**(School Name) High School Key Club**

**Statement of Candidacy for President**

*This form must be filed with the Kiwanis or Faculty Advisor prior to the election*

**Please print or type**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of the office of President of (School Name) High SchoolKey Club for the (year) Key Club year.

 The following responsibilities are accepted by any member of the (School Name) High School Key Club who wishes to serve in the office of President. It is understood that the members of (School Name) High School Key Club should be active in the Club, good students, and models of the ideals that are promoted by Key Club International.

The President agrees to accept the following responsibilities:

1. Make every effort to attend the District Education and Leadership Conferences on [insert date].
2. Attend the Divisional Council Meetings scheduled by the Lieutenant Governor.
3. Insure Pride Reports are completed on time each month by the Secretary.
4. Insure that the Officer Information Form is completed and kept up to date by the Secretary.
5. Insure that the Treasurer collects dues in time to be paid to Key Club International by December 1.
6. Plan and conduct Key Club meetings as required by your Bylaws and Kiwanis & Faculty Advisors.
7. Plan and conduct Key Club board meetings as required by your Bylaws and Kiwanis & Faculty Advisors.
8. Attend Zone Club Officer Training Conference in fall (KCKC).
9. Attend Zone Spring Regional Rally in the spring.
10. Complete at least sixty (60) hours of service with your Key Club during your term.
11. Follow the District Code of Conduct at all Key Club functions.
12. Complete Key Club Presidents duties recommended by the Florida District of Key Club and by Key Club International.
13. Hold no executive offices in any other clubs or organizations.
14. Complete all school assignments and maintain acceptable academic performance.

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 Club President during the (year) Key Club year.

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Candidate’s signature Candidate’s printed name Date

Candidate’s Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We support the candidacy of the above named Key Club member for Club President. We also agree to support him/her in fulfilling the obligations of the above office upon his/her election.

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

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Signature of Faculty Advisor Date

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Signature of Kiwanis Advisor Date

**(School Name) High School Key Club**

**Statement of Candidacy for Vice President**

*This form must be filed with the Kiwanis Advisor prior to the election*

**Please print or type**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of the office of Vice President of the (School Name) High School Key Club for the (year) Key Club year.

 The following responsibilities are accepted by any member of the Key Club who wishes to serve in the office of Vice President. It is understood that members of the (School Name) High School Key Club should be active in the Club, good students, and models of the ideals that are promoted by Key Club International.

The Vice President agrees to accept the following responsibilities:

1. Make every effort to attend the District Education and Leadership Conferences on [insert date].
2. Attend the Divisional Council Meetings scheduled by the Lieutenant Governor.
3. Attend Key Club meetings as required by your Bylaws and Kiwanis & Faculty Advisors. Always be prepared to lead the meeting should the President be absent.
4. Be willing and able to take over as president should the president’s position become vacant.
5. Attend Key Club board meetings as required by your Bylaws and Kiwanis & Faculty Advisors. Always be prepared to lead the meeting should the President be absent.
6. Attend Zone Club Officer Training Conference in fall (KCKC).
7. Attend Zone Spring Regional Rally in the spring.
8. Establish effective committee system. Make sure Committee Chairpersons are chosen.
9. Complete at least sixty (60) hours of service with your Key Club.
10. Follow the District Code of Conduct at all Key Club functions.
11. Complete Key Club Vice Presidents duties recommended by the Florida District of Key Club and Key Club International.
12. Complete all school assignments and maintain acceptable academic performance.

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 Club Vice President during the (year) Key Club year.

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Candidate’s signature Candidate’s printed name Date

Candidate’s Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We support the candidacy of the above named Key Club member for Vice President. We also agree to support him/her in fulfilling the obligations of the above office upon his/her election.

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

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Signature of Faculty Advisor Date

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Signature of Kiwanis Advisor Date

**(School Name) High School Key Club**

**Statement of Candidacy for Secretary**

*This form must be filed with the Kiwanis Advisor prior to the election*

**Please print or type**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of the office of Secretary of the (School Name) High School Key Club for the (year) Key Club year.

 The following responsibilities are accepted by any member of the (School Name) High School Key Club who wishes to serve in the office of Secretary. It is understood that members of the (School Name) High School Key Club should be active in the Club, good students, and models of the ideals that are promoted by Key Club International.

The Secretary agrees to accept the following responsibilities:

1. Make every effort to attend the District Education and Leadership Conferences on [insert date].
2. Attend the Divisional Council Meetings scheduled by the Lieutenant Governor.
3. Insure Pride Reports are completed on time each month.
4. Insure that the Officer Information Form is completed and kept up to date.
5. Insure that members are entered into the Member Update Center in time for dues to reach Key Club International by December 1.
6. Attend Key Club meetings as required by your Bylaws and Kiwanis & Faculty Advisors. Record membership attendance. Make sure project sign up sheets are prepared for each club meeting.
7. Attend Key Club board meetings as required by your Bylaws and Kiwanis & Faculty Advisors.
8. Record minutes for all board meetings and club approved actions at club meetings and disseminate to the club and board within two weeks.
9. Attend Zone Club Officer Training Conference in fall (KCKC).
10. Attend Zone Spring Regional Rally in the spring.
11. Complete at least sixty (60) hours of service with your Key Club.
12. Follow the District Code of Conduct at all Key Club functions.
13. Complete Key Club Secretary’s duties recommended by the Florida District of Key Club and Key Club International.
14. Complete all school assignments and maintain acceptable academic performance.

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 Club Secretary during the (year) Key Club year.

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Candidate’s signature Candidate’s printed name Date

Candidate’s Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We support the candidacy of the above named Key Club member for Club Secretary. We also agree to support him/her in fulfilling the obligations of the above office upon his/her election.

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

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Signature of Faculty Advisor Date

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Signature of Kiwanis Advisor Date

**(School Name) High School Key Club**

**Statement of Candidacy for Treasurer**

*This form must be filed with the Kiwanis Advisor prior to the election*

**Please print or type**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of the office of the Treasurer of the (School Name) High School Key Club for the (year) Key Club year.

 The following responsibilities are accepted by any member of the (School Name) High School Key Club who wishes to serve in the office of Treasurer. It is understood that members of the (School Name) High School Key Club should be active in the Club, good students, and models of the ideals that are promoted by Key Club International.

The Treasurer agrees to accept the following responsibilities:

1. Make every effort to attend the District Education and Leadership Conferences [insert date].
2. Attend the Divisional Council Meetings scheduled by the Lieutenant Governor.
3. Attend Key Club meetings as required by your Bylaws and Kiwanis & Faculty Advisors.
4. Attend Key Club board meetings as required by your Bylaws and your Kiwanis & Faculty Advisors.
5. Attend Zone Club Officer Training Conference in fall (KCKC).
6. Attend Zone Spring Regional Rally in the spring.
7. Collect all District & International dues and monies from fundraisers in accordance with school policy.
8. Complete the online member processing as part of the International and District dues payment procedure in time to meet the December 1 receipt of dues deadline.
9. Prepare a financial report for the Board of Directors meeting each month. Always be prepared to provide information about funds in the treasury.
10. Complete at least sixty (60) hours of service with your Key Club.
11. Follow the District Code of Conduct at all Key Club functions.
12. Complete Key Club Treasurer duties recommended by the Florida District of Key Club and Key Club International.
13. Complete all school assignments and maintain acceptable academic performance.

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 Club Treasurer during the (year) Key Club year.

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Candidate’s signature Candidate’s printed name Date

Candidate’s Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We support the candidacy of the above named Key Club member for Club Treasurer. We also agree to support him/her in fulfilling the obligations of the above office upon his/her election.

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

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Signature of Faculty Advisor Date

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Signature of Kiwanis Advisor Date

**(School Name) High School Key Club**

**Statement of Candidacy for Editor**

*This form must be filed with the Kiwanis Advisor prior to the election*

**Please print or type**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of the office of the Editor of the (School Name) High School Key Club for the (year) Key Club year.

 The following responsibilities are accepted by any member of the (School Name) High School Key Club who wishes to serve in the office of Editor. It is understood that members of the (School Name) High School Key Club should be active in the Club, good students, and models of the ideals that are promoted by Key Club International.

The Editor agrees to accept the following responsibilities:

1. Make every effort to attend the District Education and Leadership Conferences on [insert date].
2. Attend the Divisional Council Meetings scheduled by the Lieutenant Governor.
3. Attend Key Club meetings as required by your Bylaws and your Kiwanis & Faculty Advisors.
4. Attend Key Club board meetings as required by your Bylaws and your Kiwanis & Faculty Advisors.
5. Attend Zone Club Officer Training Conference in the fall (KCKC).
6. Attend Zone Spring Regional Rally in the spring.
7. Publish monthly newsletter and/or other communication for club members.
8. Complete a club scrapbook and enter it at the Florida District Education and Leadership Conference.
9. Send articles to local & school papers. Submit articles to the Florida District *The Sunshine Source* and the *Key Club International Magazine*.
10. Complete at least sixty (60) hours of service with your Key Club.
11. Follow the District Code of Conduct at all Key Club functions.
12. Complete Key Club Editor duties recommended by the Florida District of Key Club and Key Club International.
13. Complete all school assignments and maintain acceptable academic performance.

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 Club Editor during the (year) Key Club year.

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Candidate’s signature Candidate’s printed name Date

Candidate’s Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We support the candidacy of the above named Key Club member for Club Editor. We also agree to support him/her in fulfilling the obligations of the above office upon his/her election.

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

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Signature of Faculty Advisor Date

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Signature of Kiwanis Advisor Date

**(School Name) High School Key Club**

**Statement of Candidacy for Class Director**

*This form must be filed with the Kiwanis Advisor prior to the election*

**Please print or type**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of the office of Class Director of the (School Name) High School Key Club for the (year) Key Club year.

 The following responsibilities are accepted by any member of the (School Name) High School Key Club who wishes to serve in the office of Class Director. It is understood that members of the (School Name) High School Key Club should be active in the Club, good students, and models of the ideals that are promoted by Key Club International.

The Class Director agrees to accept the following responsibilities:

1. Make every effort to attend the District Education and Leadership Conferences on [insert date].
2. Attend the Divisional Council Meetings scheduled by the Lieutenant Governor.
3. Attend Key Club meetings as required by your Bylaws and your Kiwanis & Faculty Advisors.
4. Attend Key Club board meetings as required by your Bylaws and your Kiwanis & Faculty Advisors.
5. Attend Zone Club Officer Training Conference in the fall (KCKC).
6. Attend Zone Spring Regional Rally in the spring.
7. Represent the members of your class at Board meetings and perform other duties as are assigned by the Board or the President.
8. Complete at least sixty (60) hours of service with your Key Club.
9. Follow the District Code of Conduct at all Key Club functions.
10. Complete Key Club Class Director duties recommended by the Florida District of Key Club and Key Club International.
11. Complete all school assignments and maintain acceptable academic performance.

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 Class Director during the (year) Key Club year.

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Candidate’s signature Candidate’s printed name Date

Candidate’s Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We support the candidacy of the above named Key Club member for Class Director. We also agree to support him/her in fulfilling the obligations of the above office upon his/her election.

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

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Signature of Faculty Advisor Date

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Signature of Kiwanis Advisor Date