

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Key Club

Officer Application

20XX-20XX



Dear Prospective Key Club Officer,

Key Club is the oldest and largest service and leadership organization for high school students. It is a student-led organization that teaches leadership through service to others. The Florida District is the oldest district in Key Club International with over 20,000 members spread across Florida and The Cayman Islands. We are overwhelmed with joy to hear that you would like to take the next step and become an officer! Being an officer allows you to build your leadership skills while making friendships that’ll last a life time. Your actions as club officer will make a difference not only at the club level, but in the community as well.

Please take a look at the last few pages to decide which position is right for you. If you have any questions, don’t hesitate to contact the club president, faculty advisor, or Kiwanis advisor.

Every Key Club position is a great deal of work, however; every minute of it is worthwhile. Between planning club meetings and attending service events, you will have a lot of responsibility on your hands. In the midst of all of this, you will make some of the best and unforgettable memories with your friends.

On behalf of the Florida District of Key Club, we are very excited that you want to become part of an even bigger aspect of Key Club International. Throughout the next year, you will grow with your club and truly make a difference in the world around us.

Sincerely,

Your Key Club Family

*(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Key Club*

*Officer Application Form*

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: FR SO JR SN Age: \_\_\_\_\_\_\_\_

What position would you like to run for?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Residence : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Officer Commitment*

Are you involved in any other extra- curricular activities? If so, please list below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you currently hold positions in other organizations? If so, what club(s) and what position(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If elected, would you be able to attend officer/general meetings?

* Yes
* No

If elected, would you be able to attend Divisional Council Meetings (DCM)?

* Yes
* No

*Short Answers*

Why should people elect you to office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to be an officer in Key Club? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your goals if you were to be elected for your position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Club’s foundation lies in teamwork. What could you

contribute to this team?

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Please list what new ideas you plan to contribute to the next

service year.

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*STUDENT CONSENT AND ACCEPTANCE*

*Please sign below acknowledging that you certify that the information provided is complete and accurate.*

*Candidate Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Signed (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*PARENTAL CONSENT AND ACCEPTANCE*

*Sign below acknowledging your consent for the candidate above to run for office and to ensure the information provided is complete and accurate.*

*Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Signed (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Club Levels***

In accordance with your club bylaws, each Key Club is led by a student board comprised of the club president, vice president, secretary, treasurer, editor, webmaster, and one class director from each grade. If you are interested in running for a club position in your Key Club, talk to your current club president, faculty advisor or Kiwanis advisor.

President

The club president serves as the club’s chief executive officer. They are responsible for setting and monitoring the goals of the club, running club meetings, appointing committee chairs and delegating tasks as necessary as well as recruiting, training and retaining members and maintaining regular communication with the lieutenant governor of their division. The president is also the face of the club, so it is encouraged that they attend divisional council meetings (DCMs), maintain enthusiasm, and plan service projects. Proper Planning and Preparation Prevents Poor Performance!

Vice-President

The importance of the office of vice-president is developed in the function they have in their Key Club program. It can be summarized in one word: service. The vice president serves the president, other club officers, committees and the general membership. They are expected to learn the duties of the president in order to fill in or take over as necessary. They are also advised to attend divisional council meetings (DCMs) and advertise the club around their school and community.

Secretary

The office of secretary is one of the most demanding and rewarding positions in the organization. An excellent secretary is essential to the proper functioning of any Key Club. The secretary is responsible for taking minutes, keeping records and maintaining all important files for the club. Submitting pride reports and filling out the Officer Information Form (OIF) are other major responsibilities of the club secretary who is often referred to as the unsung hero on the club.

Treasurer

The club treasurer controls the club’s money, both its collection and disbursement. They will also work hand-in-hand with the club secretary to keep track of which members paid dues. In addition, they will also prepare and monitor the budget and maintain accurate financial records.

Editor

The editor is the advertiser, and the communicator of the club. Their role is similar to that of a public relations officer. The club editor is responsible for keeping members informed about important activities, opportunities, and deadlines at the club both on district and international level. The may advertise through printed flyers, emails, or social media. They are also encouraged to create newsletters for the club.

Webmaster

The webmaster is responsible for the operations of your Key Club’s website. The webmaster ensures that the information for service events and projects are up to date on the website. If they choose to, the webmaster can also maintain a calendar of events, publicize meetings, provide access to important forms and share information from the district board with club members.

Class Directors

Class Directors are “Leaders of Leaders.” Class directors spend their time working with fellow club members! Your job lies with making sure your respective class is steered in the right direction throughout the year and that their voices are represented in the club.

***If you are looking for more resources or require any further assistance, please visit:***

***http://floridakeyclub.org/club-officer-positions/***