Circle K, Aktion Club, Builders Club, or K-Kids. Each project must include at least five Key Club members and must also include at least three members from a Kiwanis Family club.

Major Emphasis Award is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Project. Clubs may submit one Major Emphasis Involvement Report for judging. The activity described can cover any phase of Key Club Major Emphasis involvement specifically highlighting personal development and social interaction of children. The Major Emphasis Award is an international award that must be judged first by the District with the winning entry qualifying to compete at International.

2014-2015 Awards and Contests Descriptions

Malcolm K. Lewis Key Club of the Year recognizes the best club in the District for their overall performance based on several factors such as club administration, membership and leadership development, Kiwanis family involvement, service, fundraising, and attendance at DCON. Submission of the Key Club Annual Achievement Report is required. The Key Club that has the largest point total will be named Key Club of the Year. In case of a tie, the Key Club with the larger average number of service hours per member will be selected as Key Club of the Year.

Oratorical Contest recognizes Key Club members for excellence in public speaking. The Oratorical Contest is also an international award that must be judged first by the District with the winning entry qualifying to compete at International. Each orator must speak on the topic chosen by Key Club International for that year and will be allowed a maximum of five minutes for his/her presentation.

***Pride Report Submission** is awarded to Clubs with 100% on time submissions of their March through February Pride Reports.

Robert W. Thal Outstanding Sponsoring Kiwanis Club is presented to the Kiwanis Club that best demonstrates a positive on-going relationship with the Key Club it sponsors. The nomination for this award should be done by key club members and should not be disclosed to any member of the club being nominated until after the winner is announced.

Single Service Award provides recognition to individual Key Clubs for their single best service project. Clubs may submit one Single Service Award Report for judging. The Single Service Award is an international award that must be judged first by the District with the winning entries (one in each of four club size categories) qualifying to compete at International. .

Talent Contest is for any Individual member or a group from the same club who may compete in a talent competition at DCON. Each club may participate in only one act. The time limit on each performance may not exceed six minutes. All acts will be required to demonstrate their ability and entertainment appeal in a preliminary audition at DCON. Talent Contest is also an international award that must be judged first by the District with the winning entry qualifying to compete at International.

***Trick or Treat for UNICEF Fundraising** banner patch will be given by Key Club International to any club that raises at least \$250.00 for Trick or Treat for UNICEF. Funds must be correctly sent to Key Club International by December 31st to qualify for the recognition.

UNICEF/The Eliminate Project Fundraising Award is presented by the Florida District to the clubs in four size categories with the greatest amount of money collected from all sources for The Eliminate Project (including Trick or Treat for UNICEF). To be considered for this award, monies donated will be verified on reports provided by Kiwanis International and on monthly Pride Reports for March through February.

Year In Review (Scrapbook) Contest provides recognition to the Key Clubs that best demonstrate the values of our organization via a scrapbook. Clubs in good standing may submit one year in review traditional scrapbook or non-traditional scrapbook for judging. The scrapbook may contain pictures, souvenirs, examples, newspaper clippings, etc., of activities completed during the district administrative year. The Scrapbook contest is also an international award that must be judged first by the District with the winning entry qualifying to compete at International.

* Non-application awards that are given based on documentation such as Pride Reports, Trick of Treat for UNICEF funds submissions, or dues payment.



2014-15 CLUB POSTER (NON-DIGITAL AND DIGITAL) CONTEST ENTRY FORM

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. CONTACT INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Key Club Artist's Name: _____ Key Club Artist's Email: _____ Cellphone: _____
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

SELECT ONE: NON-DIGITAL POSTER CONTEST DIGITAL POSTER CONTEST

- Please type the information on this form and affix to the back of the poster.
- The Club Poster (Non-Digital and Digital) contest shall provide recognition to Key Clubs that best demonstrate the values of our organization via a poster.
- Any Key Club in good standing may submit one digital or non-digital poster for judging.
- The poster must display an original and current design that has been used to promote Key Club.
- The Club Poster contest is an international contest. Eligible submissions must first be submitted to the Florida District for judging at the District level.
- The Key Club International Poster Contest will be conducted according to the following rules.
 - A. The first place Club Poster Contest winners from the District Education and Leadership Conference (DCON) will be eligible to compete in the International contest.
 - B. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
 - C. NON-DIGITAL Entries in this category may not include material produced through electronic means, such as cameras and computer software.
 - D. DIGITAL Entries in this category may include material produced through electronic means, such as cameras and computer software.
 - E. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch from the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
 - F. Winning entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.
 - G. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
 - H. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified.
 - I. Contest and award criteria can be found in the Key Club Guidebook, www.keyclub.org.

3. QUANTITATIVE ASSESSMENT

JUDGING CRITERIA	ASSIGNED POINTS
Originality/Creativity	25
Effectiveness for Member Recruitment	25
Overall Appearance and Artistic Expression	50
SUM	100 points

4. SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry form.

Faculty Advisor: Signing below certifies that you have reviewed the club digital or non-digital poster and the entry form you are signing.

Faculty Advisor's Signature _____ Date _____

Key Club Artist Producing Poster: Artist attests to the club poster's originality.

Key Club Artists Signature _____ Date _____

5. SUBMISSION

Deliver this completed original Club Poster Contest Entry Form by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at **DCON**.

- Please do not leave the entry form at the Key Club Registration Desk; it will not be considered submitted.
- Check the program booklet at DCON for any updated information on time and location of contest entries.
- If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.
- Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org. This is an optional request and will NOT commit you enter the contest or affect the judging of your entry.

FOR OFFICIAL USE ONLY

Please select one:

- This poster placed first at district convention.
 - This poster was selected by other means and was approved for entry for International competition by the Key Club district administrator.
- Key Club District Administrator (David McCampbell) Signature: _____

NOTE: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.



2014-15 CLUB PROJECT DISPLAY CONTEST ENTRY FORM

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. CLUB INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Key Club Artist's Name: _____ Key Club Artist's Email: _____ Cellphone: _____
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

- Any Key Club in good standing may submit **one** display board of a favorite or most significant project completed during the Key Club year by the members of the Key Club.
- The project display boards should be the size of standard "science fair" display boards.**
- A tri-fold, self-standing poster display board is recommended.**
- Attach the **original** of this contest entry form to the **back** of your club project display board.
- Your display board entry must be delivered to District Education and Leadership Conference (DCON);** see Section 5.
- All display boards must be pick-up by 10 AM, on Sunday.** Project display boards that are not picked up will be discarded.
- All display boards will be exhibited during the Service Fair at the DCON.
- Display boards will be judged on creativity and over-all presentation.
- All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.

3. QUANTITATIVE ASSESSMENT

JUDGING CRITERIA	ASSIGNED POINTS
Artistic Value and Visual Appearance	10
Effectiveness for Member Recruitment	10
Fundraising Projects	10
Involvement with Major Emphasis Program	10
Involvement with the Governor's Project	10
Kiwanis Family Interaction	5
Promotion of Key Club	10
Service to Community	10
Service to School	10
Uniqueness/Creativity of Project Presentation	15
SUM	100 points

4. SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry form.

Faculty Advisor

Signing below certifies that you have reviewed the club project display and the entry form you are signing.

Faculty Advisor's Signature _____ Date _____

Key Club Artist Producing Club Project Display

Artist attests to the club project display's originality.

Key Club Artists Signature _____ Date _____

5. SUBMISSION

Deliver this completed original Club Project Display Contest Entry Form and your display board by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at **DCON**.

- Please do not leave the entry form at the Key Club Registration Desk; it will not be considered submitted.**
- Check the program booklet at DCON for any updated information on time and location of contest entries.
- If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.**
- Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org.

This is an optional request and will NOT commit you enter the contest or affect the judging of your entry.



2014-15 CLUB T-SHIRT CONTEST ENTRY FORM

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. CLUB INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Key Club Artist's Name: _____ Key Club Artist's Email: _____ Cellphone: _____
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

- Any Key Club in good standing may submit only **one** t-shirt for judging.
- The content, layout, and general format of the t-shirt are left to the discretion of the individual club.
- The t-shirt must display an original and current design that has been used to promote Key Club.
- The design must have been created by a Key Club member(s) with no professional assistance.
- The t-shirt (in cotton and/or polyester fabric) must be clean and unused.
- Attach the **original** of this contest entry form to your club t-shirt.
- **Your club t-shirt entry must be delivered to District Education and Leadership Conference (DCON);** see Section 5.
- **All t-shirts must be pick-up by 10 AM, on Sunday.** T-shirts that are not picked up may be discarded.
- T-shirts will be judged on creativity, spirit, and appropriateness.
- All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.

3. QUANTITATIVE ASSESSMENT

JUDGING CRITERIA	ASSIGNED POINTS
Aesthetic Appeal	15
Creativity	15
Effectiveness for Member Recruitment	15
Originality	15
Promotion of Key Club	25
Uniqueness of Design/Artwork	15
SUM	100 points

4. SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry form.

Faculty Advisor

Signing below certifies that you have reviewed the club t-shirt and the entry form you are signing.

Faculty Advisor's Signature _____ Date _____

Key Club Artist Producing Club T-Shirt

Artist attests to the club t-shirt's originality.

Key Club Artists Signature _____ Date _____

5. SUBMISSION

Deliver this completed original Club T-Shirt Contest Entry Form and t-shirt by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at **District Education and Leadership Conference (DCON)**.

- **Please do not leave the entry form and t-shirt at the Key Club Registration Desk; it will not be considered submitted.**
- Check the program booklet at DCON for any updated information on time and location of contest entries.
- If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.
- Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org.

This is an optional request and will NOT commit you enter the contest or affect the judging of your entry.



2014-2015 CLUB VIDEO CONTEST ENTRY FORM

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. CONTACT INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
Video Producer/Artist's Name: _____ Producer/Artist's Email: _____ Cellphone: _____
Club President's Name: _____ President's Email: _____ Cellphone: _____
Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
Sponsoring Kiwanis Club of _____ Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

- Please print information on this form and affix the completed form to an envelope. Place the DVD inside the envelope.
- The Club Video Contest shall provide recognition to Key Clubs that best demonstrate the values of our organization via a video.
- Any Key Club in good standing may submit one video for judging.
- The Club Video contest is an international contest. Eligible submissions must first be submitted to the Florida District for judging at the District level.
- The Key Club International Video Contest will be conducted according to the following rules.
 - A. The first place Club Video Contest winner from the District Education and Leadership Conference (DCON) will be eligible to compete in the International contest.
 - B. The video must be produced by club members only at a cost not to exceed \$300.
 - C. The video should promote Key Club as an organization and/or the Key Club within its respective school/community.
 - D. **The length of the completed video/DVD segment should be no more than 60 seconds.**
 - E. The video must be submitted on a DVD in QuickTime format containing no copyrighted music.
 - F. Review resource: [Obtaining legal music for video productions](https://creativecommons.org/legalmusicforvideos) at <https://creativecommons.org/legalmusicforvideos>
 - G. Provide an itemized listing of all costs associated with the video/DVD production, including cost of the DVD.
 - H. Winning entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries. Winners of the International club video contest shall be uploaded to the KeyTV YouTube channel following International Convention provided they are in QuickTime format and contain no copyright music or inappropriate content.
 - I. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
 - J. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified.
 - K. Contest and award criteria can be found in the Key Club Guidebook, www.keyclub.org.

3. QUANTITATIVE ASSESSMENT

JUDGING CRITERIA	ASSIGNED POINTS
Originality	10
Promotion of Key Club	20
Clarity of Message	20
Quality of Production	
a. Sound Quality	10
b. Picture Quality	10
Overall Impression	30
TOTAL	100

Please Itemize Costs Associated with Creation of This DVD:	
Donations	\$ _____
DVD	\$ _____
Rentals	\$ _____
Other	\$ _____
Other	\$ _____
Other	\$ _____
TOTAL	\$ _____ (\$300 maximum)

4. SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry form.

Faculty Advisor

Signing below certifies that you have reviewed this entry form, and that this DVD is original and was created in accordance with copyright laws.

Faculty Advisor's Signature _____ Date _____

5. SUBMISSION

Deliver this completed original Club Video Contest Entry Form and DVD by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at **DCON**.

- **Please do not leave the entry form and DVD at the Key Club Registration Desk; it will not be considered submitted.**
- Check the program booklet at DCON for any updated information on time and location of contest entries.
- If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.
- Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org. This is an optional request and will NOT commit you enter the contest or affect the judging of your entry.

FOR OFFICIAL USE ONLY

Please select one:

- This video placed first at district convention.
 - This video was selected by other means and was approved for entry for International competition by the Key Club district administrator.
- Key Club District Administrator (David McCampbell) Signature: _____

NOTE: Only district winners are eligible for submission to International competition.
Refer to the Key Club Guidebook for additional information.



2014-2015 DISTINGUISHED CLASS DIRECTOR AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLASS DIRECTOR'S INFORMATION

Key Club of _____ Division: _____ Zone: _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Class Director's Name: _____ Key Club Member #: _____
 Class Director's Grade Level: _____
 Class Director's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

A club class director exhibits the following qualities:

<ul style="list-style-type: none"> ✓ Supportive of other board members ✓ Places Key Club as a top priority ✓ Encourages other club members ✓ Is accessible to club members ✓ Participates in club service projects ✓ Ensures Key Club is respected on school campus and in the community 	<ul style="list-style-type: none"> ✓ Ensures that the class is well represented at each meeting ✓ Inclusive of club members ✓ Respects all persons ✓ Maintains academic good standing and models student code of conduct
--	--

YES (if yes, proceed with application)

NO (if not, **officer is not eligible** for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER

OFFICER COMPLETED A MINIMUM OF **75** SERVICE HOURS:

YES (if yes, proceed with application)

NO (if not, **officer is not eligible** for the award)

4. NUMBER OF SERVICE HOURS PERFORMED DURING 2014-2015

hours = _____ points (Refer to service hour chart below)

Number of Service Hours	Points to Be Awarded
75-100	10
101-150	15
151-200	20
Over 200	25

5. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Attends all Key Club and Key Club board meetings	10 points	
Gathers suggestions from class members/let members know they have a voice	10 points	
Provides input to the board	10 points	
Ensures and encourages members to be in attendance at all club meetings	10 points	
Keep constant and effective communication between class and director	20 points	
Attended Divisional Council Meetings (5 points per meeting)	30 points (MAX)	
Holds and participates in activities related to the Governor's Project	5 points	
Attended Key Club Kick Off Conference or Leadership Training	15points	
Attended Spring Zone Rally	15points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended Key Club International Convention	5 points	
Attends activities of sponsoring Kiwanis Club	5 points	
Memberships Recruitment (1 point per new member)	10 points(MAX)	
SUM	160 points	



2014-2015 DISTINGUISHED CLASS DIRECTOR AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

OFFICER'S NAME:

6. RECOMMENDATION LETTERS

- Required: Faculty Advisor (5 points)
- Optional: You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities. (15 points maximum)

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

The letters must be no more than two pages in length and signed by your references.

Your recommendation letter(s) must be scanned and submitted electronically with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your reference(s).

7. SCORING (Fill out before submitting)

SECTION 4 10-25 Points (Minimum of 10 points is required)	SECTION 5 0-160 Points (No minimum)	SECTION 6 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-205 Points	90% OF MAXIMUM POINTS AVAILABLE =185

The Florida Board of Trustees sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

8. FACULTY ADVISOR AND APPLICANT'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

9. SUBMISSION

Submit your completed application and letter(s) of recommendation **electronically by March 13, 2015** to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letter(s) of recommendation and attach them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application **WILL BE DISQUALIFIED if any information requested is missing.**

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 DISTINGUISHED CLUB EDITOR AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB EDITOR'S INFORMATION

Key Club of _____ Division: _____ Zone: _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club Editor's Name: _____ Key Club Member #: _____
 Editor's Grade Level: _____
 Editor's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The Club Editor exhibits the following qualities: exhibits constructive leadership at all times; places Key Club as a top priority; encourages other club members; is accessible to club members; participates in club service projects; ensures Key Club is respected on school campus and in the community; builds positive working relationships with Faculty Advisor and school staff; maintains academic good standing and models student code of conduct.

YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER

OFFICER COMPLETED A MINIMUM OF 75 SERVICE HOURS:

YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

4. NUMBER OF SERVICE HOURS PERFORMED DURING 2014-2015

hours = _____ points (Refer to service hour chart below)

Number of Service Hours	Points to Be Awarded
75-100	10
101-150	15
151-200	20
Over 200	25

5. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Produces monthly newsletter to members during school year (5 points each)	(40 points MAX)	
Produces summer newsletter	5 points	
Post signs, posters, and banner advertising meetings date, projects, etc.	10 points	
Submits articles to community print and visual media outlets	10 points	
Creates club scrapbook	50 points	
Attends club board meetings	10 points	
Participates in activities related to the Governor's Project	5 points	
Attends Divisional Council Meetings (5 points per meeting)	30 points	
Attended Key Club Kick-Off Conference or Leadership Training	20 points	
Attended Spring Zone Rally	20 points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended International Convention	5 points	
Submits articles to the Sunshine Source Editor	20 points	
Memberships Recruitment (1 points per new member)	5 points (MAX)	
SUM	245 points	



2014-2015 DISTINGUISHED CLUB EDITOR AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

OFFICER'S NAME:

6. RECOMMENDATION LETTERS

- Required: Faculty Advisor (5 points)
- Optional: You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities. (15 points maximum)

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

The letters must be no more than two pages in length and signed by your references.

Your recommendation letter(s) must be scanned and submitted electronically with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your reference(s).

7. SCORING (Fill out before submitting)

SECTION 4 10-25 Points (Minimum of 10 points is required)	SECTION 5 0-245 Points (No minimum)	SECTION 6 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-290 Points	90% OF MAXIMUM POINTS AVAILABLE = 261

The Florida Board of Trustees sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

8. FACULTY ADVISOR AND APPLICANT'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

9. SUBMISSION

Submit your completed application and letter(s) of recommendation **electronically by March 13, 2015** to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letter(s) of recommendation and attach them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application **WILL BE DISQUALIFIED if any information requested is missing.**

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 DISTINGUISHED CLUB MEMBER AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Club President's Name: _____ Club President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. BACKGROUND

The Florida District Board designed the criteria for the Distinguished Club Member Award to give Faculty Advisors maximum latitude in recognizing those members who truly model the Key Club motto.

A. EACH MEMBER HAS MET ALL QUALITATIVE ASSESSMENTS

- ✓ Attends most of the club's meetings YES
- ✓ Is essential to the successful operations of the club YES

B. MEMBER HAS MET THE QUANTITATIVE ASSESSMENT

- ✓ Member completed a minimum of **75** service hours YES

3. LISTING OF DISTINGUISHED CLUB MEMBERS (The additional page provided may be used if needed)

List each member's first and last names as found at: <http://floridakeyclub.org/membership-verification/>

#	Club Member's First and Last Name	Number of Service Hours	#	Club Member's First and Last Name	Number of Service Hours
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

4. FACULTY ADVISOR'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Without the signature requested above, your application will be automatically **DISQUALIFIED** for this award.

5. SUBMISSION

Submit your completed application **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and attached it to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 DISTINGUISHED CLUB MEMBER AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

KEY CLUB OF

Division:

ADDITIONAL PAGE FOR LISTING OF DISTINGUISHED CLUB MEMBERS (additional pages may be used if needed)

List each member's first and last names as found at: <http://floridakeyclub.org/membership-verification/>

#	Club Member's First and Last Name	Number of Service Hours
31		
32		
33		
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#	Club Member's First and Last Name	Number of Service Hours
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2014-2015 DISTINGUISHED CLUB PRESIDENT AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB PRESIDENT'S INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ Key Club Member#: _____
 President's Grade Level: _____
 President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The Club President exhibits the following qualities: constructive leadership at all times; places Key Club as a top priority; encourages other club members; is accessible to club members; participates in club service projects; ensures Key Club is respected on school campus and in the community; builds positive working relationships with Faculty Advisor, school administrator, faculty; respects all persons; and maintains academic good standing and models student code of conduct.

YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER

OFFICER COMPLETED A MINIMUM OF 75 SERVICE HOURS:

YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

4. NUMBER OF SERVICE HOURS PERFORMED DURING 2014-2015

hours = _____ points (Refer to service hour chart below)

Number of Service Hours	Points to Be Awarded
75-100	10
101-150	15
151-200	20
Over 200	25

5. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Holds weekly meetings	20 points	
Holds board meetings at least monthly	10 points	
Ensures reports are submitted (OPR, OIF, Annual Achievement Report)	20 points	
Ensures club is in attendance at all Divisional Council Meetings	15 points	
Holds and participates in activities related to the Governor's Project	10 points	
Attended Divisional Council Meetings (5 points per meeting)	30 points (MAX)	
Attended Key Club Kick Off Conference or Leadership Training	20 points	
Attended Spring Zone Rally	20 points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended International Convention	5 points	
Participates in inter-clubs with other Kiwanis Family members	5 points	
Attends activities of sponsoring Kiwanis Club	10 points	
Memberships Recruitment (1 point per new member)	5 points (MAX)	
SUM	185 points	



2014-2015 DISTINGUISHED CLUB PRESIDENT AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

OFFICER'S NAME:

6. RECOMMENDATION LETTERS

- Required: Faculty Advisor (5 points)
- Optional: You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities. (15 points maximum)

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

The letters must be no more than two pages in length and signed by your references.

Your recommendation letter(s) must be scanned and submitted electronically with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your reference(s).

7. SCORING (FILL OUT BEFORE SUBMITTING)

SECTION 4 10-25 Points (Minimum of 10 points is required)	SECTION 5 0-185 Points (No minimum)	SECTION 6 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-230 Points	90% OF MAXIMUM POINTS AVAILABLE = 207

The Florida Board of Trustees sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total maximum points available.

8. FACULTY ADVISOR AND APPLICANT'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

9. SUBMISSION

Submit your completed application and letter(s) of recommendation **electronically by March 13, 2015** to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letter(s) of recommendation and attach them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application **WILL BE DISQUALIFIED if any information requested is missing.**

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 DISTINGUISHED CLUB SECRETARY AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB SECRETARY'S INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club Secretary's Name: _____ Key Club Member #: _____
 Secretary's Grade Level: _____
 Secretary's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The Club Secretary exhibits the following qualities:

- | | |
|---|---|
| <ul style="list-style-type: none"> ✓ Exhibits constructive leadership at all times ✓ Places Key Club as a top priority ✓ Maintains accurate account of member's service hours ✓ Takes minutes of Board meetings and makes them accessible to members and advisors | <ul style="list-style-type: none"> ✓ Is accessible to club members and respects all members ✓ Actively participates in club service projects ✓ Meets deadlines ✓ Supports the president in his/her district responsibilities ✓ Maintains academic good standing ✓ Models student code of conduct. |
|---|---|

YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER

OFFICER COMPLETED A MINIMUM OF **75** SERVICE HOURS:

YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

4. NUMBER OF SERVICE HOURS PERFORMED DURING 2014-2015

hours = _____ points (Refer to service hour chart below)

Number of Service Hours	Points to Be Awarded
75-100	10
101-150	15
151-200	20
Over 200	25

5. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Attends weekly meetings	20 points	
Attends board meetings at least monthly	10 points	
Submits Monthly Pride Reports on time	15 points	
Ensures that all reports are submitted (OPR, OIF, Achievement Report)	15 points	
Takes well-written and accurate minutes of Board meetings	10 points	
Participates in activities related to the Governor's Project	5 points	
Attended Divisional Council Meetings (5 points per meeting)	30 points (MAX)	
Attended Key Club Kick Off Conference or Leadership Training	20 points	
Attended Spring Zone Rally	20 points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended International Convention	5 points	
Participates in inter-clubs with other Kiwanis Family members	5 points	
Attends activities of sponsoring Kiwanis Club	10 points	
Memberships Recruitment (1 point per new member)	5 points (MAX)	
SUM	185 points	



2014-2015 DISTINGUISHED CLUB SECRETARY AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

OFFICER'S NAME:

6. RECOMMENDATION LETTERS

- Required: Faculty Advisor (5 points)
- Optional: You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities. (15 points maximum)

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

The letters must be no more than two pages in length and signed by your references.

Your recommendation letter(s) must be scanned and submitted electronically with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your reference(s).

7. SCORING (Fill out before submitting)

SECTION 4 10-25 Points (Minimum of 10 points is required)	SECTION 5 0-185 Points (No minimum)	SECTION 6 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-230 Points	90% OF MAXIMUM POINTS AVAILABLE = 207

The Florida Board of Trustees sets the total number of points required to achieve this award, but applicants should have at least 90% of the total points earned.

8. FACULTY ADVISOR AND APPLICANT'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

9. SUBMISSION

Submit your completed application and letter(s) of recommendation **electronically by March 13, 2015** to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letter(s) of recommendation and attach them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application **WILL BE DISQUALIFIED if any information requested is missing.**

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 DISTINGUISHED CLUB TREASURER AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB TREASURER'S INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club Treasurer's Name: _____ Key Club Member #: _____
 Treasurer's Grade Level: _____
 Treasurer's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The Club Treasurer exhibits the following qualities:

<ul style="list-style-type: none"> ✓ Exhibits constructive leadership at all times ✓ Places Key Club as a top priority ✓ Supports other club officers ✓ Actively participates in club service projects 	<ul style="list-style-type: none"> ✓ Recognizes significance of fundraising for the Governor's Project ✓ Encourages and works with fundraising committee ✓ Attends and participates in all club fundraisers; respects all persons ✓ Maintains academic good
--	---

YES (if yes, proceed with application)

NO (if not, **officer is not eligible** for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER

OFFICER COMPLETED A MINIMUM OF **75** SERVICE HOURS:

YES (if yes, proceed with application)

NO (if not, **officer is not eligible** for the award)

4. NUMBER OF SERVICE HOURS PERFORMED DURING 2013-2014

hours = _____ points (Refer to service hour chart below)

Number of Service Hours	Points to Be Awarded
75-100	10
101-150	15
151-200	20
Over 200	25

5. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Submits dues by November 1 (15 points) or December 1 (10 points)	15/10 points	
Submits dues for new members by February	5 points	
Attends weekly meetings	20 points	
Attends board meetings at least monthly	10 points	
Coordinates and participates in all club or District fundraising activities	15 points	
Participates in activities related to the Governor's Project	5 points	
Attended Divisional Council Meetings (5 points per meeting)	30 points (MAX)	
Attended Key Club Kick Off Conference or Leadership Training	20 points	
Attended Spring Zone Rally	20 points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended International Convention	5 points	
Participates in inter-clubs with other Kiwanis Family members	10 points	
Attends activities of sponsoring Kiwanis Club	10 points	
Memberships Recruitment (1 point per new member)	5 points (MAX)	
SUM	185 points	



2014-2015 DISTINGUISHED CLUB TREASURER AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

OFFICER'S NAME:

6. RECOMMENDATION LETTERS

- Required: Faculty Advisor (5 points)
- Optional: You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities. (15 points maximum)

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

The letters must be no more than two pages in length and signed by your references.

Your recommendation letter(s) must be scanned and submitted electronically with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your reference(s).

7. SCORING (Fill out before submitting)

SECTION 4 10-25 Points (Minimum of 10 points is required)	SECTION 5 0-185 Points (No minimum)	SECTION 6 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-230 Points	90% OF MAXIMUM POINTS AVAILABLE = 207

The Florida Board of Trustees sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

8. FACULTY ADVISOR AND APPLICANT'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

9. SUBMISSION

Submit your completed application and letter(s) of recommendation **electronically by March 13, 2015** to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letter(s) of recommendation and attach them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application **WILL BE DISQUALIFIED if any information requested is missing.**

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 DISTINGUISHED CLUB VICE PRESIDENT AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB VICE PRESIDENT'S INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club Vice President's Name: _____ Key Club Member #: _____
 Vice President's Grade Level: _____
 Vice President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The Club Vice President exhibits the following qualities:

<ul style="list-style-type: none"> ✓ Exhibits constructive leadership at all times ✓ Places Key Club as a top priority ✓ Could be president ✓ Supports the Club President ✓ Actively participates in club service projects 	<ul style="list-style-type: none"> ✓ Works to raise awareness of the Major Emphasis Project (MEP) and Governor's Project ✓ Encourages all committees ✓ Respects all persons ✓ Maintains academic good standing and models student code of conduct
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YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER

OFFICER COMPLETED A MINIMUM OF 75 SERVICE HOURS:

YES (if yes, proceed with application) NO (if not, **officer is not eligible** for the award)

4. NUMBER OF SERVICE HOURS PERFORMED DURING 2014-2015

hours = _____ points (Refer to service hour chart below)

Number of Service Hours	Points to Be Awarded
75-100	10
101-150	15
151-200	20
Over 200	25

5. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Attends weekly meetings	20 points	
Establishes effective committee system	10 points	
Ensures club participation in Major Emphasis Program (MEP)	20 points	
Ensures club participation in the Governor's Project	15 points	
Attended Divisional Council Meetings (5 points per meeting)	30 points (MAX)	
Attended Key Club Kick Off Conference or Leadership Training	20 points	
Attended Spring Zone Rally	20 points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended International Convention	5 points	
Participates in inter-clubs with other Kiwanis Family members	5 points	
Attends activities of sponsoring Kiwanis Club	10 points	
Memberships Recruitment (1 point per new member)	5 points (MAX)	
SUM	175 points	



2014-2015 DISTINGUISHED CLUB VICE PRESIDENT AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

OFFICER'S NAME:

6. RECOMMENDATION LETTERS

- Required: Faculty Advisor (5 points)
- Optional: You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities. (15 points maximum)

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

The letters must be no more than two pages in length and signed by your references.

Your recommendation letter(s) must be scanned and submitted electronically with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your reference(s).

7. SCORING (Fill out before submitting)

SECTION 4 10-25 Points (Minimum of 10 points is required)	SECTION 5 0-175 Points (No minimum required)	SECTION 6 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-220 Points	90% OF MAXIMUM POINTS AVAILABLE = 198

The Florida Board of Trustees sets the total number of points required to achieve this award, but applicants should have earned at least 90% of the total possible points.

8. FACULTY ADVISOR AND APPLICANT'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

9. SUBMISSION

Submit your completed application and letter(s) of recommendation **electronically by March 13, 2015** to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letter(s) of recommendation and attach them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 EVERY CHILD A SWIMMER AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. BACKGROUND

The Every Child A Swimmer (ECAS) Project is a special program of Kiwanis International, Key Club International, and Circle K International for elementary schools. ECAS offers the first and only permanent solution to the senseless, escalating drowning problem that has plagued the world from time immemorial. Its objective is to make every child a swimmer, educated and trained in water safety. The project adds the volunteerism of the pre-trained service club members to the expertise of the school's regular physical education instructor (swim coach), as directed by the school's officials. Thus the effectiveness of the instructor is multiplied 20 or more times without added cost and makes the program affordable everywhere.

3. INSTRUCTIONS

The Every Child a Swimmer Award is given to the club that best exemplifies the goals of the program. Briefly describe the project your club completed. Please, include the number of members who were involved, the number of Kiwanis Family clubs involved, the date of this project, and promotion of the project.

4. PROJECT INFORMATION

Project Name: _____ Project Date(s): _____
 Number of Key Club Members Involved This Service Project: _____
 Number of Kiwanis Family Members Involved from each Kiwanis Family Clubs: 1. Kiwanis: _____ 2. Aktion Club: _____
 3. CKI: _____ 4. Builder's Club: _____ 5. K-Kids: _____ 6. Key Leader: _____
 Project Description: _____

5. PROJECT PUBLIC RELATIONS

Describe public relations (newspaper, TV, radio, etc.) used to promote this project:

6. FACULTY ADVISOR'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

7. SUBMISSION

Submit your completed application **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and attached it to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. AWARD BACKGROUND

G. H. Martin, 1901-1998, led an extraordinarily fulfilling life. After graduating from Ohio University in 1921, he went to Ohio State University Law School where he received his J.D. degree in 1923. He moved to Ft. Lauderdale in 1925 where he started his law practice. Mr. Martin was the founder of Boy Scout Troop #1, Toys for Tots, and Every Child a Swimmer. In 1936 he started a Key Club at Fort Lauderdale High School and founded Key Club International in 1943, followed by attending all but two of the first 50 Key Club International Conventions. Mr. Martin helped found the first YMCA in 1944, served as Charter President of the Broward County Cancer Society from 1954 to 1959, and served as Judge of the Municipal Court of Fort Lauderdale from 1932 to 1936. When he served as Governor of the Florida District of Kiwanis in 1948, his administration added 15 new Kiwanis Clubs and 13 Key Clubs. In both 1965 and 1979, Mr. Martin received the Key Club International Key of Honor.

Mr. Martin was recognized as "Father of Recreation in Fort Lauderdale" by the City in 1958 and received awards from Ohio University (1971) and Ohio State University (1973) for outstanding community service. He had over 60 years of perfect attendance in Kiwanis. Mr. Martin never charged or received any compensation or reimbursement for any project expenses and invested many thousands of dollars in Kiwanis, Key Club, and Every Child a Swimmer, Inc. The Florida Secretary of State once noted that his legal work was perfect. He was known to work to meet unmet community needs and to always give credit to those who assisted him. A primary skill was his ability to improve on the good but unworkable projects of others.

There is no figure in the history of Key Club International or Kiwanis who serves as a better example of the qualities of an Outstanding Club President as evidenced by Mr. Martin's life of unselfish, dedicated, and committed servant leadership.

- **This is not an award given lightly and is one of great honor.**
- **This award is given to the club president who did truly outstanding work as president and can show this through his/her efforts.**
- **The top five presidents among all applications will be recognized at District Conference (DCON). The president judged to be the most outstanding will receive the award and a \$1000 college scholarship provided by the Brooksville Kiwanis Club.**

2. CLUB PRESIDENT'S INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Club President's Name: _____ Key Club Member#: _____

President's Grade Level: _____

President's Email: _____ Cell phone: _____

Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____

School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____

Sponsoring Kiwanis Club of _____

Kiwanis Advisor's Name: _____

3. REQUIREMENTS FOR AWARD

The club president **must meet 100% of the criteria listed below in order to be eligible for this award.**
The club president **must meet all criteria for the Distinguished Club President Award.**

1. Date(s) of dues payment: _____
2. Were all Monthly reports submitted by the tenth of the month? YES NO
3. Did the president attend **ALL** Divisional and Zone activities? YES NO
4. Did the President attend **ALL** Divisional Council Meetings? YES NO
5. How many club meetings did the president attend? _____
6. Club membership in May 2014: _____ Club membership in February 2015: _____
7. Did the president participate in the Governor's Project? YES NO
8. How many projects were planned and conducted by the Club in the following areas:
 Service to School: _____ Service to Community: _____ Service with Kiwanis: _____
9. Will the president receive the Governor's Citation at DCON? YES NO
 (The club recorded at least 30 hours of service per member.)



2014-2015 G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

**Key Club of
Club President's Name:**

4. RECOMMENDATION LETTERS

Attach a recommendation letter from **ALL** of the following:

- A. Your Key Club Lieutenant Governor
- B. Your Kiwanis Club President
- C. Your Kiwanis Club Service Leadership Program or Key Club Chairperson or Kiwanis Advisor
- D. Your Faculty Advisor or another teacher
- E. Your School Principal, Assistant Principal, or Activities Director
- F. You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities.

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

The letters must be no more than two pages in length and signed by your references.

Your recommendation letters must be scanned and submitted electronically with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your references.

5. DISTINGUISHED CLUB PRESIDENT AWARD APPLICATION

Attach a copy of your Distinguished Club President Award application.

6. FACULTY ADVISOR AND APPLICANT'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

7. SUBMISSION

Submit your completed application, letters of recommendation and a copy of your Distinguished Club President Award application **electronically by March 13, 2015** to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letters of recommendation and attach them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application **WILL BE DISQUALIFIED if any information requested is missing.**

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 GOVERNOR'S PROJECT CLUB BANNER PATCH AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB INFORMATION

Key Club of _____ Division: _____ Zone: _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

To receive the Governor's Project Club Banner Patch, the club must **complete at least three projects** throughout the **2014-2015** Key Club year in which they reflect the **SNAP (Special Needs Awareness Project) Project**. Each project may be completed on a single day or on multiple days. Briefly describe the projects your club **completed relating to the Governor's Project SNAP**. Please, include the number of members who were involved, the number of service hours, the amount of funds raised (if applicable), the date(s) of this project, etc. If more room is needed to describe a project below, the additional page provided may be used, and scan it with this application.

3. SNAP PROJECT #1 INFORMATION

Project Name: _____ Project Date(s): _____
 Number of Key Club Members Involved: _____
 Number of Kiwanis Family Members Involved from each Kiwanis Family Clubs: 1. Kiwanis: _____ 2. Aktion Club: _____ 3. CKI: _____
 4. Builder's Club: _____ 5. K-Kids: _____ 6. Key Leader: _____
 Project Description: _____

4. SNAP PROJECT #2 INFORMATION

Project Name: _____ Project Date(s): _____
 Number of Key Club Members Involved: _____
 Number of Kiwanis Family Members Involved from each Kiwanis Family Clubs: 1. Kiwanis: _____ 2. Aktion Club: _____ 3. CKI: _____
 4. Builder's Club: _____ 5. K-Kids: _____ 6. Key Leader: _____
 Project Description: _____

5. SNAP PROJECT #3 INFORMATION

Project Name: _____ Project Date(s): _____
 Number of Key Club Members Involved: _____
 Number of Kiwanis Family Members Involved from each Kiwanis Family Clubs: 1. Kiwanis: _____ 2. Aktion Club: _____ 3. CKI: _____
 4. Builder's Club: _____ 5. K-Kids: _____ 6. Key Leader: _____
 Project Description: _____

6. FACULTY ADVISOR'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Without the signature requested above, your application will be automatically **DISQUALIFIED** for this award.

7. SUBMISSION

Submit your completed application **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org. Please scan the application and attached it to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 GOVERNOR'S PROJECT CLUB BANNER PATCH AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

KEY CLUB OF

Division:

ADDITIONAL PAGE FOR INFORMATION ON SNAP PROJECT #1

Project Name:

Additional Project Description:

ADDITIONAL PAGE FOR INFORMATION ON SNAP PROJECT #2

Project Name:

Additional Project Description:

ADDITIONAL PAGE FOR INFORMATION ON SNAP PROJECT #3

Project Name:

Additional Project Description:



2014-2015 GOVERNOR'S PROJECT MEMBER AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ Class President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. BACKGROUND

To earn the **Governor's Project Member Award**, a Key Club member must record at least **25 hours** of service directly related to the Governor's Project and be recommended by their advisor. To be considered for this award, the service performed must be relevant to the **SNAP (Special Needs Awareness Programs) Project**, as described in the Governor's Project guidelines. **Clubs who have not recorded these projects on their monthly Pride Reports will be disqualified from this award.** Pride Reports may be updated at any time on or before March 10th.

3. ATTESTATION THAT MEMBERS LISTED MET ALL THE REQUIREMENTS

- A. MEMBER HAS MET THE QUALITATIVE ASSESSMENT**
 Each member participated in the SNAP Project YES
- B. MEMBER HAS MET THE QUANTITATIVE ASSESSMENT**
 Member completed a minimum of **25** service hours YES

4. LISTING OF CLUB MEMBERS COMPLETING REQUIREMENTS (The additional page provided may be used if needed)

#	Club Member's First and Last Name	Number of Service Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

#	Club Member's First and Last Name	Number of Service Hours
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

5. FACULTY ADVISOR'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

6. SUBMISSION

Submit your completed application **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and attached it to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 GOVERNOR'S PROJECT MEMBER AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

KEY CLUB OF

Division:

ADDITIONAL PAGE FOR LISTING OF CLUB MEMBERS COMPLETING SNAP PROJECT (additional pages may be used if needed)

List each member's first and last names as found at: <http://floridakeyclub.org/membership-verification/>

#	Club Member's First and Last Name	Number of Service Hours
31		
32		
33		
34		
35		
36		
37		
38		
39		
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41		
42		
43		
44		
45		
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#	Club Member's First and Last Name	Number of Service Hours
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2014-2015 J. WALKER FIELD OUTSTANDING KIWANIS ADVISOR APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2014

1. AWARD BACKGROUND

J. Walker Field, seen as the "patriarch of the Florida District", served as President of the Fort Lauderdale Beach Kiwanis club, Lieutenant Governor of District 15, District Treasurer, and was the first Distinguished Governor of the Florida District. Mr. Field created the Kiwanis Foundation in 1971 during his term as Florida District Governor, later becoming the President of the Kiwanis Foundation in 1972. He created the Kiwanis Foundation to support the Key Clubs of the Florida District with which he shared a strong connection and had a strong passion. Mr. Field was a constant supporter of Key Club and attended almost every District and International convention. He also was the driving force behind the admission of women into Circle K. He and his wife, Muriel's, constant support of Key Club and CKI led to their becoming the first members of the Florida Kiwanians to be inducted in the Florida District Hall of Fame. Mr. Field's continued passion and support for the Key Clubs of the Florida District until his passing in 1997 is what inspired the J. Walker Field Outstanding Kiwanis Advisor Award.

- This award is presented to the Kiwanis Advisor who best embodies Mr. J. Walker Field's support of today's youth.
- The selection of the recipient is made solely upon the nomination received.
- Only one Kiwanis advisor annually receives the J. Walker Field Outstanding Kiwanis Advisor Award.
- The winner is announced at the Annual District Education and Leadership Conference (DCON).

2. INSTRUCTIONS FOR J. WALKER FIELD OUTSTANDING KIWANIS ADVISOR NOMINATION

NOTE: THE NOMINATION FOR THIS AWARD SHOULD NOT BE DISCLOSED TO THE NOMINEE.

The following documentation must be included with this application:

- Letter of Nomination/Summation:** This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club or by the nominating Kiwanis Club. It should provide a nomination statement, basic overview of the advisor and the reason for the nomination. It should summarize the letters of recommendation and the advisor's relationship with the Key Club and its members. It should also include the reasons why the nominated Kiwanis Advisor is deserving of this honor.
- Biographical information:** This should include how the Kiwanis Advisor demonstrates a positive ongoing relationship with the Key Club. This can be through lists, photos, essays, news clippings, etc. These items may be **no more than five pages and must be scanned and electronically submitted with this application.**
- Letters of Recommendation:** A **maximum of five** letters may be submitted. **The letters must be no more than two pages in length and signed by your references.**
- Additional information:** Up to **four pages** of additional information may be submitted.

3. SUBMISSION

Submit your completed application and all supporting documents **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and all supporting documents and then attached them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

4. INFORMATION FOR J. WALKER FIELD OUTSTANDING KIWANIS ADVISOR NOMINATION

Name of Kiwanis Advisor Being Nominated:

Kiwanis Club of

Kiwanis Club Division:

Kiwanis Club President's Name:

Key Club of

Key Club Number:

Key Club Division:

(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Key Club President's Name:

Faculty Advisor's Name:

Nominator(s):



2014-15 JACK GANDER OUTSTANDING KEY CLUB FACULTY ADVISOR APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13 2015

1. AWARD BACKGROUND

Jack Gander retired as a Commander from the Navy in 1985 after serving his country for 25 years. That same year he joined the Kiwanis Club of Warrington and was elected President in 1989. Due to his leadership experience, Mr. Gander was then elected Lieutenant Governor for Division 1 in 1992. During that year he fell in love with Key Club service and assumed the duties of Kiwanis Advisor for Gulf Breeze High School. In 2003, Mr. Gander received the Florida District Outstanding Key Club Kiwanis Advisor Award for his dedicated service. From 2004 to 2013 he served on the Key Club Committee as Assistant Administrator for Zone A in the Florida District of Key Club. In 2005 he received "The Key of Honor" for his unselfish service rendered to the Florida District of Key Club. Mr. Gander and his wife, Ellie, have been married for over 45 years. Mr. Gander's long standing unselfish service as advisor and mentor to his local Key Club, to his Zone, and to the Florida District of Key Club highlights the qualities we expect in an Outstanding Key Club Faculty Advisor.

- This award is presented to the Faculty Advisor who demonstrates the qualities of an outstanding faculty advisor.
- The selection of the recipient is made solely upon the nomination received.
- Only one Faculty Advisor each year receives the Jack Gander Outstanding Faculty Advisor Award.
- The winner is announced at the Annual District Education and Leadership Conference (DCON).

2. INSTRUCTIONS FOR JACK GANDER OUTSTANDING KEY CLUB FACULTY ADVISOR NOMINATION

NOTE: THE NOMINATION FOR THIS AWARD SHOULD NOT BE DISCLOSED TO THE NOMINEE.

The following documentation must be included with this nomination application:

- Letter of Nomination/Summation:** This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club or by the nominating Kiwanis Club. It should provide a nomination statement, basic overview of the advisor and the reason for the nomination. It should summarize the letters of recommendation and the advisor's relationship with the Key Club and its members. It should also include the reasons why the nominated Faculty Advisor is deserving of this honor.
- Biographical information:** This should include how the Faculty Advisor demonstrates a positive on-going relationship with the Key Club. This can be through lists, photos, essays, news clippings, etc. **These items must be copied, scanned and submitted with this application. A maximum of five pages** may be submitted.
- Letters of Recommendation:** **A maximum of five letters** may be submitted. **The letters must be no more than two pages in length and signed by your references.**
- Additional information:** **Up to four pages** of additional information may be submitted.

3. SUBMISSION

Submit your completed application and all supporting documents **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and all supporting documents and then attached them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

4. INFORMATION FOR JACK GANDER OUTSTANDING KEY CLUB FACULTY ADVISOR NOMINATION

Name of Faculty Advisor Being Nominated:

Key Club of _____ Key Club Number: _____ Key Club Division: _____

(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Key Club President's Name:

Kiwanis Club of _____ Kiwanis Club Division: _____

Kiwanis Club President's Name:

Nominator:



2014-2015 JUDGE NOMINATION APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: APRIL 2, 2015

NOMINEE'S INFORMATION

Please type all information and then print this form for signatures.

Nominee's Name _____ Key Club Member ID# _____

Email address _____ Cell phone _____

Grade level: **12** Current Key Club Position _____

Key Club of _____ Division _____ Zone _____

(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

President's Name _____ President's email _____

Faculty Advisor's Name _____ Faculty Advisor's email _____

High School Mailing Address _____

City: _____ State/Province: FL _____ Postal Code: _____

Kiwanis Advisor's Name _____ Kiwanis Club of _____

NOMINEE'S ATTENDANCE AT THE 2015 DISTRICT EDUCATION AND LEADERSHIP CONFERENCE (DCON).

Nominee will be in attendance at the 2015 District Conference: YES NO

NOMINEE'S AGREEMENT TO KEEP INFORMATION DISCLOSED

Being a judge for District Conference takes a lot of responsibility. Not only does being a judge take a lot of thought, but the whole Florida District will be relying on your input. As a judge, we will ask you to judge an award and you will give us your feedback.

NOTE: YOU MAY NOT JUDGE ANY AWARD THAT YOUR SCHOOL HAS SUBMITTED OR PLANS TO SUBMIT.

THE AWARDS AND CONTESTS COMMITTEE HAS THE FINAL SAY IN RANKING AWARDS.

Judges must agree to keep all judging information and award recipients at a high level of confidentiality. All information given or seen referring to judging must not be disclosed outside of the judging room.

YES, I agree NO, I do not agree

SIGNATURES

We nominate the above name student to judge an award at/for DCON.

Print Full Name of Nominee _____

Nominee's Signature _____ Date _____

Print Full Name of Nominator _____

Nominator's Signature _____ Date _____

Faculty Advisor's Signature _____ Date _____

Please print, sign, scan, and electronically submit this application by **April 2, 2015** to:
Awards and Contests Committee
awards@floridakeyclub.org

COMMITTEE USE ONLY

APPROVED JUDGE _____

DATE APPROVED: _____

AWARD ASSIGNED: _____



2014-2015 KIWANIS FAMILY RELATIONS AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB INFORMATION

Key Club of _____ Division: _____ Zone: _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ Club President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

This award will be given to the Key Club that expressed the best relationship with the Kiwanis Family including K-Kids, Builders Clubs, Aktion Clubs, CKI Clubs, and Kiwanis Clubs.

In order to receive this award, your club must demonstrate all of these qualities:

- ✓ Exhibits a close Key Club/Kiwanis Club Relationship
- ✓ Encourages sponsoring Kiwanis Club to attend Key Club meetings
- ✓ Educates Key Club members about Kiwanis and its history
- ✓ Promotes K-Kids, Builders Clubs, Aktion Clubs, and attends their meetings and projects when possible
- ✓ Promotes Circle K membership and/or activities

Write a paragraph below, 500 words or less, describing how your Key Club demonstrates a close relationship with the Kiwanis Family, as well as how your Key Club has strengthened its bonds with the Kiwanis Family throughout the year.

3. QUALITATIVE ASSESSMENT/ DESCRIPTION OF CLOSE RELATIONSHIP

4. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Kiwanis members attend Key Club meetings	2 points/per meeting	
Kiwanis Advisor meets with school principal at start of school year	5 points	
Key Club members attend Kiwanis meetings	2 points/per meeting	
Key Club members run a Kiwanis meeting	10 points	
Kiwanis members attend a Key Club Spring Zone Rally	10 points	
Kiwanis member attends a Key Club District Conference (DCON)	20 points	
Key Club members attend K-Kids, Builders, or Aktion Club Meetings	10 points	
Sponsors a K-Kids or Builders Club	30 points	
Key Club members participate in a joint project with K-Kids	2 points/per project	
Key Club members participate in a joint project with Builders Club	2 points/per project	
Key Club members participate in a joint project with Aktion Club	2 points/per project	
Key Club members participate in a joint project with CKI	2 points/per project	
Promotes membership in Circle K International	5 points	
SUM	102 points (minimum)	

5. FACULTY ADVISOR'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Without the signature requested above, your application will be automatically **DISQUALIFIED** for this award.

6. SUBMISSION

Submit your completed application **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and attached it to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 KIWANIS FAMILY TIES BANNER PATCH AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB INFORMATION

Key Club of _____ Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

To receive the Kiwanis Family Ties Banner Patch Award, the club must **complete at least three service projects** throughout the 2014-2015 Key Club year with one of the following clubs of your Kiwanis Family: Sponsoring Kiwanis Club, Circle K, Aktion Club, Builders Club, or K-Kids. **Each project must include at least five Key Club members and must also include at least three members from a Kiwanis Family club.** Briefly describe the projects your club **completed**. Please include the number of members who were involved, the number of Kiwanis Family clubs involved, the dates of this project, etc. If more room is needed to describe a project below, the additional page provided may be used, and scan it with this application.

3. SERVICE PROJECT #1 INFORMATION

Project Name: _____ Project Date(s): _____
 Number of Key Club Members Involved: _____
 Number of Kiwanis Family Members Involved from each Kiwanis Family Clubs: 1. Kiwanis: _____ 2. Aktion Club: _____
 3. CKI: _____ 4. Builder's Club: _____ 5. K-Kids: _____ 6. Key Leader: _____
 Project Description: _____

4. SERVICE PROJECT #2 INFORMATION

Project Name: _____ Project Date(s): _____
 Number of Key Club Members Involved: _____
 Number of Kiwanis Family Members Involved from each Kiwanis Family Clubs: 1. Kiwanis: _____ 2. Aktion Club: _____
 3. CKI: _____ 4. Builder's Club: _____ 5. K-Kids: _____ 6. Key Leader: _____
 Project Description: _____

5. SERVICE PROJECT #3 INFORMATION

Project Name: _____ Project Date(s): _____
 Number of Key Club Members Involved: _____
 Number of Kiwanis Family Members Involved from each Kiwanis Family Clubs: 1. Kiwanis: _____ 2. Aktion Club: _____
 3. CKI: _____ 4. Builder's Club: _____ 5. K-Kids: _____ 6. Key Leader: _____
 Project Description: _____

6. FACULTY ADVISOR'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Without the signature requested above, your application will be automatically **DISQUALIFIED** for this award.

7. SUBMISSION

Submit your completed application **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and attached it to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-2015 KIWANIS FAMILY TIES BANNER PATCH AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

KEY CLUB OF

Division:

ADDITIONAL PAGE FOR INFORMATION ON SERVICE PROJECT #1

Project Name:

Additional Project Description:

ADDITIONAL PAGE FOR INFORMATION ON SERVICE PROJECT #2

Project Name:

Additional Project Description:

ADDITIONAL PAGE FOR INFORMATION ON SERVICE PROJECT #3

Project Name:

Additional Project Description:



2014-15 MAJOR EMPHASIS INVOLVEMENT REPORT COVER SHEET

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. INSTRUCTIONS

PLEASE TYPE THE INFORMATION ON THE MAJOR EMPHASIS INVOLVEMENT REPORT COVER SHEET AND AFFIX TO THE PROJECT DETAILS FORM (see pages 2-8).

- The Major Emphasis shall be the theme of Key Club International. Any project completed on a local scale by member clubs pursuant to the theme of **“Children: Their Future, Our Focus”** shall be considered projects of the major emphasis.
- The Major Emphasis Award is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Project.
- Any Key Club in good standing may **submit one** Major Emphasis Involvement Report for judging.
- The Major Emphasis Award is an international award. Eligible submissions must first be submitted to the Florida District for judging at the District Education and Leadership Conference (DCON).

2. INTERNATIONAL GUIDELINES

Major Emphasis Award Governing Rules

- A. Only one winner in the district contest will be eligible for entry in the International competition.
- B. Report must be typed. **Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described.** There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It must be completed in its entirety.
- C. The activity described can **cover any phase of Key Club Major Emphasis involvement specifically highlighting personal development and social interaction of children** during the year from district conference to district conference. The report may include newspaper clippings, substantiating photographs, or other pertinent information. Projects acceptable for this award may include both hands-on service and fundraising efforts.
- D. Reports will be judged according to the amount of Major Emphasis activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.
- E. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May.
- F. The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.

- G. The section to be described and the points for each are indicated below:
 1. THE NEED: To qualify for judging, a statement must establish in what way the project deals with the Major Emphasis (ME).
 2. THE PLAN (10 points): Describe how the project was organized.
 3. IMPLEMENTATION (20 points): Describe the steps taken to implement the plan.
 4. FINAL RESULTS (25 points): Describe the benefits of the service rendered.
 5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS (10 points): Describe actions and partnerships formed. Describe how the project was publicized.
 6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING (10 points):

01-09% = 1 point	50-59% = 6 points
10-19% = 2 points	60-69% = 7 points
20-29% = 3 points	70-79% = 8 points
30-39% = 4 points	80-89% = 9 points
40-49% = 5 points	90-100% = 10 points
 7. CLUB'S OVERALL PROGRAM DEALING WITH ME (25 points): Describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with ME during other parts of the year.

3. CLUB INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____ Kiwanis Advisor's Name: _____

4. CLUB MEMBERSHIP

Based on Key Club International report, enter the number of dues paid club members as of (a) December 1, 2014 (b) February 1, 2015:
Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter number and enter club membership here (c): _____

5. PROJECT INFORMATION (USE PAGE 2 FOR DETAILS)

Project Name: _____ Total Service Hours Involved: _____ Briefly describe the project below and provide required details on pages 2-8.

6. CERTIFICATION/SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry. This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Faculty/Kiwanis Advisor's Signature _____ Date _____
Club Principal's Name _____ Signature _____ Date _____

7. SUBMISSION

- Deliver completed Major Emphasis Award report by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at DCON.
 - **Please do not leave the entry form at the Key Club Registration Desk; it will not be considered submitted.**
 - Check the program booklet at DCON for any updated information on time and location of contest entries.
 - **If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.**
 - Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
 - If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.
- NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org. This is an optional request and will NOT commit you enter the contest or affect the judging of your entry.**

FOR OFFICIAL USE ONLY

Select as applicable one:
 This single service project placed first at district convention
 This single service project was selected by other means and was approved for entry for International competition by the Key Club district administrator.
Key Club District Administrator (David McCampbell) Signature: _____

NOTE: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.



2013-14 MAJOR EMPHASIS INVOLVEMENT REPORT - PROJECT DETAILS FORM

DEADLINE: APRIL 24, 2014 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of _____ Club ID# _____
Project Name: _____

Section G/1. THE NEED

(To qualify for judging, a statement must establish in what way the project deals with the Major Emphasis.)



2013-14 MAJOR EMPHASIS INVOLVEMENT REPORT - PROJECT DETAILS FORM

DEADLINE: APRIL 24, 2014 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of _____ Club ID# _____

Project Name: _____

Section G/2. THE PLAN

(Describe how the project was organized. 10 Points)



2013-14 MAJOR EMPHASIS INVOLVEMENT REPORT - PROJECT DETAILS FORM

DEADLINE: APRIL 24, 2014 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of _____ Club ID# _____

Project Name: _____

Section G/3. IMPLEMENTATION

(Describe the steps taken to implement the plan. 20 Points)



2013-14 MAJOR EMPHASIS INVOLVEMENT REPORT - PROJECT DETAILS FORM

DEADLINE: APRIL 24, 2014 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of _____ Club ID# _____

Project Name: _____

Section G/4. FINAL RESULTS

(Describe the benefits of the service rendered. 25 Points)



2013-14 MAJOR EMPHASIS INVOLVEMENT REPORT - PROJECT DETAILS FORM

DEADLINE: APRIL 24, 2014 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of _____ Club ID# _____

Project Name: _____

Section G/5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS

(Describe actions and partnerships formed. Describe how the project was publicized. 10 Points)



2013-14 MAJOR EMPHASIS INVOLVEMENT REPORT - PROJECT DETAILS FORM

DEADLINE: APRIL 24, 2014 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of _____ Club ID# _____

Project Name: _____

Section G/6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING (10 Points)

Number of members in club: _____

Number of members participating in project: _____

Percentage of members participating: _____ %



2013-14 MAJOR EMPHASIS INVOLVEMENT REPORT  PROJECT DETAILS FORM

DEADLINE: APRIL 24, 2014 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of _____ Club ID# _____
Project Name: _____

Section G/7. CLUB'S OVERALL PROGRAM DEALING WITH MAJOR EMPHASIS

(Describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with Major Emphasis during other parts of the year. 25 Points)



2014-15 NON-APPLICATION CONTESTS GUIDELINES

1. INSTRUCTIONS/RULES GOVERNING THE FLORIDA DISTRICT KEY CLUB NON-APPLICATION CONTESTS

The Florida District reserves the right to revise the list of non-application contests with the intent to maximize recognition opportunities for all Key Clubs in the District.

All Key Clubs in good standing are eligible for the non-application contests recognition program, which includes the awards and contests listed below:

1. Club Membership Growth
2. Early Bird Dues
3. Governor's Citation
4. Key Club Service
5. Pride Report Submission
6. Trick-or-Treat for UNICEF Fundraising

No application is necessary.

Information used to determine winners is extracted from, but not limited to, the following:

- Club Monthly Pride Reports
- Official Dues Reports from Key Club International (KCI)
- The proper filings of the Pride Reports, Officer Information Forms, and club dues are actions necessary to qualify for consideration in these contests.

The decision of the judges is final and no changes, alterations or re-grading will take place after the results have been certified.

1. Club Membership Growth

- The Club Membership Growth program shall provide recognition to individual Key Clubs for exhibiting outstanding club membership growth in a single year.
- A qualifying club shall be defined as a Key Club in good standing for at least two years.
- A report on growth will be produced on April 15 to analyze club growth percentages over a one-year period.
- Clubs shall compete with other clubs of similar size within four membership categories based upon membership from the previous year: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members, and Platinum, being 86 members or more.
- Clubs that increase their membership from the 2014-2015 Key Club year by 10% by February 2015 will receive a certificate from the Florida District.
- Key Club International provides recognition to the clubs with the greatest percentage membership growth in four club size categories.

2. Early Bird Dues

- Every club that has made their first dues payment by **November 1st** will receive an Early Bird Banner Patch from Key Club International.
- This recognition is determined solely by Key Club International.

3. Governor's Citation

- If a club records at least **30** hours of service per member (calculated by dividing the club's total service hours by the number of members in the club) the club will receive the Governor's Citation. The number of members in a club is determined by the February dues report from Key Club International.
- Total service hours are determined by the hours recorded in the online Monthly Pride Reports from **March 1, 2014 through February 28, 2015**.
- For this award, service hours must conform to the district's definition of a service hour or the club will not qualify for this award.

4. Key Club Service

- The District will recognize clubs with the largest number of service hours per member.
- Clubs shall compete with other clubs of similar size within the four membership categories.

5. Pride Report Submission

- Clubs with on time submissions of their March 2014 through February 2015 Pride Reports will receive this award.

6. Trick or Treat for UNICEF Fundraising

- Clubs that raise at least \$250.00 via the Trick or Treat for UNICEF will receive a banner patch from Key Club International.
- Funds must be raised for The Eliminate Project and correctly sent to Key Club International by December 31st.



2014-2015 ROBERT W. THAL OUTSTANDING SPONSORING KIWANIS CLUB APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. AWARD BACKGROUND

Robert W. Thal was a great Kiwanian from the Jacksonville area and served the Florida District as its Governor in 1969-1970. He was tireless in his efforts to establish a foundation for the Florida District of Kiwanis and made it one of his lifelong dreams. The groundwork for the creation of the Foundation was established during his term as Governor and he lived his life in true dedication to the Florida Kiwanis Foundation (FKF). From its earliest days the FKF has been committed to providing assistance to Key Club. The Robert W. Thal Outstanding Sponsoring Kiwanis Club award was named after Mr. Thal because of his dedication and commitment to the FKF and its efforts to support Key Club.

- This award is presented to the Kiwanis Club that best demonstrates a positive on-going relationship with the Key Club it sponsors.
- The selection of the recipient is made solely upon the nomination received.
- Only one Kiwanis club each year receives the Robert W. Thal Outstanding Sponsoring Kiwanis Club award.
- The winner is announced at the Annual District Education and Leadership Conference (DCON).

2. INSTRUCTIONS FOR ROBERT W. THAL OUTSTANDING SPONSORING KIWANIS CLUB NOMINATION

NOTE: THE NOMINATION FOR THIS AWARD SHOULD BE DONE BY KEY CLUB MEMBERS AND SHOULD NOT BE DISCLOSED TO ANY MEMBER OF THE CLUB BEING NOMINATED.

The following documentation must be included with this application:

- Letter of Nomination/Summation:** This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club. It should provide a nomination statement, basic overview of the club being nominated, and the reason for their nomination. It should summarize the letters of recommendation and the club's relationship with the Key Club. It should also include the reasons why the nominated club is deserving of this honor.
- Biographical information:** This should include how the Kiwanis Club demonstrates a positive ongoing relationship with the Key Club they sponsor. This can be through lists, photos, essays, news clippings, etc. These items may be no more than five pages and must be scanned and electronically submitted with this application.
- Letters of Recommendation:** A maximum of five letters may be submitted. **The letters must be no more than two pages in length and signed by your references.**
- Additional information:** Up to four pages of additional information may be submitted.

3. SUBMISSION

Submit your completed application and all supporting documents **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and all supporting documents and then attached them to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

4. INFORMATION FOR ROBERT W. THAL OUTSTANDING SPONSORING KIWANIS CLUB NOMINATION

Kiwanis Club of _____ Kiwanis Club Division: _____

Kiwanis Club President's Name: _____ Kiwanis Advisor's Name: _____

Key Club of _____ Key Club Number: _____ Key Club Division: _____

(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)

Key Club President's Name: _____ Faculty Advisor's Name: _____

Nominating Key Club Member's Name or Names of Committee Members: _____



2014-15 SINGLE SERVICE AWARD - REPORT FORM COVER SHEET

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. INSTRUCTIONS

PLEASE TYPE THE INFORMATION ON THE SINGLE SERVICE AWARD REPORT FORM AND AFFIX TO THE PROJECT DETAILS FORM (see page 2).

- The Single Service Award program shall provide recognition to individual Key Clubs for their single best service project.
- Any Key Club in good standing may **submit one** Single Service Award Report for judging.
- The Single Service Award is an international award. Eligible submissions must first be submitted to the Florida District for judging at the District Education and Leadership Conference (DCON).

2. INTERNATIONAL GUIDELINES

<p>A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day, consecutive days or recurring on different days. Projects acceptable for this award may include both hands-on service projects and fundraising efforts. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.</p> <p>B. Entries shall use the official Single Service Report form and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.</p> <p>C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.</p> <p>D. Entries shall be judged based upon an accumulated total of <u>100 points</u> allocated to the following categories:</p> <table border="0"> <tr><td>Service Need</td><td>10 Points</td></tr> <tr><td>Project Plan</td><td>20 Points</td></tr> <tr><td>Project Implementation</td><td>20 Points</td></tr> <tr><td>Final Results</td><td>25 Points</td></tr> <tr><td>Public Awareness</td><td>10 Points</td></tr> <tr><td>Members' Participation</td><td>15 Points</td></tr> </table> <p>E. Only activities which occurred during the district administrative year (March 1, 2014 – March 31, 2015) shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.</p>	Service Need	10 Points	Project Plan	20 Points	Project Implementation	20 Points	Final Results	25 Points	Public Awareness	10 Points	Members' Participation	15 Points	<p>F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.</p> <p>G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.</p> <p>H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the international level for the same reasons, and any disqualification requires the approval of the International Director.</p> <p>I. Suitable recognition should be provided to clubs achieving first place and other places at district and international levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges.</p>
Service Need	10 Points												
Project Plan	20 Points												
Project Implementation	20 Points												
Final Results	25 Points												
Public Awareness	10 Points												
Members' Participation	15 Points												

3. CLUB INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____ Kiwanis Advisor's Name: _____

4. CLUB MEMBERSHIP

Based on Key Club International report, enter the number of **dues paid** club members as of **February 1, 2015**: Use this number to select category below:
 BRONZE (35 members or less) SILVER (36-60 members) GOLD (61-85 members) PLATINUM (86 members or more)

5. BRIEF PROJECT INFORMATION (USE PAGE 2 FOR DETAILS)

Project Name: _____ Total Service Hours Involved: _____ Briefly describe project below and provide required details on page 2.

6. CERTIFICATION/SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry. This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Faculty/Kiwanis Advisor's Signature _____ Date _____
 Club Principal's Name _____ Signature _____ Date _____

7. SUBMISSION

- Deliver the completed original Single Service Award report by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at **DCON**.
 - **PLEASE do not leave the entry form at the Key Club Registration Desk; it will not be considered submitted.**
 - Check the program booklet at DCON for any updated information on time and location of contest entries.
 - If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.
 - Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
 - If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.
- NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org. This is an optional request and will NOT commit you enter the contest or affect the judging of your entry.**

FOR OFFICIAL USE ONLY

Select as applicable one:
 This single service project placed **first** at district convention
 This single service project was selected by other means and was approved for entry for International competition by the Key Club district administrator.
 Key Club District Administrator (David McCampbell) Signature: _____
NOTE: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.



2014-15 SINGLE SERVICE AWARD – REPORT FORM : PROJECT DETAILS

DEADLINE: APRIL 09, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

Key Club of Club ID# Division

Project Name:

Project Date(s):

SERVICE NEED (Describe in what way the project deals with the service need. 10 Points)

PROJECT PLAN (Describe how the project was organized. 20 Points)

PROJECT IMPLEMENTATION (Describe the steps taken to implement the plan. 20 Points)

FINAL RESULTS (Describe the benefits of the service rendered. 25 Points)

PUBLIC AWARENESS (Describe how the project was publicized. 10 Points)

MEMBERS' PARTICIPATION (15 Points)



2014-15 TALENT CONTEST ENTRY FORM

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. INSTRUCTIONS

- All participants in an act must be official members of a Key Club in good standing with the Florida District and Key Club International. In the case of a group act, all participants must be from the same club.
- The talent contest is a Key Club International contest. Eligible submissions must first be submitted to the Florida District for judging.
- Only the finalists from the Florida District Education and Leadership Conference (DCON) who are in attendance at the Key Club International Convention (ICON) will be eligible to compete in the International contest.
- **Each Key Club may participate in no more than one act** entered in the Talent Contest.
- A Talent Contest entry may take any form as long as it is entertaining and in good taste.
- **Any entries that contain profanity and/or other inappropriate content will be disqualified.**
- All acts entered in the Talent Contest will be required to demonstrate their ability and entertainment appeal in a preliminary audition at the conference. The top six to eight entertaining acts will be selected to appear in the general session.
- All materials (props, instruments, costumes, etc.) that will be used in the performance must be included in the audition performance.
- Any alterations to the final **performance differing from the audition performance may result in NOT being able to perform** at general sessions.
- Any materials (props, instruments, costumes, etc.) that are needed for each performance must be supplied by the contestants who participate in that performance.
- **The time limit on each performance of the acts may not exceed six minutes.**
- Any Key Club entertainment on the conference program prior to the Talent Show cannot participate as a judged act.
- The decisions of the judges are final and no changes, alterations, or re-grading will take place after the results have been certified.
- Contest and award criteria can be found in the Key Club Guidebook at www.keyclub.org.

2. CONTACT INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division: _____ Zone: _____
 (Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

3. CONTESTANT/GROUP INFORMATION

Name: _____ # of Participants: _____
 Type of Act: Vocal Solos Group Singing (duets, quartets, etc...) Instrumental (solo or group) Dancers (solo or group) Skits of Variety Acts
 Readings or Recitations Miscellaneous (magicians, tumblers, etc... specify): _____

4. STAGING NEEDS

Select all that apply (if more than one is needed, please type the number needed):
 Chair(s) _____ Music Stand(s) _____ Music _____ Piano (may not be available) _____ Microphone(s) – Stands _____ Microphone(s) – Handheld _____
 Other (specify): _____

5. QUANTITATIVE ASSESSMENT

JUDGING CRITERIA	ASSIGNED POINTS
Content	20
Performance and entertainment value	30
Poise and confidence	10
Audience response	20
SUM	80

6. SIGNATURES

NOTE: Signing below certifies that you have reviewed the contest entry form for which you are signing. The Awards Committee has the right to verify that the intended signatories have signed this entry.

We certify that all participants listed above are active members in good standing of this Key Club and that this act is in good taste.

Contestant's/Group Leader's Signature _____ Date _____
 Club President's Signature _____ Date _____
 Faculty Advisor's Signature _____ Date _____

7. SUBMISSION

- Deliver this completed original Talent Contest Entry Form by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at DCON.
 - **Please do not leave the entry form at the Key Club Registration Desk; it will not be considered submitted.**
 - Check the program booklet at DCON for any updated information on time and location of contest entries.
 - If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.
 - Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
 - If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.
- NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org. This is an optional request and will NOT commit you enter the contest or affect the judging of your act**

FOR OFFICIAL USE ONLY

Select as applicable:
 This contest winner placement at district convention (select one): first second
 This contestant was selected by other means and was approved for entry for International competition by the Key Club district administrator.
 Key Club District Administrator (David McCampbell) Signature: _____
NOTE: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.



2014-15 UNICEF/THE ELIMINATE PROJECT FUNDRAISING AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: MARCH 13, 2015

1. CLUB INFORMATION

Key Club of _____ Division: _____ Zone: _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
 Club President's Name: _____ President's Email: _____ Cellphone: _____
 Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
 School's Mailing Address _____ City: _____ State/Province: _____ Postal Code: _____
 Sponsoring Kiwanis Club of _____
 Kiwanis Advisor's Name: _____

2. BACKGROUND/ INSTRUCTIONS

The Kiwanis family will raise US\$110 million to save or protect millions of women and their babies from maternal and neonatal tetanus. Kiwanis Service Leadership Programs—including K-Kids, Builders Club, Key Club International, Circle K International and Aktion Club—are vital to our global campaign. Florida District will recognize the club with the greatest amount of money collected from all sources for "The Eliminate Project".

To be considered for this award, monies donated will be verified on reports provided by Kiwanis International and on monthly Pride Reports for March 2014 through February 2015.

3. CLUB MEMBERSHIP

Number of dues paid club members as of December 1, 2014 (per Key Club International report): (a)
 Number of dues paid club members as of February 1, 2015 (per Key Club International report): (b)
 Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter number here. (c)
 Total amount donated to "The Eliminate Project" from all sources (including Trick or Treat): US\$ (d)
 Donated amount divided by average number of paid members: US\$ (d/c)
 Where did you send your donation(s)? _____
 Date (s) Mailed: _____

4. DESCRIPTION OF FUNDRAISING

Describe how the funds of the donated amount were raised:

5. FACULTY ADVISOR'S SIGNATURE

Faculty Advisor's Signature: _____ Date: _____

Without the signature requested above, your application will be automatically **DISQUALIFIED** for this award.

6. SUBMISSION

Submit your completed application **electronically by March 13, 2015**, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and attached it to the email.

Do NOT submit picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.



2014-15 YEAR IN REVIEW (SCRAPBOOK) CONTEST ENTRY INSTRUCTIONS

DEADLINE: APRIL 9, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. INSTRUCTIONS

- Please **type** the information on the Year In Review (Scrapbook) Contest Entry form and **affix** to the scrapbook.
 - The Year In Review (Scrapbook) Contest shall provide recognition to Key Clubs that best demonstrate the values of our organization via a scrapbook.
 - Any Key Club in good standing may **submit one year in review traditional scrapbook or non- traditional scrapbook for judging.**
 - The Scrapbook contest is an international contest. Eligible submissions must first be submitted to the Florida District for judging.
 - Only the first and second place Scrapbook Contest winners from the Florida District Education and Leadership Conference (DCON) will be eligible to compete in the International contest.
 - **Winning clubs, not the district, are responsible for getting their scrapbooks to the International Convention (ICON).**
 - The decisions of the judges are final and no changes, alterations, or regradings will take place after the results have been certified.
 - Contest and award criteria can be found in the Key Club Guidebook, www.keyclub.org.
- A. TRADITIONAL SCRAPBOOK**
- A Key Club may enter a (traditional) scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc., of its activities during the club administrative year (defined as being from DCON to DCON).
 - **Each scrapbook must be divided into these categories:**
 1. Service to School
 2. Service to Community
 3. Fundraising Projects
 4. Assistance to Kiwanis Projects
 5. Major Emphasis Involvement
 6. Miscellaneous
 - **Each category must be separated accordingly by tabs.**
 - **Pages must be numbered with a table of contents** included at the beginning of the scrapbook.
 - **Judges will deduct five points for missing tabs and five points for a missing table of contents.**
 - Each entry is required to be submitted in a scrapbook binder measuring no larger than 14 inches wide and 14 inches high. The cover may be decorated.
 - Judging of the entry will be on a point system based on visual (50 points) and general contents (60 points).
 - **Affix to the inside front cover of the scrapbook, the original of the Year In Review (Scrapbook) Contest Entry Form** which contains the following: Key Club name, city, state, district and **an itemized statement of the total expenditures and donations** associated with the creation of the scrapbook.
 - This entry form must be signed by the Key Club president and Faculty Advisor.
 - **If the contest entry form is not affixed to the inside front cover of the scrapbook, the judges will deduct 10 points.**
 - **The scrapbook's retail cost value (including photographic materials) must not exceed the amount of \$300.**
 - Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items.
 - **Failure to comply with the rules will result in disqualification.**
 - Each scrapbook being judged at the international convention **MUST** be the exact same scrapbook judged at DCON.
 - **Any alterations in the scrapbook will result in disqualification.**
 - **No audio, visual, or computer equipment will be allowed as part of this entry.**
- B. NON-TRADITIONAL SCRAPBOOK**
- A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures souvenirs, examples, newspaper clippings or other representations of its activities during the club administrative year (defined as being from DCON to DCON).
 - **Each entry should adequately portray the following categories:**
 1. Service to School
 2. Service to Community
 3. Fundraising Projects
 4. Kiwanis Family Functioning
 5. Major Emphasis Involvement
 6. Miscellaneous
 - Judging of the entry will be on a point system based on presentation (50 points) and general content (60 points).
 - **Affix to the scrapbook, the original of the Year In Review (Scrapbook) Contest Entry Form** which contains the following: Key Club name, city, state, district and **an itemized statement of the total expenditures and donations** associated with the creation of the scrapbook.
 - This entry form must be signed by the Key Club president and Faculty Advisor.
 - **The scrapbook's retail cost value (including photographic materials) must not exceed the amount of \$300.**
 - Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items.
 - **Failure to comply with the rules will result in disqualification.**
 - Each scrapbook being judged at the international convention **MUST** be the exact same scrapbook judged at DCON.
 - **Any alterations in the scrapbook will result in disqualification.**
 - **No audio, visual, or computer equipment will be allowed as part of this entry.**
 - **The entry must be sturdy to allow handling by judges as necessary.**



2014-15 YEAR IN REVIEW (SCRAPBOOK) CONTEST ENTRY FORM

DEADLINE: APRIL 09, 2015 at 10 PM – (HAND DELIVERED TO AWARDS COMMITTEE AT DCON)

1. CONTACT INFORMATION

Key Club of _____ Club ID# _____ District: FLORIDA Division _____
(Information must be exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/>)
Club President's Name: _____ President's Email: _____ Cellphone: _____
Faculty Advisor's Name: _____ Faculty Advisor's Email: _____ Cellphone: _____
Sponsoring Kiwanis Club of _____
Kiwanis Advisor's Name: _____

2. INSTRUCTIONS

SELECT ONE: TRADITIONAL SCRAPBOOK NON-TRADITIONAL SCRAPBOOK

PLEASE ATTACH THIS PAGE CONTAINING THE COST SHEET TO INSIDE COVER OF SCRAPBOOK ENTRY

3. QUANTITATIVE ASSESSMENT

PLEASE ITEMIZE COSTS ASSOCIATED WITH CREATION OF THIS SCRAPBOOK	
COSTS	DONATIONS
Photo materials \$ _____	Materials by school \$ _____
Pages \$ _____	Materials by businesses \$ _____
Binder \$ _____	Other \$ _____
Other \$ _____	Other \$ _____
Other \$ _____	Other \$ _____
Other \$ _____	Total \$ _____
Total \$ _____	(maximum \$300)
(maximum \$300)	

TRADITIONAL SCRAPBOOK	
JUDGING CRITERIA	POINTS
Visuals – 50 Points	
Artwork and decorations	30
News clippings and photographs	20
General Content – 60 Points	
Service to school	10
Service to community	10
Fundraising projects	10
Assistance to Kiwanis projects	10
Involvement with Major Emphasis Program	10
Miscellaneous	10
SUM	110

NON-TRADITIONAL SCRAPBOOK	
JUDGING CRITERIA	POINTS
Presentation – 50 Points	
Uniqueness/creativity of project presentation	10
Artistic value and visual appearance	20
Newspaper clippings and photographs	20
General Content – 60 Points	
Service to school	10
Service to community	10
Fundraising projects	10
Kiwanis Family interaction	10
Involvement with Major Emphasis Program	10
Miscellaneous	10
SUM	110

4. SIGNATURES

NOTE: The Awards Committee has the right to verify that the intended signatories have signed this entry, and has reviewed the scrapbook submitted. Signing below certifies that you have reviewed the Scrapbook and the entry form.

Faculty Advisor's Signature _____ Date _____

Club President's Signature _____ Date _____

5. SUBMISSION

Deliver this completed Club Year In Review (Scrapbook) Contest Entry Form by **10 PM on Thursday, April 9, 2015**, to the Awards Committee at **DCON**.

- **Please do not leave the entry form at the Key Club Registration Desk; it will not be considered submitted.**
- Check the program booklet at DCON for any updated information on time and location of contest entries.
- If your club is arriving late, please make plans to have the entry form delivered on time to the Awards Committee.
- Your contest entry **WILL BE DISQUALIFIED** if any information requested is missing or if signatures are obtained fraudulently.
- If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.

NOTE: To ensure that we have enough judges at DCON, the Awards Committee is requesting that you submit notification of your intent to participate in this contest or submit a copy of your completed entry form electronically by April 2, 2015 to the Awards Committee at awards@floridakeyclub.org. This is an optional request and will NOT commit you enter the contest or affect the judging of your entry.

FOR OFFICIAL USE ONLY	
Select as applicable one:	
<input type="checkbox"/> This scrapbook placed first at district convention	<input type="checkbox"/> This scrapbook placed second at district convention
<input type="checkbox"/> This scrapbook was selected by other means and was approved for entry for International competition by the Key Club district administrator.	
Key Club District Administrator (David McCampbell) Signature: _____	
NOTE: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.	

Student Name: _____ Student School: _____

Please print or type all information. This form should be mailed to the Key Club District Office by March 20th, 2015 after this date, bring the form to DCON. Key Club members, adults and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code while in attendance at District Conference. Every attendee will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior:

- All participants are expected to abide by all governmental laws and regulations.
- Attendees must attend all sessions and activities.
- Members may not possess or consume any alcoholic beverages or possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the Medical Authorization form.
- Students may not possess or use tobacco products at anytime.
- Members are expected to abstain from any activity of a sexual nature.
- The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
- Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
- A retiring hour, to be announced, will be observed and enforced. Chaperones will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
- Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
- Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
- In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the emergency is appropriately responded to.
- The Florida District of Key Club International requires that only chaperones or other adults be permitted to drive private vehicles during Key Club events.
- Students must follow school policies regarding transportation to and from the hotel. Students who drive their own vehicles must surrender their keys to their chaperone upon arrival and receive them back upon departure at the end of the event.

Lodging:

- Members participating in any Key Club events must sleep in their assigned rooms.
- NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS AT ANYTIME, EVEN WITH ADULTS PRESENT.

Photo Release:

I understand that my child's image or likeness may be recorded. I grant the Florida District of Key Club International the absolute and irrevocable right and permission, to use or publish photographs, video tapes/film, audio recordings, or any other media that Florida District of Key Club International may take of my child or in which my child may be included with others, in any and all media now or hereafter known, and for any legitimate purpose whatsoever, and to use my child's name in connection therewith if the Florida District of Key Club International so chooses. I waive any right to inspect or approve the images or any finished version incorporating the same.

An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or adult who has passed a criminal background check and is *in loco parentis*, at least twenty-one (21), approved by the school, and registered with and accompanying the Key Club members at the event. The adult chaperone shall be responsible for the Key Club members assigned to him/her. Ultimately, the Florida Key Club District Administrator shall have authority for all persons in attendance. I have read and agree to follow while attending the Annual District Conference the above Code of Conduct.

Student Signature

Date

Parent Signature

Date

Student Name (Printed)

Parent or Guardian Name (Printed)

- Male and female members may be present together in hospitality suites when an adult chaperone is present.
- Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
- There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
- The Florida District reserves the rights to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.

Dress Code:

- All participants are expected to abide by the designated dress code throughout the entire weekend as specified in the DCON Dress Code found in the registration packet, online, and as requested from any District Officer or Administrator.
- At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be out of compliance will not be allowed.
- All participants are required to wear their name badges and wristbands throughout the District Conference for all events.

Enforcement:

- Effective as of the time you arrive at this event, until the time you depart any violations of this code will result in notification to the District Administrator and chaperone.
- Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event **even if a chaperone is present or gave permission.**
- Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator (DA) and those appointed by the DA. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
- Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis sponsor, and parents/guardian of any member disciplined under this section.

FLORIDA DISTRICT OF KEY CLUB

2014-2015 DRESS CODE GUIDE

CASUAL:

Registration, Refreshments/mixer, Free Time, Eliminate Walk, Service City

Males:

- Shorts or jeans
- Collared shirts, sweatshirts, or other appropriate t-shirts
- Casual footwear

Females:

- Shorts, skirts, skorts, or jeans
- Collared shirt, sweatshirt, or other appropriate shirts
- Casual footwear.

Do Not Wear:

Pajamas, short shorts, short skirts, or shirts that do not cover the midriff and any other revealing clothing.

SPIRIT WEAR:

Meet and Greet

Males:

- Appropriate pants, jeans, or dress pants.
- Key Club/DCON related shirts
- Casual or dress shoes.

Females:

- Appropriate pants, jeans, dress pants, or skirts;
- Key Club/DCON related shirts
- Casual or dress shoes;
- Clothing needs to be in compliance with "fingertip rule"*
- Dress shoes include pumps, heels, wedges, or flats.

Do Not Wear:

Pajamas, sweat pants, short skirts or short dresses, cleavage bearing tops, shirts that do not cover the midriff, and any other revealing clothing.

BUSINESS CASUAL:

Entertainment Assembly, and Workshops

Males:

- Dress pants
- Button down dress shirt or polo
- Dress shoes.

Females:

- Appropriate dress, skirt, slacks, blouse, collared shirt, and dress shoes.
- Clothing needs to be in compliance with "fingertip rule"*
- Shoulders and bust covered. Dress shoes are pumps, heels, wedges, or flats.

Do Not Wear:

Flip flops/sandals, short skirts or dresses, shorts, jeans, sweat pants, t-shirts, cleavage bearing tops, and sneakers or tennis shoes.

FLORIDA DISTRICT OF KEY CLUB

2014-2015 DRESS CODE GUIDE

BUSINESS PROFESSIONAL:

*Zone Caucuses, Meet the Candidates, Meet Your New LTG,
Awards Assembly, and House of Delegates*

Males:

- Dress shirt, pants, and jacket
- Tie
- Dress shoes

Females:

- Business dress or business suit with dress shoes (dress pants or skirt, blouse and jacket).
- Clothing needs to be in compliance with "fingertip rule"*
- Shoulders and bust must be covered. Dress shoes include appropriate pumps, heels, wedges, or flats.

Do Not Wear:

Flip flops/sandals, short skirts or dresses, shorts, jeans, sweat pants, t-shirts, cleavage bearing tops, and sneakers or tennis shoes.

FORMAL:

Governor's Banquet and Governor's Ball

Males:

- Suit with dress shirt or tuxedo
- Bow tie or neck tie
- Dress shoes

Females:

- Business/formal dress or Sunday dress (Usually a prom or homecoming style dress)
- Dress shoes (includes nice heels or flats)
- Shoulders may be revealed.
- Clothing needs to be in compliance with "fingertip rule"*

Do Not Wear:

Flip flops/sandals, short skirts or dresses, shorts, jeans, sweat pants, t-shirts, cleavage bearing tops, and sneakers or tennis shoes.

***"Fingertip Rule":** All skirts, dresses, and shorts should be to at least fingertip length when standing upright. This means no fingertip may extend below the hem of the dress, skirt, or shorts.

IF YOU HAVE ANY QUESTIONS CONCERNING THE

DISTRICT EDUCATION & LEADERSHIP CONFERENCE, FEEL FREE TO CONTACT

DISTRICT CONFERENCE CHAIR JOHNATHAN THOMPSON AT DCONCHAIR@FLORIDAKEYCLUB.ORG.

SEE YOU AT DCON!

77th Annual Florida District Education and Leadership Conference April 9-12, 2015 | Orlando, Florida

Key Clubber's School
(no abbreviations): _____

Give completed form to your advisor who will copy and send all original forms together to Florida District of Key Club, 5545 Benchmark Lane, Sanford, FL 32773.

Authorization to attend and emergency medical treatment

Please type or print all information. Members attending the District Conference: the parent, legal guardian, or person in *loco parentis* for the Key Club member must complete this form prior to the event.

Member Information

Full Name _____
Address _____
City, State, Zip _____
Gender Female Male
Birthdate _____

Chaperone (who is the designated chaperone for your child?)

Name _____
Relationship to member _____
Cell phone number _____

Note: An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian or person who is in loco parentis, at least 21 years old, approved by the school, and registered with and accompanying the Key Club member at the event or activity.

Emergency Information

In case of emergency, please contact:
Daytime Phone _____ Relationship to member _____
Evening Phone _____
Alternate Contact _____ Relationship to member _____
Daytime Phone _____ Evening Phone _____

Medical Information

Health Insurance Company _____ Policy Number _____

Group name on insurance coverage _____

Telephone number or other contact information shown on insurance card _____

Will your Key Club member be taking any prescription medication or over-the-counter drugs of **any** type? Yes No

If yes, please explain _____

Has he/she ever been or currently being treated for:

Nervousness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Headaches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Convulsion or Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fainting Spells	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heart Condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
High Blood Pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rheumatic Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Allergies to Medication	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cancer or Tumors	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

List any allergies or other medical conditions of which we need to be aware: _____

I am the parent or legal guardian for the above-mentioned Key Club member, and give my permission for him/her to attend the Florida District of Key Club District Education and Leadership Conference. I hereby certify that the information provided above is correct. In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above. In the event those persons cannot be reached or time does not permit, I hereby give permission to a licensed physician *or other medical provider*, to provide proper treatment, including but not limited to hospitalization, injection, anesthesia and/or surgery, for the above named Key Club member. On behalf of myself and my ward/minor, I/we hereby **RELEASE, WAIVE, AND FOREVER DISCHARGE** Key Club International, the Florida District of Kiwanis, the Florida District of Key Club and their officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgments, executions, liens and costs whatsoever, in law or equity, including, without limitation, liability for death or bodily injuries to any person or damage to any property resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International, the Florida District of Kiwanis, and Key Club International for obtaining medical emergency services for said Key Club member pursuant to this authorization.

Parent or Guardian _____ Signature _____ Date _____

Dear Potential Sponsor,

The Florida District of Key Club International will host its 77th Annual District Education and Leadership Conference April 9-12, 2015 at the Rosen Shingle Creek Resort in Orlando, Florida. The Florida District of Key Club International is a 501 (c)(3) non-profit organization that provides leadership education to its members. On behalf of Key Club, we are asking for your financial support which may be of tax benefit to your company. This money will be used to bring Key Club leaders from schools that have not attended this leadership training for some time.

Key Club International is the largest student-led high school community service organization in the world. It has over 270,000 members worldwide and 20,000 in 350 clubs in Florida and the Cayman Islands. This conference is an annual four day event where members attend leadership and training workshops to improve their knowledge and skills in order to provide better service to their schools and communities. Key Club is a Service Leadership Program of Kiwanis International.

Our conference would not be possible if it weren't for sponsorships! In recognition of your level of support, your logo and other information could be widely broadcasted in our program book, on our large screens, and other appropriate places. You could also be provided free space to have a booth to distribute your literature. With over 2,000 adults and teenagers in attendance your name would definitely be well heard! You are welcome to visit www.floridakeyclub.org/dcon for more information on our conference and sponsorship opportunities.

Please feel free to contact me with any questions or concerns at dconchair@floridakeyclub.org. I look forward to our next conversation.

Yours in service,

Johnathan Thompson
District Conference Chair
dconchair@floridakeyclub.org
(352) 255-0320

Heather Locke
Conference Administrator
aazoneb@floridakeyclub.org
(850) 591-9480



Kiwanis
Service Leadership Programs

Deadline for Ads: Must be received by March 6, 2015

The Florida District of Key Club, Inc. is a federally tax-exempt 501(c)(3) corporation and all donations are tax deductible.

For the Club:

Each club is encouraged to sell at least \$150 in ads. This money serves two purposes. First, it will pay for the program books. Second, and more importantly, it will fund scholarships. The Program Ad Scholarship will be awarded to 2015 Key Club seniors of clubs that sell at least \$150 in advertisements. This is the only way to ensure your club's eligibility for this scholarship, so make sure your club sells those ads! Applications are available in the awards packet online.

For the Advertiser:

The undersigned club/advertiser encloses payment for an advertisement to be placed in the Florida District of Key Club International's Annual District Conference Program Book as noted. A program book is given to every attendee at the conference. The anticipated number of attendees is 2000 people. The program book is 5.5" by 8.5" and is black and white.

For questions or more information contact:

District Conference Chair Johnathan Thompson at dconchair@floridakeyclub.org or

Conference Administrator Heather Locke at aazoneb@floridakeyclub.org.

Advertiser Information:

Advertiser's Name (First and Last):	
Name of Business, Club, Org, etc	
Address:	
City, State, and Zip:	
Home Telephone:	
Business Telephone:	
E-mail Address:	
Affiliated with Key Club:	
Key Club Division:	

Order Information:

AD	Size	Price	Quantity	Subtotal
Full Page		\$150		
Half Page		\$100		
Inner Cover		Contact Heather Locke at aazoneb@floridakeyclub.org		
Back Cover				
				TOTAL =

Payment & Submission:

Payment by check or money order is preferred. Please make check payable to Florida Key Club International. Mail the completed advertising contract and check (including money, wording, and/or graphics for the ad on a CD) to Florida Kiwanis Office in Sanford. The address is 5545 Benchmark Lane, Sanford FL, 32773.

ADMINISTRATIVE USE ONLY				
Date Ad Received:		Date Ad Reviewed:		
Selected for Financial Services Review of Form and Payment				
Does Revenue Balance with Ad	Yes		Comment	

KEY CLUB[®]

Florida District of Key Club International, Inc.

77th Annual District Conference April 9 - 12, 2015 *Schedule-At-A-Glance*

Thursday April 9th

1:00 p.m.	Registration Begins	8:15-11:00 p.m.	Entertainment Assembly
1:00 – 4:00 p.m.	Refreshments/Mixer	Midnight	Curfew
3:00 – 4:00 p.m.	Red Cross Training Event		
5:00-6:00 p.m.	Meeting for District Board		
5:30-6:00 p.m.	Sergeant at Arms Meeting		
6:00-7:00 p.m.	Candidates Meeting		
6:00-7:00 p.m.	Chaperone Orientation Meeting		
7:30-10:00 p.m.	Opening Session		
10:00 – 11:45 p.m.	Adult Reception		
10:00 – 11:45 p.m.	Meet and Greet		
Midnight	Curfew		

Friday April 10th

7:00-8:00 a.m.	Breakfast
7:30-8:30 a.m.	Advisor Appreciation Breakfast
9:00-11:00 a.m.	Zone Caucuses
11:00-12:00 p.m.	Lunch
12:00-3:15 p.m.	Workshops
3:30-4:00 p.m.	Meet Your LTG
5:00-6:00 p.m.	Eliminate Walk
6:00-7:30 p.m.	Dinner
6:30-7:45 p.m.	Talent Show Rehearsals

Saturday April 11th

7:00-8:00 a.m.	Breakfast
7:15-8:15 a.m.	District Board Breakfast
8:45-11:00 a.m.	Awards Assembly
11:15-12:00 p.m.	Lunch for House of Delegates
11:30-12:30 a.m.	Lunch for everyone
12:00-3:30 p.m.	House of Delegates
12:30 – 3:30 p.m.	CKI Pool Party
2:30-4:30 p.m.	Service Fair
5:30-6:30 p.m.	Governor's Reception (Invitation Only)
6:30-9:00 p.m.	Governor's Banquet
9:30-11:45 p.m.	Governor's Ball
Midnight	Curfew

Sunday April 12th

8:00-9:00 a.m.	Board Breakfast
9:00-11:45 a.m.	2015-2016 District Board Meeting

The District Education Leadership Conference Committee

August Board Meeting



2012



2013



2014



2015

Topics to Discuss

What the DCON Committee has to present today is:

Registration Details

Dress Code/Registration Forms

Conference Theme & Logo

KCKC Promotional Video Draft

Registration Details

Prices & Dates

Registration Goal November 1st

Deposit Registration Deadline January 16th

Early Bird Registration Deadline February 28th

Final Registration Deadline..... March 19th

DCON..... April 9th – 12th

Prices:

Quad-\$260 Triple-\$315 Double-\$355 Single-\$545

Registration Details Cont'd

The goal is to have registration open as of November 1, 2014.

Deposit:

Online Registration and \$50 per person must be POSTMARKED by January 16, 2015. This is nonrefundable, but the name of the participant can be changed. Also the remainder of the money must be RECEIVED by February 28, 2015.

On Time Registration:

Online registration and full payment must be RECEIVED by February 28, 2015 to guarantee an available spot.

Late Registration:

There is an additional charge of \$50 per person to the original registration cost and is based on hotel room availability and therefore not guaranteed. Online Registration and full payment must be RECEIVED by March 19, 2015.

The Theme

Criteria

The DCON Committee carefully reviewed the list of proposed themes, and narrowed it down based on the criteria of:

Originality

(Does it resemble a theme done in the recent past?)

Likeability

(Will it be able to get members excited for conference?)

Possible Implementation

(Will we be able to utilize it throughout conference?)

The Theme



The Theme

Logo



Florida District

77th Annual DCON



STARS OF SERVICE



Florida District

DCON Promotional Video for KCKC

With Credit to Webmaster Matthew Bonachea

5

Dress Code/Registration Forms

Please refer to Thursday's e-mail of proposed documents.

Please follow along in this order.

- 1) Dress Code Guide
- 2) Code-of-Conduct
- 3) Medical Authorization
- 4) Schedule-at-a-Glance
- 5) Program Advertisement Form



District Education & Leadership Conference Committee

Questions?

Comments?

Concerns?

ARE YOU READY TO SHINE AT DCON!!?!?!!!

District Education & Leadership Conference Committee

Thank You!



Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms

Governor

**This document contains the policies, procedures, and forms
relating to elections of District Board of Trustees.**

**Complete this form online before printing. Where requested, information
must be typed or it will not be accepted.**

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
aazonee@FloridaKeyClub.org



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Campaign Rules for Candidates for Governor

1. No campaign may begin before the first Spring Rally.
2. An individual wishing to campaign for the office of District Governor must submit the following six forms to the District Administrator or his designee no later than 24 hours prior to attendance at the first Spring Zone Rally at which he/she wishes to campaign:
 - a. Statement of Candidacy for Governor
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Attendance, Travel, and Posting Authorization
 - d. Code of Conduct
 - e. Board Member Contact and Biographical Information
3. Candidates nominated from the floor at the first General Session of the District Education and Leadership Conference must have the following forms completed and submitted to the District Administrator **prior to the Candidates' Meeting**, unless excused by the District Administrator in advance of the meeting.
 - a. Appropriate Statement of Candidacy
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Attendance, Travel, and Posting Authorization
 - d. Board Member Contact and Biographical Information
4. All travel, whether related to campaigns, conference, spring rallies, KCKC or any other Key Club event must comply with the Key Club International's Policies (or the approval of the District Administrator or his designee).
5. No candidate shall seek endorsement or votes from any club (other than the home club), division or zone for the purpose of his/her own campaign prior to conference. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Education and Leadership Conference.
6. Campaign Staff will be limited to 5 Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the 5 Key Club members. If the nominator is not one of the 5 Key Club members, then the nominator will be limited to the nominating speech.
7. Candidates and their staff may not campaign until after the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference. If any member of the campaign staff cannot attend this meeting, then the candidate must replace them. At this Candidates' Meeting, each candidate must complete and file a Campaign Staff Form by the end of the meeting.
9. Candidates for District Governor may neither spend any money nor use any donated items. These candidates may only make speeches, participate in Zone Caucuses, and utilize personal interaction to campaign.
10. All Conference attendees will receive a Candidates' Book. The information in the book will include information regarding each office, sample caucus questions, general information regarding the election of the District Officers as well as informational flyers on each candidate running for office.
11. To be included in the Candidates' Book, a candidate must submit all candidate forms to the Elections Advisor and a camera-ready campaign flyer (8.5-11") to the Elections Chair by **March 1st**.
12. Only Key Club members are allowed to participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under no circumstances will a past, current or future International and/or District Board member involve him or herself in any district campaign other than his/her own.
13. All candidates seeking district office and/or endorsement for international office will enjoy the same campaign privileges as any other candidate running for the same office. Current members of the Board of Trustees will neither receive nor expect any special privileges in campaigning for office or endorsement, and shall not use their position to gain any advantage.
14. There will be no campaign advertising in the Conference Program Book.
15. There will be **NO** campaigning on any social media whatsoever.
16. No Candidate is permitted to perform in the competition portion of the Talent Show or Oratorical Contest at DCON

Failure to comply with the above rules may render the candidate ineligible for office at the discretion of the District Administrator and/or District Governor.



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Minimum Responsibilities of District Governor

A Candidate for District Governor agrees to accept all of the following responsibilities if elected, unless otherwise excused by the District Administrator in writing:

1. Attend the District Education and Leadership Conference in Orlando, Florida **April 9-12, 2015** and help plan and preside at the District Education and Leadership Conference in Orlando, Florida **April 28-May 1, 2016**.
2. Help plan and attend the District Leadership Training Conference **June 12-14, 2015**
3. Lead the Florida Delegation at the Key Club International Convention in **Indianapolis, IN June 24-28, 2015**
4. Help prepare the agenda for and preside over the **district board meetings** on **August 7-9, 2015, January 8-10, 2016**
5. Attend the **Governors and Administrators Training Conference (GATC)** **April 30-May 3, 2015** and attend Leadership Conference (LEADCON) **July 2015**.
6. Attend the Kiwanis District Convention in **Destin, FL, August 13-16, 2015** and the CKI District Convention in Melbourne, FL **February 25-28, 2016**.
7. **Attend the Regional Leadership Trainings for Lieutenant Governors on April 18th (Pompano, FL), April 25th (Tallahassee, FL), April 26th (Orlando, FL).**
8. Attend all Spring Zone Rallies in **2016**.
9. Publish and distribute a newsletter to the district board, including a Lieutenant Governor status sheet, by the 25th of each month, including all content required for Distinguished Governor.
10. Write at least four newsletters to clubs, including all content required for Distinguished Governor.
11. Represent the Florida District of Key Club at District Kiwanis and Circle K functions approved by the District Administrator.
12. Serve as Chair of the Executive Committee as well as the ex-officio member of all District Committees.
13. Appoint District Committee Chairs and make all committee assignments.
14. Send copies of all correspondence to the District Administrator and as appropriate the Kiwanis Governor and Governor Elect.
15. Prepare a program for training new club presidents at the District Education and Leadership Conference.
16. With the Board, set goals for the district, develop a plan for their successful achievement, and monitor the **district's** progress.
17. Contact the District Administrator at least once a week in a manner mutually agreed upon.
18. Send replies to questions and requests within two days of their receipt.
19. Perform all District required tasks not otherwise completed by the other District Officers.
20. Make all appointments required by the Bylaws of the Florida District in a timely manner.
21. Ensure the governance of all Divisions of the Florida District by supervising and assisting the Lt. Governors.
22. Complete at least five service hours a month with the home club.
23. Follow the District Code of Conduct at all Key Club functions and at all events where you are attending in your capacity as a Key Club member.
24. Maintain content on personal and district social networking sites (FaceBook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
25. Review and complete the criteria located in the Key Club Guidebook for Distinguished Governor and submit the application.
26. Maintain high academic standards and comply with all school rules, regulations and requirements.



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures

Caring-Our Way of Life



Statement of Candidacy for District Governor

This form must be filed with the District Administrator or his designee prior to the candidate's campaigning for office

Complete this form online before printing. Name and office must be typed or it will not be accepted.

I, <TYPE YOUR NAME> do hereby declare myself willing to assume the duties and responsibilities of the office of Governor of the Florida District of Key Club International for the upcoming Key Club Year. Candidates for District Office must agree to duties and responsibilities listed in the Elections Packet appropriate for the position sought. These duties and responsibilities are considered part of this agreement. I understand that failure to satisfactorily carry out these duties and responsibilities, including non-attendance at a mandatory District function without prior approval from the District Administrator, may be accepted as my resignation from the office to which I have been elected.

Furthermore, it is understood that officers of the Florida District of Key Club International should be active members of their own clubs, good students, and models of the ideals promoted by Key Club International.

I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of the office. I have read and agree to fulfill the responsibilities of the office I am seeking.

Candidate's signature: _____ Date: _____

As the parent of a District Officer, I have read the responsibilities of this position and agree to support my son/daughter in these endeavors, which I understand will include time and may include financial commitments. Furthermore, I understand that there are required meetings whose dates have been listed and I will encourage and support my son's/daughter's commitment to carry out all attendance requirements of the office being sought.

Table with 3 columns: Signature, Print Name, Date. Rows include: Signature(s) of parent(s) or Guardian(s), Signature of Faculty Advisor, Signature of Kiwanis Advisor or Club President, Signature of School Principal.



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Kiwanis Statement of Support for Candidates for District Office

All Candidates for All Positions (Except Int'l Endorsement) Must Complete

This form must be typed. Complete this form prior to printing, then provide to those who must sign.

Candidate's Name: <TYPE YOUR NAME> Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Office Sought: Governor

The Kiwanis Club does hereby agree that if the above named candidate is successful in seeking the District Office indicated above, that our Kiwanis Club, if requested, will assist with the travel necessary to perform the obligations of the office within the Division and Zone.

The Florida District of Key Club International will assume the responsibility for the travel of members of the Board to the District Leadership Training Conference (LTC) in June and the district board meetings in August and January.

We further agree to assist with the necessary financial support of the above candidate as he/she performs the duties and responsibilities of the office indicated above.

Signature of Kiwanis Club President Print Name Date

Kiwanis Club of

Mailing Address:

Phone Number:

Signature of Kiwanis Advisor Print Name Date

Phone Number:



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, **adults** and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every **attendee** will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the **Medical Authorization** form.
5. **Students may not possess or use tobacco products anywhere or anytime.**
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. **Chaperones** will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
10. **NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.**
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the **emergency us appropriately responded to.**
14. The Florida District of Key Club International requires that only **chaperones or other adults** be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, **even if a chaperone is present or gave permission.**
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
34. **Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor,** and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or **adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old,** approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

Key Club Member Signature	Date	Parent/Guardian Signature	Date
Key Club Member Printed Name	Division Zone	Parent/Guardian Printed Name	



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Attendance, Travel, and Posting Authorizations

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

- | | | |
|---|-----|----|
| A. Spring Regional Lt. Governor Training (April, 2015) | Yes | No |
| B. Leadership Training Conference (June 12-14, 2015) | Yes | No |
| C. August board meeting (August 7-9, 2014) | Yes | No |
| D. January board meeting (January 8-10, 2015) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2015) | Yes | No |
| F. Spring Rally as a candidate (January-March 2015) | Yes | No |

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Governor Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed **on official publications:** <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Year of Graduation:** <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number:** ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School:** <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME>> **Mother/Step-mother's cell phone:** ###-###-####

Father/Step-father name: <TYPE FULL NAME>> **Father/Step-father cell phone:** ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations have you participated in during high school?



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures

Caring-Our Way of Life



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the Key Club District Education and Leadership Conference.

This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Education and Leadership Conference. This certifies that the persons named have been selected as Campaign Staff by the Candidate. Each member of the Campaign Staff will be required to attend to attend the Candidates' Meeting at 6:00 p.m. on Thursday and will be informed of campaign regulations at that time. No campaigning may occur prior to this Candidates' Meeting.

Only Key Clubbers may participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under NO circumstances will a past, current or future International and/or District Board member involve him or herself in a district campaign other than their own.

Please print:

THIS IS TO CLARIFY that the following members of Key Club will be serving as part of _____'s Campaign Staff while they are running for/seeking endorsement for _____ at District Education and Leadership Conference.

Table with 2 columns: Staff Member, School they belong to. Rows 1-5.

The following must sign this form:

Candidate for office (sign): _____ Date: _____

Faculty or Kiwanis Advisor (sign): _____ Date: _____

Candidate's cell phone number: _____

Advisor's cell phone number: _____

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms *District Treasurer*

This document contains the policies, procedures, and sample forms relating to elections of District Board of Trustees.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Campaign Rules for Candidates for District Treasurer

1. No campaign may begin before the first Spring Rally.
2. An individual wishing to campaign for the office of District Treasurer must submit the following six forms to the District Administrator or his designee no later than 24 hours prior to attendance at the first Spring Zone Rally at which he/she wishes to campaign:
 - a. Statement of Candidacy for Treasurer
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Attendance, Travel, and Posting Authorization
 - d. Code of Conduct
 - e. Board Member Contact and Biographical Information
3. Candidates nominated from the floor at the first General Session of the District Education and Leadership Conference must have the following forms completed and submitted to the District Administrator **prior to the Candidates' Meeting**, unless excused by the District Administrator in advance of the meeting.
 - a. Appropriate Statement of Candidacy
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Attendance, Travel, and Posting Authorization
 - d. Board Member Contact and Biographical Information
4. All travel, whether related to campaigns, Conference, spring rallies, KCKC or any other Key Club event must comply with the Key Club International's Policies (or the approval of the District Administrator or his designee) on transportation and travel.
5. No candidate shall seek endorsement or votes from any club (other than the home club), division or zone for the purpose of his/her own campaign prior to Conference. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Education and Leadership Conference.
6. Campaign Staff will be limited to 5 Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the 5 Key Club members. If the nominator is not one of the 5 Key Club members, then the nominator will be limited to the nominating speech.
7. Candidates and their staff may not campaign until after the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference. If any member of the campaign staff cannot attend this meeting, then the candidate must replace them. At this Candidates' Meeting, each candidate must complete and file a Campaign Staff Form by the end of the meeting.
9. Candidates running for District Treasurer may neither spend any money nor use any donated items. These candidates and their campaign teams may only make speeches, participate in Zone Caucuses, and utilize personal interaction to campaign.
10. All Conference attendees will receive a Candidates' Book. The information in the book will include information regarding each office, sample caucus questions, general information regarding the election of the District Officers as well as informational flyers on each candidate running for office.
11. To be included in the Candidates' Book, a candidate must submit all candidate forms to the Elections Advisor and a camera-ready campaign flyer (8.5-11") to the Elections Chair by **March 1st**.
12. Only Key Club members are allowed to participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under no circumstances will a past, current or future International and/or District Board member involve him or herself in any district campaign other than his/her own.
13. All candidates seeking district office and/or endorsement for international office will enjoy the same campaign privileges as any other candidate running for the same office. Current members of the Board of Trustees will neither receive nor expect any special privileges in campaigning for office or endorsement, and shall not use their position to gain any advantage.
14. There will be no campaign advertising in the Conference Program Book.
15. There will be **NO** campaigning on any social media whatsoever.
16. No Candidate is permitted to perform in the competition portion of the Talent Show or Oratorical Contest at DCON

Failure to comply with the above rules may render the candidate ineligible for office at the discretion of the District Administrator and/or District Governor.



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Minimum Responsibilities of District Treasurer

A Candidate for District Secretary or Treasurer agrees to accept all of the following responsibilities if elected, unless otherwise excused by the District Administrator in writing:

1. Attend as many Divisional Council Meetings of your home division from the date of your election until District Education and Leadership Conference in **2016**.
2. Attend the required meetings or events, and report as required;
 - District Education and Leadership Conference, Orlando, Florida, **April 9-12, 2015**
 - District Leadership Training Conference, **June 12-14, 2015**
 - August Board Meeting, Location TBD, **August 7-9, 2015**
 - January Board Meeting, Location TBD, **January 8-10, 2016**
 - District Education and Leadership Conference, Orlando, Florida, **April 28-May 1, 2015**
3. If possible, attend the Key Club International Convention in **Indianapolis, IN June 24-28, 2015**
4. Publish and distribute a newsletter to the District Board members by the 25th of each month, including summer months and utilizing the Distinguished District Treasurer criteria.
5. Publish and distribute at least three (3) newsletters to the clubs and as needed or directed by the Board or Governor.
6. Send copies of all correspondence to the District Key Club Governor, District Administrator, Kiwanis Governor, Governor Elect, Treasurer, Executive Director and assigned Adult Advisor.
7. **Assist in preparing a district budget and present this budget to the Key Club and Kiwanis District boards.**
8. Assist Governor and the Board with setting goals for the district.
9. Participate in Executive Committee conference calls.
10. Review and complete the criteria located in the Key Club Guidebook for Distinguished District Treasurer and submit the application.
11. Complete at least five service hours a month with the home club.
12. Follow the District Code of Conduct at all Key Club functions and at all events where you are attending in your capacity as a Key Club member.
13. Maintain content on personal and district social networking sites (FaceBook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
14. Maintain high academic standards and comply with all school rules, regulations and requirements.



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, **adults** and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every **attendee** will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the **Medical Authorization** form.
5. **Students may not possess or use tobacco products anywhere or anytime.**
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. **Chaperones** will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
10. **NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.**
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the **emergency us appropriately responded to.**
14. The Florida District of Key Club International requires that only **chaperones or other adults** be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, **even if a chaperone is present or gave permission.**
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
34. **Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor,** and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or **adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old,** approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

_____	_____	_____	_____
Key Club Member Signature	Date	Parent/Guardian Signature	Date
_____	_____	_____	_____
Key Club Member Printed Name	Division	Zone	Parent/Guardian Printed Name



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Attendance, Travel, and Posting Authorizations

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

A. Leadership Training Conference (June 12-14, 2015)	Yes	No
B. August board meeting (August 7-9, 2015)	Yes	No
C. January board meeting (January 8-10, 2016)	Yes	No
D. Key Club Kick Off Conference (September-October 2015)	Yes	No
E. Spring Rally as a candidate (January-March 2015)	Yes	No

He/she will be traveling with (circle one). *Adult member of the Key Club Committee is primary.*

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Treasurer Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed **on official publications:** <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Year of Graduation:** <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number:** ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School:** <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME>> **Mother/Step-mother's cell phone:** ###-###-####

Father/Step-father name: <TYPE FULL NAME>> **Father/Step-father cell phone:** ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations have you participated in during high school?



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the 2014 Key Club District Education and Leadership Conference.

This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Education and Leadership Conference. This certifies that the persons named have been selected as Campaign Staff by the Candidate. Each member of the Campaign Staff will be required to attend the Candidates' Meeting at 6:00 p.m. on Thursday and will be informed of campaign regulations at that time. No campaigning may occur prior to this Candidates' Meeting.

Only Key Clubbers may participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under NO circumstances will a past, current or future International and/or District Board member involve him or herself in a district campaign other than their own.

Please print:

THIS IS TO CLARIFY that the following members of Key Club will be serving as part of _____'s Campaign Staff while they are running for/seeking endorsement for _____ at District Education and Leadership Conference.

Staff Member	School they belong to
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

The following must sign this form:

Candidate for office (sign): _____ Date: _____

Faculty or Kiwanis Advisor (sign): _____ Date: _____

Candidate's cell phone number: _____

Advisor's cell phone number: _____

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms

Lieutenant Governor

This document contains the policies, procedures, and sample forms relating to elections of District Board of Trustees.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Campaign Rules for Candidates for Lieutenant Governor

1. Lieutenant Governors will be elected at the Spring Zone Rallies prior to District Education and Leadership Conference.
2. There will be absolutely no campaigning, including the use of social media.
3. A candidate for the office of Lieutenant Governor must submit the following **five** forms to the District Administrator or **the Election's Advisor no later than the call to Order at the Opening Session of the Spring Zone Rally in which the candidate is running**, unless otherwise approved by the District Administrator or **the Election's Advisor** in writing:
 - a. Statement of Candidacy for Lieutenant Governor
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. **Attendance, Travel, and Posting Authorization**
 - d. Code of Conduct
 - e. **Board Member Contact and Biographical Information**
4. Candidates for Lieutenant Governor will incur no expenses in seeking election.
5. No campaign information or materials may be distributed at Spring Rallies. Campaigning is limited to giving a speech and answering questions during **the allotted time** at each candidates respective Spring Zone Rally.
6. A quorum of 1/3 of the clubs in good standing, as determined only by dues payment, will be required to elect a Lieutenant Governor. In order to safeguard the legitimacy of the election, a certified sign-in sheet containing the signatures of all present and identifying the name of the Key Club to which they belong, shall be submitted to the District Administrator within 24 hours following the election by the Key Club member conducting the election. Failure to comply with this requirement may invalidate the election.
7. Elections for Lieutenant Governor will be conducted by the Division's present Lieutenant Governor unless the Lieutenant Governor is seeking reelection. If the Division's Lieutenant Governor is unable to conduct the election, a member of the Executive Committee, an International Officer, or another Key Club member appointed by the Governor will conduct the election.
8. An adult appointed by the District Administrator or designee will serve as the advisor to the election. The advisor to the election may not be a club advisor of, or associated with, the club of any candidate seeking the office of Lieutenant Governor. The appointed adult advisor is the only adult who may supervise the election, give election advice, and handle ballots.
9. No adults are allowed to ask questions of the candidates.
10. **For the election process, each candidate shall have two minutes to address the members of their division in the form of a speech, then they will have three minutes to answer questions by members of the division .**
11. Each club in good standing may have two votes as long as there are at least two members of the club in attendance at the election. If only one member of a club attends the election, the club will only have one vote. ***There is no voting by proxy.***
12. In case of a tie, each club in good standing in attendance will be given one vote. In the case of a second tie, each member present from the clubs in good standing will be given one vote.
13. In the case of a continuing tie, the candidates for Lieutenant Governor will speak to the Division of election for one minute and answer any questions from members of the Division of election for one minute, and then a vote will be taken with every member present having one vote.
14. If for any reason a valid election cannot be held at the Zone Rally, a Lieutenant Governor can be elected at a DCM at which the Zone Administrator or designee is present, provided there is a quorum present and that all election procedures in points 2 through 13 above are followed.
15. If for any reason, a Lieutenant Governor cannot be elected at a Divisional Council Meeting, a Divisional caucus will be held at the District Education and Leadership Conference to elect a Lieutenant Governor. If a Lieutenant Governor is not elected by the conclusion of the District Education and Leadership Conference, a Lieutenant Governor may be appointed according to District Bylaws.
16. **If elected to the position of Lieutenant Governor, you may not participate in the contest portion of the talent contest and/or oratorical contest at DCON.**



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Statement of Candidacy for Lieutenant Governor

This form must be filed with the District Administrator or his designee prior to the election (or with the District Administrator's permission, within two weeks following the election)

Complete this form online before printing. Name and Division must be typed or it will not be accepted.

I, <TYPE YOUR NAME>, do hereby declare myself willing to assume the duties and responsibilities of the office of Division <TYPE DIVISION NO.> Lieutenant Governor of the Florida District of Key Club International for the upcoming Key Club Year as described below. These duties and responsibilities are considered part of this agreement. I understand that failure to satisfactorily carry out these duties and responsibilities **may be accepted as my resignation from the office to which I have been elected.**

Minimum Responsibilities and Commitments for Lieutenant Governor

A Candidate for Lieutenant Governor agrees to accept all of the following responsibilities if elected, unless otherwise excused by the District Administrator in writing:

1. Attend all Divisional Council Meetings from the date of your election until District Education and Leadership Conference in **2015**.
2. Assist the present Lt. Governor in all duties up to and including those assigned during the **2014** District Education and Leadership Conference.
3. Attend the required meetings or events:
 - Spring Regional Lt. Governor training session (attend one): **March 2015**
 - District Education and Leadership Conference, Orlando, Florida, **April 9-12, 2015**
 - District Leadership Training Conference, **June 12-14, 2015**
 - August Board Meeting, **August 7-9, 2015**
 - January Board Meeting, **January 8-10, 2016**
 - District Education and Leadership Conference, Orlando, Florida, **April 28-May 1, 2016**
4. If possible, attend the Key Club International Convention in **Indianapolis, IN, June 24-28, 2015**
5. Attend all training sessions at the District Education and Leadership Conference and Key Club International Convention.
6. Complete the online monthly Lt. Governor report by the fifteenth of each month, including summer months.
7. Publish and distribute a newsletter to all club officers in the Division, all club advisors, the Kiwanis Lieutenant Governor, the International Trustee, the Zone Administrator, and the District Administrator by the seventh of each month including summer months.
8. Plan and conduct at least six (6) Divisional Council Meetings: one in May-June, one before the first week of the school term, and one each in September-October, November-December, January-February, and March-April (before DCON). DCM times and locations must be announced at least two weeks in advance.
9. Check emails and respond as appropriate every two (2) days.
10. Plan and conduct a fall rally (Key Club Kickoff Conference) prior to mid-October.
11. Assist with the planning, organizing, and managing of a Spring Zone Rally to take place in January, February or March.
12. Assist in promoting the election of a successor Lt. Governor and in training the person elected prior to the **2015** District Education and Leadership Conference.
13. Communicate with and seek counsel from your Zone Administrator in a manner agreed upon.
14. Follow the District Code of Conduct at all Key Club functions.
15. Maintain content on personal and district social networking sites (FaceBook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
16. Review and complete the criteria located in the Key Club Guidebook for Distinguished Lt. Governor and submit the application.
17. Complete at least five hours of service each month with your home Key Club.
18. Maintain high academic standards and comply with all school rules, regulations and requirements.

Furthermore, I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of a Lieutenant Governor during the coming Key Club year. **I understand that non-attendance at a mandatory District function may be accepted as a resignation from the office of Lieutenant Governor.**

Signature of Candidate

Date

As the parent of a Lt. Governor, I have read the responsibilities of this position and agree to support my son/daughter in these endeavors, which I understand will include time and may include financial commitments. Furthermore, I understand that there are required meetings whose dates have been listed and I will encourage and support my son's/daughter's commitment to carry out all attendance requirements of the office being sought.

Signature(s) of parent(s) or Guardian(s)

Print name(s)

Date

Signature of Faculty Advisor

Print name

Date

Signature of Kiwanis Advisor or Club President

Print name

Date

Signature of School Principal

Print name

Date



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, **adults** and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every **attendee** will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the **Medical Authorization** form.
5. **Students may not possess or use tobacco products anywhere or anytime.**
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. **Chaperones** will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
10. **NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.**
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the **emergency us appropriately responded to.**
14. The Florida District of Key Club International requires that only **chaperones or other adults** be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, **even if a chaperone is present or gave permission.**
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
34. **Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor,** and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or **adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old,** approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

_____ Key Club Member Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
_____ Key Club Member Printed Name	_____ Division	_____ Zone	_____ Parent/Guardian Printed Name



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Attendance, Travel, and Posting Authorizations

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. **Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.**

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

A. Spring Regional Lt. Governor Training (March, 2015)	Yes	No
B. Leadership Training Conference (June 12-14, 2015)	Yes	No
C. August Board meeting (August 7-9, 2015)	Yes	No
D. January Board meeting (January 8-10, 2016)	Yes	No
E. Key Club Kick Off Conference (September-October 2015)	Yes	No
F. Spring Rally (January-March 2016)	Yes	No

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of parent or Guardian	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Name as you wish it listed **on official publications:** <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Year of Graduation:** <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number:** ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School:** <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME> **Mother/Step-mother's cell phone:** ###-###-####

Father/Step-father name: <TYPE FULL NAME> **Father/Step-father cell phone:** ###-###-####

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms

District Editor

This document contains the policies, procedures, and forms relating to elections of District Board of Trustees.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Minimum Responsibilities and Commitments for Applicants for District Editor

The District Governor, with the advice and consent of the District Administrator and the District Board of Trustees, will appoint a Sunshine Source Editor to serve on the District Board for the year.

A person seeking the position of Editor should have excellent writing and editing knowledge and skills. The Editor should be able to understand the procedures to edit an organizational online magazine. She/he should be knowledgeable of computer programs necessary for such tasks, including Word, Publisher, and/or Adobe InDesign. The Editor shall be responsible for editing and publishing the Florida publication – *The Sunshine Source*, under the direction of the District Administrator. Persons interested in the position must be able to devote considerable time to the publication, and be able to meet deadlines and commitments.

Key Club Members interested in serving in this position must complete the following five forms **by April 8th**, and send them via email to the Elections Advisor (Amanda Saguil):

1. Kiwanis Statement of Support for Candidates for District Office
2. Code of Conduct
3. **Attendance, Travel, and Posting Authorization**
4. General Contact Information and Web Page Posting and Directory Listing Authorization
5. **Board Member Contact and Biographical Information**

Applicants with all of the above forms will be interviewed **at Conference or soon after**. A person appointed to this position agrees to

1. Attend as many Divisional Council Meetings in your Division as possible during your term in office.
2. Attend these required meetings and events;
 - District Education and Leadership Conference, Orlando, Florida, **April 9-12, 2015**.
 - District Leadership Training Conference, **June 12-14, 2015**
 - August Board Meeting, **August 7-9, 2015**
 - January Board Meeting, **January 8-10, 2016**
 - District Education and Leadership Conference, Orlando, Florida, **April 28-May 1, 2016**
3. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
4. If possible attend the Key Club International Convention
5. Check emails and respond as appropriate at least every two (2) days.
6. Follow the District Code of Conduct at all Key Club functions.
7. Maintain content on personal and district social networking sites (Facebook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
8. Complete at least five hours of service each month with your home Key Club.
9. Maintain high academic standards and comply with all school rules, regulations, and requirements.
10. Attend all Executive Committee conference calls.
11. Publish five issues of *The Sunshine Source*, **June 1, 2015, August 1, 2015, November 1, 2015, January 1, 2016, and March 1, 2016** or as directed by the Governor or District Board.

By my signature below, I attest that I understand that these are my duties and that I agree to carry them out to the best of my ability. Furthermore, I understand that non-attendance at a mandatory District function without prior written approval from the District Administrator may be regarded as my resignation from the office to which I have been elected or appointed.

Signature: _____ Date _____

Print Name: _____ Division: _____ Zone: _____



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, **adults** and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every **attendee** will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the **Medical Authorization** form.
5. **Students may not possess or use tobacco products anywhere or anytime.**
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. **Chaperones** will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
10. **NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.**
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the **emergency is appropriately responded to.**
14. The Florida District of Key Club International requires that only **chaperones or other adults** be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, **even if a chaperone is present or gave permission.**
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
34. **Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor,** and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or **adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old,** approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

Key Club Member Signature

Date

Parent/Guardian Signature

Date

Key Club Member Printed Name

Division

Zone

Parent/Guardian Printed Name



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Attendance, Travel, and Posting Authorization

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

- | | | |
|--|-----|----|
| A. Leadership Training Conference (June 12-14, 2015) | Yes | No |
| B. August board meeting (August 7-9, 2015) | Yes | No |
| C. January board meeting (January 8-10, 2016) | Yes | No |

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: DCON Chair Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed **on official publications**: <TYPE YOUR NAME>

Gender (check one): Female Male **Age**: <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone**: <SELECT> **Year of Graduation**: <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number**: ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club**:

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School**: <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME>> **Mother/Step-mother's cell phone**: ###-###-####

Father/Step-father name: <TYPE FULL NAME>> **Father/Step-father cell phone**: ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations have you participated in during high school?

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms *District Secretary*

This document contains the policies, procedures, and sample forms relating to elections of District Board of Trustees.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Campaign Rules for Candidates for District Secretary

1. No campaign may begin before the first Spring Rally.
2. An individual wishing to campaign for the office of District Secretary must submit the following six forms to the District Administrator or his designee no later than 24 hours prior to attendance at the first Spring Zone Rally at which he/she wishes to campaign:
 - a. Statement of Candidacy for Secretary
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. **Attendance, Travel, and Posting Authorization**
 - d. Code of Conduct
 - e. **Board Member Contact and Biographical Information**
3. Candidates nominated from the floor at the first General Session of the District Education and Leadership Conference must have the following forms completed and submitted to the District Administrator **prior to the Candidates' Meeting**, unless excused by the District Administrator in advance of the meeting.
 - a. Appropriate Statement of Candidacy
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Permission to Travel
 - d. General Contact Information and Web Posting and Directory Listing Authorization
 - e. Biographical Sketch of Candidate
4. All travel, whether related to campaigns, Education and Leadership Conference, spring rallies, KCKC or any other Key Club event must comply with the Key Club International's Policies (or the approval of the District Administrator or his designee) on transportation and travel.
5. No candidate shall seek endorsement or votes from any club (other than the home club), division or zone for the purpose of his/her own campaign prior to conference. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Education and Leadership Conference.
6. Campaign Staff will be limited to **5** Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the **5** Key Club members. If the nominator is not one of the **5** Key Club members, then the nominator will be limited to the nominating speech.
7. Candidates and their staff may not campaign until after the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference. If any member of the campaign staff cannot attend this meeting, then the candidate must replace them. At this Candidates' Meeting, each candidate must complete and file **a Campaign Staff Form by the end of the meeting**.
9. Candidates for District Secretary may neither spend any money nor use any donated items. These candidates **and their campaign team** may only make **speeches, participate in Zone Caucuses and utilize personal interaction for campaigning**.
10. All Conference attendees will receive a Candidates' Book. The information in the book will include information regarding each office, **sample** caucus questions, general information regarding the election of the District Officers as well as informational flyers on each candidate running for office.
11. To be included in the Candidates' Book, a candidate must submit all candidate forms to the Elections Advisor and a camera-ready campaign flyer (8.5-11") to the Elections Chair by **March 1st**.
12. Only Key Club members are allowed to participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under no circumstances will a **past, current, or future International and/or District Board Members (including LTG elects)** involve him or herself in any district campaign other than his/her own.
13. All candidates seeking district office and/or endorsement for international office will enjoy the same campaign privileges as any other candidate running for the same office. Current members of the Board of Trustees will neither receive nor expect any special privileges in campaigning for office or endorsement, and shall not use their position to gain any advantage.
14. There will be no campaign advertising in the Conference Program Book.
15. **There will be NO campaigning on any social media whatsoever.**
16. **No Candidate is permitted to perform in the competition portion of the Talent Show or Oratorical Contest at DCON**

Failure to comply with the above rules may render the candidate ineligible for office at the discretion of the District Administrator and/or District Governor.



Minimum Responsibilities of District Secretary

A Candidate for District Secretary agrees to accept all of the following responsibilities if elected, unless otherwise excused by the District Administrator in writing:

1. Attend as many Divisional Council Meetings of your home division from the date of your election until District Education and Leadership Conference in **2015**.
2. Attend the required meetings or events and report as required;
 - District Education and Leadership Conference, Orlando, Florida, **April 9-12, 2015**
 - District Leadership Training Conference, **June 12-14, 2015**
 - August Board Meeting, **August 7-9, 2015**
 - January Board Meeting, **January 8-10, 2016**
 - District Education and Leadership Conference, Orlando, Florida, **April 9-12, 2015**
3. If possible, attend the Key Club International Convention in **Indianapolis, Indiana June 24-28, 2015**
4. Publish and distribute a newsletter to the District Board members by the 25th of each month, including summer months and utilizing the Distinguished District Secretary Criteria.
5. Publish and distribute at least three (3) newsletters to the clubs and as needed or directed by the Board or Governor.
6. Send copies of all correspondence to the District Key Club Governor, District Administrator, Kiwanis Governor, Governor Elect, Treasurer, Executive Director and assigned Adult Advisor.
7. Assist Governor and the Board with setting goals for the district.
8. Participate in Executive Committee conference calls.
9. Review and complete the criteria located in the Key Club Guidebook for Distinguished Secretary and submit the application.
10. Complete at least five service hours a month with the home club.
11. Follow the District Code of Conduct at all Key Club functions and at all events where you are attending in your capacity as a Key Club member.
12. Maintain content on personal and district social networking sites (FaceBook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
13. Maintain high academic standards and comply with all school rules, regulations and requirements.



Statement of Candidacy for District Secretary

This form must be filed with the District Administrator or his designee prior to the candidate's campaigning for office

Complete this form online before printing. Name and office must be typed or it will not be accepted.

I, <TYPE YOUR NAME> do hereby declare myself willing to assume the duties and responsibilities of the office of District Secretary of the Florida District of Key Club International for the upcoming Key Club Year. Candidates for District Office must agree to duties and responsibilities listed in the Elections Packet appropriate for the position sought. These duties and responsibilities are considered part of this agreement. I understand that failure to satisfactorily carry out these duties and responsibilities, **including non-attendance at a mandatory District function without prior approval from the District Administrator, may be accepted my resignation from the office to which I have been elected.**

Furthermore, it is understood that officers of the Florida District of Key Club International should be active members of their own clubs, good students, and models of the ideals promoted by Key Club International.

I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of the office. I have read and agree to fulfill the responsibilities of the office I am seeking.

Candidate's signature: _____ Date: _____

As the parent of a District Officer, I have read the responsibilities of this position and agree to support my son/daughter in these endeavors, which I understand will include time and may include financial commitments. Furthermore, I understand that there are required meetings whose dates have been listed and I will encourage and support my son's/daughter's commitment to carry out all attendance requirements of the office being sought.

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print Name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print Name	_____ Date
_____ Signature of Kiwanis Advisor or Club President	_____ Print Name	_____ Date
_____ Signature of School Principal	_____ Print Name	_____ Date



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, **adults** and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every **attendee** will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

- All participants are expected to abide by all governmental laws and regulations.
- Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
- Members may not possess or consume any alcoholic beverages.
- Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the **Medical Authorization** form.
- Students may not possess or use tobacco products anywhere or anytime.**
- Members are expected to abstain from any activity of a sexual nature.
- The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
- Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
- A retiring hour, to be announced, will be observed and enforced. **Chaperones** will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
- NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.**
- Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
- Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
- In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the **emergency us appropriately responded to.**
- The Florida District of Key Club International requires that only **chaperones or other adults** be permitted to drive private vehicles during Key Club events.
- Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
- Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

- Members participating in any Key Club events must sleep in their assigned rooms.
- Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
- Male and female members may be present together in hospitality suites when an adult chaperone is present.
- Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
- There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
- The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
- The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

- All participants are expected to abide by the designated dress code for each session.
- "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
- "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
- "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
- "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
- At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
- All participants are required to wear name badges for all Key Club events.

Enforcement

- Violations of this Code will result in notification to the district administrator and event chaperone.
- Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, **even if a chaperone is present or gave permission.**
- Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
- Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor, and parents/guardian of any member disciplined under this section.**
- These rules are effective as of the time you arrive at this event, until the time you depart.
- An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or **adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old**, approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

Key Club Member Signature

Date

Parent/Guardian Signature

Date

Key Club Member Printed Name

Division

Zone

Parent/Guardian Printed Name



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Attendance, Travel, and Posting Authorizations

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parents or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:
 CIRCLE ONE

- | | | |
|--|-----|----|
| A. Leadership Training Conference (June 12-14, 2015) | Yes | No |
| B. August board meeting (August 7-9, 2015) | Yes | No |
| C. January board meeting (January 8-10, 2016) | Yes | No |
| D. Key Club Kick Off Conference (September-October 2014) | Yes | No |
| E. Spring Rally as a candidate (January-March 2015) | Yes | No |

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print name(s)	_____ Date
_____ School Administrator	_____ Print name	_____ Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Governor

Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed on official publications: <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select>

Date of Birth (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.>

Zone: <SELECT>

Year of Graduation: <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-####

Home phone number: ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS>

School: <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME>

Mother/Step-mother's cell phone: ###-###-####

Father/Step-father name: <TYPE FULL NAME>

Father/Step-father cell phone: ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations have you participated in during high school?



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the 2014 Key Club District Education and Leadership Conference.

This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Education and Leadership Conference. This certifies that the persons named have been selected as Campaign Staff by the Candidate. Each member of the Campaign Staff will be required to attend the Candidates' Meeting at 6:00 p.m. on Thursday and will be informed of campaign regulations at that time. No campaigning may occur prior to this Candidates' Meeting.

Only Key Clubbers may participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under NO circumstances will a past, current, or future International and/or District Board member involve him or herself in a district campaign other than their own.

Please print:

THIS IS TO CLARIFY that the following members of Key Club will be serving as part of _____'s Campaign Staff while they are running for/seeking endorsement for _____ at District Education and Leadership Conference.

Staff Member	School they belong to
--------------	-----------------------

1. _____

2. _____

3. _____

4. _____

5. _____

The following must sign this form:

Candidate for office (sign): _____ Date: _____

Faculty or Kiwanis Advisor (sign): _____ Date: _____

Candidate's cell phone number: _____

Advisor's cell phone number: _____

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms

District Webmaster

**This document contains the policies, procedures, and forms
relating to elections of District Board of Trustees.**

**Complete this form online before printing. Where requested, information
must be typed or it will not be accepted.**

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Minimum Responsibilities and Commitments for Applicants for District Webmaster Position

The District Governor, with the advice and consent of the District Administrator, will appoint a District Webmaster to serve on the District Board for the year. Persons seeking this position should have working experience with Adobe Dreamweaver and/or Microsoft SharePoint/FrontPage; have knowledge of HTML, PHP, and ASP coding; should have in depth experience with Microsoft Word and minimum knowledge of Adobe Photoshop; and should have a working knowledge of email systems such as Gmail. Key Club Members interested in serving in this position must complete the following five forms **by April 8th, and send them via email to the Elections Advisor (Amanda Saguil):**

1. Kiwanis Statement of Support for Candidates for District Office
2. Code of Conduct
3. Attendance, Travel, and Posting Authorization
4. Board Member Contact and Biographical Information

Applicants with all of the above forms will be interviewed **at Conference or soon after.** A person appointed to this position agrees to

1. Update the website every ten days or as needed or as requested by the Governor or District Administrator.
2. Oversee the submission of Online Pride Reports which includes, but not limited to:
 - Reply to emails from clubs having issues
 - Make sure the website and database is 100% functional at the end of each month in preparation for Pride Reports
 - Help the District Secretary generate reports for hours completed each month
3. E-mail a board newsletter monthly
4. Work with the District Governor, Kiwanis District Technology staff member, the District Website Advisor, and District Administrator to make the District website useful for the clubs and Key Clubbers of the District.
5. Attend as many Divisional Council Meetings in your Division as possible during your term in office.
6. Attend these required meetings and events;
 - District Education and Leadership Conference, Orlando, Florida, **April 9-12, 2015.**
 - District Leadership Training Conference, **June 12-14, 2015**
 - August Board Meeting, **August 7-9, 2015**
 - January Board Meeting, **January 8-10, 2016**
 - District Education and Leadership Conference, Orlando, Florida, **April 28-May 1, 2015**
7. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
8. If possible attend the Key Club International Convention **June 24-28, 2016 in Indianapolis, Indiana.**
9. Check emails and respond as appropriate at least every two (2) days.
10. Follow the District Code of Conduct at all Key Club functions.
11. Maintain content on personal and district social networking sites (Facebook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
12. Complete at least five hours of service each month with your home Key Club.
13. Maintain high academic standards and comply with all school rules, regulations, and requirements.
14. Attend all Executive Committee conference calls.

By my signature below, I attest that I understand that these are my duties and that I agree to carry them out to the best of my ability. Furthermore, I understand that non-attendance at a mandatory District Function without prior written approval from the District Administrator may be regarded as my resignation from the office to which I have been appointed.

Signature: _____ Date: _____

Print Name: _____ Division: _____ Zone: _____



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adults and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every attendee will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the Medical Authorization form.
5. Students may not possess or use tobacco products anywhere or anytime.
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. Chaperones will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
10. NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the emergency is appropriately responded to.
14. The Florida District of Key Club International requires that only chaperones or other adults be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, even if a chaperone is present or gave permission.
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
34. Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor, and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old, approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

Key Club Member Signature

Date

Parent/Guardian Signature

Date

Key Club Member Printed Name

Division

Zone

Parent/Guardian Printed Name



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Attendance, Travel, and Posting Authorization

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parents or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

- | | | |
|--|-----|----|
| A. Leadership Training Conference (June 12-14, 2015) | Yes | No |
| B. Fall board meeting (August 7-9, 2015) | Yes | No |
| C. Winter board meeting (January 8-10, 2016) | Yes | No |

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Governor Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed **on official publications:** <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Year of Graduation:** <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number:** ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School:** <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME>> **Mother/Step-mother's cell phone:** ###-###-####

Father/Step-father name: <TYPE FULL NAME>> **Father/Step-father cell phone:** ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations are you during high school?

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms

International Office Endorsement

This document contains the policies, procedures, and sample forms relating to endorsement of candidates for Key Club International office.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Campaign Rules for Candidates for International Office Endorsement

1. No campaign may begin before the first Spring Rally.
2. An individual wishing to seek the endorsement of the District to run for International Office, must submit the following five forms to the District Administrator or his designee no later than 24 hours prior to the attendance at the first Spring Zone Rally at which he/she wishes to campaign or prior to the Board of Trustees meeting at which he/she wishes to obtain endorsement:
 - a. Statement of Candidacy for District Endorsement for International Office
 - b. Attendance, Travel, and Posting Authorization
 - c. Code of Conduct
 - d. Board Member Contact and Biographical Information
3. Candidates nominated from the floor at the first General Session of the District Education and Leadership Conference must have the above forms completed and submitted to the District Administrator **prior to the Candidates' Meeting**, unless excused by the District Administrator in advance of the meeting.
4. All travel, whether related to campaigns, conference, spring rallies, KCKC or any other Key Club event must comply with the Key Club International's Policies (or the approval of the District Administrator or his designee) on transportation and travel.
5. No candidate shall seek endorsement or votes from any club (other than the home club), division or zone for the purpose of his/her own campaign prior to conference. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Education and Leadership Conference.
6. Campaign Staff will be limited to 5 Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the 5 Key Club members. If the nominator is not one of the 5 Key Club members, then the nominator will be limited to the nominating speech.
7. Candidates and their staff may not campaign until after the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Education and Leadership Conference. If any member of the campaign staff cannot attend this meeting, then the candidate must replace them. At this Candidates' Meeting, each candidate must complete and file a **Campaign Staff Form by the end of the meeting**.
9. Campaigning is restricted to the convention center and only as far as the bottom of the escalator and in no way near or in any of the sleeping rooms.
10. Candidates for International Office may neither spend any money nor use any donated items. These candidates **and their campaign teams** may only make speeches and participate in Zone Caucuses.
11. All Conference attendees will receive a Candidates' Book. The information in the book will include information regarding each office, caucus questions, general information regarding the election of the District Officers as well as informational flyers on each candidate running for office.
12. To be included in the Candidates' Book, a candidate must submit all completed forms to the Elections Advisor and a camera-ready campaign flyer (8.5-11") to the Elections Chair by **March 1st**.
13. Only Key Club members are allowed to participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under no circumstances will **a past, current, or future International and/or District Board member** involve him or herself in any district campaign other than his/her own.
14. All candidates seeking endorsement for international office will enjoy the same campaign privileges as any other candidate running for the same office. Current members of the Board of Trustees will neither receive nor expect any special privileges in campaigning for office or endorsement, and shall not use their position to gain any advantage.
15. There will be no campaign advertising in the Conference Program Book.
16. There will be **NO** campaigning on social media at any kind.
17. No Candidate is permitted to perform in the competition portion of the Talent Show or Oratorical Contest at DCON

Failure to comply with the above rules may render the candidate ineligible for office at the discretion of the District Administrator and/or District Governor.



Minimum Responsibilities and Commitments for Candidates Seeking International Office

A Candidate seeking endorsement for International Office agrees to accept all of the following responsibilities if elected, unless otherwise excused by the District Administrator in writing:

Key Clubbers who wish to seek the Office of International President, Vice-President, or Trustee must receive the endorsement of their Districts. To seek endorsement a Key Clubber must first file the required forms with the District Administrator or his designee. A Key Clubber who wishes to seek the endorsement of the Florida District for his/her campaign for International President, Vice President, or Trustee must:

1. Read the responsibilities listed in the Key Club International Constitution and Bylaws.
2. Be familiar with policies of Key Club International and the Florida District of Key Club.
3. Request the appropriate information from Key Club International.
4. Complete and submit all required forms to Key Club International on time.
5. Attend the Florida District Education and Leadership Conference in Orlando **April 9-12, 2015.**
6. Attend the International Convention in **Indianapolis, Indiana June 24-28, 2015.**



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Statement of Candidacy for District Endorsement for International Office

This form must be filed with the District Administrator or his designee prior to the candidate's campaigning for endorsement.

Complete this form online before printing. Name, office, member number, and club ID must be typed.

I, **<Type your name here>** do hereby declare myself willing to assume to duties and responsibilities of the office of Key Club International for the upcoming Key club year, and therefore request the opportunity for endorsement. A Key Clubber who wishes to seek the endorsement of the Florida District for his/her campaign for International President, Vice-President, or Trustee must read the responsibilities listed in the Key Club International Constitution and Bylaws, must be familiar with the policies of Key Club International as printed in the Guidebook published by Key Club International, must request the appropriate information from Key Club International, must complete and submit all required forms to Key Club International on time, must be able to dedicate the required time to fulfill the duties of the position including substantial travel, and must agree to attend the District Education and Leadership Conference in **Orlando, Florida, April 9-12, 2015** and the International Convention in **Indianapolis, Indiana June 24-28, 2015**.

To receive the endorsement of the Florida District, the candidate must receive at least fifty percent plus one affirmative votes of the House of Delegates meeting at the District Education and Leadership Conference.

I wish to seek this Key Club International office because (please type reason(s) below):

I have read and agree to fulfill the responsibilities of the office I am seeking. I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of the office.

Candidate's signature: _____ Date: _____

Member Number (call KCI if you don't know these): _____ Club ID: H____
as the parent of a District Officer, I have read the responsibilities of an International officer and agree to support my son/daughter in these endeavors, which I understand will include time and may include financial commitments.

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print Name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print Name	_____ Date
_____ Signature of Kiwanis Advisor or Club President	_____ Print Name	_____ Date
_____ Signature of School Principal	_____ Print Name	_____ Date



Code of Conduct

Key Club members, adults and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event.

Responsible Behavior

- 1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the Medical Authorization form.
5. Students may not possess or use tobacco products anywhere or anytime.
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. Chaperones will conduct a room check at curfew to make sure that the curfew is enforced.
10. NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the emergency is appropriately responded to.
14. The Florida District of Key Club International requires that only chaperones or other adults be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

- 17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

- 24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

- 31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, even if a chaperone is present or gave permission.
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator.
34. Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor, and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old, approved by the school, and registered with and accompanying the Key Club members at the event.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

Signature and name lines for Key Club Member, Date, Parent/Guardian Signature, and Parent/Guardian Printed Name.



Permission to Travel

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the Spring Zone Rallies which occur over several weekends from mid-January through March 2014.

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Governor Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed **on official publications:** <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Year of Graduation:** <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number:** ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School:** <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME> **Mother/Step-mother's cell phone:** ###-###-####

Father/Step-father name: <TYPE FULL NAME> **Father/Step-father cell phone:** ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations have you participated in during high school?



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the 2014 Key Club District Education and Leadership Conference.

This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Education and Leadership Conference. This certifies that the persons named have been selected as Campaign Staff by the Candidate. Each member of the Campaign Staff will be required to attend the Candidates' Meeting at 6:00 p.m. on Thursday and will be informed of campaign regulations at that time. No campaigning may occur prior to this Candidates' Meeting.

Only Key Clubbers may participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election. Under NO circumstances will a past, current, or future International and/or District Board member involve him or herself in a district campaign other than their own.

Please print:

THIS IS TO CLARIFY that the following members of Key Club will be serving as part of _____'s Campaign Staff while they are running for/seeking endorsement for _____ at District Education and Leadership Conference.

Staff Member	School they belong to
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

The following must sign this form:

Candidate for office (sign): _____ Date: _____

Faculty or Kiwanis Advisor (sign): _____ Date: _____

Candidate's cell phone number: _____

Advisor's cell phone number: _____

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms

District Education and Leadership Conference Committee Chair

**This document contains the policies, procedures, and forms
relating to elections of District Board of Trustees.**

**Complete this form online before printing. Where requested, information
must be typed or it will not be accepted.**

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Minimum Responsibilities and Commitments for Applicants for DCON Committee Chair Position

The District Governor, with the advice and consent of the District Administrator and the District Board of Trustees, may appoint a DCON Committee Chair to serve on the District Board for the year.

A person seeking the position of DCON Chair should be creative, innovative, and persistent. As DCON chair, one will be in charge of setting up the single most important annual event in the Florida District of Key Club International, and therefore will need to be very organized and efficient.

Key Club Members interested in serving in this position must complete the following five forms **by April 8th**, and send them via email to the Elections Advisor (Amanda Saguil):

1. Kiwanis Statement of Support for Candidates for District Office
2. Code of Conduct
3. Attendance, Travel, and Posting Authorization
4. Board Member Contact and Biographical Information

Applicants with all of the above forms will be interviewed at the Conference or soon after. A person appointed to this position agrees to

1. Attend the following events:
 - The 77th Florida District Education and Leadership Conference in Orlando, Florida (April 9-12, 2015)
 - District Leadership Training Conference (June 12-14, 2015)
 - August board meeting (August 7-9, 2015)
 - January board meeting (January 8-10, 2016)
 - The 78th Florida District Education and Leadership Conference in Orlando, Florida(April 28-May 1, 2016)
2. Oversee the assignments of the District Conference Committees, including
 - Deciding and implementing the DCON theme
 - Specifying goals regarding attendance, sponsorships, and member opportunities
 - Creating a pre-conference promotion plan
3. Assist in developing and maintaining the DCON Budget
4. Confer with DCON-related standing committees.
5. Advise and manage all District Conference Subcommittees.
6. Serve as the main representative of Florida District of Key Club for businesses, organizations, and other partners regarding DCON
7. Act as a source of information to Key Club members, faculty and Kiwanis advisors, and parents.
8. Work with District Conference Administrator to ensure settlement of hotel preparations including;
 - Contractual obligations
 - Food plans
 - Room layouts
 - Booking of rooms
 - Liability and insurance needs
9. Report on the progress of the District Conference planning to the Florida District Board of Trustees
10. Work with District Webmaster and District Editor to ensure proper promotion through the district website and *The Sunshine Source*

By my signature below, I attest that I understand that these are my duties and that I agree to carry them out to the best of my ability. Furthermore, I understand that non-attendance at a mandatory District Function without prior written approval from the District Administrator may be regarded as my resignation from the office to which I have been appointed.

Signature: _____ Date: _____

Print Name: _____ Division: _____ Zone: _____



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Kiwanis Statement of Support for Candidates for District Office

All Candidates for All Positions (Except Int'l Endorsement) Must Complete

This form must be typed. Complete this form prior to printing, then provide to those who must sign.

Candidate's Name: <TYPE YOUR NAME> Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Office Sought: DCON Committee Chair

The Kiwanis Club does hereby agree that if the above named candidate is successful in seeking the District Office indicated above, that our Kiwanis Club, if requested, will assist with the travel necessary to perform the obligations of the office within the Division and Zone. Travel outside of the Division or Zone for Key Club business must be approved by the District Administrator or Zone Administrator. District Board Members are expected to attend District and International Key Club Conventions. Sponsoring Kiwanis Clubs, with the assistance of other Kiwanis Clubs in the Division, and home Key Clubs usually assist with these expenses.

The Florida District of Key Club International will assume the responsibility for the travel of members of the Board to the District Leadership Training Conference (LTC) in June and the **district board meetings** in August and January. Attendance at these three events is a required condition of holding the office sought. An absence from either LTC or any **board meeting**, not previously excused in writing by the District Administrator, constitutes a resignation from the office held.

We further agree to assist with the necessary financial support of the above candidate as he/she performs the duties and responsibilities of the office indicated above. Questions regarding the need for such assistance should be directed to the District Administrator.

Signature of Kiwanis Club President	Print Name	Date
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Kiwanis Club of _____

Mailing Address: _____

Phone Number: _____

Signature of Kiwanis Advisor	Print Name	Date
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Phone Number: _____



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, **adults** and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every **attendee** will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the **Medical Authorization** form.
5. **Students may not possess or use tobacco products anywhere or anytime.**
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. **Chaperones** will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
10. **NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.**
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the **emergency us appropriately responded to.**
14. The Florida District of Key Club International requires that only **chaperones or other adults** be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, **even if a chaperone is present or gave permission.**
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
34. **Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor,** and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or **adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old,** approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

_____	_____	_____	_____
Key Club Member Signature	Date	Parent/Guardian Signature	Date
_____	_____	_____	_____
Key Club Member Printed Name	Division	Zone	Parent/Guardian Printed Name



**Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Attendance, Travel, and Posting Authorization

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

- | | | |
|--|-----|----|
| A. Leadership Training Conference (June 12-14, 2015) | Yes | No |
| B. August board meeting (August 7-9, 2015) | Yes | No |
| C. January board meeting (January 8-10, 2016) | Yes | No |

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: DCON Chair Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed **on official publications:** <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Year of Graduation:** <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number:** ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School:** <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME>> **Mother/Step-mother's cell phone:** ###-###-####

Father/Step-father name: <TYPE FULL NAME>> **Father/Step-father cell phone:** ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations are you during high school?

Florida District of Key Club International



2015-2016

Elections Procedures & Candidate Forms

Executive Assistant

This document contains the policies, procedures, and forms relating to elections of District Board of Trustees.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials

aazonee@FloridaKeyClub.org



Minimum Responsibilities and Commitments for Applicants for Executive Assistant Position

The District Governor, with the advice and consent of the District Administrator and the District Board of Trustees, may appoint an Executive Assistant to serve on the District Board for the year.

A person seeking the position of Executive Assistant should have initiative, be comfortable carrying out assignments given by district executive officers, and possess excellent organizational skills. She/he should know how to use computer programs such as Word, Excel and PowerPoint.

Key Club Members interested in serving in this position must complete the following five forms **by April 8th, and send them via email to the Elections Advisor (Amanda Saguil):**

1. Kiwanis Statement of Support for Candidates for District Office
2. Code of Conduct
3. Attendance, Travel, and Posting Authorization
4. Board Member Contact and Biographical Information

Applicants with all of the above forms will be interviewed by the District Governor and the District Administrator at the Conference. A person appointed to this position agrees to

1. Attend as many Divisional Council Meetings in your Division as possible during your term in office.
2. Attend these required meetings and events;
 - District Education and Leadership Conference, Orlando, Florida, **April 9-12, 2015.**
 - District Leadership Training Conference, **June 12-14, 2015**
 - August Board Meeting, **August 7-9, 2015**
 - January Board Meeting, **January 8-10, 2016**
 - District Education and Leadership Conference, Orlando, Florida, **April 28-May 1, 2016**
3. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
 1. If possible attend the Key Club International Convention **June 24-28, 2015** in Anaheim, California
 2. Check emails and respond as appropriate at least every two (2) days.
 3. Follow the District Code of Conduct at all Key Club functions.
 4. Maintain content on personal and district social networking sites (Facebook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
 5. Complete at least five hours of service each month with your home Key Club.
 6. Maintain high academic standards and comply with all school rules, regulations, and requirements.
 7. Attend all Executive Committee conference calls.

By my signature below, I attest that I understand that these are my duties and that I agree to carry them out to the best of my ability. Furthermore, I understand that non-attendance at a mandatory District Function without prior written approval from the District Administrator may be regarded as my resignation from the office to which I have been appointed.

Signature: _____ Date: _____

Print Name: _____ Division: _____ Zone: _____



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Kiwanis Statement of Support for Candidates for District Office

All Candidates for All Positions (Except Int'l Endorsement) Must Complete

This form must be typed. Complete this form prior to printing, then provide to those who must sign.

Candidate's Name: <TYPE YOUR NAME> Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Office Sought: Executive Assistant

The Kiwanis Club does hereby agree that if the above named candidate is successful in seeking the District Office indicated above, that our Kiwanis Club, if requested, will assist with the travel necessary to perform the obligations of the office within the Division and Zone.

The Florida District of Key Club International will assume the responsibility for the travel of members of the Board to the District Leadership Training Conference (LTC) in June and the district board meetings in August and January.

We further agree to assist with the necessary financial support of the above candidate as he/she performs the duties and responsibilities of the office indicated above.

Signature of Kiwanis Club President Print Name Date

Kiwanis Club of

Mailing Address:

Phone Number:

Signature of Kiwanis Advisor Print Name Date

Phone Number:



Florida District of Key Club International 2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, **adults** and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club International and should abide by the provisions of this code while in attendance at any Key Club event. Every **attendee** will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrators, and designated staff.

Responsible Behavior

1. All participants are expected to abide by all governmental laws and regulations.
2. Attendees must attend all sessions and activities and will be expected to follow the published dress code at all times.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee as indicated on the **Medical Authorization** form.
5. **Students may not possess or use tobacco products anywhere or anytime.**
6. Members are expected to abstain from any activity of a sexual nature.
7. The use of fireworks, weapons or anything of a dangerous nature or act in any way unbecoming a Key Club member is prohibited.
8. Use of strong language or profanity will not be permitted by anyone registered at Key Club events.
9. A retiring hour, to be announced, will be observed and enforced. **Chaperones** will conduct a room check at curfew to make sure that the curfew is enforced. Unnecessary noises at any hour are prohibited. All violations will be reported to the Sergeant at Arms Office.
10. **NO FEMALES ARE ALLOWED IN MALES' SLEEPING ROOMS. NO MALES ARE ALLOWED IN FEMALES' SLEEPING ROOMS.**
11. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, or harassment.
12. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel wall. Any damage caused by a member must be paid for by that member.
13. In case of emergency or illness, the Sergeant at Arms will be contacted immediately after the **emergency us appropriately responded to.**
14. The Florida District of Key Club International requires that only **chaperones or other adults** be permitted to drive private vehicles during Key Club events.
15. Key Club members may not use cell phones, personal walking talkies or other communication devices during the event activities. They may be used during social/private time. If brought to the event it is the responsibility of the chaperone to be sure these devices are used appropriately.
16. Any action unbecoming a Key Club member will not be tolerated by anyone.

Lodging

17. Members participating in any Key Club events must sleep in their assigned rooms.
18. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
19. Male and female members may be present together in hospitality suites when an adult chaperone is present.
20. Care shall be taken not to deface, destroy or remove any property belonging to the event hotel. Damage report forms will be used and damage costs will be paid immediately. Rooms should be kept in an orderly manner to allow housekeeping services.
21. There will be no charges allowed to any room during any event; all bills shall be paid at the time of purchase.
22. The Florida District reserves the right to have its Sergeants at Arms inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.
23. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other disruptive and distracting behavior during meal functions is unbecoming Key Club members and is prohibited.

Dress Code

24. All participants are expected to abide by the designated dress code for each session.
25. "Formal" attire refers to black suit with dress or tuxedo shirt, bow tie or neck tie, suit jacket, and appropriate shoes for males, and formal dress and appropriate shoes for females.
26. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
27. "Business Appropriate" attire refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or short, blouse or collared shirt and appropriate shoes for females.
28. "Casual" attire refers to shorts or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for males, and shorts, skirt, or jeans, collared shirt, sweatshirt, or appropriate t-shirt and casual footwear for females.
29. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
30. All participants are required to wear name badges for all Key Club events.

Enforcement

31. Violations of this Code will result in notification to the district administrator and event chaperone.
32. Violations involving breaking of curfew, males in females' rooms, females in males' room, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event, **even if a chaperone is present or gave permission.**
33. Violation of all other infractions will call for a meeting of the Sergeant at Arms, the District Administrator and those as appointed by the District Administrator. A determination will be made at the end of the meeting on appropriate consequences; which may include but are not limited to dismissal from the event.
34. **Notification in writing will be made by the District Administrator or his representative to the school administration, Kiwanis Sponsor,** and parents/guardian of any member disciplined under this section.
35. These rules are effective as of the time you arrive at this event, until the time you depart.
36. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or **adult who has passed a criminal background check and is in loco parentis, at least twenty-one (21) years old,** approved by the school, and registered with and accompanying the Key Club members at the event. Ultimately, the adult chaperone shall be responsible for the Key Club members assigned to him/her.

I have read and agree to follow the above Code of Conduct while attending any Florida Key Club event.

Key Club Member Signature	Date	Parent/Guardian Signature	Date
Key Club Member Printed Name	Division	Zone	Parent/Guardian Printed Name



Florida District of Key Club International
2015-2016 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Attendance, Travel, and Posting Authorizations

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

- | | | |
|---|-----|----|
| A. Leadership Training Conference (June 12-14, 2014) | Yes | No |
| B. August board meeting (August 7-9, 2014) | Yes | No |
| C. January board meeting (January 8-10, 2016) | Yes | No |

He/she will be traveling with (circle one). **Adult member of the Key Club Committee is primary.**

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication *The Sunshine Source*. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Rollaway beds are not allowed. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate	Print name	Date
Signature(s) of parent(s) or Guardian(s)	Print name(s)	Date
School Administrator	Print name	Date



Board Member Contact and Biographical Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Executive Assistant Key Club Member Number (required): <TYPE NUMBER>

Name as you wish it listed **on official publications:** <TYPE YOUR NAME>

Gender (check one): Female Male **Age:** <Select> **Date of Birth** (M/D/YYYY):

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Year of Graduation:** <Select>

Home Address: <Type Street> , <Type City> , FL <ZIP>

Your cell phone number: ###-###-#### **Home phone number:** ###-###-####

Cell phone company (AT&T, Verizon, etc.): <TYPE COMPANY NAME> **Sponsoring Kiwanis Club:**

Personal E-mail address: <TYPE YOUR EMAIL ADDRESS> **School:** <TYPE SCHOOL'S FULL NAME, NO INITIALS>

Mother/Step-mother name: <TYPE FULL NAME> **Mother/Step-mother's cell phone:** ###-###-####

Father/Step-father name: <TYPE FULL NAME> **Father/Step-father cell phone:** ###-###-####

Please answer the following questions by listing the year.

What elected/appointed offices have you held or do you hold in K-Kids, Builders Club, and Key Club (please indicate which positions were elected and which were appointed)?

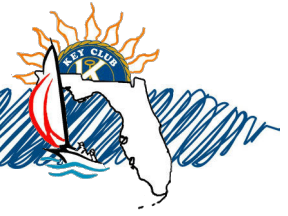
What other non-Key Club offices have you held during your high school career?

What awards or honors have you received during high school?

What Divisional and/or District Key Club functions have you attended?

In what other activities or organizations are you during high school?

Awards List



The Global Service Society Award is awarded to a club by per-member average contribution:

Donation per-member average: US\$50 (Gold); US\$25 (Silver); US\$10 (Bronze)

Gold Level Club (will receive a banner patch)- Raised, on average, \$50 per-member

Silver Level Club (will receive a banner patch)- Raised, on average, \$25 per-member

Bronze Level Club (will receive a banner patch)- Raised, on average, \$10 per-member

SLPs receive a certificate and Kiwanis-family banner patch corresponding with per-member average. Gold Clubs will be eligible for pins for each club member.

The Eliminate Project Awards on the Individual Level:

Elimidallion (will receive a medallion)- Awarded to individuals who raise \$625 or more towards The Eliminate Project

The Eliminate Project Awards on the Club Level:

1K Club (will receive a banner patch)- A donation of \$1,000 or more by a club.

Unity Award (will receive a banner patch)- Partner with your sponsoring Kiwanis Club to raise a collective \$1,000 total.

George F. Hixson Fellowship (will receive a medallion)- Awarded to clubs who donate/raise \$1,000 or more for The Eliminate Project.

Walter Zeller Fellowship (will receive a medallion)- Awarded to clubs who donate/raise \$1,250 or more for The Eliminate Project.

Tablet of Honor (will receive a tablet)- Awarded to clubs who donate/raise \$2,000 for The Eliminate Project.

In order to receive these awards, funds must be raised in one year and an application must be filled out upon completion of your goal. If you have any questions, please email The Eliminate Project Committee Chair, Mike Greenwald, at Division10B@FloridaKeyClub.org or go to the following website: <http://floridakeyclub.org/the-eliminate-project/>

To submit fundraised money, fill out the donation slip that can be found at the above website and send it to the appropriate address!

Kiwanis International and UNICEF have joined forces to bring to you "The Eliminate Project". This project is geared towards eradicating Maternal/Neonatal Tetanus (MNT), a completely preventable disease that is spread through the spores in the soil. It affects mothers and their babies who are born in unsanitary birthing conditions. Tetanus causes tiny newborns to suffer painful convulsions. They also become extremely sensitive to light and touch.

- 60,000 --- The number of mothers and babies whose lives are stolen because of MNT each year
- 9 --- The number of minutes from now that a mother or child will die of MNT
- 24 --- The number of countries still at high risk for MNT
- \$110 million --- The amount of money that we must raise to eliminate MNT
- \$1.80 --- The amount it costs to vaccinate one mother and their future babies
- 61 million --- The number of lives we will help save or protect if we meet our goal
 - **You --- The person that can take a step to make a difference**

Make a difference, save a life. Donate to The Eliminate Project now at <http://floridakeyclub.org/online-donations/>



KEY CLUB®

Kiwanis International and UNICEF have joined forces to bring to you "The Eliminate Project". This project is geared towards eradicating Maternal/Neonatal Tetanus (MNT), a completely preventable disease that is spread through the spores in the soil. It affects mothers and their babies who are born in unsanitary birthing conditions. Tetanus causes tiny newborns to suffer painful convulsions. They also become extremely sensitive to light and touch.

- 60,000 --- The number of mothers and babies whose lives are stolen because of MNT each year
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 - **You --- The person that can take a step to make a difference**

Make a difference, save a life. Donate to The Eliminate Project now at <http://floridakeyclub.org/online-donations/>



KEY CLUB®

The Eliminate Project Service Directory



Kiwanis International and UNICEF have joined forces in The Eliminate Project. This project is geared towards eliminating Maternal Neonatal Tetanus (MNT), a completely preventable disease which can be spread through spores in the soil. Maternal Neonatal Tetanus affects mothers and babies who are forced to be in unsanitary birthing conditions. \$1.80 covers the cost of 3 rounds of vaccines that will save a mother and her future babies. Our goal is to eliminate this disease from the planet by raising \$110 million by the year 2015. In this booklet, you will find service project ideas to raise money towards this important cause.



KEY CLUB®

Easy: Takes less than a week to plan/execute, minimal financial costs.

- **Babysit for UNICEF:** Members do this on an individual basis. When babysitting, leave a flyer about The Eliminate Project for the parents.
- **Bake/Doughnut Sales:** Bake sales and doughnut sales have the potential to raise a lot of funds. They are a simple, but effective way to make a difference! Buying a dozen doughnuts can roughly cost 4 to 5 dollars, selling every doughnut for \$1 can make huge profit.
- **Candy Fundraisers:** Purchase variety candy boxes and get permission from your school's administration to sell the candy during lunch, in-between classes and after school. Advertise the candy fundraiser by creating posters and announcing it on the school news as well as educating your classmates about The Eliminate Project.
- **Count to Eliminate:** Fill a jar with one type of candy (jelly beans, m&m's, skittles, gum balls, etc.) and charge people to guess how much is in the jar. The person who is closest gets to keep the candy!
- **Chores for Children:** Talk to your Kiwanis club about performing chores around their houses and yards that they would be willing to pay Key Clubbers to perform. Explain that the money will go to The Eliminate Project and submit all the money together as a club.
- **Collection Jar:** Have a collection jar in teacher's classrooms throughout the school for students to throw their change into. Have resources and information about the project so students understand the project and know where their money is going. Be sure to stress the importance of how \$1.80 can potentially save or protect multiple lives.
- **Discount Card:** Find a company in your area that prints discount cards. You'll have to make discount deals with multiple restaurants in the area. These discount deals will be featured on the discount card. Sell them at car washes, during meetings or at any other event!
- **Dog Walk/Wash:** Set a fixed rate for walking and washing dogs and advertise your Key Club Dog Walk and Wash to the community. Have dog owners contact your Key Club Advisor so they can arrange members to walk or wash the dog.

- **Dress Down to Save Lives:** Charge students a fee in order to wear clothes that would normally be out of dress code, as long as it is in accordance with school board rules. This works best for schools that normally require a dress code. Schools that do not have a dress code could allow students to wear hats, sunglasses, or pajamas instead. Collect money before the Dress Down day.
- **Happy Box:** At club meetings bring a locked box with a slit in the top. Have Key Clubbers go around and donate change or dollars. As they do this, have members share reasons why they are happy or reasons why they are happy to donate their money. Stress the fact that it only takes \$1.80 to save a life.
- **Key Club Week:** Spread awareness of The Eliminate Project and its cause throughout school by making it a focus during Key Club Week (November 3-7). Flyers can be put around the school and a couple days of the week could be dedicated to different mini-projects. Throughout the week, play The Eliminate Project video to the school, sell The Eliminate Project t-shirts and wristbands, hold a day where every student wears blue or white and donates \$1.80 to The Eliminate Project. At the end of the week, plan a Walk-a-Thon where the entire community is invited.
- **Miracle Minute:** Host a 'miracle minute' during lunch, breaks, homeroom, etc. This consists of everyone in the room quickly gathering their loose change during 1 minute to put in a donation jar. Make sure that before the 'Miracle Minute' is done that everyone is well educated about The Eliminate Project. Also, you may want to announce the date of the 'Miracle Minute' beforehand so students can bring in change.
- **Pie-in-the-face Contest:** Talk to your administration about allowing teachers to volunteer to be pried in the face. Charge students for each pie thrown in addition to having collection boxes in a central area for attendees to donate.
- **Senior Slave Day:** This project will require approval from school administration. Underclassmen will "buy" seniors who wished to auction themselves off. The senior would have to do whatever the underclassmen wanted for that day. They could eat lunch with them or have the senior hold their books. Make sure to come up with some parameters as to what the underclassmen were allowed to ask the seniors to do.

Moderate: 2-3 weeks to plan/execute, requires moderate financial support.

- **Dodge Ball Tournaments:** Have a Key Club host a dodge ball tournament and provide a gymnasium. Students could sign up across the division and participate for a small entrance fee. Talk to vendors about attending and set a vendor fee. Include a prize for the winning person.
- **Garage/Yard Sales:** Rent a booth for a weekend at the local flea market or see if you could host it on the football field one Saturday. Key Club members could bring in items from home and get together in late November and December and put price tags on everything. This event not only gives Key club members a chance to get together, but also helps raise awareness in the community for the Eliminate Project, local Kiwanis Clubs, and Key Clubs.
- **Haunted House:** Host a haunted house in school or community center around Halloween. Get Key Clubbers, Kiwanians, and Builders Club members to help set up and build props for the project. People pay to go in and the proceeds will go to The Eliminate Project.
- **Movie Night:** Charge students to see a movie hosted by one of the school's in your division. Choose a popular movie that people would like to see and sell snacks. During intermission, educate the attendees about The Eliminate Project. Get permission from the school's administration before scheduling this event.
- **Penny War:** Hold a school wide competition separated by grades to collect the most pennies for The Eliminate Project. Set up collection areas for each grade in a central area such as the Cafeteria. The goal is not to see what class raises the most money, but what class can get the most pennies. One penny is one point, but anything else is a negative point. To win, classes must put as many pennies in their collection jar and try to put silver coins in other grade levels jars in order for them to have the most Penny Points. Talk to administration about what kind of prize the winning class can get.
- **Putt-Putt Golf Tournaments:** Get in contact with a mini-golf company and ask them to sponsor a tournament for your Key Club. Charge members a fee in addition to the mini-golf charges that will go towards The Eliminate Project.

- **Video Game Tournament:** Students pay to enter a tournament, and then they compete against each other while playing any virtual game, e.g. Mario Kart or Wii Sports. This event could be held at school or at a community center. During the tournament, members can sell snacks and drinks as an additional fundraiser.
- **Rapping/Dancing Teacher:** Ask teachers from your school if they would like to help raise money for The Eliminate Project by volunteering to perform at a pep rally. Put the name of each teacher who volunteered on a jar and sell tickets during lunch for \$1 each. At the end of the week count up the tickets in each jar and the winning teacher must either rap or dance in front of the whole school at the pep rally.
- **Spirit Chain:** Hold a competition between grade levels to see which class has the most spirit. Each class gets two of their own colored links. Sell links for 25 or 50 cents each during lunch. Keep each chain hidden and reveal or announce the winning class during a pep rally. Holding this event during homecoming where class rivalry and school spirit is high makes for a better outcome.

Hard: Takes more than a month to plan/execute, could be expensive.

- **Barbecue:** Use the Eliminate Business Sponsor Letter to get the help of local store and restaurants who could donate the needed supplies to perform this project. This will leave more room for profit, meaning a bigger donation to The Eliminate Project. Remember the key is to get your entire Kiwanis Family involved, make handouts and pass them out at District Council Meetings, Kiwanis Meetings, K-Kids Meetings and Builders Club Meetings! Make it a Kiwanis Family celebration day, and you will see a large turnout at the event. Many successful clubs who have done this project charge a fee for admission.
- **Divisional Talent Show:** Have students from schools within your division compete in a talent show. One school could host the show while the rest sell snacks, take tickets and pass out programs with information about The Eliminate Project. Have each contestant register for a flat fee and charge admission to see the show. Have Club advisors judge the different acts and award the top 3 contestants with a prize.
- **Divisional NO Talent Show:** This is just like a regular talent show, except the contestants are supposed to perform badly (i.e. singing out of tune, failing magic tricks, dance routine out of sync, etc.) Charge \$2 to watch the show and \$3 to exit. If patrons leave before the end of the show, charge them an additional \$5.
- **Kiwanis Family Luncheon:** Use the Eliminate Business Sponsor Letter to get the help of a local restaurant to organize a luncheon with the Kiwanis family in your area. Charge each person a flat fee and donate a percentage of the money to The Eliminate Project. You will need to speak with the manager or owner of the restaurant before scheduling this type of event and make sure that they're willing to help with the cause.
- **Ping Pong to Eliminate Tournament:** This event must be planned and advertised with the help of local media (school newspapers, announcements, newspapers, neighborhood news) way in advance. Have your members bring Ping-Pong tables, paddles, and balls to the event and charge them for admission into the tournament. Decide in advance what the prizes will be for the winners- Eliminate Project shirts, trophies, certificates, anything your club chooses!

- **Pumpkin Smash:** While you're out trick-or-treating for UNICEF, ask people if they would like you to dispose of their carved pumpkins. After gaining enough pumpkins, host a pumpkin smash and charge participants to smash a pumpkin. Make sure that you have permission to hold this event at your chosen location, as it will get messy and you'll have to clean up!

- **Race to Eliminate:** Hold a 5k race or walk at your Local Park or high school track. Charge each registrant a flat fee to participate. Provide each registrant with an Eliminate T-Shirt and wristband along with a pamphlet about The Eliminate Project.

- **School Carnival:** Hold a festival at a school or community area. Publicize and plan well in advance and charge admission. Key Clubs and local Kiwanis Clubs could set up booths for games and hold contests; in addition to snacks and drinks being sold for a profit. Examples of events could be a pumpkin carving contest, where contestants bring their pumpkins the day of the event and people could vote on best carved pumpkin, a dunking booth for a teacher, coach or principal, a costume contest, etc.



The Eliminate Project Speech – KCKC and SZR

Hello everyone! As some of you may already know, Kiwanis has been working with UNICEF for the past few years on something called The Eliminate Project. I'd like to take a few minutes to explain to you what that is and what we are doing.

The Eliminate Project is our effort to completely eliminate maternal and neonatal tetanus, or MNT for short. Those words may not mean anything to you now, but they will once I elaborate. MNT is an illness that affects newborns and their mothers. It is contracted during childbirth due to an unvaccinated mother being exposed to unclean birthing practices, such as the use of unsterile instruments and contact with the ground or other unsanitary objects during birth. Infants infected with tetanus experience intense pain due to convulsions that are triggered by a heightened sensitivity to light, sound, and touch. MNT is such a deadly disease that it kills one baby every nine minutes.

Maternal and neonatal tetanus is a horrible disease, but here's the strangest thing about it: it's easily preventable. You only need to ensure that a mother's immune to tetanus with \$1.80 donation for three doses of a vaccine. So why hasn't it been eliminated as yet? It actually has been, in most industrialized nations. But given the logistical problems of doing away with a disease, many third world countries are still plagued by MNT.

That's where The Eliminate Project comes in. The Kiwanis family, through its various branches, such as Key Club and Circle K, is raising money for UNICEF to provide health education and the vaccines, syringes, and other equipment needed to vaccinate women of child bearing age. Since the beginning of the project, 35 countries have fully eliminated maternal and neonatal tetanus by immunizing over 128 million women. Those are absolutely incredible figures, but 24 countries still harbor this fatal illness. With over 100 million people still needing immunization, approximately \$50 million remains to be raised. The Kiwanis family has already raised over \$60 million for Eliminate, but this is the final year of the five-year program. Our goal in the Florida District for this last year is to raise \$125,000. That is less than \$6.25 per member. Key Clubbers, we all need to work extra hard, fundraise, advertise, and donate because in the 21st century, it's shameful that such a preventable illness is still present in the world. Remember: \$1.80 can save a life.

Kiwanis International and UNICEF have joined forces to bring to you “The Eliminate Project”. This project is geared towards eradicating Maternal/Neonatal Tetanus (MNT), a completely preventable disease that is spread through the spores in the soil. It affects mothers and their babies who are born in unsanitary birthing conditions. Tetanus causes tiny newborns to suffer painful convulsions. They also become extremely sensitive to light and touch.

- 60,000 --- The number of mothers and babies whose lives are stolen because of MNT each year
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• **You --- The person that can take a step to make a difference**

Make a difference, save a life. Donate to The Eliminate Project now at <http://floridakeyclub.org/online-donations/>



ELIMINATE
maternal/neonatal tetanus
 | 

KEY CLUB

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ELIMINATE
maternal/neonatal tetanus
 | 

KEY CLUB

Order form for T-Shirts

IMPORTANT, PLEASE READ *Club Officers, specifically the treasurer and president, should work together to fill out this form for the entire club.*

This is the official order form for the 'The Eliminate Project' merchandise that is being sold by the Florida District of Key Club.

PLEASE do not confuse these Eliminate t-shirts with the Race-to-Eliminate shirts that are sold at the District Education and Leadership Conference (DCON).

T-shirts will cost \$15 each. Please have your money in by your Lieutenant Governor by November 1st. Your merchandise should be distributed to your club by your Lieutenant Governor in the months of January or February.

All proceeds directly benefit The Eliminate Project. For more information on The Eliminate Project, go to <http://floridakeyclub.org/the-eliminate-project/>

Check out how the t-shirts look like:

* Required

What division are you? *

What school are you from? *

How many S shirts will you be buying? *

Please submit in the following format- S:(number of small shirts)

How many M shirts will you be buying? *

Please submit in the following format- M:(number of medium shirts)

How many L shirts will you be buying? *

Please submit in the following format- L:(number of large shirts)

How many XL shirts will you be buying? *

Please submit in the following format- XL:(number of x-large shirts)

How many XXL shirts will you be buying? *

Please submit in the following format- XXL:(number of x-x-large shirts)

Submit

Never submit passwords through Google Forms.

100%: You made it.

Got \$1.80?



ELIMINATE
maternal/neonatal tetanus
 **Kiwanis** |  **unicef**

KEY CLUB®

ELIMINATE
maternal/neonatal tetanus





Resolution to Support The Eliminate Project Until its Completion

The Eliminate Project Committee of the Florida District of Key Club International as chaired by Michael Greenwald is recommending that the Florida District of Key Club International continues to support The Eliminate Project until its completion through each club's contribution of Trick or Treat for UNICEF. All funds raised for Trick or Treat for UNICEF will be designated to The Eliminate Project by the Florida District of Key Club International.

This resolution is supported by the Florida District's Key Club Board of Trustees





The Eliminate Project Speech – KCKC and SZR

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KEY CLUB



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KEY CLUB





Florida Opportunity Fund Application

Dear Applicant,

Thank you for your interest in the Florida Opportunity Fund (FLOF)! The FLOF grant is a fund that comes from a portion of each member's dues that will provide up to two-thirds of the cost of a service project. **Fundraising projects will be decided at the discretion of the Florida Opportunity Fund Committee.** The approval of a second FLOF grant in one Key Club year is up to the discretion of the FLOF Committee as long as the total of both applications does not equal more than \$1,000 and funds are still available for grants.

The entire application contains three parts: the application, LTG comments, and follow-up report. Please e-mail Part I with signatures **to your Lieutenant Governor and the District Treasurer.** This contact information can be found at <http://floridakeyclub.org/district-board/>.

If the above submission procedures are not followed, the application will not be approved until it is corrected and resubmitted. Remember to **keep all receipts** relating to the service project. You will be required to scan and email these receipts with Part III: Follow-Up Report **within three weeks of the completed project.**

Applications will be reviewed starting on October 1, 2014 through June 1, 2015. **Applications for projects occurring before October 1, 2016 will not be accepted if they are received after June 1, 2015.** This means that any summer 2015 projects should be planned well in advance. You may submit an application between June 1, 2015 and October 1, 2015 for projects after October 1, 2015; however, you will not receive your grant until after October 1, 2015.

Thanks again for your interest. Let me know if you have any questions. Together we can make a difference!

Yours in Service,

Nick Azcarate

treasurer@floridakeyclub.org

District Treasurer, 2014 – 2015

(954) 816-9227

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International 2014 - 2015

Criteria Checklist

In order to make sure you have everything required to qualify for a FLOF grant, the prerequisites for applying are listed below. Your application will be rejected if any of these criteria are not met.

- The club regularly submits Pride Reports on time and the Officer Information Form is completely filled out.
- The complete club name, no abbreviations, is written throughout the entire application.
- The club has paid dues and otherwise is in good standing.
- The club consistently participates in service projects as seen on their Pride Reports.
- The club participates in divisional and district events (including Divisional Council Meetings, District Conference, Key Club Kick Off Conference, and Spring Zone Rallies).
- The club funded at least one-third of the cost of the project from other sources.
- The club attached detailed descriptions (lists, essays, charts, etc.).
- The application is completely filled out.
- The club agrees to complete Part III: Follow-up Report within three weeks of the project that was funded by FLOF. Ongoing projects must have this report submitted within three weeks of the beginning of the project. All sections must be completely thorough. Failure to complete Part III will require the return of all FLOF funds awarded to the club.
- The application is **submitted 6 weeks prior to the event date.**

Please contact the District Treasurer if there are any questions about the application process.

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International 2014 - 2015

PART I	Comply with ALL instructions in completing this application. If there are any questions, contact the District Treasurer. Complete and send this application at least six weeks prior to the project for which FLOF funds will be used. You must type the information below.
---------------	--

Club and Project Information – To be filled out by a club officer

Name of Club:	Click here to enter text	Lieutenant Governor:	Click here to enter text
Key Club ID:	Click here to enter text		
Name of Project:	Click here to enter text	Date of Project:	Click here to enter text
Zone:	Select Zone	Division:	Click here to enter text
Contact Information: Provide the following information about the person requesting the grant.			
Name:	Click here to enter text	Club Position:	Click here to enter text
Email:	Click here to enter text	Phone Number:	Click here to enter text
		Application Date:	Click here to enter text
Address (street, city, state, zip):	Click here to enter text		
Faculty Advisor's name:	Click here to enter text	Faculty Advisor's Phone:	Click here to enter text
Faculty Advisor's Address (street, city, state, zip):	Click here to enter text		

List of Materials

In this section of the application, please list ALL of the items that will be purchased and other costs for this project. Please indicate the item description, quantity of each item, and cost. Attach *additional pages as necessary*. **Make sure that the FLOF grant is no more than two-thirds the Total Cost of the Project.** *Note: Costs may be estimates that are as accurate as possible*

	Item Name and Purpose	Quantity	Cost
1	Click here to enter text	Click here to enter text	Click here to enter text
2	Click here to enter text	Click here to enter text	Click here to enter text
3	Click here to enter text	Click here to enter text	Click here to enter text
4	Click here to enter text	Click here to enter text	Click here to enter text
5	Click here to enter text	Click here to enter text	Click here to enter text
TOTAL COST OF PROJECT (1)			Click here to enter text
TOTAL OF FLOF GRANT (2)			Click here to enter text
TOTAL OF OTHER INCOME (contributed by your Key Club and other sources) (3)			Click here to enter text
TOTAL LINES 2 & 3 (Must equal line 1, Total Cost of Project)			Click here to enter text

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International 2014 - 2015

This page must be completed separately. Print this page, get handwritten signatures, scan the page, and email it with your digital application of Part I to your Lt. Governor and District Treasurer.

Grant Conditions and Certifications

In order to receive a Florida Opportunity Fund Grant, the following conditions must be met:

1. The Key Club receiving the grant must be current in its dues payment and Pride Report submissions, consistently hold service projects, and participate in divisional and district events.
2. You use at least one third of your own funds for the project in addition to this grant.
3. You gave detailed descriptions of the project.
4. You submit Part III: Follow-up Report within three weeks after project completion or within three weeks of beginning an ongoing project.
5. You agree that any FLOF funds remaining after project completion will be returned to the District.

Failure to comply with these requirements will result in denial of a grant award or return of FLOF funds to the District, the ineligibility of the club to receive awards at the upcoming District Conference, and the ineligibility of the club to receive a FLOF Grant for the current and next year.

The signatures below certify that all the information contained in Part I in this application are factually correct and honestly presented and certify understanding and agreement by the Club officers and advisors to the Conditions above, including the return of any funds awarded if requirements are not met.

Club President		Date	
Club Vice-President		Date	
Club Treasurer		Date	
Club Secretary		Date	
Faculty Advisor		Date	
Kiwanis Advisor		Date	

FLOF COMMITTEE USE ONLY

The Florida Opportunity Fund application for the Key Club of _____ has been

- APPROVED for \$_____ out of the \$_____ requested.
- DENIED for the following reason: [Click here to enter text](#)

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International 2014 - 2015

PART II: Lieutenant Governor Comments

Directions to the Lieutenant Governor: Please provide candid and accurate remarks about the club. Please do not show this to the club's officers, its members, or anyone else. Please email this application with your section completed directly to the District Treasurer at treasurer@floridakeyclub.org.

Club applying for grant:	Click here to enter text	Lieutenant Governor:	Click here to enter text
Division:	Click here to enter text		

1. What are your thoughts of the project that is being funded by a FLOF grant?
Click here to enter text
2. How would the project be affected if it doesn't receive the full, requested amount or if the grant is not approved?
Click here to enter text
3. Do you think the project will encourage students to be more involved with Key Club? Will the project attract new members?
Click here to enter text
4. This Club has attended Enter amount out of Enter amount DCM's.
5. This school has turned in Enter amount out of Enter amount Pride Reports.
6. Has this school turned in a completely filled out OIF? Yes No

Thank you for your time and consideration to this matter. Your e-signature below indicates that all the information on this page is factually correct and honestly presented.

Signature (type in name): Click here to sign Date: Click here to enter date

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International 2014 - 2015

PART III: Follow-up Report

Dear Applicant,

Thank you for participating in the Florida Opportunity Fund! Part III must be completed within 3 weeks of completion of your project. If your project is ongoing, it must be completed within 3 weeks of the project's start date. Please follow the instructions below. If you did not complete this project or if there is any money left over from the grant please return the grant or excess funds for our future projects to the address below. Make check payable to Florida District of Key Club. It might be wise to have your Lieutenant Governor look over this report before you submit it to me. This report should not be submitted with your application.

Thank you and if you need anything in the future please contact me.

Yours in service,

Nick Azcarate
treasurer@floridakeyclub.org
District Treasurer, 2014 – 2015
(954) 816-9227

Name of Club:	Click here to enter text	Lieutenant Governor:	Click here to enter text
Division:	Click here to enter text		Click here to enter text
Name of Project:	Click here to enter text	Date of Project:	Click here to enter text
Contact Information: Provide the following information about the person submitting this report.			
Name:	Click here to enter text	Club Position:	Click here to enter text
Address (street, city, zip):	Click here to enter text	Phone Number:	Click here to enter text
		Report Date:	Click here to enter text
Email:	Click here to enter text	Amount of grant:	Click here to enter text

1. Attach to this form an essay describing in detail your completed project. Be sure to reflect upon the positives and negatives as well as how this project impacted your community.
2. Attach a final financial accounting of this project and copies of all receipts. You must document that you spent all FLOF money and that it made up no more than two-thirds of the project cost. Any unused funds must be returned to the District.
3. Attach at least 10 photographs showing different aspects of the project (photographs may be published and will not be returned).



SCHOLARSHIP APPLICATION FOR 2014-2015

Submit to scholarships@floridakeyclub.org

DEADLINE: MARCH 13, 2015

The scholarships using this application are for \$1000 each. You only have to complete one scholarship application in order to be eligible for all of the following scholarships. Please check scholarship(s) you will be applying for:

- DCON Program Ad Scholarship**
- Governor's Project Scholarship (requires Part 8 essay)**
- Naranjo Scholarship (requires Part 9 essay)**
- Florida District Matching Scholarship**

This entire application and supporting documents **MUST** be submitted electronically by **MARCH 13, 2015** to scholarships@floridakeyclub.org. Also, transcripts must be sent/postmarked by March 13, 2015, to Gene Leonard at 221 Odham Dr., Sanford, FL 32773. Absolutely no transcripts will be accepted after the deadline. Any scholarship applications without transcripts postmarked by the deadline will be disqualified; no exceptions. Note that there are twelve parts to this application; be sure to complete all applicable parts.

All fields must be completed or the applicant will be disqualified.

IMPORTANT NOTICE TO APPLICANT AND PARENTS: *Half of the Florida District Matching Scholarship is sent to the winning applicant's school, not to the student. In some cases, colleges will reduce your financial aid by the amount of the scholarship thereby nullifying the financial value of this scholarship. In rare cases, the amount of the scholarship may be considered income and will reduce your college financial aid by even more than the scholarship's amount. You should check with college(s) to which you have applied to determine what impact receiving this scholarship will have on any financial aid they are providing you.*

PART ONE

Name (Last) _____ (First) _____ (Middle) _____ Key Club Member Number _____

Mailing Address _____

City _____ State _____ Zip Code _____ Phone Number _____

Email Address _____ Date of Birth (MM/DD/YYYY) _____

Key Club of _____ Key Club Division _____

Years in Key Club _____ Date of Graduation _____ Unweighted GPA _____

School Mailing Address _____

City _____ State _____ Zip Code _____ School Phone Number _____

School Principal's Name _____ Faculty Advisor's Name _____



SCHOLARSHIP APPLICATION FOR 2014-2015

Submit to scholarships@floridakeyclub.org

RÉSUMÉ

PART TWO – KEY CLUB OFFICES AND TRAINING?

List any Key Club offices (elected or appointed positions on the club, district, or international level). Also, list any district/international conventions, training conferences, or leadership events attended.

PART THREE – ORGANIZATIONS

List school organizations and activities to which you have contributed significantly. Also, identify any offices you have held during your years in high school (**do not include Key Club**).

PART FOUR – COMMUNITY ACTIVITIES

List community activities to which you have contributed to significantly during your years in high school (e.g., Boys and Girls Clubs, YMCA, youth leadership formation, etc.).

PART FIVE - RECOGNITION

List honors, awards, or special recognitions that you have received during your years in high school.



SCHOLARSHIP APPLICATION FOR 2014-2015

Submit to scholarships@floridakeyclub.org

ESSAYS

PART SIX – PERSONAL ESSAY

In 500 words or less, please describe your involvement, leadership, and service in Key Club International.

PART SEVEN – KEY CLUB IN ACTION ESSAY

In 500 words or less, please describe how Key Club has impacted your life, what you have learned, and how you will use this experience in the future.

PART EIGHT – GOVERNOR'S PROJECT ESSAY

If you would like your application to be considered for the Governor's Project Scholarship as well, complete Part Eight below. If not, skip this part.

Please note that this section **ONLY** applies to those who are seeking the Governor's Project Scholarship. In 750 words or less, please describe your service related to the Special Needs Awareness Program (SNAP) in which you have significantly contributed. Also, explain your motive behind your involvement in this way with children.



PART NINE – NARANJO ESSAY

If you would like your application to be considered for the Naranjo Scholarship, complete Part Nine below. If not, skip this part.

Please note that this section **ONLY** applies to those who are seeking the Naranjo Scholarship. In 750 words or less, please describe how this scholarship will impact your life, and how this scholarship, and its impact, will allow you to give back to the community.

SCHOLARSHIP APPLICATION FOR 2014-2015

Submit to scholarships@floridakeyclub.org

RECOMMENDATION & TRANSCRIPTS

PART TEN – RECOMMENDATION

Obtain a **recommendation letter** from two of the references listed below. These letters should describe your leadership ability, character, and dedication to service. The reference letters must be no more than two pages in length and signed by your references. Scan the letters and include with your complete application.

1. A Kiwanis Advisor or Key Club Faculty Advisor
2. A School Official/Administrator
3. One other individual who is familiar with your Key Club activities

PART ELEVEN – TRANSCRIPTS/RECORDS

Obtain an **official certified copy of your high school transcript** with a legend and/or an explanation of the grading process utilized at the school. The transcript should include grades and attendance. Your transcript may be either emailed **or** mailed as follows (email is preferred).

Email: scholarships@floridakeyclub.org

Mail: Gene Leonard
221 Odham Dr.
Sanford, FL 32773

NOTE: Recommendation letters should be scanned and submitted electronically with the application to scholarships@floridakeyclub.org.

The Florida District of Key Club International, Inc. is a 501(c)(3) nonprofit organization.
All contributions are tax deductible as allowed by law.



SCHOLARSHIP APPLICATION FOR 2014-2015

Submit to scholarships@floridakeyclub.org

CERTIFICATION

PART TWELVE – APPLICATION AUTHORIZATION

NOTE: This page must be printed, signed, scanned and submitted electronically with the entire application and supporting documentation to by **March 13, 2015** to:

Shane Meagher
Scholarship Committee Chair
scholarships@floridakeyclub.org

We recommend the below named student for a \$1,000.00 Florida District of Key Club International scholarship.

Print Full Name of Key Club Applicant _____

Signature of Key Club Applicant _____ Date _____

Signature of Key Club Faculty Advisor _____ Date _____

Signature of Key Club Kiwanis Advisor _____ Date _____

Print Full Name of Applicant's Parent/Guardian _____

Signature of Applicant's Parent/Guardian _____ Date _____

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All contributions are tax deductible as allowed by law.**

SERVICE

A guide to innovative projects

The community service provided by Key Club members worldwide is invaluable. By dedicating more than 12 million hours each year to better their homes, schools and communities, our members have made tremendous strides in almost all facets of society, from helping Kiwanis International virtually eradicate Iodine Deficiency Disorders, to reducing HIV/AIDS rates in Swaziland through a partnership with UNICEF, to benefitting parks, schools, libraries and much more in communities around the globe. With each project completed and hour spent in service, members of Key Club International are changing the world.

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Major Emphasis

The Major Emphasis mission wishes to unite all Key Club members to serve the children of the world. Its motto is "Children: Their Future, Our Focus". To fulfill the mission of the Major Emphasis, members can get involved in various ways. Fundraise for Key Club International's partner organizations: [Children's Miracle Network](#), [March of Dimes](#) and [UNICEF](#), participate in the hands-on service initiative, [the Eliminate Project](#), or any other organization that works to better the lives of our youth.

To learn more, or if you need service ideas, visit KeyClub.org/service.aspx

Club/Individual awards that are available include: [Single Service Award](#), [Major Emphasis](#), [UNICEF/The Eliminate Project Fundraising Award](#), and [Every Child a Swimmer](#).

Children's Miracle Network • <http://www.childrensmiracletnetwork.org/>

- About it: Children's Miracle Network is a non-profit organization that raise funds to support research and training, purchase equipment, and pay for uncompensated care, all to save and improve the lives of as many children as possible. Their mission: "We increase funds and awareness for local children's hospitals."

March of Dimes • <http://www.marchofdimes.com/>

- About it: March of Dimes help moms have full-term pregnancies and research the problems that threaten the health of babies. They strive to improve the health of babies by preventing and spreading awareness of birth defects, premature birth, and infant mortality.

UNICEF • <http://youth.unicefusa.org/trickortreat/>

- About it: UNICEF (United Nations Children's Fund) is an organization that is easy to get involved in. Trick-or-Treat for UNICEF is a great way to raise money and work with K-Kids. Also, Kiwanis and UNICEF are partnering to eliminate maternal/neonatal tetanus from the globe by 2015 with The Eliminate Project. To find out more information, please check out THE ELIMINATE PROJECT section of our district's website.

Kiwanis Family Projects

Club/Individual awards that are available include: [Kiwanis Family Ties Banner Patch](#) and [Kiwanis Family Relations](#).

Boys and Girls Club • <http://www.bgca.org/>

- About it: Boys and Girls Clubs helps promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging and influence. Your club could work with Kiwanians to help set up a Boys and Girls Club where it may be needed but is not yet present.

Builders Club • <http://slp.kiwanis.org/>

- About it: Builders Club is a "student-led" community service organization for students in grade 6 through grade 8 that empowers them to be themselves, work together with peers and implement service plans through action. If there are no Builders Clubs near your school, work with your sponsoring Kiwanis Club to set one up! If there is one already, set up a program to mentor and help the club.

K-Kids • <http://slp.kiwanis.org/kkids/home.aspx>

- About it: These clubs are ideally suited for students in grades 1 through 5 (ages 6 to 12). K-Kids is a "student-led" community-service organization that teaches members the value of helping others through participation in community service projects and club activities. If your Kiwanis Club does not sponsor a K-Kids, talk to them about finding a school to start the program in and find ways to mentor and expand the club for years to come.

Every Child A Swimmer • <http://everychildaswimmer.org/index.html>

- About it: The ECAS Project offers to educate and train Elementary School children in water safety. K-Family can participate in Every Child A Swimmer by being "in-water assistants" to the trained professionals teaching the children to swim.

Feeding Children Everywhere • <http://www.feedingchildreneverywhere.com>

- About it: Host a packing event with Feeding Children Everywhere. They will bring it all the materials, set up in your selected location, and you, your club, and your Kiwanis club can package meals while connecting closer as a Kiwanis family.

Kiwanis Young Children Priority One • <http://www.kiwanis.org/kiwanisone>

- About it: YCPO helps the needs of young children in their areas and developed service projects based on those needs. By helping develop a service project, you are not only strengthening the bond between the Key Club and Kiwanis Club, but also helping the community of children.

Kiwanis Family Projects

•Kiwanis Family Picnics

- About it: Picnics are a great way for people to come together, get to know each other, and eat great food! Instead of having your local Kiwanis host a Kiwanis Family picnic, let your club take the initiative and plan it yourself!

•Pancake Breakfast

- About it: This is a great way for Kiwanis Clubs, Key Clubs and Builders Clubs to work together as part of the Kiwanis Family to raise money for projects and strengthen their relationships. Traditionally Kiwanians pick the location while the Key Clubbers make the pancakes and the Builders Clubbers serve coffee and juice. Tickets are either sold in advance or at the door.

•Ronald McDonald House • <http://www.rmhc.org/images/pdf/> • <http://legacy.rmhc.org/how-you-can-help/>

- About it: Collect pennies or pop tabs with your club and your Kiwanis for a local Ronald McDonald House. Families are asked for a \$10 per night contribution for their room, but no one is ever turned away due to financial reasons. The Share a Night program was designed to help cover the difference between the actual cost of approximately \$65 for each room per night and the contributions received. By collecting these pennies or pop tops you are helping to cover the difference of each room per night.

Valentine's Day Party

- About it: Key Clubbers can organize parties at local Boys and Girls Clubs, nursing homes, or children's hospitals for kids who may not be getting enough love at home or are just away from their loved ones for the time being. Invite your entire club to the party and encourage members to bring gifts or supplies.

Governor's Project: SNAP

Special Needs Awareness Program

SNAP is meant to bring Key Clubbers together with the **Aktion Club** and the rest of the Kiwanis Family; as well as, to increase **interaction** between high schoolers and special needs individuals, and to emphasize the core value of **inclusiveness** by incorporating others with different skills and lifestyles.

Club/Individual awards that are available include: [Governor's Project Banner Patch](#) and [Every Child a Swimmer](#).

Aktion Club • <http://www.aktionclub.org/Home.aspx>

- About it: Aktion Club is the only service club for adults with disabilities, with more than 11,000 members worldwide. They draw members from various organizations that support individuals with disabilities, as well as other community programs.

Easter Seals • <http://www.easterseals.com/site/PageServer>

- About it: Easter Seals has been helping individuals with disabilities and special needs, and their families, live better lives for nearly 100 years. From child development centers to physical rehabilitation and job training for people with disabilities, Easter Seals offers a variety of services to help people with disabilities address life's challenges and achieve personal goals.

Horses for Handicap • <http://www.volunteermatch.org/search/org64320.jsp>

- About it: Horses and the Handicapped is a non-profit organization dedicated to providing effective therapeutic horseback riding and other equine-assisted activities for children and adults with physical, cognitive, and emotional difficulties.

Tennis for Fun • <http://www.tennisforfun.org/>

- About it: Tennis For Fun, a free tennis clinic for athletes with special needs, is a volunteer organization that provides athletes with an opportunity to have fun playing tennis, to learn basic skills and to socialize with each other.

Autism Speaks • <http://www.communities.autismspeaks.org>

- About it: Autism Speaks has grown into the world's leading autism science and advocacy organization, dedicated to funding research into the causes, prevention, treatments and a cure for autism; increasing awareness of autism spectrum disorders; and advocating for the needs of individuals with autism and their families.

Governor's Project: SNAP

Special Needs Awareness Program

Best Buddies • <http://www.bestbuddiesflorida.org>

- About it: Best Buddies® is a nonprofit 501(c)(3) organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities (IDD).

Operation Smile • <http://support.operationsmile.org>

- About it: Operation Smile is an international children's medical charity that performs safe, effective cleft lip and cleft palate surgery, and delivers postoperative and ongoing medical therapies to children in low and middle income countries.

Special Olympics • <http://specialolympicsflorida.org>

- About it: Special Olympics is a global movement of people creating a new world of inclusion and community, where every single person is accepted and welcomed, regardless of ability or disability. We are helping to make the world a better, healthier and more joyful place — one athlete, one volunteer, one family member at a time. Words can take you far, but seeing the faces of the people of Special Olympics Florida explains it all.

March of Dimes • <http://www.marchofdimes.com/>

- About it: March of Dimes help moms have full-term pregnancies and research the problems that threaten the health of babies. They strive to improve the health of babies by preventing and spreading awareness of birth defects, premature birth, and infant mortality.

The Eliminate Project

With The Eliminate Project, Kiwanis International and UNICEF have joined forces to eliminate maternal and neonatal tetanus. This deadly disease steals the lives of nearly 60,000 innocent babies and a significant number of women each year. The effects of the disease are excruciating – tiny newborns suffer repeated, painful convulsions and extreme sensitivity to light and touch.

To Eliminate MNT from the Earth, more than 100 million mothers and their future babies must be immunized. This requires vaccines, syringes, safe storage, transportation, thousands of skilled staff and more. It will take the US \$110 million – and the dedicated work of UNICEF and every member of the Kiwanis family. Kiwanis and UNICEF joined forces to tackle iodine deficiency disorders, achieving one of the most significant public health successes of the 20th century. Now, they are eliminating MNT from the face of the Earth. And in doing so, the project will reach the poorest, most neglected mothers and babies with additional lifesaving health care. The end of this one disease means the beginning of better health for so many families.

For more information on the Eliminate Project and service projects associated with it,

District Projects

Save The Rain • <http://savetherain.org/>

- About it: Every 15 seconds a child dies from lack of clean water. Save the Rain teaches water starved communities to use the rain as a sustainable water supply to stop these needless deaths. A mere \$15.00 pays for a villager to receive water for the rest of their life and the life of their offspring. 100% of all public donations directly fund projects. Become a RAINMAKER today!

Adopt a Troop Foundation • <http://adoptatroop.net/>

- About it: Adopt a Troop is a non-profit organization that raises money and collects supplies for troops in Iraq and Afghanistan. You can help by creating care packages for the soldiers, which can include a variety of items such as toiletries, books, or handwritten letters.

Feeding America • <http://feedingamerica.org/>

- About it: Feeding America works with Key Club and various other large corporations to secure food and grocery products for food banks across the nation. Volunteering at local food banks or collecting can food for the banks are great ways to help Feeding America, or go to the website and check out opportunities near you.

Florida Guardian ad Litem Program • <http://www.guardianadlitem.org/>

- About it: The Florida Guardian ad Litem Program is a partnership of community advocates and professional staff providing a powerful voice on behalf of Florida's abused and neglected children that are in the foster care program. You can help by creating gift baskets, bags of hygiene products, collecting toys to be donated to the children, or simply raising funds for the very under funded program.

Grass Root Soccer • <http://www.grassrootsoccer.org/>

- About it: Grass Root Soccer uses the power of sport to bring knowledge, skills and support African youth in order to enable them to live free of HIV. You can help raise money and awareness by having a soccer tournament in your school, and encouraging different teams and clubs to participate.

Hershey's Track and Field • <http://www.hersheystrackandfield.com>

- About it: Sponsored by the food company Hershey's, Hershey's Track and Field is a project created in order to promote health, wellness, and fitness in your local community. You can participate by organizing your own event, or participating in one in your local area.

Horses and the Handicapped • <http://www.handmagic.org/>

About it: Horses and the Handicapped is a non-profit organization that provides horseback riding and other therapeutic activities to children and adults with developmental difficulties. You can help by raising money to be donated to the organization or by volunteering with the organization.

District Projects

Jump Rope a Heart • <http://www.americanheart.org>

- About it: This organization was started to help prevent kids becoming overweight as adults and to prevent heart disease in those overweight kids. You can help by going to your local elementary school and starting a Jump Rope a Heart in the P.E classes as well as promoting the program at local youth centers in your community.

Marine Mammal Center • <http://www.marinemammalcenter.org/>

- About it: The Marine Mammal Center helps protect marine life that is essential to all life. As Key Clubbers you are able to adopt a seal or any other animal and raise money for the animal to be protected in its life.

Meals on Wheels • <http://www.mowaa.org>

- About it: Meals on Wheels is the oldest and largest organization in the United States, and helps provide meals to people in need. You can help Meals on Wheels by holding can food drive at your school or by volunteering at a local Meals on Wheels location.

Souper Bowl of Caring • <http://www.souperbowl.org>

- About it: This organization holds canned food drives that will be donated to local homeless shelters or other organizations that collect canned food. You can help by holding can food drives and by donating the cans to a local shelter, or creating a food bank of your own.

World Wildlife • <http://www.worldwildlife.org>

- About it: World's Wildlife is an organization that protects our earth and its natural resources and wildlife. You can promote awareness and learn more by checking out the website.

YMCA • <http://www.ymca.net>

- About it: YMCA is an organization that helps underprivileged kids and adults have fun and to see there is more to life than being underprivileged. Volunteering at your local YMCA events and other YMCA activities are many ways your Key Club can get involved.

Hands-On Projects

Homes for our Troops: • <http://www.homesforourtroops.org>

- About it: Homes for Our Troops, is a strongly committed organization that helps those who have selflessly given to their country as well as returned home with serious disabilities and injuries. We assist severely injured Servicemen, Women, and their immediate families by raising donations of money, building materials, and professional labor. Then, we coordinate building a new home or adapting an existing home for handicapped accessibility. The finished home is then given to the veteran.

Florida Conservation Corps • <http://www.floridastateparks.org/getinvolved/flcc.cfm>

- About it: The Florida Conservation Corps provides hands-on service learning opportunities designed to develop leaders in the fields of land management, cultural preservation, resource based recreation and park facility management who possess the confidence, knowledge and abilities necessary to conserve and interpret natural and cultural resources in balance with the use and enjoyment by the public. The FLCC currently offers fulltime member positions through two service programs: Project A.N.T. ([AmeriCorps](#) Non-native plant Terminators) and Park Cadets.

Habitat for Humanity: • <http://www.habitat.org/cd/local/affiliate.aspx?zip=33351>

- About it: Habitat for Humanity is an organization dedicated to eliminating poverty and homelessness by working with homeowners to build houses for those in need. Relying on volunteers, the organization has built over 300,000 houses around the world. It has provided more than 1.5 million people in 3,000 communities with safe, decent, and affordable shelters.

Cards for Hospitalized Kids: • <http://www.cardsforhospitalizedkids.com/>

- About it: Cards for Hospitalized Kids, is an internationally recognized charitable organization that spreads hope, joy & magic to hospitalized kids across America through uplifting, hand-made cards.

Appalachia Service Project: • <http://www.asphome.org/>

- About it: Appalachia Service Project provides one of the most rewarding structured service opportunities in the nation. Bringing thousands of volunteers from around the country to rural Central Appalachia to repair homes for low-income families.

Drives

Florida Guardian Ad Litem Program • <http://www.guardianadlitem.org/>

- About it: The Florida Guardian Ad Litem Program is a partnership of community Advocates and professional staff providing a powerful voice on behalf of Florida's abused and neglected children. Conduct a hygienic product drive in your school. Once all of the products are collected, create gift baskets within your Key Club to be donated to Guardian Ad Litem.

Becca's Closet • www.beccascloset.org

- About it: Becca's Closet is an organization dedicated to providing prom and other formal dresses to students who cannot afford them. Organize a dress drive with your club before the end of the school year when most proms are held, and help to provide girls in your community a chance they otherwise would not have had.

Room To Read • <http://www.roomtoread.org>

- About it: Room to Read focuses on improving gender equality in the school environment of developing countries, as well as literacy as a whole among the young people of today. They work in collaboration with communities and local governments in Africa and Asia to develop literacy skills and support the education of girls through monetary donations, sponsorship, and providing them with books. You can help by having a book drive in your local area to donate to the organization, or raising money to sponsor the education of a young girl.

Christmas in July • <http://christmasinulyinc.com/>

- About it: The purpose of the event is to provide homeless or poor children with school supplies. Host a school wide collection drive for the program and donate the supplies and/or funds to Christmas in July, or talk to local businesses about getting donations for your project.

Operation Christmas Child • <http://www.samaritanspurse.org/index.php/OCC/index/>

- About it: Operation Christmas Child brings joy and hope to children in desperate situations around the world through gift-filled shoeboxes. Gather your Key Club members as well as community members and have them donate wrapping paper, shoeboxes, and small non-perishable toys.

The Salvation Army • http://www.uss.salvationarmy.org/uss/www_uss.nsf

- About it: The Salvation Army is an international movement, working to assist the homeless and disadvantaged people of America. By having a clothing drive and donating the items to Salvation Army houses throughout Florida, your club will also be participating in the FCADV Clothes Drive and competing for recognition at DCON.

Walks

March of Dimes • <http://www.marchofdimes.com/>

- About it: March of Dimes strives to improve the health of babies by preventing birth defects, premature birth, and infant mortality. Your club can participate in a local walk or hold a March of Dimes drive at your school in which you can sell baby bracelets and/or students can donate coins to March of Dimes.

Women for Women • www.womenorwomen.org

- About it: Women for Women International provides women survivors of war, civil strife and other conflicts with the tools and resources to move from crisis and poverty to stability and self-sufficiency. You can help by organizing a Run for Congo Women walk and raise money to donate it.

Relay for life • <http://www.relayforlife.org>

- About it: It offers everyone in a community an opportunity to participate in the fight against cancer. Teams of people camp out at a local high school, park, or fairground and take turns walking or running around a track or path. Have your club start a team and participate in Relay for Life.

Alzheimer's Memory Walk • <http://www.alz.org/walk/>

- About it: Since 1989, we've mobilized millions of Americans in the Alzheimer's Association Memory Walk®. We now ask you to register for Walk to End Alzheimer's, the nation's largest event to raise awareness and funds for Alzheimer's care, support and research. Together, we can end Alzheimer's disease the nation's sixth-leading cause of death.

DetermiNation • http://www.cancer.org/docroot/PAR/PAR_10_DetermiNation.asp

- About it: This powerful and inspiring movement saves lives by enabling athletes to dedicate their training and participation in marathons, triathlons, cycling races, and other endurance events to a lifesaving effort to fight a disease that has already taken too many lives. Become a member of a club and your club can receive a number of benefits including free team training to help you achieve your race goals.

The Leukemia & Lymphoma Society • http://www.leukemia-lymphoma.org/hm_lls

- About it: Their mission is to cure leukemia, lymphoma, Hodgkin's disease and myeloma, and improve the quality of life of patients and their families. Organize a walk in your school or community to raise money or visit the website to see if the LLS is holding a walk or an event near you.

Walks

Operation Smile • <http://www.operationsmile.org>

- About it: Operation Smile is a worldwide children's medical charity whose network of global volunteers are dedicated to helping improve the health and lives of children and young adults born with cleft lips, cleft palates, and other facial deformities. Your club can participate by holding an Operation Smile walk-a-thon at your school.

Susan G. Komen for the Cure • <http://ww5.komen.org/>

- About it: As the world's largest grassroots network of breast cancer survivors and activists, we're working together to save lives, empower people, ensure quality care for all and energize science to find the cures.

2014-2015

Governor's Project Guide Book



Special Needs Awareness Program

Special Needs Awareness Program

KEY CLUB®

SNAP- What is it?

- **SNAP stands for Special Needs Awareness Programs**
- **Any service project Key Clubbers perform with or for those with special needs constitutes as a SNAP Governor's Project**
- **The purpose of this Governor's Project is to emphasize the core value of inclusiveness by incorporating others with different skills and lifestyles into community service**



AKTION CLUB

Aktion Club is a branch of the Kiwanis Family for adults with special needs. Key Clubbers should work hard to involve Aktion Clubbers in their SNAP projects.

Aktion Clubs are located in many divisions throughout the Florida District.

Visit www.aktionclub.org to find one near you!



PROJECT IDEAS

● "Spooky Shadows" –

A Halloween celebration event where students donate candy, pack goodie bags, work arts and craft stations, and run a small haunted house for special needs children and others in the community

● "Volunteer At Care Facilities" -

Students can become certified at a care facility for those with special needs and then volunteer in groups or by themselves (examples- ARC, VA, St. Vincent's)



PROJECT IDEAS

“Aktion Club/Key Club Car Wash” -

Key Clubbers get together with their local Aktion Club to participate in a joint car wash fundraiser. The proceeds may go to any cause the clubs agree on, and can be paired up with a bake sale to be even more successful.

“Horses for Handicaps” -

Key Clubbers can assist those with special needs in horseback riding sessions. Volunteers can help by walking alongside the horse while the special needs kids are riding, or by setting up games.



PROJECT IDEAS

- “Give Kids The World” - Key Clubbers can take a group of members to this organization to work with children that are either terminally ill, or handicapped.
- “Miracle League” - With this organization, Key Clubbers have the opportunity to help a physically or mentally disabled child learn how to play baseball.
- “Special Olympics” - It is very easy to get involved and a whole club would be able to volunteer at once, while engaging in athletic activities.



PROJECT IDEAS

- 1) Set up a buddy system for kids with special needs at your school.
- 2) Raise money for braille or large print books for blind or visually impaired people.
- 3) Read books for blind or visually impaired people.
- 4) Make gifts for kids in the hospital.
- 5) Prepare sack lunches and deliver them to homeless.



PROJECT IDEAS

6) Work with physically challenged kids on an art project.

7) Build a ramp for a person in a wheelchair so it is easier for them to get in and out of their house.

8) Clean a yard for someone who cannot do it themselves.

9) Hold a prom for special needs individuals.



PROJECT IDEAS

10) Design a campaign to promote tolerance and understanding of differences.

11) Volunteer as a counselor at a special needs camp.

12) Put on a talent or fashion show for a special needs audience .

13) Teach a life skill to a special needs adult or child , like how to do laundry, wash dishes, etc.



RESOURCES

- **GIVE KIDS THE WORLD – www.gktw.org**
- **SPECIAL OLYMPICS – www.specialolympics.org**
- **HEAVENLY HOOVES- www.hhmri.org**
- **BUDDY BASEBALL- www.buddybaseball.org**
- **TENNIS FOR FUN- www.tennisforfun.org**
- **FLORIDA AKTION CLUB ADMINISTRATOR-
TRESINC@aol.com**



PROPER COMMUNICATION WITH THOSE WITH DISABILITIES

- **Speak directly**
- **Always identify yourself and others with you**
- **Treat adults as adults**
- **Always show patience**
- **Listen attentively**
- **Relax!**



AWARDS

Receive at
DCON by
filling out
online
application

DCON
Awards

Governor's
Project
Club
Banner
Patch

Governor's
Project
Member Pin

Monthly
Awards

Governor's
Project
Member of
the Month

Receive by being
recognized by your
LTG for hard work
with SNAP



CONTACTS

If you have any questions, or need help planning a SNAP project, please contact the Governor's Project Committee Chair- Taylor Paddock

(352) 478-1716

division4@floridakeyclub.org

Or contact the Florida District Governor- Lauren McAllister

governorlauren@floridakeyclub.org



Governor's Project
MEMBER OF THE MONTH:

SALLY SUE



SALLY SUE WAS A VITAL PART OF THE GOVERNORS PROJECT THIS MONTH BY CREATING A PROJECT FOR HER HOME CLUB SHOEBOX KEYCLUB, THAT INVOLVED 100 AKTION CLUB MEMBERS AND 200 KEY CLUBBERS.

YOU GO SALLY!



Special Needs Awareness Program

Key Club- Membership 101



PRESENTED BY: ENTER
PRESENTER'S NAME HERE!

What is Key Club?

- Key club is the oldest and largest service organization in the world!
- Key Club is a student-led service organization consisting of 5,000 clubs in over 30 countries!

Membership 101

- ***Vision:*** To develop competent, capable, caring leaders through the vehicle of service.
- ***Mission:*** “An international, student-led organization providing its members with opportunities to perform service, build character, and develop leadership.”

What is Student-led?

Key Club members decide how:

- Club will function
- Budget will be administered
- Issues will be addressed

Where it begins...

The Structure of Your Club

- Officers and class directors *deal with these matters:*
 - ❑ Administration and planning of club.
 - ❑ Business of club.
 - a) Membership
 - b) Budget
 - c) Planning

Dues

- Florida Key Club Dues are \$11.50

Key Club International Structure

- International Board of Trustees
- International Council: Board and Governors
- District Boards
- 34 Districts
- Divisions
- Clubs
- Board of Directors
- Members

Structure: Who is on the district board?

Voting Members:

- Governor
- Secretary
- Treasurer
- Lieutenant Governor

Non-Voting Members:

- Committee Chairs
- Executive Assistant
- Editor
- Webmaster

Florida District
Governor Lauren
McAllister



Structure: What do the Lieutenant Governor's do?

- Direct link to clubs.
- Provides mentoring, education and knowledge of service opportunities.
- Holds divisional council meetings.
- Provides training for club officers and personal development.



Helpful Hints for K.C. Lingo!

- *K.C*: Key Club
- *LTG*: Lieutenant Governor
- *DCM*: Divisional Council Meeting
- *DCON*: District Convention
- *ICON*: International Convention
- *ZA*: Zone Administrator
- *M & M*: Mentoring and Modeling Program
- *FDKC*: Florida District of Key Club
- *SLP*: Student Leadership Programs
- *DA*: District Administrator
- *KCKC*: Key Club Kick-Off Conference
- *SZR*: Spring Zone Rally
- *FLOF*: Florida Opportunity Fund
- *OIS*: Officer Information Sheet
- *MEP*: Major Emphasis Program
- *KI*: Kiwanis International
- *MNT*: Maternal Neonatal Tetanus

Major Emphasis Program

- A service program to bring together all Key Club members to focus energies on making an international impact benefiting children.
- How?
 - 1) The Service Initiative
 - 2) Service partnerships
 - 3) Serving children by any means

KEY CLUB WEEK

- WHAT? : Each day places an emphasis on service; including a Key Club Week fundraising project.
- WHY? : Objective is to promote Key Club and seek media coverage, to make Key Club a household name.
- WHEN?: November 3-7

Membership 101

- The duties of a member of Key Club International are:
 - Pay Dues
 - Plan service projects
 - Help with committees
 - Attend weekly/monthly meetings

Committees

- What are Committees?
- Why are they important?
- What kinds of committees can you form?
- How to start a committee?

Everyone Needs Help! – Committees!

- A committee is a group of people that work together to accomplish a goal.
- Committees are important because they come up with many decisions that help shape your club's year of service

Want to Know More?- Resources

- Key Club TV
View online at www.keyclub.org
- District of Florida Key Club YouTube channel
- Key Club International YouTube channel

Want to Know More?- Resources

- www.floridakeyclub.org
 - Sunshine Source Magazine created by District Editor, Katt Crowdis
(<http://floridakeyclub.org/sunshine-source/>)
 - Project Ideas
 - Leadership Resources
 - Officer Resources
 - Submit questions

Developing leaders through service since 1925...

Key Club International



Making a Meeting Move



~Keys to a good Meeting



Presented by

Before the Meeting

Social “Mixer”

- Open door
- Play music
- Icebreaker
- Food and drinks

Prepare beforehand

- Make sure visuals or presentations are ready

Starting The Meeting

Procedure:

- Members like well organized clubs and officers
- Read the Key Club pledge
- Ring a bell
- Bring out a club banner
- Take attendance

Starting The Meeting (pt.2)

Planning:

- Prepare minutes of the meeting
- Arrange the topics so that the beginning and the end of the meeting are exciting and upbeat
- Start and end big, because that is what sticks

The Meeting

Officer involvement:

- All club officers should be involved in meetings
- Guest Speakers- introduced at the start of meetings
- President – leads meetings
- V.P. - Committee Reports
- Secretary – roll call
- Treasurer – bookkeeping report

The Meeting

Reminders:

- Devote part of your meeting to dates and the planning of future events.
- Upcoming service projects
- Goals/Deadlines
- Division/State wide events: KCKC, SZR, DCON and Kiwanis events

1/2-Way Done

Feeling Bored?

- Teenagers have a short attention span
- The goal of meeting isn't to entertain, but adding humor, group activities, and other diverting moments will make the meetings more interesting for your members

The Meeting

Participation:

- Officers may lead meetings, but that doesn't mean the members of your club are just an audience

Encourage:

- Members to present
- Suggestions
- Advertise initiatives taken by club members

The Meeting

Service hours:

- Students join Key Club for volunteering opportunities- make sure that every meeting always has new service projects
- Reward the hard work of members by sharing their achievements to the club or by giving out recognitions and awards

Service Project Ideas

- PB&J drive/assembly
- Goodie Bag assembly
- Bracelet Making
- Card Making
- Sort donated items from collection drive
- Beautification
- Remember the definition of a service hour, then

The sky is the limit! Be creative!

Ending The Meeting

Remember:

- Don't end meetings too suddenly
- Confirm that everyone present knows the date and time of the next meeting
- Check with others for any final missed content
- Ring the closing bell and adjourn the meeting

Other Ideas for Meetings

- New Members Party
- Purely social meetings
- Bring-a-friend
- Team-sport events
- Off-campus
- Having meetings with a service project
- Joint Key Club – Kiwanis meetings

Share Your Story

Tell us about your experience!

- What projects have you done?
 - How did you go about executing a plan?



FUNDRAISING





The Basics

- Fundraisers fall into one of these two categories:
 - Fundraising for your club
 - Fundraising for service
- Both of these are vital to your club but only one counts for service hours.





Club Fundraisers

- A club fundraiser will bring in funds that are meant to directly benefit your members.
- For example:
 - Fundraising for DCON
 - Fundraising for club T-shirts
 - Fundraising for a club social event





Fundraising for Service

- In these fundraisers, proceeds go to a worthy cause.
- You can seek out organizations that need your help and are local to you.
- These Fundraisers can earn service hours.





Fundraising for Service

- For example:
 - Trick-or-treat for UNICEF
 - The Eliminate Project
 - March of Dimes
- What other examples are you familiar with?





What works?

- Let's begin with examples from your own clubs.
- The ideal fundraiser requires little or no money to put on, but will result in funds.
- Planning is key in any fundraiser!





One Step at a Time

Step 1:

Decide where you would like the funds you raise to go.

Make sure to agree on this prior to planning.





One Step at a Time

Step 2:

Make sure there is a clear leader of the project.

This will make the entire fundraiser run smoothly.





One Step at a Time

Step 3:

Approve any in-school fundraisers with your club coordinators.





One Step at a Time

Step 4:

Decide what donations you will need.

What will this fundraiser cost you?





One Step at a Time

Step 5:

Gather Volunteers!

Also, make sure all your volunteers understand their role.





One Step at a Time

Step 6:

Execute your fundraiser and follow through.





Sales Fundraisers

- Fundraisers that sell products.
- Key Club International and Kiwanis both have licensed merchandise.
 - www.keyprofits.com
 - www.kiwanispeanutday.com
- You can also get involved in fundraisers where merchandise is provided. For example: selling Eliminate merchandise.





Sponsorship Fundraisers

Fundraisers where you seek sponsors

These fundraisers will require lots of planning but can be very successful.

Sponsors to consider:

- Kiwanis
- Local Businesses
- Credit Unions
- Division
- Individual Clubs





Donations

Donations can come from:

- Kiwanis
- Grants for projects
 - FLOF and YOF
- Businesses
- Sponsorships
- Bucket Drops





Donations cont.

- Donations can come in the form of money or goods.
- If a business can't donate directly, they may be willing to give your club a discount.
- When it comes to donations, time frame should always be considered.





When working with Businesses

- Every Business will have its own protocol for donations.
- You should first check a businesses' website for any paperwork concerning donations.
- Most larger businesses will need plenty of advanced notice in order to give you a donation. Plan on searching for donations at least 2 months prior to your project.





How to Ask for Money

- Be polite
- Have confidence
- Know your facts and information
- Be professional





Examples:

- Walk-a-thons
 - Color Runs
- School Dances
 - Field Days
- Chocolate Bar Fundraisers





More Examples:

- Movie Days
- Valentines Day Grams
 - Talent Shows
 - Holiday Potlucks
 - Bowl-a-thons





General Fundraising Tips

- Have a goal
- Have dedicated volunteers
- Have fun
- Once your fundraiser is complete, look back and consider what can be improved on.





Resources

Direct Contact

- Lieutenant Governor
- Zone Administrator
- District Treasurer

Online Resources

- www.FloridaKeyClub.org/theeliminateproject
- www.FloridaKeyClub.org/dcon





FLOF/YOF

FLOF

The Florida Opportunity Fund (FLOF) is a grant for service projects available only in the Florida District of Key Club International.

FLOF can give clubs up to 2/3 the money necessary for service projects; however, schools must provide 1/3 of the amount they wish to receive.

The amount of money you can get ranges from \$100 to \$1,000.





FLOF/YOF

YOF

The Youth Opportunities Fund (YOF) is Key Club International's grant program for service projects.

You can receive funding for projects between \$100-\$2,000 once a year. Applicants must have an adult advisor.

Applications must be received by Key Club International on or prior to October 15.

Decisions are released Mid-January





FLOF/YOF

In order to apply, go to www.floridakeyclub.org

A screenshot of the Florida Key Club website. The header includes the Key Club International logo, the text 'FLORIDA KEY CLUB' and 'CARING OUR WAY OF LIFE', and a search bar. A navigation bar contains links for QUICKLINKS, OPR System, Key Club International, Key Club Store, Florida CKI, Florida Kiwanis, and MV System. A left sidebar menu lists various site sections, with 'FLOF & YOF' highlighted and an arrow pointing to it. The main content area is titled 'FLOF & YOF' and contains an 'About FLOF' section, a 'How to Apply for FLOF:' section with a numbered list of seven steps, and links for '2013-2014 FLOF Application' and 'Sample FLOF Application'. The page is flanked by images of children.

Under the “FLOF/YOF” tab, you will find all the information necessary to apply



Questions?





Editors





Monthly Responsibilities

- ① Go to board/regular meetings
- ① Keep information up to date
- ① Save newsletters made by your Lieutenant Governor
- ① Update your club's social media





Annual Responsibilities

- Document and photograph memorable service projects
- Suggested: create a scrapbook for your club that can be entered in District Contests
- Design a club T-shirt
- Create club advertisements





The Voice of your Club

- ① Your goal is to spread the word about Key Club and your club's latest achievements
- ① You should contact:
 - ① Local newspapers
 - ① Your school newspaper
 - ① School TV or morning shows





The Sunshine Source

- ① The Sunshine Source is a District wide magazine created by our District Editor, Katt Crowdis.
- ① You can always view The Sunshine Source on floridakeyclub.com under the tab labeled "Sunshine Source"





How to make a Newsletter





Why?

- ① Newsletters can be a valuable tool for communication
- ① Members will look forward to seeing what your club has accomplished
- ① Newsletters are a great way to advertise your own projects and Divisional Council Meetings.





Do

- ❶ DO include pictures
- ❷ DO include a message from your president
- ❸ DO add information for future events
- ❹ DO send out by email





Do

- ❶ DO create catchy title
- ❷ DO include Key Club logos
- ❸ DO adhere to graphic standards
- ❹ DO stick to a schedule





Don't

- Ⓚ Don't make your newsletter excessively long.
- Ⓚ Don't leave it to the last minute.
- Ⓚ Don't make the pages too cluttered





Don't

- ❶ Don't alter the Key Club logo or graphics
- ❷ Don't send it out to members before proofreading.
- ❸ Don't stress, just do your best!





General Tips

- ① Ask your Lieutenant Governor for help or advice when needed
- ① Stick to a schedule when it comes to publishing newsletters.
- ① Share your Newsletter with your school, it will highlight all the great work your club has done





General Tips

- Before you begin, take a look at your Divisional Newsletters for inspiration
- Ask for feedback
- Make your newsletter fun! You want your members to enjoy reading it





How

- ① There are multiple ways to produce a newsletter:
 - ① Microsoft Publisher
 - ① Microsoft Word
 - ① PowerPoint

- ① Any program you feel comfortable using should work fine





How

- ① Save your Newsletters as a PDF
- ② This will make it accessible to the most members possible
- ③ Your Lieutenant Governor or the District Editor can provide templates. You can also make your own





Graphic Standards

KEY CLUB®



KEY CLUB®



Graphic standards are found at
<http://www.keyclub.org/fad/cm/de.aspx>



Social Media





Social Media

- Social Media is a great way to reach many members
- If your club already has social media make sure to keep it updated so members don't lose interest
- If your club does not have social media, you should bring the idea up to your other officers





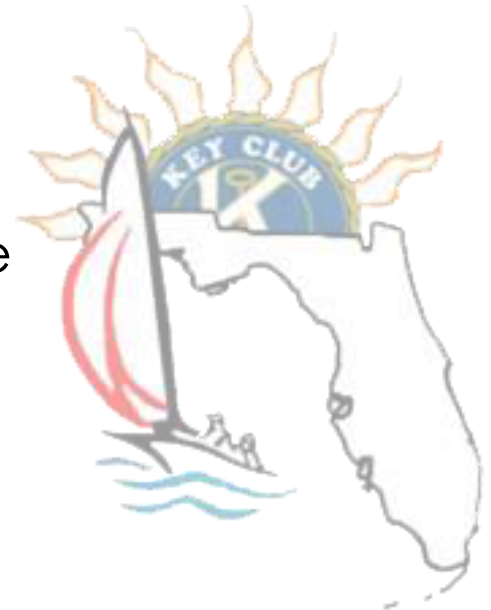
Club Websites





Websites

- Club websites can be a great way to have a central location for information
- You are not required to have a club website but you may find it helpful
- Of course, if you choose to create a club website it should be updated regularly and include links to the district website.





How to Become a Distinguished Editor





Distinguished Editors

- A Distinguished Club Editor exhibits leadership and places Key Club as a top priority
- Distinguished Editors are recognized for their hard work at District Conference.
- This is a great goal to set for yourself as club Editor





Distinguished Editors

- Ⓚ These are the qualities of a Distinguished Editor:
 - Ⓚ A Minimum of 75 service hours
 - Ⓚ Produces regular newsletters
 - Ⓚ Creates a club scrapbook
 - Ⓚ Attends KCKC
 - Ⓚ Attends SZR
 - Ⓚ Attends past District Conference
 - Ⓚ Attends upcoming District Conference
 - Ⓚ Attends club meetings and board meetings
 - Ⓚ Submits articles to visual media and The Sunshine Source





How to Apply

- Ⓚ Before the awards deadline, head to Floridakeyclub.org and look under the awards and contests tab





How to Apply

- ① Search for the Distinguished Editor Application and make sure all of the necessary information is filled out prior to the due date.
- ① Once your application is complete, you will submit your application to the awards committee chair





Questions?

If you have any questions now or later,
please feel free to contact the District
Editor Katt Crowdis at
editor@floridakeyclub.org



PRESIDENT
AND VICE
PRESIDENT
TRAINING



BASIC RESPONSIBILITIES FOR PRESIDENT AND VICE PRESIDENT



MONTHLY RESPONSIBILITIES

- Ⓚ Attendance at:
- Club Meetings
 - Officer Meetings
 - Board of Directors Meetings
 - D**ivisional **C**ouncil **M**eetings



MONTHLY RESPONSIBILITIES

- ① Contact your Kiwanis Advisor and Lieutenant Governor.
- ① Have at least one officer at each event.



MONTHLY RESPONSIBILITIES

- ① Be a leader and role model.
- ② You should always be presentable, optimistic, and ready to help.



ANNUAL RESPONSIBILITIES

- ① Promote Key Club!
- ① Train incoming officers for the next year.
- ① Attend DCON and have at least two delegates in attendance (recommended).



BASIC RESPONSIBILITIES FOR PRESIDENT



MONTHLY RESPONSIBILITIES

Run your club's meetings.

- Ⓚ Example:
 - Ⓚ Begin meeting by ringing bell
 - Ⓚ Pledge of Allegiance
 - Ⓚ Icebreaker
 - Ⓚ Cover all upcoming events.
 - Ⓚ Allow guest speakers to present.
 - Ⓚ Adjourn the meeting.



MONTHLY RESPONSIBILITIES

🕒 **Meetings:**

- Schedule
- Organize
- Attend ALL
- Create agenda/presentation
- Hold FREQUENT Officer meetings
- Attend committee meetings



ANNUAL RESPONSIBILITIES

- ① Improve Kiwanis relations as well as K-Family relations
- ① Assist secretary with Pride Reports & OIS Forms
- ① Assist the treasurer with dues collection.



BASIC
RESPONSIBILITIES OF
VICE PRESIDENT



MONTHLY RESPONSIBILITIES

- ① Assist President in all duties and responsibilities when needed.
- ① Run a meeting in the absence of the president
- ① Get speakers to come to meetings
- ① Meet with committees



ANNUAL RESPONSIBILITIES

- ① Develop a committee system and oversee all committees



INFORMATION FOR PRESIDENTS AND VICE PRESIDENTS



Growth and Retention is KEY!

Growth:

- ① Make a goal and develop a plan to reach it.
- ① Encourage your members to share Key Club with a friend (example: Bring a Buddy day).



Growth and Retention is KEY!

Retention:

- ④ Keep the members up-beat, interested, and keep the service coming.



WORKING WITH OTHER LEADERS



Working with Officers!

- Ⓚ Board of Directors
 - Ⓚ President
 - Ⓚ Vice President
 - Ⓚ Secretary
 - Ⓚ Treasurer
 - Ⓚ Editor
 - Ⓚ Class representatives



Working with Officers!

- Ⓚ Work with you board to:
 - Ⓚ Approve budgets
 - Ⓚ Plan for the year
 - Ⓚ Create a member encouragement plan
 - Ⓚ Review performance of Club Officers



What is a Committee?

- ① Committee - group of people who work together for a common purpose.
 - Led by committee head who should be appointed



Why Use Committees?

- Delegate the officers' workload
- Give members leadership opportunities



Who Should be on a Committee?

- Ⓚ Every member!
- Ⓚ Survey members to ask which ones they want to be on.
- Ⓚ Vice President will help oversee committee.



How to Develop and Manage a Committee

- Ⓚ Vice President should do the following:
 - Ⓚ Create a list of committee guidelines and objectives.
 - Ⓚ Attend committee meetings.
 - Ⓚ Give the Secretary a monthly report of events.



An Effective Committee Structure

- Key Club International recommends that every club have the following committees:
 - Kiwanis Family Relations Committee
 - Fundraising
 - Membership Development Committee
 - Program Committee
 - Project Committee
 - Public Relations Committee



Advisors and Kiwanians!

- Ⓚ They are both ex-officio members of your board.
- Ⓚ The “key” to a successful working relationship is keeping them in the loop.
- Ⓚ The Kiwanis Club is your greatest resource.



More Resources!

- Ⓚ If you have any questions or concerns contact your Division's Lieutenant Governor or Zone Administrator.
- Ⓚ More Information is always available at:
 - Ⓚ <http://www.floridakeyclub.org>



Service and Major Emphasis



Key Club International Service Partners

1. UNICEF
2. March of Dimes
3. Children's Miracle Network





Serves children internationally

Provides:

- Education
- Food
- medical attention

www.unicef.org





Helps parents and mothers have full term babies and helps prevent problems during pregnancies.

How can My Club support?

Host a Campaign Walk.

[www. MarchofDimes.com](http://www.MarchofDimes.com)





How you can raise \$300?

Start with your own \$25 donation \$25

4 family members for \$25 each = \$100

4 \$10 donations after a Facebook post = \$40

5 neighbors for \$10 each = \$50

5 local businesses for a \$15 donation = \$75

1 teacher for \$10 = \$10



Children's Miracle Network

Established to help children by actively supporting improved health care for millions of young people around the world.



Children's Miracle Network

Participate or Fundraise for this cause through:

Dance Marathon

Miss America

Radiothon

Telethon

Children's Miracle Network Hospitals Classic



Service Related Awards

- Major Emphasis award
- Single Service Award



Major Emphasis Award

Given to the Key Club which, through its unselfish efforts, has produced the best Major Emphasis Project following the theme:

“Children: Their future, Our Focus.”



Single Service Award

- A single service project shall be defined as a club service project, planned, organized and produced by the Key Club.
- Can occur on a single day, consecutive days or recurring on different days.



OTHER KEY CLUB SERVICE OPPORTUNITIES

Hershey Track and Field

Rustic Pathways

Every Child a Swimmer

Key Club week

Kiwanis One day

Eliminate project

SNAP



Hershey's Track and Field

- The largest youth sports program of its kind in the United States and Canada.



Rustic Pathways

- Key Club has partnered with Rustic Pathways in order to take our service Internationally
- 10 International service programs customized for Key Club members.
- Visit www.rusticpathways.com/keyclub to explore our service programs and apply.



Rustic Pathways

Contact them by phone at 800-321-4353 or by email at keyclub@rusticpathways.com to invite them to meetings



Every Child a Swimmer

- Partnership with elementary schools in communities
- Aims to lessen the number of fatalities and teach kids how to swim.



Every Child a Swimmer

How do I get started?

1. Find a person
2. Find a pool
3. Find a swimming instructor
4. Advertise for support



Kiwanis One Day

Date: Saturday April 11th

What is it: An Annual Kiwanis observed day of service

What can your club do?: Connect with other branches of your local Kiwanis Family

Purpose: Provides an opportunity to showcase the Kiwanis Family and our commitment to service



Governor's Project

SNAP (Special Needs Awareness Programs)

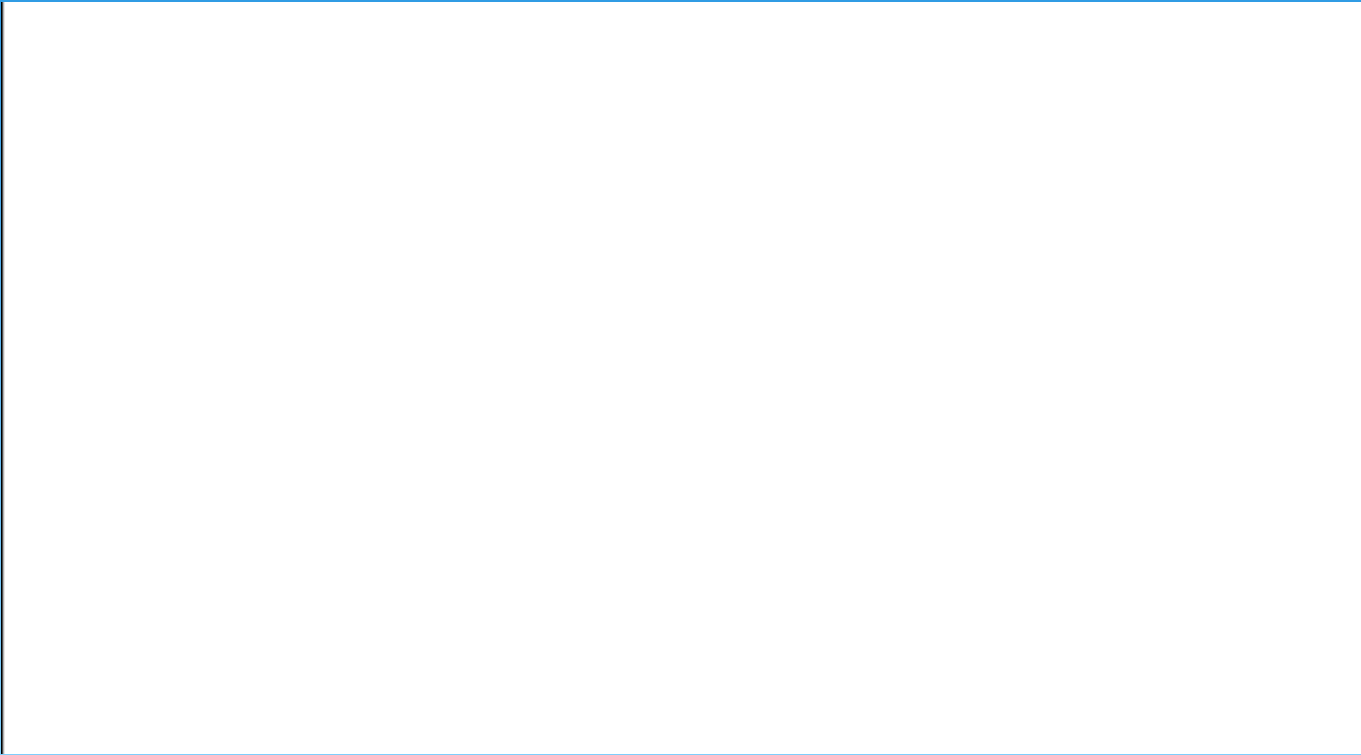
Created by Governor Lauren McAllister

To be considered a SNAP Governor's Project, Key Clubbers must be serving with or for anyone who has special needs



The Eliminate Project

WHAT IF YOU COULD SAVE A BABY'S LIFE?



Visit our Page

- Log on to www.floridakeyclub.org
- Click of the Service and Major Emphasis Tab
- Learn about the fantastic Service and Major Emphasis committee and all the Key Club service partners!
- Check out the 2014-2015 Service Directory for more ideas for service projects



Questions, Comments, or Concerns

➤ Contact the Committee chair, Katherine Sims!

Email: Division24a@FloridaKeyClub.org


Adult Advisor: Renee Richar,
aazoneg@floridakeyclub.org.

Executive Committee Advisor: Katt Crowdis,
editor@floridakeyclub.org.



Running for Higher Office





The Three Most Frequently Asked Questions:

Why? When? What?

Running for Higher Office

Why Should I Run?

- Develop Leadership Skills.
- The ultimate way to take your leadership to the next level.
- Create new friendships that will last a lifetime.

Running for Higher office

When should I start?

Deciding What to Run For

- **District**
- **International**

Campaigning

- **Lieutenant Governor (LTG)** – Not until Spring Zone Rally
- **District Office** – Not until DCON



What
are the positions I can
run for?

Lieutenant Governors

- Is a member of the District Board
- Sits on a committee on the district board
- Represents clubs that make up a division



Division 15B



Division 20A



Division 24B



Division 26C



Division 26D

Appointed Positions

- Webmaster
- Editor
- Executive Assistant



Webmaster
Matthew



Executive
Assistant
Kubra



Editor Katt

Executive Board



Governor
Lauren



Secretary
Alex

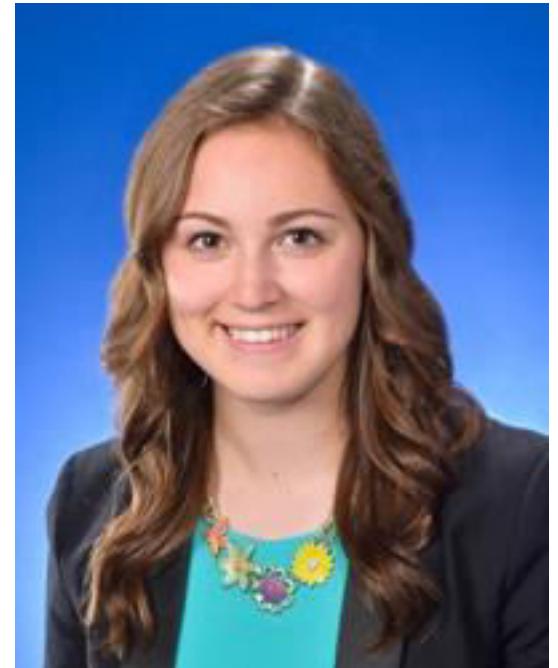


Treasurer
Nick

- Governor
- Secretary
- Treasurer

International President

- Presides over the international convention and all meetings of the Board of Trustees and the International Council



Maria Palazzolo

International Vice President

- Chairs at least one international committee, supports all other committee chairmen and performs duties and attends events



Kevin Zhang

International Trustee

- Key Club International board of Trustees is made up of the President, V.P., and 11 trustees.
- The leading body of all Key Club
- Sets Policy and Procedure for Key Club International
- Assists Governors



Laken Kelly

www.keyclub.org



Kiwanis
Service Leadership Programs

UPDATED

Secretary Duties and OPR Training



Secretarial Duties

Whether your club is large or small, the office of secretary is the backbone to any organization.

As a Key Club International Club Secretary, your position should include the following:

- 1. Keep systems and reports up-to-date.*
- 2. Be prompt, organized, and efficient.*
- 3. Taking Roll and Minutes at meetings*
- 4. Handle service hours*
- 5. Assist the club President with any tasks needed*
- 6. Attend Key Club activities (meetings, KCKC, SZR)*
- 7. Most importantly, work with the OPR System*

Roll and Minutes

Taking roll at each meeting will help you fill out certain sections of the Pride Report. Make sure to work with your Treasurer to ensure that each attendee is a paid member.

Minutes are documents that contain a brief description of what was discussed and done at each meeting. These will help members/officers catch up on info if they were not present.

Minutes must include:

- Date and time
- People present
- Each topic discussed
- Who spoke and a brief summary of what they said

Hours, Tasks, and Activities

1. One of your responsibilities is to handle club member's hours. **It is very helpful to keep copies of these in a folder that is accessible to you and your members**
2. Assist your President with additional tasks is necessary.
3. Attend KCKC, Spring Zone Rally, and DCON!



Online Pride Report System Contents



Access the Florida Key Club Website at floridakeyclub.org



FLORIDA KEY CLUB

CARING OUR WAY OF LIFE

Search

QUICKLINKS

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[Key Club Store](#)

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WELCOME
TO THE ALL NEW
FLORIDA KEY CLUB WEBSITE

Home

Welcome to the Florida District of Key Club International Website. It is our hopes that you fully utilize the information on this website to learn more about us, learn more about what you can do to either join or enhance your own Key Club experience, and serve your community.

While we hope you take the time to view all our pages we highly recommend you visit our District Board page, The Eliminate Project page, and About Us page.

Then click "OPR System" to access the Online Pride Report

Club Name

Password

[Login](#)

Registration is required in order to use the system for the 2013-14 administrative year. [CLICK HERE TO REGISTER.](#)

NOTE: You must CLICK the 'Login' button. Pressing enter/return will not work.

If you have lost your password, please have your Faculty Advisor email the [Assistant Administrator](#) for your Zone.

Need help learning how to register, fill out a Pride Report, or an Officers Information Form (OIForm)? Please read this easy guide on how to fill them out! [Online Instructions](#)

[Executive Board](#)

[Zone Administrator](#)

[Lieutenant Governor](#)

Click the registration link

This will allow you to submit the Officer Information Sheet, Pride Reports, and access the OPR for the year of your office



PRIDE REPORT REGISTRAT x Home « Florida Key Club | x

opr.floridakeyclub.com/opr/opr_reg.asp

Florida District of Key Club

Online Reports

Club Name

SELECT YOUR CLUB AND CLICK ON PROCEED

Select your club from the drop down, and then press proceed (or enter, if you're that kind of person)

Insert your Advisor's email

Create a password that you'll share with your Advisor, President, and Treasurer

Make sure to press save! If not, you'll have to start ALL over again

PRIDE REPORT REGISTRAT x Home « Florida Key Club | x
opr.floridakeyclub.com/opr/OPR_REG.ASP

Florida District of Key Club

Online Reports

Osceola High School Key# H81659

Zone D 420 S Thacker Ave
Division 10C Kissimmee, FL 34741

Enter an email address and password below to register. After registering, you will be able to login to the system. **However**, the OIF must be completed in order to complete Online Pride Reports.

The Exec Board and your Zone Administrator will be able to view your password.

Valid for the 2014-15 administrative year

E-MAIL ADDRESS:

PASSWORD:

RE-ENTER PASSWORD:

SAVE MY INFORMATION

****If you ever forget your password, your Lt. Governor, Zone Administrator, and District Secretary can help you out!****

Complete the OIF

Complete the OIF

(Officer Information Form)



What is the OIF and why should I do it?

The Officer Information Form is a form that:

1. Helps us contact you
2. It shows that you are executing your **duties**
3. It allows you to submit Pride Reports, which in turn, qualifies you for **awards**
4. Proves you are an officer

Once registered, you should be redirected to the OIF page

A complete OIF includes all officer's and Advisor's names, email addresses and phone numbers.

Save your information before pressing "Send Form Now!"

President
First Name Last Name
E-mail Preferred contact #

Vice President
First Name Last Name
E-mail Preferred contact #

Second Vice President
First Name Last Name
E-mail Preferred contact #

Secretary
First Name Last Name
E-mail Preferred contact #

Second Secretary
First Name Last Name
E-mail Preferred contact #

Treasurer
First Name Last Name
E-mail Preferred contact #

Bulletin Editor
First Name Last Name
E-mail Preferred contact #

Primary Faculty Advisor
First Name Last Name
E-mail Preferred contact #

Second Faculty Advisor
First Name Last Name
E-mail Preferred contact #

Primary Kiwanis Advisor
First Name Last Name
E-mail Preferred contact #

Second Kiwanis Advisor
First Name Last Name
E-mail Preferred contact #

Save Before You Send Form!

The Online Pride Report System

This will be referred to as the OPR
system for the rest of your term

Florida District of Key Club

Online Reports

Now, you can log into the OPR! Find your school name in the drop-down, and submit the new password you registered with.

Club Name

Password

Registration is required in order to use the system for the 2014-15 administrative year. [CLICK HERE TO REGISTER.](#)

NOTE: You must CLICK the 'Login' button. Pressing enter/return will not work.

If you have lost your password, please have your Faculty Advisor email the [Assistant Administrator](#) for your Zone.

Need help learning how to register, fill out a Pride Report, or an Officers Information Form (OIForm)? Please read this easy guide on how to fill them out! [Online Instructions](#)

[Executive Board](#)

[Zone Administrator](#)

[Lieutenant Governor](#)

Florida District of Key Club

Online Reports

OSCEOLA HIGH SCHOOL

Welcome: 5/21/2014 [Update Submission](#) [E-mail List](#)

Make sure your **OIF** form stays current with club leaders.

- Enter/Update [2014-15 OIF!](#)
- View your [_2013-14 OIF](#)

NEW REPORT? Select Month and year

March 2014-15

Reports Filed		
1.	April 2014-15	5/10 Update
2.	March 2014-15	4/30 Update
3.	February 2013-14	3/9
4.	January 2013-14	1/23
5.	December 2013-14	1/9
6.	November 2013-14	12/8
7.	October 2013-14	11/9
8.	September 2013-14	10/9
9.	Summer 2013-14	7/9
10.	May 2013-14	6/5
11.	April 2013-14	5/9

> [Reset Password](#)

Florida District of Key Club International
✓ Like You like this.

Florida District of Key Club International
Loved DCON? Well, you'll love ICON even more!
Register for ICON today on our website.
Only 11 more days to register for the Florida District tour!
May 4 at 12:52pm

You can view and update your OIF here.

Make updates to the OIF when officer contact information changes.

Pride Reports

These will be due on the 10th of each month



Again, access the Florida Key Club Website at floridakeyclub.org



FLORIDA KEY CLUB

CARING OUR WAY OF LIFE

Search

QUICKLINKS

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[District Education and](#)

[Leadership Conference](#)

[The Eliminate Project](#)

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[Documents & Resources](#)

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[Scholarships](#)

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[Service](#)



WELCOME
TO THE ALL NEW
FLORIDA KEY CLUB WEBSITE

Home

Welcome to the Florida District of Key Club International Website. It is our hopes that you fully utilize the information on this website to learn more about us, learn more about what you can do to either join or enhance your own Key Club experience, and serve your community.

While we hope you take the time to view all our pages we highly recommend you visit our District Board page, The Eliminate Project page, and About Us page.

Then click “OPR System” to access the Online Pride Report

Florida District of Key Club

Online Reports

Log in by finding your school name in the drop-down, and submit the new password.

Club Name

Select your club

Password

Login

Registration is required in order to use the system for the 2014-15 administrative year. [CLICK HERE TO REGISTER.](#)

NOTE: You must CLICK the 'Login' button. Pressing enter/return will not work.

If you have lost your password, please have your Faculty Advisor email the [Assistant Administrator](#) for your Zone.

Need help learning how to register, fill out a Pride Report, or an Officers Information Form (OIForm)? Please read this easy guide on how to fill them out! [Online Instructions](#)

[Executive Board](#)

[Zone Administrator](#)

[Lieutenant Governor](#)

If you ever need to find the OPR training resource **click the link above that says 'Online Instructions'**

Florida District of Key Club

Online Reports

To start a Pride Report, find the month you are filing a report for and click "Start Report."

If you are in the month of April, you are a filing a report for March

OSCEOLA HIGH SCHOOL

Welcome: 5/21/2014 [Update Submission](#) [E-mail List](#)

Make sure your OIForm stays current with club leaders.

- Enter/Update [2014-15 OIForm](#)
- View your [2013-14 OIForm](#)

NEW REPORT? Select Month and year

March 2014-15

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Like You like this.

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Loved DCON? Well, you'll love ICON even more!
Register for ICON today on our website.
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May 4 at 12:52pm

opr.floridakeyclub.com/opr/OIForm.aspx?z9agjss=H81659&clubname=115

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8.	September 2013-14	10/9
9.	Summer 2013-14	7/9
10.	May 2013-14	6/5
11.	April 2013-14	5/9

> [Reset Password](#)

In this section, you can view and update past reports. Updating reports **will not** change their original date of submission

Address
 420 S Thacker Ave
 Kissimmee, FL 34741

Secretary: Emma Leonard

Sponsor: Kissimmee

COMMENTS OR QUESTIONS

Has the Lt. Governor contacted the club this month?	<input type="checkbox"/>
By what means:	<input type="text"/>
Did your club receive a Newsletter from your Lt. Governor?	<input type="checkbox"/>
Did your club attend a DCM?	<input type="checkbox"/>
How many members attended	<input type="text"/>
Did your club attend a Key Club Kick-off Conference?	<input type="checkbox"/>
How many mmembers attended	<input type="text"/>
Did your club attend a Spring Zone Rally?	<input type="checkbox"/>
How many members attended	<input type="text"/>
Did your club attend a Division wide Project?	<input type="checkbox"/>
How many members attended	<input type="text"/>

CLUB MEETING: Week	1st	2nd	3rd	4th
Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Members in Club	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid Members Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kiwanis Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speaker or Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social/ Special Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiwanis Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you made changes above click



Click, 'Save Changes' above to continue with your report.

Service Hours: Money Spent: \$0 Money Raised: \$0

Once you click "start report" you'll be redirected to the page above. From here you can begin and complete the report



On the right, you'll find a club meeting box.

Be sure "Members in club" corresponds to the correct number of dues paid members.

Meet with your club Treasurer or Faculty Advisor to determine **how many members are in the club.**

NEVER LEAVE THIS BLANK

September 2014-15

Sponsor: Kissimmee

COMMENTS OR QUESTIONS

CLUB MEETING: Week	1st	2nd	3rd	4th
Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Members in Club	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid Members Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kiwanis Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speaker or Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social/ Special Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiwanis Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

click

[continue with your report.](#)

nt: \$0 Money Raised: \$0

Above, there is a comments or questions box

If you ever have any questions about Pride Reports, you can enter them here

You can also clarify certain things. Such as, why your club didn't do service or have a meeting, and so forth.

September 2014-15

Sponsor: Kissimmee

COMMENTS OR QUESTIONS

CLUB MEETING: Week	1st	2nd	3rd	4th
Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Members in Club	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid Members Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kiwanis Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speaker or Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social/ Special Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiwanis Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


click

[continue with your report.](#)

nt: \$0 Money Raised: \$0

Has the Lt. Governor contacted the club this month?	<input type="checkbox"/>	▼
By what means:	<input type="text"/>	▼
Did your club receive a Newsletter from your Lt. Governor?	<input type="checkbox"/>	▼
Did your club attend a DCM?	<input type="checkbox"/>	▼
How many members attended	<input type="text"/>	
Did your club attend a Key Club Kick-off Conference?	<input type="checkbox"/>	▼
How many members attended	<input type="text"/>	
Did your club attend a Spring Zone Rally?	<input type="checkbox"/>	▼
How many members attended	<input type="text"/>	
Did your club attend a Division wide Project?	<input type="checkbox"/>	▼
How many members attended	<input type="text"/>	

If you made changes above



On the left of your PR, you will find contact and attendance information.

For attendance, please take note:

1. Clubs will NOT attend KCKC until the Fall. Please choose 'No' until your club attends for the current year.
2. Clubs will NOT attend Spring Zone Rally until the Spring (same as above)
3. When you do attend a DCM, KCKC, or Spring Zone Rally, click "Yes" and note that the **How Many Members Attended question signifies, "How many members attended this activity?"**

Has the Lt. Governor contacted the club this month?	<input type="checkbox"/>
By what means:	<input type="text"/>
Did your club receive a Newsletter from your Lt. Governor?	<input type="checkbox"/>
Did your club attend a DCM?	<input type="checkbox"/>
How many attended	<input type="text"/>
Did your club attend a Key Club Kick-off Conference?	<input type="checkbox"/>
How many attended	<input type="text"/>
Did your club attend a Spring Zone Rally?	<input type="checkbox"/>
How many attended	<input type="text"/>
Did your club attend a Division wide Project?	<input type="checkbox"/>
How many attended	<input type="text"/>

CLUB MEETING: Week	1st	2nd	3rd	4th
Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Members in Club	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid Members Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kiwanis Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speaker or Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social/ Special Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiwanis Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you made changes above click

Click, 'Save Changes' above to continue with your report.

Service Hours:

Money Spent: \$0

Money Raised: \$0

Once done, press "Save Changes"
You will not be allowed to fill out the rest of the Pride Report
without saving

Add Projects



Upload a Service Project Picture with this Pride report. No file chosen
250KB or Less!

Service Hours:

Money Spent: \$0

Money Raised: \$0

After saving, this will appear on the page. To begin adding projects, click the “Add Projects” button.

You can also add pictures from your projects! Keep in mind, these should **be clear photos that are at a maximum size of 250KB.**

Title:

[\[cancel\]](#)

Add a project title, and a detailed description of what your club did!

Description:

Mark the boxes that apply to each service project.

Members Involved

Total Service Hours

Money Spent \$

Money Raised \$

Kiwanis Project

Governor's Project

Kiwanis Family Project

Divisional Project

Fundraiser

District Project

Major Emphasis Project



Upload a Service Project Picture

with this Pride report. No file chosen

250KB or Less!

Write in how many **paid members were involved** in the activity.

If the activity was **2 hours**, and you had **5 members** participate, write in a total of **10 service hours** for your project.

Please note:
Fundraising projects for your club's benefit (i.e. Fundraising for DCON) does not count as service hours, but should still be reported without showing hours.

Once you've written in your project, select the category under which it falls (if it does fall under a category)

Note: you may select multiple categories if needed.

If you did a Governor's Project (current year's only) please check the corresponding box and so forth.

If you're not sure what category your project falls under, leave blank for now, complete the report, email the District Secretary, then update the report.

Online Pride Report - Cari x

opr.floridakeyclub.com/opr/opr.asp?holdid=13552&dclubid=115&addprojects=activated&#ADDPROJECTSECTION

Report projects below, when you are finish, click "Post to My Report" - You will be allowed to enter more.

Title: [cancel]

Description:

Mark the boxes that apply to each service project.

Members Involved	<input type="text"/>	Kiwanis Project	<input type="checkbox"/>	Fundraiser	<input type="checkbox"/>
Total Service Hours	<input type="text"/>	Governor's Project	<input type="checkbox"/>	District Project	<input type="checkbox"/>
Money Spent	\$ <input type="text"/>	Kiwanis Family Project	<input type="checkbox"/>	Major Emphasis Project	<input type="checkbox"/>
Money Raised	\$ <input type="text"/>	Divisional Project	<input type="checkbox"/>		

When done, press "Post to My Report." This will show you your completed project, and will allow you to post more projects as well.

Address
 420 S Thacker Ave
 Kissimmee, FL 34741

Secretary: Emma Leonard Sponsor: Kissimmee

COMMENTS OR QUESTIONS
 During the second week of September we held a an ice cream social to help introduce freshman to our Key Club.

Has the Lt. Governor contacted the club this month?

By what means:

Did your club receive a Newsletter from your Lt. Governor?

Did your club attend a DCM?

How many members attended

Did your club attend a Key Club Kick-off Conference?

How many mmembers attended

Did your club attend a Spring Zone Rally?

How many members attended

Did your club attend a Division wide Project?

How many members attended

CLUB MEETING: Week	1st	2nd	3rd	4th
Meeting Held	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paid Members in Club	<input type="text" value="24"/>	<input type="text" value="24"/>	<input type="text" value="24"/>	<input type="text" value="24"/>
Paid Members Present	<input type="text" value="24"/>	<input type="text" value="24"/>	<input type="text" value="24"/>	<input type="text" value="24"/>
Kiwanis Advisor Present	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faculty Advisor Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Guest Present	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Speaker or Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meeting Held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social/ Special Meeting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiwanis Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you made changes above click

Give Kids the World Volunteering

As a group, our Key Club visited Give Kids the World and assisted children with medical, mental, and physical disabilities. We played games with them, served them ice cream, and helped clean up the town at the end of the day.

Members involved:24 **Service hours:** 48 **\$Raised:** 0 **\$Spent:** 0
Category: | Governor's Project

[Delete](#) - [Update](#)

Kiwanis Paper Shredding

Our club attended our Kiwanis` club`s paper shredding. We helped shred and dispose of their documents, and then had a small social with them.

Members involved:24 **Service hours:** 48 **\$Raised:** 0 **\$Spent:** 0
Category: | Kiwanis

[Delete](#) - [Update](#)

Here's an example of what your Pride Report should look like.

Address
420 S Thacker Ave
Kissimmee, FL 34741

Secretary: Emma Leonard

Sponsor: Kissimmee

COMMENTS OR QUESTIONS
During the second week of September we held a an ice cream social to help introduce freshman to our Key Club.

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How many members attended 24

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How many members attended 24

Did your club attend a Spring Zone Rally?

How many members attended

Did your club attend a Division wide Project?

How many members attended

CLUB MEETING: Week	1st	2nd	3rd	4th
Meeting Held	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paid Members in Club	24	24	24	24
Paid Members Present	24	24	24	24
Kiwanis Advisor Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty Advisor Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Guest Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Kiwanis Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you made changes above click

Give Kids the World Volunteering

As a group, our Key Club visited Give Kids the World and assisted children with medical, mental, and physical disabilities. We played games with them, served them ice cream, and helped clean up the town at the end of the day.

Members involved:24 Service hours: 48 \$Raised: 0 \$Spent: 0
Category: | Governor's Project

[Delete - Update](#)

Kiwanis Paper Shredding

Our club attended our Kiwanis' club's paper shredding. We helped shred and dispose of their documents, and then had a small social with them.

Members involved:24 Service hours: 48 \$Raised: 0 \$Spent: 0
Category: | Kiwanis

[Delete - Update](#)

Crocheting Sleeping Bags

Our club brought grocery bags to our meeting and cut them into strips. Once we cut them into strips, we tied and knotted them together to form a long chain of strips. With this long chain, we began crocheting sleeping bags out of recycled grocery bags.

Members involved:24 Service hours: 72 \$Raised: 0 \$Spent: 0
Category:

[Delete - Update](#)



Upload a snapshot with this Pride Report >>>

Upload a Service Project Picture with this Pride report. No file chosen
250KB or Less!

Service Hours: 168 Money Spent: \$0 Money Raised: \$0

Push the Submit Button below to transmit your report
Upon submission this report will be forwarded to the following individuals

District Secretary

Alexandra Sanchez
Secretary@FloridaKeyClub.org
Justin simonds
simonds@osceola.k12.fl.us

Faculty Advisor

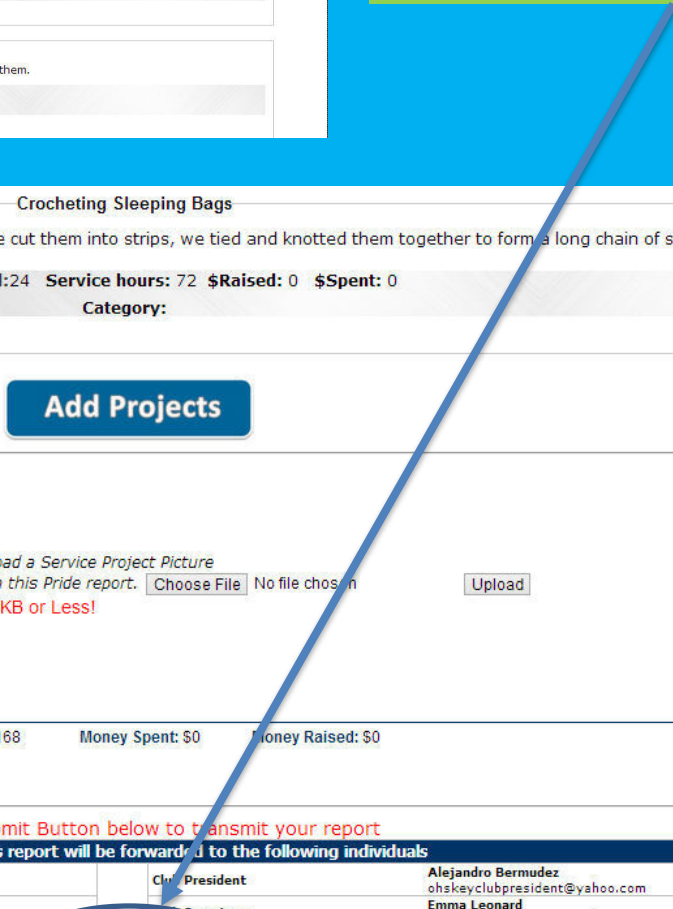
Club President

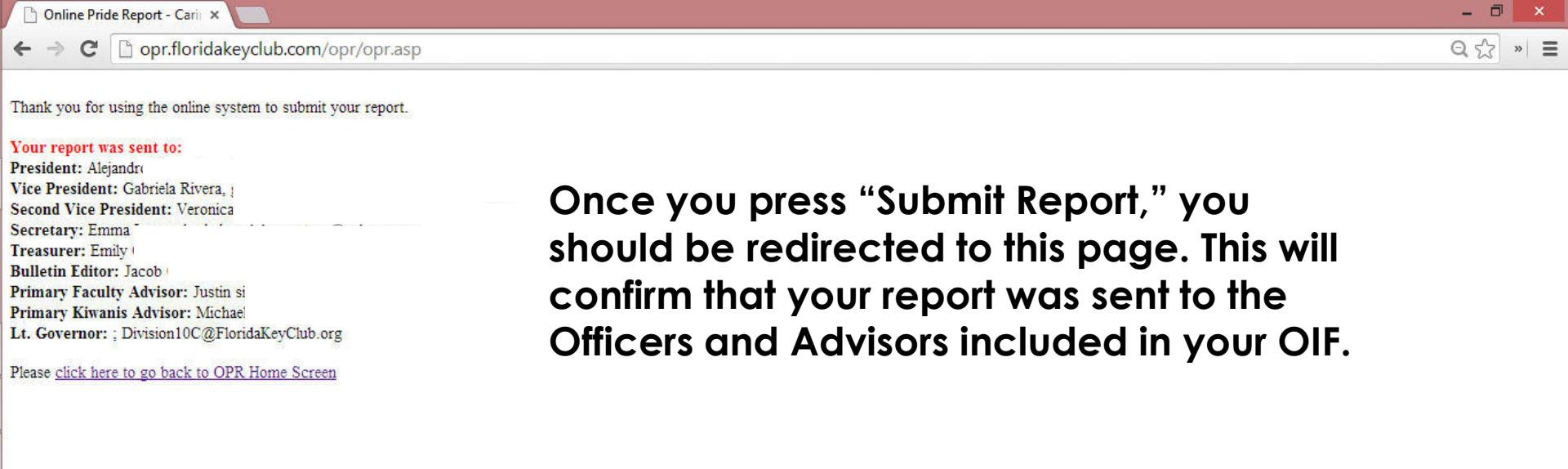
Alejandro Bermudez
ohskeyclubpresident@yahoo.com

Club Secretary

Emma Leonard
ohskeyclubsecretary@yahoo.com

To submit your finished report, press the "Submit Report" button located at the bottom of the Pride Report page.





Thank you for using the online system to submit your report.

Your report was sent to:

President: Alejandr
Vice President: Gabriela Rivera, ;
Second Vice President: Veronica
Secretary: Emma
Treasurer: Emily
Bulletin Editor: Jacob
Primary Faculty Advisor: Justin si
Primary Kiwanis Advisor: Michael
Lt. Governor: ; Division10C@FloridaKeyClub.org

Please [click here to go back to OPR Home Screen](#)

Once you press “Submit Report,” you should be redirected to this page. This will confirm that your report was sent to the Officers and Advisors included in your OIF.

If you receive an “error” message rather than this confirmation page, email your Lt. Governor or the District Secretary to ensure that your Pride Report was received.

You can add additional people to receive the Pride Reports by clicking "Update E-mail Submission List" on the right hand side of the blue OIF box.

Some good people to include:

1. Kiwanis Advisor
2. Kiwanis Club members
3. Additional officers not stated on the OIF.

OSCEOLA HIGH SCHOOL

Welcome: 5/21/2014

Update Submission E-mail List

Make sure your **OIForm** stays current with club leaders.

- Enter/Update [2014-15 OIF!](#)
- View your [2013-14 OIF!](#)

NEW REPORT? Select Month and year

March 2014-15

Start Report

Florida District of Key Club International

✓ Like You like this.

Florida District of Key Club International

Loved DCON? Well, you'll love ICON even more!
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May 4 at 12:52pm

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8.	September 2013-14	10/9
9.	Summer 2013-14	7/9
10.	May 2013-14	6/5
11.	April 2013-14	5/9

> [Reset Password](#)

If you ever have any questions, feel free to email your Lt. Governor, or your District Secretary at secretary@floridakeyclub.org





Special Needs Awareness Program

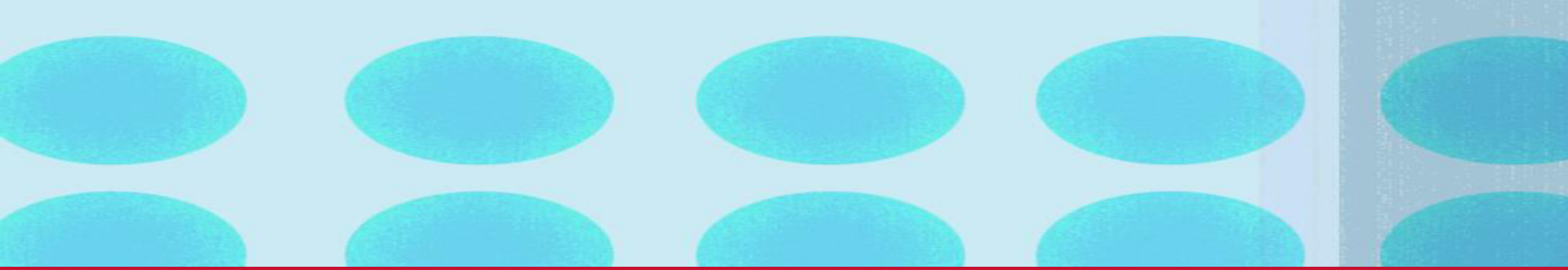
How you and your club can help others
with special needs

What is SNAP?

- SNAP stands for Special Needs Awareness Program
- This project was created by our current Governor, Lauren McAllister
- To be considered a 'SNAP Governor's Project', Key Clubbers may complete a service project with or for anyone with special needs

The Purpose of SNAP

- The purpose of SNAP is to emphasize the Key Club core value of inclusiveness by incorporating others with different skills and lifestyles



What can you do to get involved? Part 1

Aktion Club



- Aktion Club is a part of the K-Family designed for adults who have special needs. Aktion Club members run meetings and go to service projects just like Kiwanis members.
- You can volunteer alongside Aktion Club members when they have service projects and support their volunteer work.

Special Olympics



Special Olympics

- Special Olympics provides sports training and athletic for children and adults with intellectual disabilities
- Gives them opportunities to develop physical fitness, experience joy and allows them to show their skills and friendship with their families

Tennis For Fun



- A free tennis clinic for athletes with special needs
- Provides athletes with an opportunity to have fun and learn basic skills of tennis while socializing

Other Organizations

- Give Kids The World (www.gktw.org)
- St. Vincent's Hospital (www.stvincents.org)
- Buddy Baseball (www.tennisforfun.org)
- Heavenly Hooves (www.hhmri.org)



What can you do to get
involved? Part 2

Project Ideas

- Set up a buddy system for kids with special needs at your school.
- Make gifts for kids in the hospital.
- Work with physically challenged kids on an art project.
- Hold a prom for special needs individuals.
- Design a campaign to promote tolerance and understanding of differences.

Check out the Service Booklet!

Click on the Governor's Project Tab and you'll be directed to the service booklet



KEY CLUB INTERNATIONAL FLORIDA KEY CLUB
CARING OUR WAY OF LIFE

QUICKLINKS OPR System Key Club International Key Club Store Florida CKI Florida Kiwanis MV System

STAY CONNECTED

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Governor's Project
Kiwani Family Relations
Membership Verification
Running for Higher Office
Scholarships
Service and Major

Welcome to the Florida District of Key Club International Website!
This website is a service of the Florida District of Key Club Board of Trustees. We hope you find your website to be a useful resource to you whether you are a Key Club member, a club officer or advisor, a Kiwanian, or a person interested in Key Club.

If you have any questions or suggestions, please contact the District Webmaster at webmaster@floridakeyclub.org.

Membership Verification System

Verify that you are a member of Key Club and find out your member number. Click the button below and follow the instructions.

Proper Etiquette

- Speak Directly
- Introduce yourself and others with you
- Only assist if your help is requested or they accept your offer to help
- Treat adults as adults
- Relax. They are not judging you

Awards

- Governor's Project Club Banner Patch
 - This award is given to clubs who complete a substantial amount of service towards the Governor's Project
- Governor's Project Member
 - This award is given to members of the Florida District who work especially hard in the effort of the Governor's Project

Awards

- Governor's Project Member of the Month
 - ANY (this includes district board, and club officers) member of the Florida District is eligible for this award, by creating and executing a Special Needs Awareness Program project
 - To be selected for this award the member's LTG , Faculty Adviser, or Club Officer must send
 - 1. a photo of the member
 - 2. Their name, school, and position
 - 3. What they did towards the Governor's Project that makes them deserving of this award
 - (The monthly winner will have their photo and their project posted to the District website, and they will be recognized at DCON)
 - **To be nominate a Key Clubber for this award send the above information to division4@floridakeyclub.org**

Questions?

Have questions?

Need assistance planning a SNAP project?

Contact the Governor's Project Committee
Chair, Taylor Paddock at
division4@floridakeyclub.org

The Eliminate Project

ELIMINATE

maternal/neonatal tetanus



What is The Eliminate Project?

- A global campaign to eliminate Maternal/Neonatal Tetanus (MNT)
- A chance for you to change the world



Get Inspired.

Maternal & Neonatal Tetanus

- Cause?
Tetanus spores, found in soil everywhere
- Tetanus is contracted through open wounds during childbirth
- Outcome of Contracting MNT?

Who does it affect?

- The most underprivileged regions of the world
- There are still 30 countries being affected by MNT



How do we stop this?

- It only takes \$1.80 to vaccinate a mother and all of her future babies
- 110 million dollars = over 61 million lives saved

Where does the money go?

- The money goes to Educating on how to perform clean, sterile pregnancies, births and vaccinations.

Important numbers

- Goal: 110 Million dollars by 2015
- \$1.80 saves a life
- 61 million lives protected
- 1 baby dies every 9 minutes



Our Progress

- Since 2000 we have eliminated MNT from 35 countries

As of July 16th we have help raise \$61 million dollars to save over 20,000,000 lives.

District Merchandise

- Merchandise can be ordered by clubs, divisions or zones
- For ideas of merchandise your club can order and sell – check out our District Website.

The Eliminate Project Week

The Eliminate Project week is set to be held the first full week of May 2015 (May 4th - 8th).

Ways to Get Involved

- Hold an Eliminate Dance
- Eliminate MNT Car Smash
- Trick-or-Treat for UNICEF
- Hold an Eliminate car wash

How to send donations

1. Write a check to the Kiwanis International Foundation
2. Put “The Eliminate Project” on the memo line
3. Print and fill out The Eliminate Project Donation Slip
4. Please mail checks to the following address:

*Kiwanis International Foundation
3636 Woodview Trace Indianapolis, IN
46268-3196*

Awards & Recognition

- Club:
 - The Trick-Or-Treat Banner Patch
 - Becoming a 1k Key Club
 - Various awards given to clubs from the district each year

#Elimin8

- This is the official hashtag used for The Eliminate Project.
- Why?
- Because when Key Clubbers see the awesome work you do, it starts a movement!

What can you do today?

- Spread the information!
- Hold a fundraiser for the Eliminate Project
- Donate money yourself
- Use [#Elimin8](#) on social media

Questions?

Contact the district Eliminate Project Chair, Mike Greenwald<Division10b@floridakeyclub.org> or your Lieutenant Governor if you ever have any questions about The Eliminate Project!

12 STEPS TO PLANNING A SUCCESSFUL PROJECT



CAUSE

1. How should a club decide on what project to undertake?

This is the time for your club to pick a service cause that everyone can agree working towards.



OBJECTIVES

What factors would influence the timing of the project?



DETERMINE YOUR GOALS

- What would you like to accomplish?
- Who is your target audience?
- Will the project attract participation from people outside the Kiwanis family?



ORGANIZATION

HOW TO
ORGANIZE THE
PROJECT TO
MEET STATED
GOALS



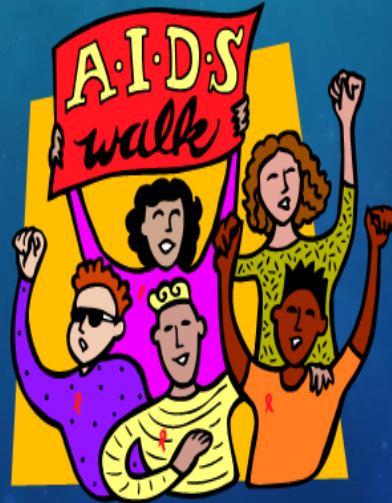
ASSIGNING AND DELEGATING RESPONSIBILITIES

Delegate tasks based on people's personal skills.



RECRUIT AND SELECT VOLUNTEERS

A volunteer's job is to serve on committees and motivate and encourage participation from all members



STAFFING REQUIREMENTS

- Form project committees and appoint Chairpersons
- Obtain sufficient number of committed volunteers and appointees for needed job responsibilities.
- Determine what non-Key Club help may be needed
- Pair up members with their committee interest



TIME LINE CHECK LISTS AND TEAM COORDINATION

How would a
progress time
line checklist
be helpful?

Why is team
coordination
needed?



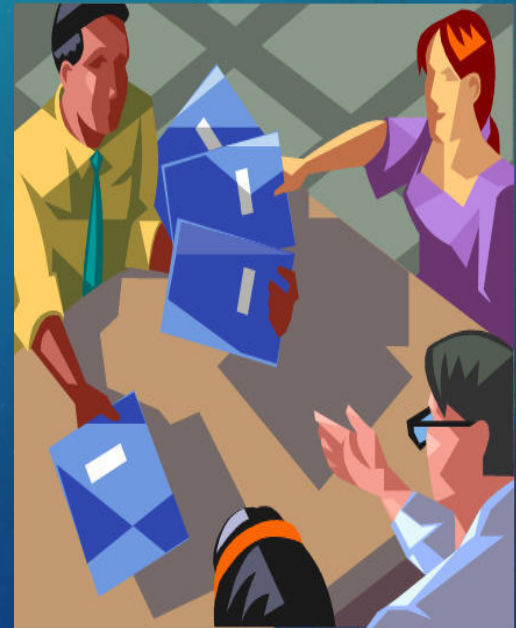
CREATING A BUDGET

- Source of revenue
- Cost of attendance
- Sponsorships
- Expenses



MOTIVATE AND ENCOURAGE THE TEAM

- Why is it important to follow up with, encourage and motivate your team members?



DAY OF THE PROJECT

- Arrive early enough for set up
- Remind volunteers what their jobs are
- Get excited and have fun



AFTER THE PROJECT

- Identify strengths and weaknesses
- Type up a report discussing the project

QUESTIONS?



CONTACT THE SERVICE AND MAJOR EMPHASIS COMMITTEE

- Contact the Committee chair, Katherine Sims!
- Email: Division24a@FloridaKeyClub.org

- Adult Advisor: Renee Richar,
aazoneg@floridakeyclub.org.

- Executive Committee Advisor: Katt Crowdis,
editor@floridakeyclub.org.

Welcome, Kiwanis/Faculty Advisors!



Kiwanis and Faculty Advisor Workshop

Presenters:

Beginnings...

KEY CLUB[®]

The world's largest
high school service
organization



Kiwanis[®]

International

Service Leadership Programs



Structure of Key Club



- Student Membership
- Advisors
- Kiwanis

Structure of Key Club



- Elements of the Petition to Charter
- Responsibilities
 - ✓ Of school
 - ✓ Of Kiwanis
 - ✓ Of the Key Club

Club Operations

- Overview of Bylaws
 - Importance of Bylaws
 - Make copies accessible to membership
 - Review of sections
 - Amendments



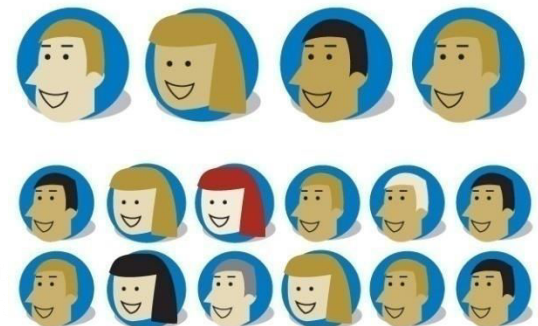
Club Operations

- Key Club Board of Directors
 - Required board members
 - Duties of officers
 - Hold officers accountable
 - Advise, do not take over



Club Operations

- Committees
 - Vice President's responsibility
 - Purpose of committees
 - Role of committees
 - Problems with committees



Club Operations

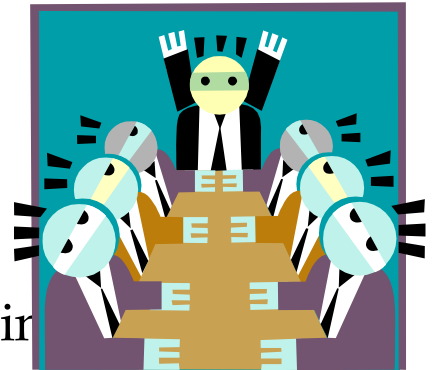
- Club Member Meetings

- President's responsibility
- Should be held at least twice a month
- Agenda
- Make them interesting, informative, FUN!



Club Operations

- Club Board Meetings
 - President's responsibility
 - Should be held at least once a month
 - Purpose
 - ✓ Project approval
 - ✓ Long range planning
 - ✓ Next meeting planning (plan next meeting)



Club Operations

- Budget and Finances
 - Treasurer's responsibility (primarily)
 - Follow school rules for accountability
 - Create a budget
 - Request Kiwanis Support in summer
 - Board approval of expenditures



Club Operations

- Member selection and recruitment
 - Board's responsibility
 - Clubs should have at least 20 members
 - Membership application
 - Membership requirements
 - Plan well to provide service opportunities for all members



Club Operations

- Registering members/paying dues
 - Treasurer's and Secretary's responsibility
 - Clubs are required to pay dues on time
 - Look for dues mailing from KCI mid-September
 - Plan deadlines ahead to get Early Bird Dues award
 - Dues process



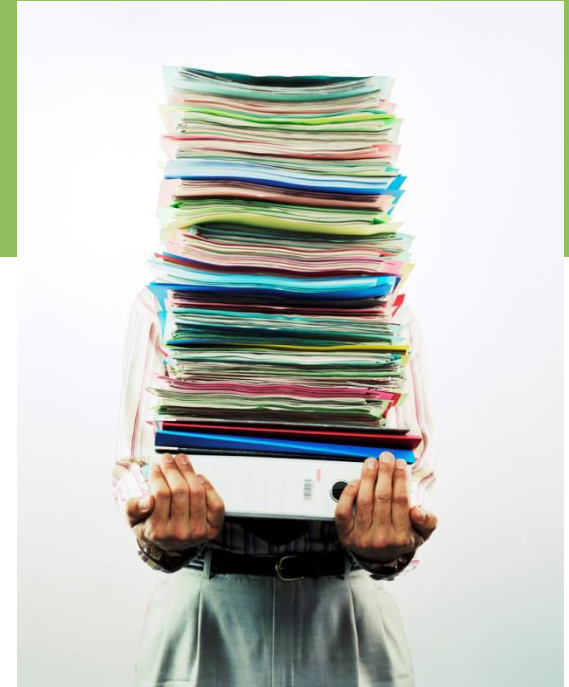
Club Operations

- Officer Information Forms (OIF)
 - Secretary's responsibility
 - District does not receive contact information from International
 - Our central database
 - Filed online at Florida Key Club website
 - www.FloridaKeyClub.com



Club Operations

- Pride Reports (Monthly Reports)
 - Secretary's responsibility
 - Report on club meetings
 - Report on club activities
 - Filed online at Florida Key Club website
 - www.FloridaKeyClub.com



Club Operations

- Projects and Social Activities
 - Board's responsibility (including committees)
 - Approval at board meetings
 - Planned in committees



Club Operations

■ Methods of Communication

- The Editor has the responsibility to keep members informed
- Types
 - ✓ Agendas at meetings
 - ✓ Email/Facebook
 - ✓ Notes through school
 - ✓ Newsletters
 - ✓ Phone calls or phone tree
 - ✓ Buddy system



Kiwanis Advisor

What is a Kiwanis Advisor?

A Kiwanis Advisor:

- A member of a local Kiwanis Club, which has chosen to assist another Kiwanis Family club, in this case a Key Club.

Kiwanis Advisor Responsibilities

- Train and encourage officers
- Attend and support attendance of Key Clubbers at club meetings , board meetings, divisional event, and district events
- Invite KC members to Kiwanis meetings and Kiwanis projects
- Present budget request to Sponsoring Kiwanis Club board in summer
- Assist Faculty Advisor wherever possible



Faculty Advisor

What is a Faculty Advisor?

A Faculty Advisor:

- Represents their club to the school's administration, and students.
- Assists the club officers with organizing and coordinating the club.

Faculty Advisor Responsibilities

- Train and encourage officers
- Attend club and board meetings
- Attend and support attendance of Key Clubbers at division and district events
- Give individual guidance of members/leaders
- Ensure school policies are followed
- Support participation with Kiwanis activities



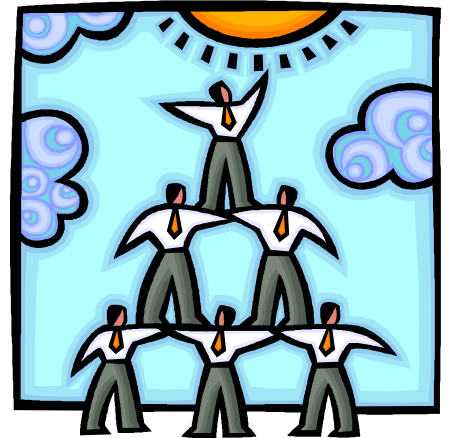
Beyond the Club Level



Is there more to
Key Club than just
our local club?

Beyond the Club Level

- Higher level involvement is important
- Benefits of connection to larger organization
- Benefits from additional leadership experiences
- Expand idea base for projects
- Gain motivation from others
- Network



Beyond the Club Level

- What happens on the Florida District level?

- ✓ District operations
- ✓ Division operations



- What happens on the International level?

- ✓ International operations



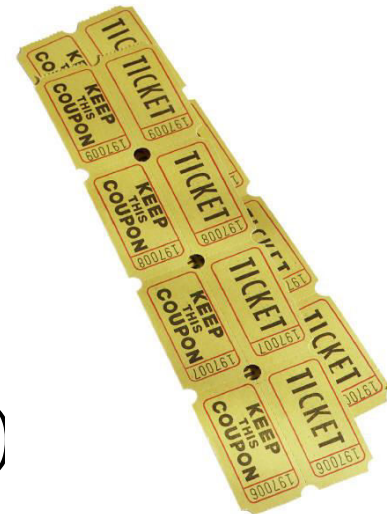
Beyond the Club Level Specifics...

- Roles of the officers above the club level:
 - ✓ Key Club International Board
 - ✓ Florida District Governor
 - ✓ Florida District Secretary
 - ✓ Florida District Treasurer
 - ✓ Florida District Editor & Webmaster Executive Assistant
 - ✓ Division Lieutenant Governors



Beyond the Club Level Specifics...

- Events to attend
 - ✓ Division Council Meetings (DCM)
 - ✓ Division projects
 - ✓ Key Club Kickoff Conference (KCKC)
 - ✓ Spring Zone Rally (SZR)
 - ✓ Florida District Convention (DCON)
 - ✓ Key Club International Convention (ICON)



Beyond the Club Level Specifics...

- Club competitions:
 - ✓ District contests
 - ✓ District awards
 - ✓ District scholarships
 - ✓ Kiwanis scholarships
 - ✓ International awards
 - ✓ International scholarships



Miscellaneous

- General liability insurance
- Addressing weak/ineffective leadership



Let students know that Key Club continues...

CKI

Circle K International

The premiere
university service
organization in
the world



Resources

- Tools you'll need to build, grow and lead your club:
 - ✓ Florida District KC website
 - ✓ Key Club International website
 - ✓ Zone Administrator
 - ✓ Lt. Governor
 - ✓ Other district officers
 - ✓ District Administrator
 - ✓ KCI Office
- Please refer to page 3 of your handout for links.



How do you change the world?

Change a life.

Sow the seeds of service—and a
lifelong commitment
to caring. Advise a Key Club.





Discussion Time!

Class Directors and Committee Chairs

Key Club Kick Off Conference Training Workshop



How do they relate?

Both Class Directors and Committees are
“Leaders of Leaders.”

- Committee chairs and class directors spend their time working with fellow club members!
- Your job lies with making sure your respective class or committee is steered in the right direction throughout the year.

What is a “Committee”?

A committee is basically just a group of dedicated Key Clubbers working together towards a common goal!

- Committees work with club officers and can be utilized in clubs for a variety of reasons.
 - To get a huge project organized
 - To plan fundraisers
 - To increase membership
 - To plan club socials

Classes of Key Clubbers can function the same way!

How Committees Function

- Committees are formed around a certain goal or project, and work to bring it success!
- Each committee should have a Committee Chair who is in charge of seeing that the goals of the committee are met and can report to club officers of their progress.

So... What Can I Do?

Where Can 'You' Make A Difference?

- Anywhere!
- However Key Club International recommends that each club have *at least* the following:
 - Public Relations
 - Fundraising
 - Projects
 - Membership
 - Major Emphasis/Governor's Project

Committee Breakdown

Public Relations

- This committee would assist to create and maintain “the face” of your club around your school and community.

Committee Breakdown

Fundraising

- The Fundraising committee assists to manage club funds and make sure the club has enough financial backing to perform strong service.

Committee Breakdown

Projects

- The Projects committee ensures that your club is constantly active, and is always aware of opportunities to serve in your community.

Committee Breakdown

Membership

- The Membership committee ensures that Key Clubbers are happy, active, and excited-for-service throughout the year!

Committee Breakdown

Major Emphasis/Governor's Project

- The Major Emphasis committee would plan, organize, and implement the Major Emphasis and Governor's projects.

What is a Class Director?

- As a Class Director, you are the bridge between your respective class and your clubs officers!
- You represent the members of your class, and should make their opinions and ideas known.
- Dividing Key Clubbers into classes can assist with:
 - Organization of club events.
 - Communication of information.
 - Member participation in club activities.

So... What Can I Do? (Class Directors)

Where Can 'You' Make A Difference?

- One of the biggest problems clubs come across is communication. You are the **KEY** to solving this issue.
- You also play a vital role in the decision making involving the Key Clubbers you represent.



It Starts With...

Active communication!

- Whether working with committee members or your classmates, you must be able to communicate to be efficient.

Set your goals!

Define what it is that you want to achieve during your term!

- Class Directors:
 - Hours per member?
 - A class project?
 - “Class competition”?
- Committee Chairs:
 - What types of projects?
 - How many throughout the year?

Some Food For Thought...

- Is it something that all members would want to take part in?
- Is the community in need of this service right now or is there something else more pressing that we could tend to?
- Does everyone understand 'why' this project must be done?
- Does this project require continuous action in the future?

Once you've answered all of these...

Aim and Achieve!

Work with your fellow members to make those goals a reality.

- Ultimately it is up to you, the Class Director or Committee Chair to make sure your class or committee succeeds! But, you should never be working alone.

Keeping Members Involved

At times, it may seem like the only person working... is you. Turn that around!

- Although sometimes you will need to get some things done on your own, membership involvement is crucial to the final success of any large project or goal.

The Face of a Leader

You just might have more of an influence than you know.

- For many club members, you are their motivation and example of what a true leader is.
- You may never know what difference you made: but know that you made a difference. Let others know this fact as well.

Putting It All To Use

These are just a few examples of impactful projects that can be put to use by a class or committee!

Meaningful Projects

Special Olympics

- Volunteer at your local Special Olympics event as assistants, concession stand workers or cheerleaders! The athletes will appreciate all your hard work and support, and the community with back you in your support of the handicapped.
- Don't have an event in your community? Visit www.specialolympics.org to learn how you can plan one.

Meaningful Projects

Variety Shows

- Brighten the days of residents at local nursing homes, orphanages, hospitals, senior centers, etc. by hosting a youth variety show for all to enjoy.
- Acts can vary from the simple and straightforward to the elaborate and intense.
- Remember to keep the cameras rolling to catch every minute on film.

Meaningful Projects

Tutor Time!

- Volunteer at a local elementary school to tutor the students there. Visit the after school programs or late busses and spend some time helping students finish work, prepare for tests and gear up for a successful future.

Meaningful Projects

Food Drives

- A food drive can be a great way to help your community be prepared. During a disaster, many people will turn to food banks for help, so it's important that they have plenty of food year-round.
- Locate a food bank in your community. Call your local city or county office and ask where the nearest food bank is located, or use Feeding America's online directory at www.feedingamerica.org.

Questions?

***Feel absolutely welcome to communicate
your questions, concerns, opinions, or
ideas!***

(How members should feel at all times!)



Club Treasurers





Monthly Responsibilities

- Ⓚ Go to meetings
- Ⓚ Financial reports
- Ⓚ Manage the club's bank account
- Ⓚ Update budget
- Ⓚ Collect dues
- Ⓚ Communicate with the school bookkeeper or financial administrator





Annual Responsibilities

- ④ Prepare a budget for the Key Club year
- ④ Coordinate Dues Process
- ④ Train the treasurer-elect when he or she is elected in February





Paying Dues





How Much Are Dues?

- Ⓚ International: \$7.00
- Ⓚ District: + \$4.50
- Ⓚ Club dues \$11.50 at least
- Ⓚ A typical club charges anywhere from \$20-\$25, which includes a T-shirt.





What Are Dues Used For?

International

-  Club and District resources
-  Key Club Magazine

District

-  District Board expenses
-  General Administration
-  Florida Opportunity Fund





When Are Dues Due?

- 🕒 Early Bird Dues: November 1st
- 🕒 Send your invoice **by** October 10th
- 🕒 Regular dues deadline: December 1st





Schedule for Early Bird Dues

- ① 1st Week of Sept. – Hold 1st Meeting and inform members of dues and requirements
- ② Month of Sept. – Remind potential members about application deadline
- ③ 3rd Week of Sept. – Hold Second meeting and collect application and dues
- ④ 4th Week of Sept. – Finalize club roster
- ⑤ October 1st – Update the the Membership Update Center





Schedule for Early Bird Dues

- 🕒 October 4th – Generate Membership Update Center Invoice
- 🕒 October 6th – contact the bookkeeper
- 🕒 October 10th – Send the check!
- 🕒 October 15th – Check with the bookkeeper to see if the check cleared.
- 🕒 November 1st – Final deadline for dues

This gives you roughly 20 days for the check to get to Key Club International.





Using the Membership Update Center

- Ⓚ Opens September 9th.
- Ⓚ Visit www.FloridaKeyClub.org/Dues
- Ⓚ Access the Membership Update Center by logging on with your Advisor's information
- Ⓚ Update the membership list with the new members
- Ⓚ Print out the invoice and give it to your bookkeeper or pay with a credit card.





Developing a Club Budget





What is a budget?

- Ⓚ What is a budget?
- Ⓚ Why plan?
- Ⓚ What are the components of a budget?





Income Portion of Budget

Key Club of Awesome High School 2012-2013 BUDGET

Income	Description or Comments	Actual	Budgeted
Starting Balance	Beginning of year balance	0.00	110.00
Dues:	Total \$20.00 per member		
Club	\$9.00 x 50 Members Paid	0.00	450.00
District	\$4.50 x 50 Members Paid	0.00	225.00
International	\$6.50 x 50 Members Paid	0.00	325.00
Fundraising (to benefit club):			
Car Washes	8 x \$200 each	0.00	1600.00
Bake Sales	4 x \$250 each	0.00	1000.00
Candy Sale	100 Orders x \$6 per Order.	0.00	600.00
Kiwanis Subsidies	Donations from Kiwanis Club		
District Conference	\$1000 for members; \$365 for Fac. Adv.	0.00	1365.00
International Convention		0.00	1000.00
Members' Contributions			
District Conference	10 members x \$150	0.00	1500.00
International Convention	2 members at \$500 each	0.00	1000.00
Fundraising (to community):			
Trick or Treat for UNICEF	Net income (income minus expenses)	0.00	800.00
Rock for The Eliminate Project	Net income (income minus expenses)	0.00	1200.00
Arroz con Pollo Dinner for ACS	Net income (income minus expenses)	0.00	2500.00
Total Income		\$0.00	\$13,675.00



Expense Portion of Budget

Expenses	Description or Comment	Actual	Budgeted
Fundraising:			
Candy Sales	100 Orders x \$2 per Order.	0.00	200.00
Dues:			
District	\$4.50 x 50 Members	0.00	225.00
International	\$6.50 x 50 Members	0.00	325.00
T-Shirts	\$6 x 50 Members (Included in club dues)	0.00	300.00
Officer Expenses:			
President		0.00	50.00
Vice President		0.00	25.00
Secretary		0.00	50.00
Treasurer		0.00	25.00
Editor		0.00	50.00
Directors		0.00	100.00
Officer Pins	5 Exec + 4 Directors x \$6	0.00	54.00
Club Supplies:			
Food	\$50 x 9 meetings	0.00	450.00
Membership drive supplies		0.00	100.00
Scrapbook		0.00	200.00
Convention and Conferences:			
Trainings	9 officers x \$10 for KCKC & SZR	0.00	90.00
District Conference	\$300 X 10 including bus	0.00	3000.00
International Convention	\$1000 X 2 members	0.00	2000.00
End of Year Installations and Social		0.00	600.00
Miscellaneous		0.00	200.00
Donations			
Trick or Treat for UNICEF	To Kiwanis International Foundation	0.00	800.00
Rock for The Eliminate Project	To Kiwanis International Foundation	0.00	1200.00
Arroz con Pollo Dinner for ACS	To American Cancer Society	0.00	2500.00
Total Expenses		\$0.00	\$12,544.00
NET (Income minus Expense)		\$0.00	\$631.00



Fundraising





Why do we Fundraise?

- Ⓚ For Key Club activities and nonprofit organizations
- Ⓚ District Conference/International Convention
- Ⓚ The Eliminate Project
- Ⓚ What projects have you done in your clubs?





Sponsorship Fundraisers

- Ⓚ Fundraisers where you seek sponsors:
 - Bowl-a-thons
 - Dance-a-thons
 - Walk-a-thons
- Ⓚ Also, you can seek corporate sponsors by selling advertisements or by telling them they can make a tax-deductible donation.





Sales Fundraisers

- Fundraisers where you sell a product
- Key Club International and Kiwanis both have licensed merchandise:
 - www.keyprofits.com
 - www.kiwanispeanutday.com





Project and Budget Resources

- ① District Treasurer
(treasurer@floridakeyclub.org)
- ① Your sponsoring Kiwanis Club (their club treasurer)
- ① www.FloridaKeyClub.org > The Eliminate Project Idea book
- ① www.KeyClub.org > Fundraising Projects (search)
- ① Advisors, Teachers, Parents





The Florida Opportunity Fund (FLOF)





How to Apply for FLOF

- Ⓚ Florida Opportunity Fund (FLOF) is a grant for service projects in the Florida District.
- Ⓚ Go to www.FloridaKeyClub.org/FLOF
- Ⓚ Download and complete the application
- Ⓚ Follow instructions and fill out application
- Ⓚ Applications need to be received by April 30, 2014.





How to Apply for YOF

- Ⓚ The Youth Opportunities Fund (YOF) is International's grant program.
- Ⓚ It has another application that can either be completed electronically or on paper
- Ⓚ <http://www.keyclub.org/service/fund/yof/yofgrant.aspx>
- Ⓚ Applications must be postmarked by October 15.





Distinguished Treasurer Award

- Ⓚ Complete a minimum of 75 hours of service
- Ⓚ Submit Club Dues
- Ⓚ Attend Club Meetings and DCMs
- Ⓚ Coordinate and participate in all club or district fundraising activities
- Ⓚ Attend KCKC, SZR, and DCON
- Ⓚ Participate with member recruitment





Want More Help?

- ① District Treasurer at treasurer@floridakeyclub.org
- ① Your Division's Lieutenant Governor at www.floridakeyclub.org/district-board
- ① www.floridakeyclub.org/dues





Kiwanis[®]
Service Leadership Programs

Guide Book for Kiwanis Clubs- Creating a Bigger Impact



Table of Contents

Page 3-General Responsibilities of a Kiwanis Club

Page 7-43 Ways Kiwanians Can Interact with Key Clubs

Page 10-Key Club Checklist for Kiwanis Advisors

Page 14-Summaries of Responsibilities in Kiwanis Club with graphic organizer

General Responsibilities of a Kiwanis Club

Why sponsor a Key Club?

- *Increase service to your community*
- *Develop character, leadership, and service-mindedness within young adults*
- *Promote a lifelong commitment to service (hopefully through the Kiwanis Family!)*

Kiwanis Responsibilities to Key Club

1. Appoint and train a Kiwanis Advisor

- *Should be able to attend most Key Club meetings (board and general club)*
- *Work closely with club's officers and Faculty Advisor*
- *If the Faculty Advisor is a Kiwanian, suggest having a second Kiwanian as Kiwanis Advisor*

2. Ensure Kiwanis members attend as many Key Club meetings and as many other functions as possible

In addition to Kiwanis and Faculty Advisors present at the Key Club meetings

- *Rotate attendance of Kiwanis members who attend Key Club meetings as guests*
- *This is similar to interclubbing*

3. Maintain expense line item in Kiwanis Budget

- *From Key Club Financial Account for Service*
- *Should participate in Kiwanis fundraising projects and receive portion of proceeds*
- *Include support for training events and other events like DCON and ICON*
- *Try to pay cost of Faculty Advisor and chaperones*

4. Meet with principal before beginning of school year

- *Hold one month before school with advance appointment*
- *Who should attend: Kiwanis President, Kiwanis President-elect, Kiwanis Advisor, Faculty Advisor, etc.*
- *Review purpose of Key Club & membership requirements*
- *Be aware of school policy & regulations*
- *Any additional topics can be discussed at this time*

5. Ensure all members pay dues

- *Monitor until dues are sent in*
- *Early bird dues deadline- November 1st. Regular dues deadline- December 1st*

6. Ensure officers receive proper training following election

- *Make sure club officer elections are held in February*

- *Make sure officers attend training (should be conducted by LTG; can include KCKC and SZR)*

7. Hold a planning session with the leadership of both the Key Club and Kiwanis

- *Discuss upcoming year and plans*
- *Minimum attendance should be the following: Key Club board members, Faculty Advisor, Kiwanis Advisor*
- *Hold meeting in June before Kiwanis International Convention and Key Club International Convention*

8. Host or participate in two joint activities

- *Can be social, service, recreation or fundraising*
- *Opportunity to interact with each other*
- *This is where Key Club learns that Kiwanis is the service organization they want to join in the future!*

9. Invite Key Club members to attend Kiwanis meetings

- *Should alternate who attends from Key Club*
- *May need the permission of principal*
- *Attendees should report on Key Club activities while at the Kiwanis Club meeting*

10. Ensure Key Club members attend conventions, conferences, and meetings which include the following:

- *District Convention*

- *International Convention*
- *DCMs, Key Club Kick-off Conference (KCKC) and Spring Zone Rally (SZR)*
- *Assist with costs*

Other responsibilities as Kiwanis Advisor include seeing that the

Key Club:

- *Follows the Constitution and Bylaws of Key Club.*
- *Holds regular club meetings and board meetings at least once a month*
- *Develops club fundraising activities*
- *Hosts social activities*
- *Develops and sends in articles about activities to the District Editors for The Sunshine Source (send to editor@floridakeyclub.org) and Key Club magazine (send to keyclubnews@kiwanis.org)*
- *Understands and uses proper parliamentary procedure, especially at board meetings*

- *Keeps complete and accurate minutes of all club and board meetings*
- *Completes an Annual Achievement Report and submits it to the district if applying for awards at DCON*
- *Assists and interacts with its Kiwanis Club*

43 Ways Kiwanians Can Interact Personally With Key Club Members

The below suggestions were provided by the 60 adult and student members of the Florida District of Key Club Board of Trustees. What makes these methods effective is the way that the adults interact with teens such that young people feel valued, appreciated, and respected. Spend more time listening and appreciating them, rather than getting them to listen to you. You might be pleasantly surprised by what you learn! Be sure to consult with your Key Club Board before implementing any of these ideas to be sure they will be attractive to your Key Club members.

1. Jointly charter a new K-Kids or Builders Club.
2. Get involved with a Key Club project where you can assist them with something they have difficulty doing themselves (like finding sponsors for a project). Take them with you when you make sponsor contacts, for example.
3. Offer Key Clubbers summer internships or jobs at your business.
4. Invite the Key Club Lt. Governor to speak at your club meetings (i.e., provide the program).
5. Interclub at local Key Club meetings (does not have to be your own Key Club).
6. Invite your Key Club officers to your Kiwanis Club board meetings.
7. Attend your Key Club's board meetings
8. Attend your Key Club's regular meetings
9. Ask Key Clubbers to attend your Kiwanis meetings, sit with them, and talk with them.
10. Attend Key Club District Education and Leadership Conference (DCON).

11. Have a joint Kiwanis-Key Club divisional council meeting.
12. Do something special for Key Club officers on their birthdays.
13. Call your Key Club president periodically and ask how they are doing and if they need help with anything.
14. Meet with the Key Club officers and explain how Kiwanis will financially support them and what they are expected to do to raise their own funds.
15. Offer to drive Key Club Members to their next function (project, Conference, DCM, Kiwanis zone conference, Key Club Zone rally, Kiwanis meeting, etc.).
16. Make sure all Kiwanians are encouraged to attend a Key Club meeting or board meeting at least occasionally, perhaps on a rotational basis.
17. When attending a Key Club meeting or other function, participate in their games, projects, and ice breakers instead of observing from a distance.
18. Ask a Key Clubber to help you with a question about technology (computers, computer programs, wireless devices, advice on what to purchase, etc.).
19. Plan fundraisers and service projects with your Key Club members instead of only inviting them to participate.
20. Lead an ice breaker at a Key Club Divisional Council Meeting (DCM).
21. Ask a Key Clubber to lead an ice breaker at a Kiwanis DCM.
22. Offer to help your Key Club plan a service or fundraising project.
23. Actively participate in your Kiwanis Club's Key Club Committee; make sure you let your Kiwanians, not just the advisor, participate fully with the Key Club.
24. Coordinate with a Key Club member to organize a Kiwanis Family event with both clubs in attendance.
25. Assign a Key Club member a task at service or fundraising project.
26. Introduce each Key Club member who is present at the Kiwanis meeting and have them speak a little about themselves or their Key Club.
27. Invite a Key Clubber to your Kiwanis Club's Installation Ceremony
28. Invite Key Clubbers to join your Kiwanis club for a social night out at a restaurant or other social event for both Kiwanians and Key Clubbers.
29. Participate in a Key Club project.
30. Attend a Key Clubber's sporting event, recital, etc.
31. Let Key Club members take over/run a few Kiwanis Meetings (give your program chair a break).

32. Have the Kiwanis Club president and Key Club president can sit down and plan a joint project or event.
33. Invite Key Club members to sit on Kiwanis committees or attend committee meetings.
34. Introduce each Kiwanian at a Key Club meeting and have them speak a little about themselves.
35. Have an icebreaker at a Kiwanis Meeting where Key club members can tell about themselves and vice versa.
36. Invite Key Clubbers to the games of a POP Warner football league Kiwanis sponsors.
37. Travel together with Key Clubbers to Kiwanis or Key Club events.
38. Plan and carry out a day at Disney or some other venue with Key Club and Kiwanis.
39. Conduct an award ceremony for the Key Club at the end of the school year
40. Sponsor or co-sponsor with Key Club a K-Family Picnic (can be a divisional event as well).
41. Key Clubs enjoy hands on service projects, and when Kiwanians are involved in those it really helps students get to know and bond with Kiwanians.
42. Become a mentor to a Key Clubber.
43. Have Kiwanians conduct officer trainings or committee chair workshops for their Key Clubbers.

Checklist for Kiwanis Advisors

The following list can be used so that Kiwanis Advisors and Kiwanis Clubs understand and know what should be happening in each Key Club during various times on the year. This will help you keep check on the Key Club you sponsor.

Monthly Checklist for Faculty Advisors

APRIL

- By 10th March Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- International Convention Registration (ICON) due soon
- Attend District Education and Leadership Conference (DCON)
- Order pins, certificates, etc. for officer installations next month and plan for event

MAY

- By 10th April Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- Raise money for ICON (send at least 2 members)
- Club Secretary must re-register for OIF/Pride reporting system
- Attend district conference (DCON)
- Attend Kiwanis meeting and report on DCON (President)
- Arrange for Lt. Governor to install new officers (President)
- Attend any training session set up by Lt. Governor (Officers)
- Assist President, if needed, in creating committees and assigning committee chairs
- Hold installations and awards ceremony
- Begin planning for summer projects and board meetings

JUNE, JULY, AUGUST

- By 10th May Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Complete/Update the current year's Officer Information Form (OIF) (Secretary)
- Club officers should set up summer officer/board meetings to plan membership drive and projects during first part of the school year
- Attend ICON

- Attend Kiwanis meetings (officers, members, advisor)
- Plan and conduct some service or other activities over summer
- Plan ways to work with K-Kids, Builders, CKI, Aktion, Kiwanis
- In this month or next, Kiwanis President and advisors meet with principal

AUGUST

- Attend DCM
- Volunteer to help with beginning school activities (e.g., orientation)
- Final membership drive planning
- First club meeting – begin dues collection for returning members
- Submit KCKC field trip forms if required and put in club calendar to avoid conflicts
- Focus on fundraising for DCON
- Request of Kiwanis funds for their next year's budget

SEPTEMBER

- By 10th Summer Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at KCKC
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Key Club Kickoff Conferences begin – KCKC - TBD by Zone)
- Order club shirts
- Plan for UNICEF project
- Review back to school mailing from Key Club International
- Plan ways to support Governor's Project
- Faculty Advisor receives dues password from KCI to school address
- By 30th complete membership drive and collect dues

OCTOBER

- By 10th September Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at KCKC
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Key Club Kickoff Conferences – KCKC cont'd - TBD by Zone)
- Trick of Treat for UNICEF
- Plan projects and activities for Key Club Week at beginning of November
- By 31th club treasurer updates membership at the Membership Update Center, prints invoice, and puts check in mail for early bird dues
- Note yearbook club picture appointment

NOVEMBER

- By 10th October Pride Report due (Secretary)
- Attend Division Council Meeting (DCM)
- Update the current year's Officer Information Form (OIF) (Secretary)
- Key Club Week
- Plan induction ceremony for new members for December
- Send in money for Trick or Treat for UNICEF
- By 30th, if not done in October, Treasurer updates membership at the Membership Update Center, prints invoices, and submits dues check to Key Club International

DECEMBER

- On 1st dues are past due – verify dues have been *mailed* (advisor)
- By 10th November Pride Report due (Secretary)
- Update the current year's Officer Information Form (OIF) (Secretary)
- Attend Division Council Meeting, if any (DCM)
- Submit Spring Rally field trip form if required and put in club calendar to avoid conflicts
- Hold induction ceremony for new members
- Review status of contest and awards
- Plan social project for club members (committee or board)
- Encourage qualified members to seek District offices (Lt. Governor, Governor, Secretary, Treasurer, Webmaster, Editor)
- Finalize fundraisers for DCON

JANUARY

- By 10th December Pride Report due (Secretary)
- Division Council Meeting (DCM) or at Spring Rally
- Update the current year's Officer Information Form (OIF) (Secretary)
- (Spring Zone Rallies begin – TBD by Zone)
- Submit DCON field trip forms if required
- Decide how many people to send to DCON – collect deposits
- Promote district and club officer positions

FEBRUARY

- By 10th January Pride Report due (Secretary)
- Attend Division Council Meeting (DCM) or at Spring Rally
- (Spring Zone Rallies cont'd – TBD by Zone)
- By 28th must elect officers for next year
- New officers shadow current officers and learn position
- Complete the next year's Officer Information Form (OIF) (Secretary)
- Begin planning installation and awards ceremony
- Online Registration for DCON

- Clubs that have not paid dues are suspended and ineligible to attend DCON

MARCH

- By 10th February Pride report due (Secretary)
- Attend Division Council Meeting (DCM) or at Spring Rally
- (Spring Zone Rallies cont'd – TBD by Zone)
- Send in dues for any new members joining this semester
- Complete DCON registration and send in money
- Complete next year's OIF form (Secretary)
- Elect two members to attend district conference as delegates
- Complete award and scholarship applications by April 1

APRIL

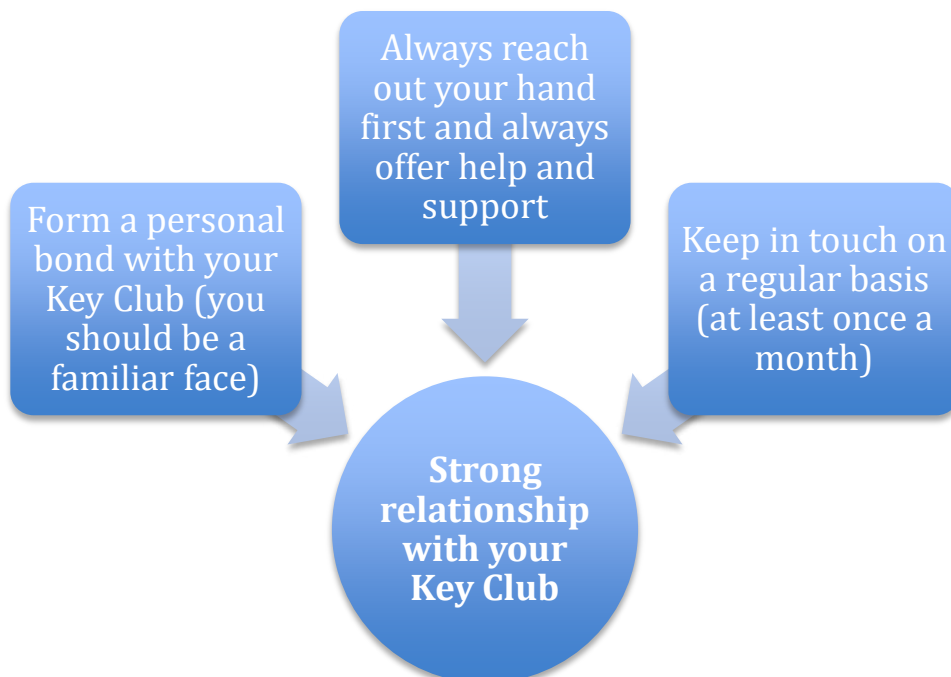
- Go back to the top and do all over again ☺

FUTURE EVENTS

April 4 – 7, 2013 DCON – Rosen Shingle Creek, Orlando, FL
April 24-27, 2014 DCON – Rosen Shingle Creek, Orlando, FL
April 9 – 12, 2015 DCON – Rosen Shingle Creek, Orlando, FL
April 28 – May 1, 2016 DCON – Rosen Shingle Creek, Orlando, FL

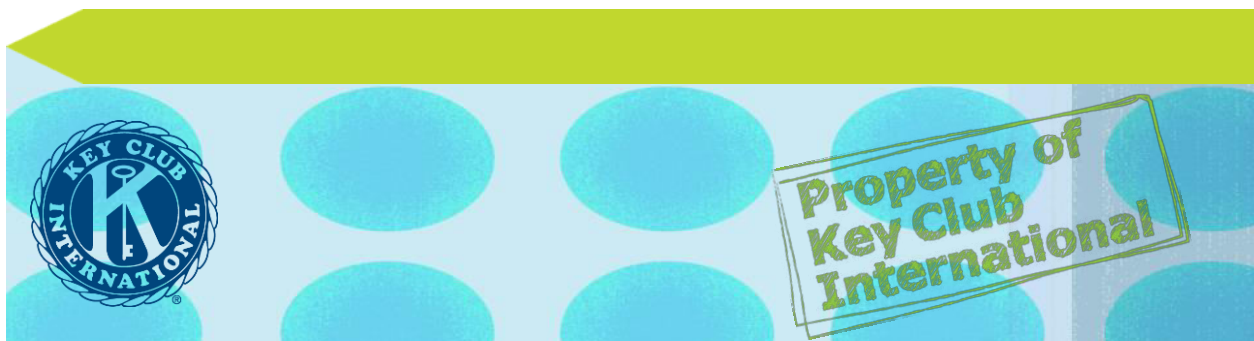
Summaries of Responsibilities in Kiwanis Club

- Train and encourage officers
- Attend club meetings
- Attend and support attendance of Key Clubbers at division and district events
- Invite Key Club members to Kiwanis meetings
- Invite Key Club members to Kiwanis projects
- Present budget request to Sponsoring Kiwanis Club board in summer
- Assist Faculty Advisor wherever possible





Resources for Newly Chartered Key Clubs



KEY CLUB®



Congratulations on chartering your Key Club! This will definitely be one of the most memorable adventures you will have throughout your high school years. To ensure that your Key Club is successful, there are several resources within this document that will guide you in building and structuring your club. Once again, congratulations and have fun!

For more information online as well as more resources on Key Club visit www.floridakeyclub.org. Other helpful resources include your Lieutenant Governor and the Executive Board.

On the following pages, you will find a presentation that outlines the Key Club structure, basic Key Club knowledge, and your role within our organization.

a. Table of Contents

Page 3-Mission Statement

Page 4-Basic Knowledge of Key Club

Page 5-10 Tips to a Strong Club

Page 6-Monthly Checklist for Advisors

Page 10-Example Advisor Email

Page 11-Policies and Procedures (includes Key Club Bylaws)

Page 15-Club Officer's Responsibilities

Page 29-Duties of the Club Board of Directors

Page 30-Dues

Page 32-FLOF and YOF

Mission statement

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership.

Vision

We are caring and competent servant leaders transforming communities worldwide.

Core values

The core values of Key Club International are leadership, character building, caring and inclusiveness.

Pledge

I pledge, on my honor, to uphold the Objects of Key Club International; to build my home, school and community; to serve my nation and God; and combat all forces which tend to undermine these institutions.

Motto

Caring—Our Way of Life

Objects

To develop initiative and leadership.

To provide experience in living and working together.

To serve the school and community.

To cooperate with the school principal.

To prepare for useful citizenship.

To accept and promote the following ideals:

To give primacy to the human and spiritual, rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and application of higher standards in scholarship, sportsmanship and social contacts.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide a practical means to form enduring friendships, to render unselfish service and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and good will.

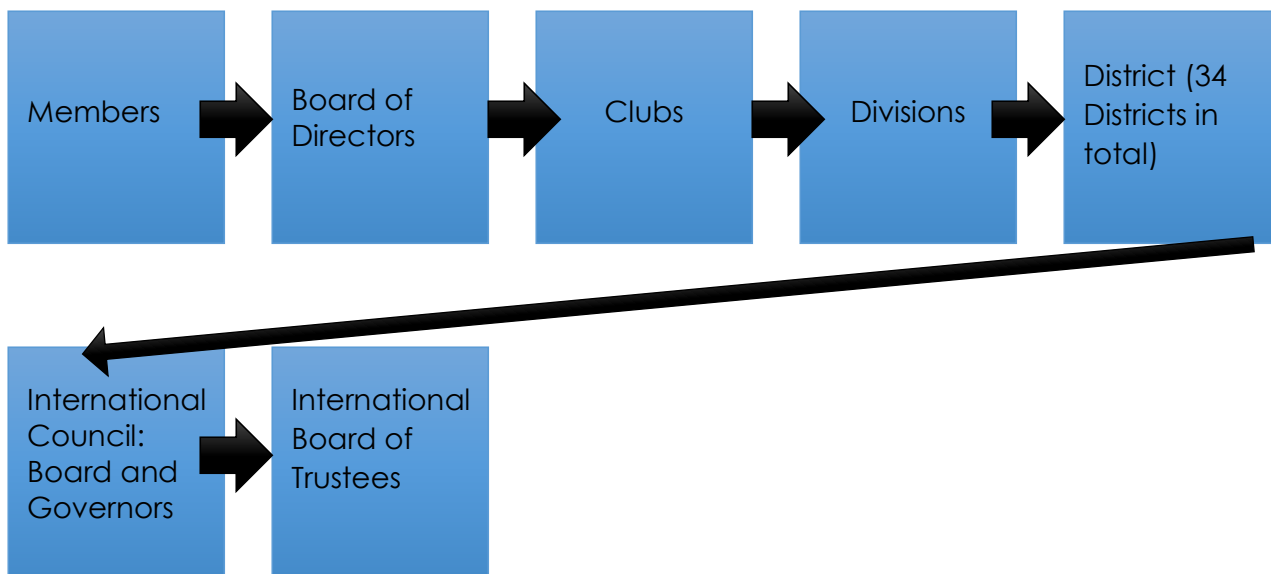
Basic Knowledge of Key Club

- *Key Club is the oldest and largest service organization in the world!*
- *Key Club is a student-led service organization consisting of 5,000 clubs in over 30 countries!*
- *250,000 members*
- *12 million hours of service each year*

Key Club members decide how:

- Club will function
- Budget will be administered
- Issues will be addressed

Structure of Key Club International



10 Tips to a Strong Club

- 1) Maintain a constant schedule of service projects and meetings.
- 2) Keep the fun in your club alive by holding socials and fun service projects.
- 3) Attend all of your division's Divisional Council Meetings (DCMs) and read your Lieutenant Governor's newsletters.
- 4) Do your best to fundraise for and send club delegates to District Conference (DCON) and International Convention (ICON).
- 5) Maintain a presence on all forms of social media including Facebook, Twitter, and Instagram.
- 6) Offer incentives to keep your members involved, such as a Member of the Month award or Key Club chord for graduating seniors.
- 7) Make sure your members, administration, Kiwanis Club, and Faculty Advisor are always updated on all club activities, projects, and events.
- 8) Establish high standards for your officers, keeping them busy with important tasks and helping to maintain their excitement for Key Club.
- 9) Allow members to easily contribute their ideas to the club and help you improve it.
- 10) Have comprehensive and fun meetings to ensure that every member enjoys Key Club to the fullest.

Monthly Checklist for Faculty Advisors

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April 9 – 12, 2015	DCON – Rosen Shingle Creek, Orlando, FL
April 28 – May 1, 2016	DCON – Rosen Shingle Creek, Orlando, FL

Example Advisor Email

Also make sure you are receiving an Advisor email, at least once a year. Below is snippet of an example of the kind of Advisor email you should be receiving. These will also contain very important information and reminders to keep you and your club on track.

This monthly email has been sent to all Florida Key Club Faculty and Kiwanis Advisors on record and to Key Club and Kiwanis District Board Members.

Information for Advisors – March 2014

Dear Advisors,

The purpose of this periodic email is to provide Faculty and Kiwanis Advisors with timely information that will help you carry out your Advisor responsibilities.

In this issue:

- Important and useful links
- March Advisor Checklist
- Important Deadlines
- Awards and Contests
- Scholarships
- New Officer Information Form Ready
- Featured Kiwanis and School Responsibility to Key Club

Important and Useful Links

Advisors Resources (Key Club Int'l) (<http://www.keyclub.org/fad/aar.aspx>)
Advisors Resources (Florida District) (<http://floridakeyclub.org/resources>)
Florida Key Club website (<http://www.floridakeyclub.org>)
Pride Report/OIF logon page (http://opr.floridakeyclub.com/opr/opr_login.asp)
Contact info for Zone Administrators (<http://floridakeyclub.org/keyclubcommittee>)
Contact info of District Board (<http://floridakeyclub.org/district-board>)
Dues payment site and info (<http://www.floridakeyclub.org/dues>)
The Sunshine Source Publication (<http://floridakeyclub.org/sunshine-source>)
Florida Opportunity Fund (Club Grant Program) (<http://www.floridakeyclub.org/flof>)
Key Club International website (<http://www.keyclub.org/>)
Florida District of Kiwanis website (<http://www.floridakiwanis.com/>)
The Eliminate Project (<http://sites.kiwanis.org/Kiwanis/en/theELIMINATEproject/home.aspx>)

ACTIONS TO BE TAKEN THIS MONTH . . .

From the "Monthly Checklist for Faculty and Kiwanis Advisors"

MARCH

- By 10th February Pride report due (Secretary)
- Attend Division Council Meeting (DCM)
- Send in dues for any new members joining this semester or not yet submitted
- Complete DCON registration and send in money
- Complete next year's OIF form (Secretary)
- Elect two members to attend district conference as delegates
- Complete award and scholarship applications by Mid-March
- Complete and submit Annual Achievement Report (if deadline if pre-DCON)

Policies and Procedures

Key Club International uses Robert's Rules of Order (most recent revision) in order to run its organization. If your officers (or yourself) are not familiar with this Parliamentary Procedure, it is very important that you all familiarize yourselves. Club and board meetings should be run using Robert's Rules of Order in order to maintain order and keep meetings professional.

Club Level Policies:

Your Key Club will contain bylaws, which determine the club's policies and procedures. Below are the standard form for Club Bylaws. Please note, under the dues portion, Florida District dues are \$4.50 and International dues are \$7.00.



STANDARD FORM FOR KEY CLUB BYLAWS

ARTICLE I: Name

Section 1. The name of this organization shall be the Key Club of _____.
(Same name as school)

ARTICLE II: Organization

Section 1. Its form of organization, its ideals, and its purpose shall be similar to those of the Kiwanis Club of _____.
(Kiwanis Club Sponsor)

Section 2. It shall be sponsored by, but not a part of, Kiwanis club of _____.
The Kiwanis Club assumes all chartering costs. (Kiwanis Club Sponsor)

ARTICLE III: Objects and Activities

Section 1. The objects of the Key Club shall be:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.

- To prepare for useful citizenship.
- To accept and promote the following ideals:
- To give primacy to the human and spiritual, rather than to the material values of life. To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
 - To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities. To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.

Section 2. The activities of the Key Club shall be in accord with its Objects. They should include those suggested by Key Club International, plus such additional activities as might be adopted by the Key Club and approved by the school principal.

ARTICLE IV: Motto

Section 1. The motto of the Key Club shall be “Caring-Our Way of Life.”

ARTICLE V: Membership

Section 1. Membership shall be limited to the high school students as apportioned from the senior, junior, sophomore, and freshmen classes by the Board of Directors, who possess the qualifications prescribed by Article 6, Section 1 of the Constitution of Key Club International.

ARTICLE VI: Officers

Section 1. Officers shall be president, vice-president, secretary, treasurer, and editor. They shall serve for one (1) year or until their successors are elected and qualify.

Section 2. Each officer shall be a member in good standing. No other restrictions or limitations shall be placed on these officers.

Section 3. There shall be a Board of Directors, composed of the above officers and one director to be elected from each class.

Section 4. The duties of the officers shall be such as are usually performed by similar office holders, and as outlined by the Key Club International document “Duties of Club Officers.”

Section 5. The Board of Directors shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of Key Club International.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal and the sponsoring Kiwanis club. The Board of Directors shall meet at least once monthly at a time and place selected by the Board.

Section 7. Any general member may recommend the removal of a club officer to the Board of Directors. The Board of Directors shall hold a meeting at which the officer in question shall be heard. If approved, the recommendation shall be presented to the club and voted on by 2/3 vote of the quorum. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

Section 8. The Faculty and Kiwanis Advisors shall serve as ex-officio members of the club Board of Directors, retaining all rights of that membership without the right to vote.

ARTICLE VII: Election of Officers

Section 1. Election of new officers (president, vice-president, secretary, treasurer, and editor) should be held at a meeting in February and they should take office in May.

Section 2. Election of directors (one from each class) shall be held at the first meeting following the opening of school in the fall.

Section 3. All officers and directors who are members in good standing shall be eligible for re-election.

ARTICLE VIII: Meetings

Section 1. The club shall hold regular weekly meetings at such time and place as shall be determined by the club with the approval of the principal.

ARTICLE IX: Committees

Section 1. There should be at least the following standing committees:

- a) Kiwanis Family Relations Committee
- b) Program Committee
- c) Project Committee
- d) Public Relations Committee
- e) Social Committee
- f) Membership Development Committee
- g) Major Emphasis Committee

Section 2. The duties of the standing committees shall be as follows:

- a) The Kiwanis Family Relations Committee shall work with the Program and Project Committees in preparing inter-club activities with Kiwanis and Circle K (if one exists in the area) and shall see that the membership of the Key Club and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.
- b) The Program Committee shall plan and present programs at all regular meetings, club inductions, and inter-clubs with Key Clubs and other service groups in the school and community, unless otherwise directed by the president. The committee shall arrange for a suitable place for club luncheons and see that the space occupied is made orderly after each meeting.
- c) The Project Committee shall formulate worthwhile activities, and upon approval by the principal, shall recommend them to the club. The projects adopted by the club shall be initiated and completed under the direction of the Project Committee with the aid of the club membership.
- d) The Public Relations Committee shall be responsible for informing the public of the Key Club's activities and goals through the use of articles, photographs, the local newspaper, talks with school officials, radio and television.
- e) The Social Committee shall plan the social activities of the club, such as banquets honoring the fathers and mothers of the members, dances, etc., and entertainment for club meetings.
- f) The Membership Development Committee shall devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service.
- g) The Major Emphasis Committee shall plan projects and activities promoting and supporting the Key Club International Theme and Major Emphasis programs during their administrative years.

ARTICLE X: Annual Dues

Section 1. Total amount dues shall be \$_____per member, which is the sum of \$4.50 for district dues, \$7.00 for International dues, and \$_____for individual club dues. **NOTE ON DUES:** It is recommended that club dues should not exceed Key Club International dues.

ARTICLE XI: Amendments

Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one week or more after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2. These bylaws and all amendments or additions thereto shall not become effective until approved by the high school principal, the sponsoring Kiwanis club, and Key Club International.

These Bylaws were adopted and approved on _____, 20____
(date)

(Principal's signature)

(Principal's name printed)

(Kiwanis Club President's signature)

(President's name printed)

APPROVED:

Director of Key Club International
Kiwanis International

Please return two signed copies to Key Club International. One copy will be signed by Key Club International Administrator and returned to the club.

Revised: 08/2004

Duties of the Club President

As your club's president, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer. Remember, planning and preparation count, and enthusiasm is contagious.

Duties and Responsibilities

- Appointing and delegating- take great care in the appointments you make and in delegating tasks. After appointing persons to perform tasks, it is your responsibility to ensure that the task is done correctly and completely.
- Attending- as an ex-officio member, you must attend as many committee meetings as possible, but it is not necessarily your job to run the meetings. All officers and committee chairs should have a chance to speak about anything that is appropriate to their role. You are a significant role model; so your attendance at regular club meetings, board meetings, and all club activities is crucial. Attend and encourage all others to attend the Key Club International convention and all other division and district functions.
- Evaluating- on-going analysis of club meetings and operation leads to continuous improvement in the club. Take feedback from your advisors, members and board to develop ways to improve meetings, projects, and attendance.
- Goal setting for results- goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- Monitoring- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- Motivating- establish a climate of enthusiasm, openness, and concern. Follow up, congratulate, and listen.
- Presiding- make certain that each club and board meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences fellowship. You are responsible for agenda setting and for preparing the vice-president to preside in your absence.
- Problem solving- make it apparent that you are concerned about your club and willing to help. Seek input and explore alternatives before making important decisions.
- Recruiting and retaining- make certain all members are active and involved throughout the year. New membership is the lifeblood of the club and its level of service. Have an aggressive, yearlong membership campaign with weekly and monthly

goals to be achieved. Make certain new members understand Key Club before induction and are actively involved immediately after induction.

- Reporting- the club president bears ultimate responsibility for meeting the reporting requirements of the district and Key Club International.
- Succession- prepare next year's president for duties as your club's next chief officer. Try to encourage members to run for positions. Be very observant of those you think can do well with certain posts for the next year.
- Training- club officers, board, and committee chairpersons must clearly understand and carry out their responsibilities throughout the year.

a) Communicate with your division's Lieutenant Governor and update your club on pertinent information about your District.

Club President's Checklist

Weekly Duties

- Conduct and preside over a regular Key Club meeting.
- Create and abide by an agenda for your weekly meeting.
- Keep officers on task and provide assistance for committees to run smoothly.
- Lead the entire membership in a well-rounded program of activities and projects.
- Ensure that delinquent members are handled properly.
- Meet with your faculty advisor to discuss agenda points and current club issues.
- Ensure that at least two members from your club are attending each Kiwanis meeting. • Attend as many Kiwanis meetings as possible.
- Make sure that each officer is aiding the committee to which he/she is assigned.
- Keep a file of all correspondence.
- Work alongside board members to ensure that they are doing their tasks.

Monthly Duties

- Arrange and conduct a board of directors meeting.
- Work with the committee chairs on their proposed projects for the coming month.
- Make sure all monthly reports are submitted on time.
- Communicate with the student council and school administration.
- Make a list of the coming month's activities and post it so members are aware of the schedule. • Organize or participate in inter-clubs.

Annual Duties

- Work toward a net increase in membership over the previous year. • Receive help and information from the past president.

- Review all Key Club educational materials.
- Become knowledgeable of parliamentary procedure.

- Establish good Kiwanis-family relations with your sponsoring Kiwanis Club and any other local branches of the K- Family.

- Review your membership roster and form committees.

- Conduct elections for class directors and representatives.

- Plan service over the summer so that projects can be started shortly after school begins, if not sooner.

- Designate a public relations committee chair and make sure your club activities are sent into the District publication and the Key Club magazine magazine.

- Verify each member paid his/her dues to both district and International and received a membership card and Member Handbook in return.

- Work with the secretary in filing your club's annual and monthly reports.

- Conduct elections for new officers, and confirm that they learn about their respective offices. Elections should be scheduled in February so that they officers can be trained at your District's annual convention.
- Assist the new president in every way possible as they learn about the duties of the highest club office and your Key Club.

- Send delegates to the district and International Key Club conventions.

- Try to increase the number of members that attend district and International Convention.

- Plan at least one social activity or service project per month over the summer to maintain excitement and interest for Key Club. Invite potential members from the incoming class to join you in service.

Duties of Club Vice President

Your role as vice-president is an important one. Sometimes it happens that the Key Club president is prevented from carrying out the duties of his/her office for various reasons. A well organized and properly operating Key Club should have a properly trained vice-president who is prepared to administer the Key Club in the absence of the president.

The real importance of the office of vice-president is found in the role and function you have in the Key Club program. The role is found in one word: Service - service to the president; service to the other club officers; and service to the general membership of the club. As vice-president, you are the right hand of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the club.

Weekly Duties

- Preside over weekly club meetings in the absence of the president.
- Gather material for and help edit a club newsletter. See that a weekly club newsletter is produced.
- Attend all club meetings.
- Make sure that attendance is taken at every meeting.
- Keep a personal record of each club member.
- Assist the president in every way.
- Watch over the committee system and assist committee chairs.
- Attend all meetings of the project committee as a counselor and ex-officio member.

Monthly Duties

- Attend the monthly meetings of the committees as an ex-officio member and advisor.
- Collect all of the monthly reports of the committees and submit them to the secretary.
- Attend the club's board of directors meetings.
- Make sure the club secretary sends in the club monthly pride reports.

Annual Duties

- Become thoroughly acquainted with the president's duties so you can assist the president.
- Receive all materials and possible help from the past vice-president of your club.

- Talk to prospective members of the Key Club, and help them decide whether or not to join.
- Conduct an educational program for new members.
- Work with the new vice-president and help him/her prepare to take over your job next year.

Review the portion of this planner dedicated to the club president and the other Key Club officers. You, as vice-president, are as responsible as the president to make sure that the president's functions are executed properly. That means that you must know Key Club inside and out and the duties of each officer and member, and be able to lead your club with the other officers and members.

Duties of a Club Secretary

A good secretary is essential for any Key Club if it is going to function **well**. The office of the secretary is one of the most demanding in the Key Club organization because the secretary manages all of the club's records, files, and details. The best way for a secretary-elect to begin his/her term is to watch and learn from the present club secretary. He/she will be able to give advice and guidance on how to best handle the job. It may be beneficial to set up time to meet with the present club secretary to ask questions or solicit advice.

Duties and Responsibilities

Responsible for the club's records, it is imperative that the secretary be prompt, organized, and efficient. This means that the club's records must be kept up to date and orderly. The secretary's Key Club record file should include the following:

- Club bylaws
- Key Club Guidebook
- District constitution and bylaws
- Key Club Timeline
- Minutes of all club meetings-regular and board meetings
- Committee reports
- List of committee chairs and members
- Club's past achievement reports
- Club's past monthly reports
- Copies of the club's current and past annual dues submissions • Club roster having the following information for each member:

1. Member's full name, home address, phone, and e-mail address
2. Date of birth
3. Date of joining Key Club
4. Committee assignments and offices held in Key Club
5. Chief interest in Key Club work and chief interest in sports and hobbies

- Names and addresses of present Key Club officers
- Copies of current and past KEYNOTER magazines and district publications. • Complete set of printed material and Key Club literature.

The items listed above are those normally found in well organized and updated Key Club files. These are important. Take a look through the files you have, and if any of these items are missing, please write or call the appropriate source for copies.

The secretary should record the following at each regular Key Club meeting: Number of members present, names of those absent, list of guests attending, and presiding officer.

Duties of the Club Treasurer

The office of club treasurer is important because the treasurer is in control of the club's money, its collection, and disbursement.

The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer should do his/her best to see that everything is done meticulously so that there are no doubts about his/her integrity.

In some instances the club may be permitted by the school to keep an independent savings or checking account. If your club is not permitted to keep such an account, the treasurer is still responsible for keeping records despite not being the person actually writing the check. If your school policy does permit your club to have its own checking or savings account, it is strongly advised that two (2) signatures be required on each check. Your faculty or Kiwanis advisor should co-sign with the Key Club treasurer.

It should be noted that the treasurer's records always should be open to inspection by the club's officers, faculty advisor, principal, and Kiwanis advisor.

Duties and Responsibilities

- Collect member dues. In coordination with the secretary, forward dues, the invoice, and your club's Membership Roster to the International Office.
- Prepare the club's budget, present it to the board for approval, and ensure that club activities adhere to the budget.
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.
- Transact business through a bank or school account.
- Inform the club of its financial strengths and weaknesses.
- File appropriate forms with the Internal Revenue Service by February 15 (for US clubs only).
- Inform the Kiwanis Club of the Key Club's financial status.
- Disburse funds and pay bills promptly as approved by the board of directors.
- Reconcile bank statements.
- Bill members for unpaid dues.
- Deposit club funds.
- Understand school and club policies regarding student financial accounts relating to school organizations.

Club Treasurer Checklist

Weekly Duties

- Pay all bills as approved by the board of directors.
- Attend club meetings.
- Record all expenditures and income for the week.
- Secure advice of your faculty advisor and Kiwanis advisor on all financial matters.

Monthly Duties

- Collect all money from club projects.
- Prepare a financial report for the board of directors meeting.
- Attend the board of directors meeting.
- Collect dues from new members and forward them to the District and International office.

Annual Duties

- Obtain all financial records, receipts, and files from immediate past treasurer. • Prepare a budget for the Key Club year.
- Organize all financial records to give to the treasurer-elect.

Preparing the Budget

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for planning the club's activities during the year.

When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut.

Key Club International is a nonprofit organization, receiving much of its receipts from the general public. Therefore, the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and the administrative account.

Service Account-All money collected from the general public must be returned to the general public. Such money cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to non-service projects.

Administrative Accounts-The administrative account is the operating account for the club. It is used for those money to be spent on club administration and/or members. Monies coming from the administrative account are collected from dues, Kiwanis-Family members, and school subsidies. Money in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account.

It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

Collecting and Submitting Dues

Your club's faculty advisor will receive a letter in early September containing your club key number and a *unique password*. This will allow you to update your club roster and generate a dues invoice on-line at the Key Club Membership Update Center. Please keep and safeguard this password, and use it to add new members throughout the year. By updating your club's roster on-line, we ask that you do NOT mail a paper copy to us. The electronic submission will generate cards, pins, certificates and handbooks for your new members much sooner.

Annual dues are payable by November 1s, and become past due on December 1st. Clubs submitting properly completed invoice and membership roster forms and appropriate membership fees on or before November 1st, you will receive an "Early Bird" patch for your club banner. Any time your club recruits new members throughout the year, you should submit their names and contact information on the Membership Update Center, generate an invoice, and mail the payment to Key Club International.

Maintaining Accurate Financial Records

It is important to keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer.

When disbursing money, always obtain a receipt as evidence of payment. When at all possible, use a check rather than cash. This will provide you with an additional receipt. When reimbursing a club member for expenses, require them to complete an expense voucher and attach a copy of the receipt to receive reimbursement. A sample expense voucher is included in this workbook.

No more than two individuals should have authorization to write checks. Typically, the club treasurer and president are authorized to write checks. When receiving money, always issue a receipt, especially when you receive cash (i.e. dues and fund-raiser money). Ideally, you should purchase a book of cash receipts so the club can maintain copies of the receipts.

And finally, never hold cash personally for any length of time. You are responsible for the finances of the club. By depositing cash soon after receipt, you guarantee that your members' money or community's contributions are secure.

Bank Reconciliation

Periodically, the bank will submit a statement listing all transactions that took place within a certain period of time. They may or may not return your canceled checks, depending upon their policy. Upon receipt of the statement (usually monthly),

reconciliation should be made to certify the accuracy of the club's balance. If this is done upon receipt of each statement, errors can be corrected.

To perform this reconciliation, follow these steps:

1. Verify all amounts on the statement with amounts noted in the checkbook.
2. Place the amount of the bank balance in the appropriate space on the back of the statement.
3. Add any deposits not noted on the statement.
4. Deduct all outstanding checks not yet cashed.

This adjusted balance should agree with the checkbook balance. If it does not, double-check your arithmetic. If the error is not yours, contact the bank and ask that they review the statement for the possible error.

Duties of the Club Editor

A club editor is vital to a Key Club because he/she is responsible for all printed material the club receives. The editor is the advertiser, the communicator, and general publicity person of the club. This role requires time and knowledge on dates and happenings of district and International events, in addition to the current club projects and plans. The editor must be knowledgeable of the programs and structure of Key Club International.

The role of club editor is that of a public relations officer. The editor makes sure the club, and even the public, is informed of the service Key Club renders. The club editor works alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, fliers, bulletins, and other publicity pieces. Club editors have the responsibility of making Key Club known within their school and their community.

Duties and Responsibilities

- Produce a monthly newsletter to members providing the following information:
 1. Important dates
 2. Upcoming events
 3. Officer information
 4. Meeting schedule
 5. Service project dates and information
 6. Review of completed projects
 7. Committee updates
 8. President's message
 9. Major Emphasis information
 10. District Project Information
 11. Reminders
 12. Dues update
- Post signs, posters, and banners announcing meeting dates, projects, and any type of Key Club promotion at your school and in the community.
- Send articles to the district publication and Key Club Magazine regarding projects and new ideas from your club. Be sure to include photos.
- Make public-service announcements, contact local press, and send articles to community newspapers.

Weekly Duties

- Attend all club meetings within the club, and the club officer-training conferences with the lieutenant governor.
- Post a calendar of events to publicize meetings.
- Make morning announcements, posters, signs, and banners to promote projects and meetings.
- Take pictures at meetings and events.

Monthly Duties

- Attend club board of director's meetings.
- Attend Kiwanis club meetings and provide updates on club happenings.
- Update the club website or social media page, if the club has one.
- Produce a bimonthly or monthly newsletter.

Annual Duties

- Receive all materials from past club editor.
- Save all published newsletters, signs, calendars, and banners for the next club editor to use as a reference.
- Take pictures and document club events, meetings, and overall work in a scrapbook to be entered in district and International contest (when applicable).
- Publicize meetings by posting fliers and Key Club posters.
- Set up a filing system for the incoming club editor.

How to make a newsletter worth reading!

- Create a catchy title.
- Use the Key Club logo & use the Key Club graphic standards.
- Include a table of contents, date, school name, volume, and issue number on the front page.
- Use different (but easy to read) fonts.
- Keep articles concise, but complete.
- Ensure grammar and spelling is correct.
- Use clip art.
- Include a personal message in each issue, such as, "A Note from the Editor."
- Use pictures from recent events as a, "Picture of the Month" corner.
- Add quotes.
- Include contact information.

Suggested Reporting Timeline

May-June-July

- New board member names and addresses
- District convention highlights
- Information on the Major Emphasis (ME)
- New lieutenant governor and board information
- International convention review and registration
- Farewell to past officers and members
- Promote Key Leader events and other leadership development opportunities.

August-September-October

- Information on Fall mailings

- International convention highlights and introduce the new International Board representative
- Fall Rally and/or Officer Training Conference promotion and summary (if applicable)
- Dues information
- District project explanation and tips to help
- ME Service Partners Information

November-December-January

- Key Club Week and the planned activities
- Holiday service projects
- District convention promotion (include site, dates, and costs)
- Fundraising ideas

February-March-April

- Club elections
- District convention preview
- Lieutenant governor and district executive board election results
- International convention promotion

Creating Signs and Posters to Advertise Key Club

- Use clear, bold, and easy-to-read fonts.
- Make sure it is concise.
- Include date, time, and place.
- Keep it simple.
- Post signs in school corridors, bathroom stalls, classrooms, lunchroom, and library.
- Include purpose.

Additional Suggested Duties

- Create/**maintain a** Web site or maintain club website and/or social media page the current one, or support the club Webmaster.
- Create a scrapbook to be entered into the district **scrapbook** competition.
 - Make sure there is a table of contents.
 - Categorize the scrap book by using sections with tabs.
 - Keep receipts and records of **the** cost of materials.

How to Make a Scrapbook Memorable

- DO use clear, representative, and appropriate photos of your club events and projects.
- DO make captions clever and catchy.
- DO make sure all writing is legible, preferably typed.

- DO pick a theme and use it throughout.
- DO have a table of contents and page numbers.
- DO abide by all criteria **set forth** in the scrapbook contest **rules**.
- DON'T make the pages too sparse or too busy.
- DON'T make it too long and tedious.

Duties of the Club Board of Directors

The board is composed of the officers and directors and is directly responsible for the administration of the club. Since most clubs prefer to have as little business as possible brought before regular club meetings, most of the administrative and planning activity of the club is carried on by the board of directors and the committees. The directors (one from each class and often called the class representatives) bring new viewpoints to board meetings. They assist the president with his/her duties by taking on special assigned tasks from time to time.

The following focuses on group function, and the duties listed are in addition to those each officer handles individually. As the club's governing body, the board of directors should:

- Conduct regular monthly meetings at a time determined by the board.
- Approve the budget and all club expenditures.
- Approve new members and membership deletions.
- Require that the chair of each committee or his/her representative be present at each meeting to give a report of the committee's activities.
- Make suggestions to the committees regarding their work; outline an active, continuous program of club service, social, and fund-raising activities.
- Discipline members when necessary. The board may suggest a member be suspended or expelled for nonpayment of dues, for unexcused absence at meetings, for conduct unbecoming a member, or for failing to meet the scholastic requirements of the school. Any decisions on discipline are subject to immediate review by the principal prior to final action.
- Request that the Kiwanis advisor or representative and the faculty advisor be present at all board meetings. • Approve the president's appointment of members to all standing and special committees.
- Report to the club at the regular business meeting all action taken by the board of directors. Invite club members to attend board meetings at any time.
- Perform such other duties as may be referred to it by the club.

Dues

What are Dues and Why Pay?

- Dues are at least \$11 (\$4.50 to District and \$6.50 to International).
- Clubs may add an additional amount to be retained by the club. Total dues amount must be in your Club Bylaws as approved by two-thirds vote of your members.
- District dues fund the activities of the district board that provide services to clubs and fund the Florida Opportunity Fund (FLOF) that provides grants for service projects. Check out the FLOF tab for more information.
- International dues create and distribute resources such as promotional materials, posters, and the Key Club Magazine on the Key Club website; provide your membership card and pin; fund the Youth Opportunities Fund (YOF) club grant program; help underwrite the International Convention; and provide recognition awards.

Six Easy Steps to Pay for Dues!

1. Go to www.floridakeyclub.org/dues.
2. Click on "CLICK HERE TO PAY DUES". This will take you to the Membership Update Center (MUC) login page.
3. Use your advisor's email address and password that your advisor set up to login (see below for password set-up instructions if you did not pay dues last year).
4. After you're logged in, enter the club secretary's information and designate them as such by going to the "Dashboard" tab.
5. At this point, the secretary can log in with his/her own email, access the "Members" tab, and add or edit the information for all members (for example, delete graduated seniors).
6. Your club membership is completely updated, print the invoice by going to the "Finance" tab and mail in a check or submit payment online. Note that not all club members must be paid for at one time. You can generate multiple invoices throughout the year and pay for members as they join the club.

How to Create a Password (completed by the Faculty Advisor)

1. If your club did not pay dues last year, do not fill in your email or attempt to put in a password. Instead, click Register/Reset Password.
2. Enter the faculty advisor's email address on record and a hyperlink will be sent to the faculty advisor.
3. Check your email and your spam folder for the email. Note that the response is not necessarily immediate.
4. If an advisor or club secretary is having problems accessing the information, send an email to memberservices@kiwanis.org with the problem AND include all of their contact information for updating (club's full name, your name, email, phone). This information must be emailed.
5. Clubs can now begin entering members (go to Six Easy Steps to Pay Dues above).

Remember:

Early Bird Dues: November 1. This means you should send your check prior to October 15 so that it arrives on or before November 1. Don't forget that your club will get the Early Bird Dues Banner Path and your treasurer will be more likely to receive the Distinguished Treasurer award if your dues are received by this date.

Regular Dues: December 1

Dues Information

- Your club status will become suspended or inactive, requiring a reactivation fee to return to good standing, and will become ineligible for any awards, honors, or YOF or FLOF club grants.
- Eventually the Club can actually lose its charter and have to start the long process of chartering once again.
- Members will not be considered "in good standing" by Key Club International.
- Members cannot attend District Conference (DCON) or the International Convention.
- Members are ineligible to receive any scholarships from International or the Florida District or to run for district or International office.
- Some colleges request membership reports from Key Club International to verify that applicants were actually members of Key Club and will not admit students who are not members, but claimed they were.

Important Dates

September 9 – Clubs may start the dues process in the Membership Update Center

November 1 – Early Bird Dues deadline

December 31 – First time late notice to Key Club President and Advisors

January 31 – Late notice to Sponsoring Kiwanis Club

February 1 – Suspended Status for clubs who have not paid dues

February 15th – Notice to school principal of delinquent dues status

October 1st – Inactive Status for clubs who have not paid dues. Reactivation requires a \$100 fee plus the current year's dues

FLOF & YOF

About FLOF

The Florida Opportunity Fund (FLOF) is a grant for service projects available only in the Florida District of Key Club International. FLOF can give clubs up to 2/3 the money necessary for service projects; however, schools must provide 1/3 of the amount they wish to receive. The amount of money you can get ranges from \$100 to \$1,000. Your club must be in good standing, meaning they have submitted most Pride Reports on time, completed the OIF, paid dues, and are active in service projects and divisional/district events.

How to Apply for FLOF:

1. Click on FLOF Application Parts I and II.
2. Follow instructions and fill out Part I.
3. Email application to your Lieutenant Governor and the District Treasurer.
4. Your Lieutenant Governor must fill out part II: Lieutenant Governor Comments within one week of FLOF submission.
5. KEEP ALL RECEIPTS.
6. Follow-Up Report must be submitted within three weeks of the project date or the beginning of an ongoing project or by **March 5th**.
7. Failure to account for all of the money will result in the return of all FLOF funds to the District, the ineligibility of the club to receive awards at the upcoming District Conference, and the ineligibility of the club to receive a FLOF grant for the current and next year.

[2013-2014 FLOF Application](#)

[Sample FLOF Application](#)

About YOF

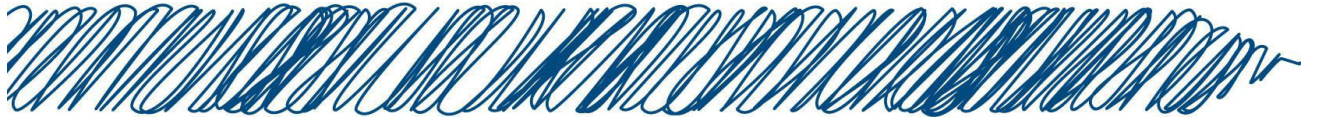
The Youth Opportunities Fund (YOF) is Key Club International's grant program for service projects. You can receive funding for projects between \$100-\$2,000 once a year. Applicants must have an adult advisor. Divisional projects will not receive a YOF Grant. For more information about YOF, look at this [YOF PowerPoint](#) that was produced by two International Trustees from last year.

How to Apply for YOF:

1. Applications can be found at <http://www.keyclub.org/service/fund/yof/yofgrant.aspx>
2. Applications must be received by Key Club International on or prior to October 15.
3. Wait for the decision, which is released in mid-January.
4. Use all grant money for the purposes detailed in your application.
5. Keep accurate financial records and include the records in your final report.
6. KEEP ALL RECEIPTS.

7. Submit a final written report within 2 weeks of the completion of the project.
8. Once Step 7 is completed, Key Club International will distribute the funds to your club.

Contact your Lieutenant Governor, Zone Administrator, or the District Treasurer at treasurer@floridakeyclub.org if you have any questions.



A Resource Guide for Key Clubs with Less Than 20 Members

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The Basics

While some Key Clubs may seem to prosper with less than 20 members, this low membership poses risks to club stability and raises questions about how the club will prosper and continue to accomplish the Key Club mission. It is the role of the Florida District of Key Club International Inc. to help your club maximize its potential and achieve success.

Club Leadership Quality and Succession

If a Key Club is following its bylaws and giving members opportunities to serve in leadership roles (and thereby supporting Key Club's mission), the club should be electing at least nine officers to serve on the club's Board of Directors. These positions are President, Vice President, Secretary, Treasurer, Bulletin Editor (or Historian or similar position), and one Class Director from each grade level. With less than 20 members, the pool of qualified members to fill these nine positions is extremely small. This places the club at risk for a less than optimal leadership team.

Membership Diversity and Club Strength

Clubs with less than 20 members are usually lacking in several areas of diversity. Are there enough 9th through 11th graders to provide an adequate membership for the next year? Are there enough seniors to help teach and model the needed leadership skills and to pass on valuable traditions found in a successful club? Does the club's diversity in its members provide a rich source of ideas to fulfill the service and leadership mission of a Key Club and keep it from appearing like a clique? Remember that *inclusiveness* is one of Key Club's four core values. Are there enough members to plan and execute a significant number of meaningful and impactful service projects? Is the membership adequate enough so that most of next years' time and effort can be spent on serving the community instead of rebuilding the club? If any of these questions can be answered with a no then you may need to evaluate your club and create a plan on how to strengthen the membership of your club.

Consider the Facts

Statistically speaking, most of the clubs that go inactive and lose their charters in the Florida District have possessed fewer than 20 members the previous year. The average club size in the Florida District is 58 members. Small schools do not necessarily mean small membership.

Between the ten largest and ten smallest clubs are 330 clubs with a wide range of school and club sizes. Rather than school size, a number of other factors seem to determine club size. These factors include the following:

- Leadership skills of the club leaders
- Club activity is perceived as adequate, fun, and satisfying to current and prospective members
- Effectiveness of adult advisors (Faculty and Kiwanis) in guiding the leadership
- Expectations for membership (educating new members about the expectations and enforcing them)
- Involvement of club leaders and members in Key Club on the division, district, and International levels
- Kiwanis involvement with the club
- Positive view of the club by the school administration

Membership Recruitment

There is no secret formula to adding members to your club's roster. Membership growth is a challenge - it takes work, determination, creativity, and enthusiasm. But, most important, it takes a plan.

Although club members should always be on the lookout for students who would make good Key Clubbers, Key Club International recommends that your club has two membership drives during the Key Club year: one occurring at the beginning of your school year, the fall drive, and one occurring at the end of your school year, the spring drive. Having a membership drive in the spring, as well as in the fall, is very important in growing your club. Having a spring membership drive, will strengthen your club for the summer, allowing your club to complete service over the summer as well as having an enthusiastic membership base when school starts.

To ensure the success of your club's membership growth campaigns, review and implement the following guidelines based on your needs.

How can you approach new members?

Various methods can be used in approaching prospective members. Many clubs open their membership to all interested students, and invite interested students to attend an informational meeting through posters, intercom announcements, and displays at orientation meetings. Hanging posters and flyers in areas where students congregate is very important. To encourage students to come to a meeting, advertise free food or have a service project at the meeting. You cannot over-advertise a meeting. Make sure the word is out.

But sometimes membership is difficult to build at certain times through the year. To help spread the word about Key Club, plan and execute a service project or large fundraiser at your school. When you are advertising the event, advertise Key Club with it and encourage students to join the club. Once students see the fun in volunteering and bettering their community, students will likely join.

A social gathering might also provide a casual but entertaining evening for club prospects. Perhaps a swim party at the beginning of the school year for all members and new prospects could be held to get the word out about Key Club. Make the event fun, but informative.

Membership should remain open to all students. Some clubs set limits on the number of members allowed, but a club that establishes a membership quota not only denies prospective members the opportunity to serve, but limits the scope and amount of service the club can provide as well. The argument that a large membership is harder to work with and more difficult to monitor is refuted by the many clubs with more than 100 members which possess an active membership with a successful service record.

Establish goals

Anticipate your club's needs. Does your club participate in regularly scheduled projects that require a certain number of attendees for completion? Are there projects that your club has set aside due to a lack of membership?

Consider the history of your club's membership. Has your club experienced steady and sufficient growth? Have the members expanded their contribution to the school and community through your Key Club?

Establishing performance standards for individual members through the use of a point system can help prospective members (along with present members) realize the emphasis Key Club places on participation. Such standards would also allow the club to

highlight the accomplishments of the club's "go-getters". A sample point system can be found later on this document.

There is a growing demand for people to address the needs of the community. Key Club can help meet that demand by recruiting more high schoolers to join the premier service organization.

Develop a prospect list

Remember that caring and sincerity are characteristics to look for when you are recruiting new members. Look for students with a desire to serve and give back to their community. Do not forget to encourage freshmen and sophomore students to join Key Club, as they are the future of the organization in your school.

Get input from your principal, guidance counselors, teachers, and fellow club members about how to advertise Key Club to students who might be interested. They might know names of students interested in joining an organization like Key Club. Try to increase your membership with students from a variety of backgrounds to provide diversity to your club.

Understanding why growth is vital

Although more than one-fourth of Key Club International's total membership graduates annually, this is just one justification for a membership drive.

Growth produces new talent, brainpower, and manpower. Growth boosts the club toward greater and more significant service. Growth gives a club a greater ability to raise funds for charities and to complete community service.

Suggestions for a successful membership drive

- **Establish Goals.** Determine, as a club or as a board, the membership number you are striving to reach. Provide incentives for present members to bring new members.
- **Advertise.** Make sure that, regardless of the format your club chooses to recruit new members, the entire student body is aware of it. Posters, flyers, table tents in the lunchroom, e-mails, intercom announcements, school newsletters, bulletin boards, electronic bulletin boards, and personal contact should all be used to get the word out about an upcoming Key Club recruitment event.
- **Be organized.** Planning an informational membership event, regardless of whether or not it is a social or formal event, needs to be thorough and done well in advance. Involve your club officers and as many members as possible in the planning process. Establish a timetable. Arrange for the facilities, refreshments, and all outside assistance.
- **Get help from outside sources.** The club can contact the division's Lieutenant Governor for ideas on successfully recruiting new members. Perhaps a district officer would be available to speak at a general club meeting.
- **Arrange transportation.** This is probably the most overlooked aspect of in regards to membership participation. Underclassmen oftentimes do not have a ride to go to events after school. Assign upperclassmen to a transportation committee to provide transportation for those students who have difficulty making meetings and projects outside of school hours or present sign-ups for carpools before each off campus event.
- **Invite everyone to join Key Club!** After the informational aspects of your membership event are completed, present a membership application to each prospective member. Avoid high-pressure salesmanship, but make sure you do ask all prospective members to join Key Club. Follow up with all prospective members and, based on their responses, assess how successful/ effective your recruitment strategy was this

time.

Suggested Letter of Invitation

Key Club of _____ High School
Dear _____,

Key Club International is the world's largest high school service organization with a membership of nearly 245,000 members in 24 nations and geographic areas. Almost 5,000 high schools make Key Club part of their school.

Although primarily a service organization, Key Club strives to produce well-rounded students. Service to school and community, and the enrichment of personal ideals are the basic goals of this organization. However, athletics, social functions, banquets, conventions, and rallies are part of Key Club. The Motto, "CARING - OUR WAY OF LIFE," attest to the tradition and dedication to active service Key Club has maintained for more than 75 years.

Our Key Club is an excellent example of this organization. It is the most active club in the high school.

Each September and March, Key Club holds a membership drive and invites prospective members composed of the school's most outstanding, caring people. The school principal, school counselors, and club members recommended you.

With this short background, it is with great pleasure that I am inviting you to join the world's largest high school service organization. You are invited to the club's informational meeting on (date) at (time) in (room).

We hope to see you there!

Sincerely yours, President/ Committee Chairman/ Faculty Advisor

Sample agenda for meeting with prospective members

- Call to Order - President
- Pledge - Member
- Introduction of Guests and General Welcome - Membership Chairperson
- A General Overview of Key Club – President
- Key Club's Relationship to Kiwanis - Kiwanis Advisor
- Key Club's Relationship to School - Faculty Advisor
- Experiences Unique to Key Club - Member
- Service Projects Performed in The Past - Member
- Structure of Key Club International - District or Club Officer
- District and International Conventions - Member (who has attended)
- What Key Club Means to Me - Member
- Video/PowerPoint: Utilize the Major Emphasis Program CD, On-line Video Magazine, the Florida District of Key Club youtube page, or create your own slideshow with photos and footage of club service projects.
- Adjournment for refreshments
- Invitation for prospective members to join or come back for additional education on the Key Club program and induction into the club.
- Final Adjournment

Membership Form

Applications should be printed and passed out at the end of the first informational meeting to all prospective members. Many different types of applications can be used depending on what information you want to know about your prospective members.

Sample Membership Form

Key Club Of Home Town High School:

Name:

Address:

Grade:

Phone:

Place of Employment (if applicable):

In answering the following questions in regards to your time constraints, inspiration, and motivation to join this club

1. What are your interests?
2. What organizations do you now belong to or have you belonged to? List any offices held.
3. List any honors or special achievements you have received, explain:
4. What extracurricular activities do you participate in?
5. Why do you want to join Key Club and what can you contribute if you do join?
6. Do you have or would you need transportation to projects or meetings?
7. It is our aim to get to know you as well as possible through this application.
8. With this in mind, please list any concerns, experiences, or anything else you would want us to know.

(Applicant's signature)

Sample agreement

Key Club membership agreement (hand in, signed, with dues. Required Dues=\$11.50 + T-shirt=\$8.50=\$20). Your money will only be accepted with this signed form.

T-shirt size (circle one): S M L XL (Add \$3) TOTAL=\$_____ (initials)

Since many community organizations have come to rely on and trust Key Club's consistent service record, each member must make a commitment to that service to remain a member. Please sign the understanding and commitment below:

I understand that I/my child must perform 4 hours of verified Key Club service per 9 weeks. After an additional 9 weeks' probation, if these service hours are not completed, I also understand that my/my child's membership and dues will be forfeited for the year. I will have another opportunity to join the following school year.

Student signature: _____ Date: _____

Print student name: _____ Grade: _____

E-mail: _____

Parent signature: _____ E-mail or phone: _____

The Keys to Success

1) Hold many service projects of a large variety:

A. Be sure to start off the year with a multitude of service projects. Your new members must understand that they are a part of a club of high standards in service.

B. Partner up with other organizations to help you with your projects. Do not forget that your Kiwanis Club can also be a great support system.

For tips on how to plan the best events, read this:

<http://floridakeyclub.org/dlid=190>

2) Get involved with Major Emphasis and The Eliminate Project:

A. Key Club has several Major Emphasis projects that partner with select organizations and charities in order to impact the lives of children.

B. The Eliminate Project is an international initiative created by Kiwanis International and UNICEF to combat maternal and neonatal tetanus, a disease which kills one baby every nine minutes! Key Club has made it one of its primary objectives to fundraise for The Eliminate Project through 2015. For more information on this campaign, and how your club can contribute, go to <http://www.theeliminateproject.org>.

3) Get your club involved within your division:

A. Your Key Club is a part of the Mighty, Mighty Florida District, the oldest and second- largest district in ALL of Key Club International!

B. Every month, your Lieutenant Governor should be sending you newsletters with updated and essential information that you can send out to members. Also, they should be holding Divisional Council Meetings (DCMs) that discuss all of the happenings in the District, your division, and International. These meetings are fun, service-filled, and a perfect way for your members to acquaint themselves with Key Club at higher levels!

4) Have members attend KCKC, SZR, DCON and ICON:

a. Along with DCMs, these district-level events prove how far your club has come with member involvement and are vital to expanding your members' views of Key Club!

b. KCKC is the Key Club Kick-Off Conference, and it is held within your zone at the beginning of the school year to introduce new members to Key Club and provide officer training. Spring Zone Rally takes place after Winter Break and is yet another opportunity for officer training, as well as an opportunity to elect new divisional officers and listen to candidates running for Executive or International Office.

c. District Education and Leadership Conference (DCON) and International Convention (ICON) are the two most groundbreaking events you would want to attend, as it is at these events that the Florida District and Key Club International show off all of their glory. It is at these events that the District and International Board members are elected, and a new Key Club year is begun!