

Florida District of Key Club International



Fall Board Meeting

August 3rd -5th

Table of Contents

Page 1-2 Table of Contents

Pages 3-6 Board minutes

Page 7-8 Committee Report Approval

Page 9-17 Committee Reports

Page 9 Awards, Contests and Scholarship Report

Page 11 District Education and Leadership Conference Report

Page 12 Elections and Credentials Report

Page 12 Club Growth Report

Page 13 Education and Public Relations Report

Page 13 Florida Opportunity Fund (FLOF) Report

Page 14 The Governor's Project Report

Page 15 Kiwanis Family Relations Report

Page 17 Service and Major Emphasis Report

Page 18 The Eliminate Project Report

Page 18 Website and Application Report

Page 19 The Sunshine Source Report

Pages 20-27 2012-2013 Approved Budget

Pages 28-264 Appendixes

Page 28 Awards, Contests and Scholarship Applications/ Forms

Page 28 Club Poster Contest Entry Form

Page 31 Club Project Display Award

Page 33 Club T-shirt Display Award

Page 35 Club Video Entry Form

Page 37 Distinguished Club Editor Award

Page 39 Distinguished Club Member Award

Page 41 Distinguished Club President Award

Page 43 Distinguished Club Secretary Award

Page 45 Distinguished Club Treasurer Award

Page 47 Distinguished Club Vice President Award

Page 49 Every Child A Swimmer Award

Page 51 G. Harold Martin Outstanding Club President Award

Page 54 Governor's Project Award

Page 57 Governor's Project Member Pin

Page 59 J. Walker Field Outstanding Kiwanis Advisor Nomination Form

Page 60 Jack Gander Outstanding Faculty Advisor Nomination Form

Page 61 Judging Nomination Form

Page 62 Kiwanis Family Relations Award

Page 64 Kiwanis Family Ties Banner Patch Award

Page 67 Major Emphasis Award

Page 70 Robert W. Thal Sponsoring Kiwanis Club Nomination Form

Page 71 Scrapbook Entry Form

- Page 74 Club Single Service Award
- Page 77 The Eliminate Project Fundraising Award
- Page 79 Welcome Packet
- Page 92 DELC theme/ logo and dress code
 - Page 92 Theme and Logo
 - Page 93 Dress Code
 - Page 95 DELC Sponsorship Packet
- Page 99 Elections Forms
 - Page 99 Governor Forms
 - Page 110 District Secretary Forms
 - Page 121 District Treasurer Forms
 - Page 132 District Webmaster Forms
 - Page 139 Executive Assistant Forms
 - Page 146 District Editor Forms
 - Page 153 Committee Chair Forms
 - Page 160 Lt. Governor Forms
 - Page 169 International Endorsement
- Page 178 Club Growth Materials
 - Page 178 10 Tips to Better your Key Club
 - Page 179 Key Club Sample Agenda
 - Page 181 Problems and Solutions for Endangered Clubs
- Page 191 FLOF Application
- Page 197 Governor's Project Logo and Booklet
 - Page 197 The Home Project Logo
 - Page 198 The Home Project Booklet
- Page 210 Kiwanis Family Relations items
 - Page 210 Kiwanis Family Booklet
 - Page 235 Robert W. Thal Flyer
- Page 236 Service Flyers and Directory
 - Page 236 Pride Report Submission Flyer
 - Page 237 Every Child A Swimmer Flyer
 - Page 238 Service Directory
- Page 256 The Eliminate Project KCKC Speech and Booklet
 - Page 256 Key Club Kick-off Conference Speech
 - Page 258 Booklet

Fall Board Minutes of the 2012-2013 District Board of Trustees of the
 Florida District of Key Club International, Inc.
 Lake Yale Baptist Conference Center
 Leesburg, Florida
 8:53am, Sunday, August 5, 2012

Call to Order:

Governor Sam called the meeting to order at 8:53am.

Invocation:

Division 25C Lt. Governor Kimberly Santos gave the invocation.

Pledge of Allegiance:

Division 21 Lt. Governor Heather Nolf led the Pledge of Allegiance.

Roll Call:

District Secretary Robert Brown took roll call and recorded the 2012-2013 District Board members present.

2012-2013 District Board present:

Governor Sam Kerce	Caitlin Cichoracki 10A	Emily Hughes 22	ZA B Heather Locke
Secretary Robert Brown	Morgan Bechtle 10B	Kaitlyn Teixeira 23A	ZA C Tyler Waters and Elizabeth Kielty
Treasurer Kristen Truong	Lena Ho 10C	Cori Lopez 23B	ZA D Darla Schmitt
Webmaster Jesus Lopez	Tyler Johnson 11	Sean Valdivieso 24A	ZA E Amanda Saguil
Executive Assistant Lily McLauchlin	Ahmed Noor 12	Chizoba Ezenwa 24B	ZA F Richard Osso
District Editor Michaela Olgesby	Brittany Munyer 13	Samantha Kruger 25A	ZA G Rene Richar
Cassidy McAllister 1B	Lauren McAllister 14A	Alexandra Franklin 25B	ZA H Mary Gavalas
Ashley Carnley 2A	Damani Eason 14B	Kimberly Santos 25C	ZA I Nancy Markham
Chase Craig 2B	Freddy Jimenez 14C	Manuela Sinisterra 25D	ZA J Richard and Gwen Leys
Avery Smith 3	Marlena Crum 15A	Luis Blanco 26A	ZA K 26 Dawn Campbell
Mallory Mauldin 4	Ivan Barajas 15B	Alexis Berry 26B	District Administrator David McCampbell
Austin Eckels 5	Ella Hoogenboezem 16	Marco Irimia 26C	AA Training Donna Parton
Kierea Moses 6	Jarrett Pennebacker 17	Eliminate Chair Trina Sessions	AA Convention Bob Parton
Courtney Crump 7	Sarah Brickman 18	Club Growth Chair Eric Riser	
Danielle Burris 8	Rashon Murph 19	DCON Chair Amanda Hernandez	
Sara Jones 9	Shane Meyers 20	ZA A Jack Gander	
	Heather Nolf 21		

Absences:

ZA K 25 Lana Nudel

Quorum:

District Secretary Robert Brown confirmed the presence of quorum for the conduct of business.

Introduction of Guests:

Key Club International Trustee Yein Ha

FL Kiwanis Governor-elect Allen Whetsell

Division 22 Advisor Carol Fries

Adoption of the Agenda:

Division 5 Lt. Governor Austin Eckels moved to adopt the agenda. The motion was seconded and carried.

Division 1B Lt. Governor Cassidy McAllister moved to amend the agenda to include approval of the resignation of Division 1A Lt. Governor Shannon Gallenbeck. The motion was seconded and carried.

Approval of Summer Board Meeting Minutes:

Division 10B Lt. Governor Morgan Bechtle moved to approve the Summer Board Meeting Minutes. The motion was seconded and carried.

Executive Officer Reports:

1. Governor:
Governor Sam thanked everyone for what they have been doing and informed everyone to keep up the great work.
2. Secretary:
District Secretary Robert Brown announced that the Florida District was at an 83% submission for Officer Information Forms, the month of April was at a 55% submission for Pride Reports and had 19,845 service hours, the month of May was at a 54% submission for Pride Reports and had 13,797 service hours, and in total had 33,642 service hours. Since LTC he has formatted all of his monthly newsletters. He has also been working on monthly blurbs that will be sent out to all Lt. Governors. He thanked all the LTGs who had inserted his blurb in their newsletter. He was currently working on templates that would be sent to all secretaries in the coming weeks. He was also working on a walkthrough for the OPR system which would consist of registering clubs, OIFs and Pride Reports. He thanked, Brittany Munyer for working with him on creating the Florida District secretary tumblr. He asked to be CC on Lt. Governor's newsletters, and he informed everyone that if they had any questions or concerns to email, text, call, Facebook, or Google plus him.
3. Treasurer:
District Treasurer Kristen Truong has been preparing and working on the budget. She has also been preparing documents to distribute to clubs for dues. She has been helping clubs with fundraising ideas. She has been working with the FLOF Committee to revise the FLOF application and has been working on the new process.

Financial Report
As of July 24

- Operating Account: \$41,235.06, pending deposit of \$10,628.38 from our Raymond James debit account
- FLOF: \$18,075.41
- Florida Kiwanis Foundation for Key Club: \$49,322.96
- Raymond James Debit Account: \$500

As of June 30

- Raymond James Investment Operations Reserve: \$67,694.91
- Raymond James Investment Conference Loss Reserve: \$98,742.65

4. Webmaster:

District Webmaster Jesus Lopez's report can be found under the Website and Application report on page 18.

5. Editor:

District Editor Michaela Olgesby has completed the Sunshine Source and would be submitting it for approval. She has also assisted LTG's who require help for their newsletters, flyers, and blurbs. Each month, she assists Governor Sam with the Graphic standards in his newsletters to the District Board and presidents. Finally, she has worked for the Education Committee, creating the monthly blurbs for Lt. Governor's newsletters.

6. Executive Assistant:

Since Summer Board Meeting, Executive Assistant Lily McLauchlin has been assisting the Executive Committee in multiple tasks. She has been reviewing and editing documents and helping with newsletters. She has also been working with the Governor's Project committee. She has also been keeping up with Lt. Governor Tracking.

International Convention Report:

Governor Sam reported that the Florida District had over 200 attendees present at ICON, and he thanked everyone for not complaining about the rooming situation.

New Business:

1. Approval of Governor Project Chair Ella Hoogenboezem
Division 4 Lt. Governor Mallory Mauldin moved to approve Ella Hoogenboezem as the Governor's Project Chair. The motion was seconded and carried.
2. Resignation of Division 1A Lt. Governor Shannon Gallenbeck
Division 1B Lt. Governor Cassidy McAllister moved to approve the resignation of Division 1A Lt. Governor Shannon Gallenbeck. The motion was seconded and carried.
3. Approval of Committee Reports/ Recommendations
Division 6 Lt. Governor Kierea Moses moved to approve the committee reports and recommendations. The motion was seconded and carried.
4. Approval of Budget
Division 21 Lt. Governor Heather Nolf moved to approve the budget. The motion was seconded and carried.
5. Kiwanis Family Day Event
Governor Sam reported that the Kiwanis Family Day Event was a success, and that in the future, the Kiwanis Foundation will handle the event.

information to the programmer who will then use that to estimate the final cost of his services.

The Website & Applications Committee has also, again with the assistance of the aforementioned Key Club Alumni, decided on and planned for aesthetic changes to the website, as well as integration with elements of the OCMS – though the website upgrades and OCMS are mostly independent.

That is all the Website and Applications Committee has to report for now. Thank you for your time and patience.

Sunshine Source

Report was given by the Sunshine Source Editor Michaela Olgesby.

For the Sunshine Source, I have completed this edition and it will soon be put onto our website. For those who do not know, The Sunshine Source (SS) is the Florida District Publication that encompasses news from around the state. Each SS will feature news from Sam, news from International, various service projects, and other news relevant in varying times during the year (such as dues, Spring Zone Rallies & Advertising for DCON (or DELC). When this edition is published, I will be sending all LTG's a link and a pdf version of the SS. From here, you will relay the SS to your clubs, therefore giving all members of Key Club in Florida access to news from around the district.

Motions to approve the Committee Reports and Materials

Awards, Contests, and Scholarships Committee

Division 5 Lt. Governor Austin Eckels moved to approve this committee report. The motion was seconded and carried.

District Education and Leadership Conference Committee

Division 6 Lt. Governor Kierea Moses moved to approve the theme and logo for DELC. The motion was seconded and carried.

Division 4 Lt. Governor Mallory Mauldin moved to approve the dress code for DELC. The motion was seconded and carried.

Division 5 Lt. Governor Austin Eckels moved to approve the name change for District Convention. The motion was seconded and carried. The name was changed to DELC or District Education and Leadership Conference.

Elections and Credentials Committee

Division 4 Lt. Governor Mallory Mauldin moved to approve this committee report. The motion was seconded and carried.

Club Growth Committee

District Secretary Robert Brown moved to approve this committee report. The motion was seconded and carried.

Education and Public Relations Report Committee

Division 10C Lt. Governor moved to approve this committee report. The motion was seconded and carried.

FLOF Committee

Division 10A Lt. Governor Caitlin Cichoracki moved to approve this committee report. The motion was seconded and carried.

2012-2013 Budget

Division 6 Lt. Governor Kierea Moses moved to accept the 2012-2013 Key Club budgets. The motion was seconded and carried.

The Governor's Project (The Home Project) Committee

Division 14C Lt. Governor Freddy Jimenez moved to approve this committee report. The motion was seconded and carried.

Kiwanis Family Relations Committee

Division 24B Lt. Governor Chizoba Ezenwa moved to approve this committee report. The motion was seconded and carried.

Service and Major Emphasis Committee

Division 25B Lt. Governor Alexandra Franklin moved to approve this committee report. The motion was seconded and carried.

The Eliminate Project Committee

Division 4 Lt. Governor Mallory Mauldin moved to approve this committee report. The motion was seconded and carried.

Website and Application Report Committee

Division 5 Lt. Governor Austin Eckels moved to approve this committee report. The motion was seconded and carried.

The Sunshine Source Committee

Division 14C Lt. Governor Freddy Jimenez moved to approve this committee report. The motion was seconded and carried.

Awards, Contests, and Scholarships

Report was given by Awards, Contests, and Scholarships chair Freddy Jimenez.

Many changes were made this year. We basically attempted to remodel the whole application process. I sent out the packet earlier this week and hope everyone had the chance to look through it and bring any questions or concerns that you had.

To start with some of the major changes, we changed our method of judging, submission, design of the applications, and it is no longer a packet as a whole.

For judging, this year they must be nominated. Judges will be selected at random from throughout the Florida District rather than in a general area of Florida. We are asking that each Lieutenant Governor will be responsible for nominating two seniors from their division to participate in our awards judging process. For each submission a Lieutenant Governor must provide the following information about the nominee: name, email, phone number, school, and the awards his/her school is submitting an entry for at District Education and Leadership Conference (DELC), also known as DCON. Note: No judge may participate in contests that his/her school has submitted an entry for. This is to ensure that all judging remains unbiased and fair to all participants.

For submission, we have redesigned the awards packet to simplify the process of applying for the desired award. This year, we have fillable PDF's which allow clubs to open up the PDF and fill in the information on the form right on their computer. This prevents clubs from having to print out the form and filling it out by hand and also prevents forms from being illegible.

This year, all applications MUST be submitted electronically to awards@floridakeyclub.com. Portfolios, with the exception of the Robert W. Thal Outstanding Sponsoring Kiwanis Club, are to now be submitted electronically. This is to make sure we are making emphasis on the content of the application rather than the presentation overall. We are no longer accepting hand written applications, unless prior arrangements were made with the club.

Also, we have created a signature certification form which is a separate form from all of the applications. This form's job is essentially to certify your agreement with all the applications that you've submitted. On this form you will check off the award applications you are submitting and e-sign saying that you do agree with what you wrote in your application and all the information is in fact true.

Now, another major change—signatures. This year, we are creating e-signatures for our award and contest applications. E-signatures are like signing a form on paper, but instead of an actual signature it may include different information to ensure that it is really you. Many of the applications require the faculty advisor's signature and through much deliberation, our committee finally came to the consensus that we would ask that the certification form is sent from the Faculty/Kiwanis advisor's email address and that will serve as the faculty advisor's e-signature. This email address must match up with

the OIF or the form will not be considered signed. If the Club President's signature is needed, we will use the club's personal Online Pride Report (OPR) system passcode as the e-signature, which will only happen in few cases, if any.

For the packet, we have split it up to make it easier for clubs to find what they're looking for. Instead of looking through a 60 page document, we have split the applications up BY AWARD. On the floridakeyclub.com website, we will have all the separate files available to clubs. Also, each award description has been provided with the application. For those that don't have an application, the information will be included in the Information/Welcome packet.

Now, let's move on to some of the minor changes that were made to the awards committee. Things that were altered include grammatical errors, dates/deadlines, some award name changes, and addition of awards.

Of course, no one is perfect so grammatical mistakes were reviewed through the packet and were taken care of to the best of our ability. If, by any chance, you find a grammatical error, please inform the committee as soon as possible.

Because a new year means new dates, we revised all dates to this current year. District Education and Leadership Conference (DELC) is earlier this year, which means we will have one month less. Applications and awards were modified to include the Pride Reports for only the 10 month period where Pride Reports are submitted of the 2012-2013 Key Club year from May 2012 to February 2013. Also, due to the earlier District Conference, deadlines have been shifted. The deadline for all applications, unless otherwise noted, is March 5, 2013. Times, deadlines, and locations for scrapbook and contests submitted at DELC are to be mentioned in the program booklet.

Now, our awards committee will have a welcome/information packet, of 13 pages, which now includes an addition letter from the awards committee, more information of how to apply for awards, and information on awards that do not need applications.

All entries for Club poster: Non Digital, Club Poster: Digital, Club Video, Single Service Project, and Major Emphasis must be received no later than March 5, 2013 for judging. **We must** have clear pictures (on a thumb drive) of all of the first place winners of the two posters and the video contests for use at DELC.

This year, we have adjusted some of the name of our awards. This includes the Robert W. Thal Outstanding Key Club Sponsor which has been changed to Robert W. Thal Outstanding Sponsoring Kiwanis Club. This has been changed to refrain from people getting confused with Advisors and Sponsoring Kiwanis Clubs. Many members call their Faculty Advisor their sponsor, so this adjustment was made to avoid confusion.

Also, we have added a new award which will hopefully enlighten the district to emphasize the use of this internationally recognized officer position. The new award will be called the Distinguished Club Class Director award and will recognize those who

contribute outstanding effort in their duties as Class Director and model the Key Club motto.

Lastly, points given on distinguished officer applications for required responses, such as attending District Conference, will not be counted. For example, on the Distinguished Club President Award, points are awarded for attending District Conference the following year when it is required. There will no longer be a point value for this required section. This goes for all Distinguished Officer categories.

At the moment, we have not thought about changing the trophies from last year, but we do want to include certificates for the officers who are distinguished at District Conference. Due to overstock from last year's District Conference in ribbons, we will not be reordering some items and that should help us stay under budget this coming year.

DELC

Report was given by the DELC Chair Amanda Hernandez.

During Fall Board Meeting the name of District Convention (DCON) was changed to District Education and Leadership Conference (DELC). The theme and logo of the conference was revealed to be the Olympics "Carrying the Torch of Service for 75 Years". Additionally, two promotional videos were shown and made for the event to help spread the word and get as many people to the conference. The committee said they would be implementing the theme by having an Olympic Spirit night, different activities revolving around the Olympic games, and much more.

The District Board chose the name for the Divisional Fundraiser going toward the cost of the DCON shirts and toward the Eliminate Project as the Divisional Holiday Potluck. This will take place during the months of November or December where each member will charge \$5 per person and try to get 30 people to attend in order to raise \$150. Money is to be turned into Amanda at Winter Board Meeting. A portion of the money predetermined by the DCON Committee will go toward the Eliminate Project. More specific information on this will be sent by October. Governor Sam stated that this would be a requirement in order to get Distinguished Lieutenant Governor at the end of the year.

The LTG schedule for getting clubs to come to DCON was presented. All clubs are encouraged to visit their Kiwanis Clubs before September 1st to try and get Kiwanis Clubs to include the President, Secretary, and Faculty Advisor covered financially at least 1/3. The Sponsorship Packet was also presented and the board was encouraged to promote searching and getting them early. The DCON Project Plan was also presented and said to be sent to all necessary people as this will be the guiding deadline list for the successful completion of the event.

Elections and Credentials

Report was given by the Elections and Credentials chair Avery Smith.

Changes made to the elections forms. These changes include:

- a) Added Committee Chair election form
- b) Added member number requirement to all forms
- c) Added campaign staff page to all forms
- d) Added that International Board Members may not be on a candidate's campaign staff
- e) Added a District Editor service agreement
- f) Removed Key Leader as a required event for all Board Members
- g) Changed dates to next year's dates
- h) Changed "Campaign Rules" page to be specific to each office
- i) Changed forms to remove inconsistencies and errors
- j) Changed Kiwanis agreement forms to remove redundancies
- k) Clarified the process in which to find campaign staffers
- l) Clarified how many people may be on a candidate's campaign staff
- m) Clarified when Lieutenant Governor candidate are allowed to campaign
- n) Clarified what counts as an expense in campaigning
- o) Clarified the rules on use and distribution of campaign literature

Club Growth

Report was given by the Club Growth chair Eric Riser.

Over the summer the Club Growth committee worked to develop multiple resources for the use of Lt. Governors and Club Officers. A detailed Key Club Sample Meeting Agenda was developed which provides multiple ideas for keeping meetings fun and interesting while maintaining the standard material to be covered such as Treasurer and Secretary Reports and the Key Club Pledge. We also created a document called 10 Tips for Strengthening Your Key Club, which as the name suggests contains tips for club officers to help them maintain and build a strong Key Club. The final resource is a work in progress and will basically be a booklet of common problems Lt. Governors face when working with clubs. It will have a detailed table of contents and be in PDF format for ease of use. Each section of problems will be followed by their respective possible solutions. These solutions are as detailed as possible but obviously cannot cover everything due to the extent of the document and the individuality of each school and club.

Education and Public Relations

Report was given by the Education and Public Relations chair Rashon Murph.

- What has the Education Committee been working on since LTC?
 - Prezi Presentations for KCKC
 - What is the difference between a traditional power point and a Prezi presentation?
 - Award on behalf of the Education Committee
- What have we accomplished?
 - Re-created all PowerPoint presentation into Prezi Presentations.
 - (Example Prezi: ELIMINATE and Kiwanis Family)
 - Created an award to see how clubs throughout the district train their officers and members
 - What award is for?
 - How will it be scored?
 - What will they be turning in?
 - Funding for the award

FLOF

Report was given by the FLOF chair Kristen Truong.

- Service Projects ONLY
 - FLOF grants will be used solely for service projects. Fundraising projects will not be approved for a FLOF grant.
- Email to LTGs
 - All applications will first be sent to LTGs. The LTGs will review the application to check and make sure all information is correct and that the lengths for answers are correct. The LTG will then fill out their LTG comments and email that along with the application to the District Treasurer.
- Applications must be received by May 15th for all projects between June 1 and September 30. Grants will become available again on October 1. You may submit an application before October 1; however, you will not receive your grant until after October 1.
 - We do not want to give grants out after June 1 because that messes with the following year's budget. That is when we decide how much money from FLOF we will be using for scholarships at the upcoming DCON.
 - October 1 is the beginning of the new year.
 - We will allow clubs to apply for a grant; however, they will not receive their money until after October 1.

- You will be required to scan and email these receipts with Part VIII: Follow-Up Report within three weeks of the completed project or by March 5th (for projects occurring prior to March 1), whichever is earlier.
- Application will be changed to a fillable PDF.
- Application has been peer reviewed and approved.

Governor's Project (Home)

Report was given by the Governor's Project chair Ella Hoogenboezem.

The committee created a guidebook with explanations of the Governor's Project, the definition for service that is applicable to the Governor's Project, how to start one of these projects, and a list of project ideas.

February month of focus for Home Project

A series of plans were created by the committee to promote the Home Project in the month of February.

- Emphasis of need in months not surrounding holidays
- Acknowledgement in preceding blurbs
- Highlighting at SZR and KCKC
- Possible incentive for accumulating the most hours in February on a district level
- Communication from LTG's to clubs via committee informing
- Distribute list of service projects highly applicable and more poignant in February

The step by step manual will be produced for making a February Project

Promote the Governors project

These ideas included placing more emphasis on sending advisors materials for distribution, creating a document that clubs can share of Facebook, and making promotional videos for the Home Project on YouTube.

- Possibility for promotional video including statistics/ facts about homelessness in our district
- Distribute video to clubs for meetings
- Use of promotional and motivational stories from members as outlined in directives Sunshine Source and Florida Key Club Website updates and information about GP
- Acknowledgement of club work toward GP- ask for submission of photos and stories from club work
- Push for zone wide events involving GP
- Use of the step-by-step division wide service project manual for LTG, then LTG communication to members
- Brainstormed not addressed by awards

- Have recognition for divisions and/or zones who have strongly participated in the governor's project i.e. most hours, best project
- Feature clubs/members that have executed a great Governor's Project on the website/sunshine sources. Most incentives have to wait until DCON. This way clubs can get instant recognition
- Blurbs with photos and clubs
- Through collaboration with the Education committee, a list of pertinent information was sent to be created into a "Prezi" for use at zone events
- A revised application for the Home Project award and scholarship was put forth by the committee.
- The committee created two blurbs during the summer, one for July and one for August.
- Additionally, the Governor's Project Committee, in conjunction with the service committee has been working on planning a service project or fundraiser for 2013 DCON.

Kiwanis Family Relations

Report was given by the Kiwanis Family Relations Chair Morgan Bechtle

Our Goal:

The goals for the Kiwanis Family Relations Committee for the 2012-2013 year are to have half of District Key Clubs to Co-Sponsor either a Builders Club or a Kiwanis Kids. We also wish to see every club within the District improve their relationship with their local Kiwanis Family.

How will we accomplish this goal?

- By educating clubs on the benefits of co-sponsoring
- By sending out a survey to measure increased Kiwanis Family Relations.
- Having clubs include Kiwanis Family interactions under the comments section of Pride Reports.
- By encouraging joint projects within the Kiwanis Family

Articles that were approved:

- Kiwanis Family Booklet
- How-to Guide for Co-Sponsoring a Kiwanis Kids/Builders Club
- Power Point on Plan on how to improve Kiwanis Family Relations and to encourage attendance to meetings, projects, DCMs, etc. of other branches of the Kiwanis Family

- Flyer on the Robert W. Thal outstanding Kiwanis Sponsor Award and Outstanding Sponsoring Kiwanis Award (make a note that the name of the flyer has to be changed to Robert W. Thal Outstanding Sponsoring Kiwanis Club).

Kiwanis Family Relations Report:

So far in the Key Club year the Kiwanis Family Relations Committee has made contact with local Kiwanis groups to get their ideas on how to improve relations within the Kiwanis Family, and created many tools to help Key Clubbers become more connected with their Kiwanis Family. We created the following tools:

Kiwanis Family Booklet: This is the revision of last year's Kiwanis Family Booklet. It contains information on each branch of the Kiwanis Family as well as ideas for staying connected and joint service projects.

Kiwanis Family Relations Power Point: This power point is full of useful advice on why staying connected with your Kiwanis Family is important and how to stay connected with the members of your local Kiwanis Club. It also contains many ideas for joint projects.

How-to Guide for Co-Sponsoring a Kiwanis Kids/Builders Club Power Point: This power point contains all of the information clubs need to know in order to co-sponsor a Kiwanis Kids and or Builders Club. It also includes the responsibilities Key Clubs have when they choose to act as a co-sponsor.

Robert W. Thal Outstanding Kiwanis Sponsor Award and Outstanding Sponsoring Kiwanis Award Flyer: This flyer is an attractive and convenient way for clubs to get all the information they need to know about this award. You can easily print it out and distribute it or email it to clubs. Note this flier's name has been changed to Robert W. Thal Outstanding Sponsoring Kiwanis Club.

Our Plans for the future:

For the rest of the 2012-2013 year, the Kiwanis Family Relations Committee plans to:

Create a Kiwanis Family Newsletter. Provide a profound definition of each branch of the Kiwanis, while informing the entire family of activities performed by local sponsoring clubs. This will be due the 25th of each month.

Make a video, demonstrating interviews of Kiwanis clubs and Kiwanis sponsored clubs, and profiling the individual goals of each club. Throughout the entire district in order to orient people on the goals we wish to achieve. The goal is to have it by Winter Board Meeting.

Service and Major Emphasis

Report was given by the Service and Major Emphasis Chair Emily Hughes

Sarah Brickman reviewed the Service Committee's portion of the website. She made the following notes on what could be added/ changed:

Improvements:

- Update the goals of the Service Committee
- Add KCI service booklet
- Add KCI project planning form
- Add KCI project evaluation form
- Add updated Service Directory
- Add Pride Report flyer
- Add definition of a Key Club hour
- Add Every Child A Swimmer Flyer
- Include link to Facebook page/group with description of purpose of group
- Include message that encourages members to post about innovative project in Facebook group/page and/or to email Emily Hughes, servicechair@floridakeyclub.com, with any successful service projects/fundraisers
- Include updates about District Service Trip
- Keep Meaningful Service power-point

Sarah will also be working towards creating a Facebook page specifically devoted to Florida District of Key Club International service. On this page members can share ideas, brainstorm new projects, and post about what their club has done (i.e. what has worked and what has not). This page will also be used to better promote projects taken on by the Service and Major Emphasis Committee.

Emily Hughes has been focused on finding a service project for the Thursday of DCON this year, as well as working towards ways to better promote our Major Emphasis Partners. (UNICEF, March of Dimes, and Children's Miracle Network) Currently, the proposed organization we are looking into working with during DCON is Meals of Hope. As a committee, we are also in the process of planning a District Service Trip/Project during the month of March. We plan to work with the Habitat for Humanity of Polk County. They have secured a plot of land, which they plan to start building up to 6 houses on. Each site can accommodate 20-25 people, so we will be setting a limit on the number of volunteers able to join us. Volunteers under the age of 18 can not do any construction, but they can paint, prime, help with landscaping, etc. Service to the houses would be done from 8-12, than an afternoon service project off-site would be planned.

Danielle Burris has been working on Every Child A Swimmer. She has created an informational flyer and will continue to work on ways to better promote this organization and inform our district on ways to more actively participate.

Cassidy McAllister and Sarah Jones revised the previous service directory to make the 2012-13 edition of the Service Directory. Cassidy also managed to create a Pride Report Submission flyer for clubs, listing the importance of submitting accurate pride reports on time.

The Eliminate Project

Report was given by The Eliminate Project Chair Trina Sessions

The Eliminate Project committee has been working on the Sunglasses sales which are expected to raise up to \$8,000 for the project. Going along with the sunglasses we also have a promotional video that is currently in production. We have also begun working on The Eliminate Project idea booklet which includes 39 projects that can be done on the club level as well as on the division or zone level (Show). We have also created a flyer for The Eliminate Project which will be available for clubs and LTG's to use when doing fundraisers or educational events such as KCKC or Spring Zone Rally (Show). Another new resource is a business sponsor letter that can be used to request monetary donations and merchandise that would be used for a fundraiser (Show). To encourage LTG's to raise money for The Eliminate Project, we are creating a new award for LTG's that raise \$500 in their division separately from clubs. This could include district fundraisers (Such as sunglasses), zone fundraisers, and division fundraisers which you are all encouraged to host and organized. Finally, we have created a uniformed speech that will be presented at KCKC's during opening session. Before the speech is presented, does anyone have any questions about what is being done in the district with The Eliminate Project? Now I would like to invite LTG Heather Nolf to present the speech.

Website and Applications

Report was given by the Website and Applications Chair Jesus Lopez

Dear Leaders,

At this point in the current administrative year the Website & Applications Committee has been actively involved with the planning and collection of data for the Web Infrastructure Enhancement Project as well as collecting feedback for needed upgrades and updates to the Florida Key Club Website.

The heart of the Web Infrastructure Enhancement Project comes in the form of the much anticipated Online Club Management System (OCMS) which will replace what we know as the Online Pride Report System. The OCMS itself will provide a broader range of capabilities and enhancements to our means of communication with clubs and data collection. The Committee's goal is to have said system up and running before the start of the next administrative year.

Thanks to the efforts of Key Clubber alumni Michael Murgado and Chris Hernandez, we have already contacted a professional programmer who has agreed to create and program the new system. The Committee has only to finish collecting some more information during the course of the weekend. Once done we shall pass on the

information to the programmer who will then use that to estimate the final cost of his services.

The Website & Applications Committee has also, again with the assistance of the aforementioned Key Club Alumni, decided on and planned for aesthetic changes to the website, as well as integration with elements of the OCMS – though the website upgrades and OCMS are mostly independent.

That is all the Website and Applications Committee has to report for now. Thank you for your time and patience.

Sunshine Source

Report was given by the Sunshine Source Editor Michaela Olgesby.

For the Sunshine Source, I have completed this edition and it will soon be put onto our website. For those who do not know, The Sunshine Source (SS) is the Florida District Publication that encompasses news from around the state. Each SS will feature news from Sam, news from International, various service projects, and other news relevant in varying times during the year (such as dues, Spring Zone Rallies & Advertising for DCON (or DELC). When this edition is published, I will be sending all LTG's a link and a pdf version of the SS. From here, you will relay the SS to your clubs, therefore giving all members of Key Club in Florida access to news from around the district.

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.

2012-2013 Budget

Operating Account

Approved by FDKC 8/5/2012

	Comments for 2012-2013	Actual thru	2012-2013 Budget
Income			
601 DUES			
601.1 District Dues	18,000 members x \$3.50	0.00	63,000.00
601.2 Florida Opportunity Fund	18,000 x \$1.00	0.00	18,000.00
Total 601 DUES		0.00	81,000.00
604 INTERNATIONAL CONVENTION			
604.8 Governor's Registration	Less \$700 subsidy	0.00	300.00
604.8 Secretary's Registration	Less \$500 subsidy	0.00	500.00
604.8 Treasurer's Registration	Less \$500 subsidy	0.00	500.00
604.8 District Board Registrations	Less 35x\$200 subsidies	0.00	28,000.00
604.8 Asst. Admin. Registrations	Less 6 x \$600 subsidies	0.00	3,600.00
604.8 Registration Fee	1 double & 26 quads	0.00	27,200.00
Total 604 INTERNATIONAL CONVENTION		0.00	60,100.00
608 INTEREST			
608.1 RJ Investment Interest		0.00	200.00
608.2 RJ Conv. Loss Interest		0.00	500.00
608 INTEREST - Other		0.00	0.00
Total 608 INTEREST		0.00	700.00
Total Income		0.00	141,800.00
Expense			
704 INTERNATIONAL CONVENTION			
704.1 Intl' Convention Housing	\$160 X 20 rooms x 5 nights	0.00	16,000.00
704.2 Ground Operator	\$420 x 72	0.00	30,240.00
704.4 Meals	\$100 x 72	0.00	7,200.00
704.8 T-shirts/pins/souvenirs/other	\$110 x 72	0.00	7,920.00
704.6 Intl. Conv. Registration	\$170 x 72	0.00	12,240.00
Total 704 INTERNATIONAL CONVENTION		0.00	73,600.00
705 EXEC. OFFICERS' EXPENSES			
705.1 Gov's DCON Subsidy		0.00	250.00
705.11 Govs Fall Rally		0.00	500.00
705.12 Govs. Spring Rally		0.00	1,000.00
705.2 Secretary's DCON Subsidy		0.00	200.00
705.3 Treasurer's DCON Subsidy		0.00	200.00
705.4 Webmaster's DCON Subsidy		0.00	200.00
705.5 District Editor DCON Subsidy		0.00	200.00
705.6 Executive Assistant DCON Subsidy		0.00	200.00
Total 705 EXEC. OFFICERS' EXPENSES		0.00	2,550.00

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.

**2012-2013 Budget
Operating Account**

Approved by FDKC 8/5/2012

Comments for 2012-2013	Actual thru	2012-2013 Budget
706 ADMINISTRATOR'S EXPENSE		
706.1 Admin's. Monthly Exp	0.00	5,000.00
706.2 Admin's. Fall Rally	0.00	750.00
706.3 Admin's. Spring Rally	0.00	750.00
706.4 Admin. GATC	0.00	500.00
Total 706 ADMINISTRATOR'S EXPENSE	0.00	7,000.00
707 LT. GOVERNORS' EXPENSES		
707.1 LTGs' / Comm Chairs' DCON Subsidy	\$200 X 43	8,600.00
Total 707 LT. GOVERNORS' EXPENSES	0.00	8,600.00
709 BOARD MEETINGS & CONFS.		
709 BOARD MEETINGS & CONFS. - Other	Supplements Foundation grant	12,500.00
Total 709 BOARD MEETINGS & CONFS.	0.00	12,500.00
800 GENERAL ADMINISTRATION		
807 Telephone & Website		
807.1 Internet Fees	0.00	360.00
807.31 Application Development	0.00	35,000.00
Total 807 Telephone	0.00	35,360.00
808 Bank Charges	0.00	750.00
809.0 Kiwanis Office Support	0.00	6,000.00
810 Accountant Fees	0.00	1,000.00
811 District Board Badges	\$6.50 x 70	455.00
812.0 District Board Pins	0.00	240.00
813.0 District Board Shirts	\$30 x 70	2,100.00
Total 800 GENERAL ADMINISTRATION	0.00	45,905.00
830 FLOF		
830.1 FLOF Grants	0.00	10,000.00
830.13 Governor's Project Scholarship	at DCON	1,000.00
830.14 DCON Registration Scholarships	at DCON	16,000.00
Total 830 FLOF	0.00	27,000.00
851.0 Transfer to Foundation Acct.	for DCON adult reception	2,000.00
Total Expense	0.00	179,155.00
Income minus Expense	0.00	-37,355.00
Operations Account carryover	0.00	20,355.00
FLOF carryover from previous year	0.00	17,000.00
Net Income	0.00	0.00

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
2012-2013 Budget
FKF for Key Club Account

Approved by FDKC 8/5/2012

	Comments for 2012-2013	Actual Thru	2012-2013 Budget
Income			
602 FUNDS TRANSFER	From Invest. or Operating Account	0.00	2,000.00
603 DISTRICT CONVENTION	1800 attendees		
603.11 Convention Sponsor (Adult reception)	From Kiwanis clubs	0.00	1,000.00
603.12 T-shirt sponsor	Partial t-shirt donor	0.00	4,000.00
603.4 Convention Registration	\$250/310/365/550	0.00	501,990.00
603.6 Program Book Advertising		0.00	15,000.00
603.15 FLOF DCON Regist Scholarships	From 830.14 FLOF	0.00	16,000.00
603.9 Single Day Registrations		0.00	0.00
Total 603 DISTRICT CONVENTION		0.00	537,990.00
605 FOUNDATION GRANTS		0.00	20,500.00
6xx FLOF GRANTS	Gov. Project		1,000.00
609 Board Meetings			
609.1 Transfer- From Key Club Ops		0.00	12,500.00
Total 609 Total Board Meetings		0.00	12,500.00
611.0 District Project			
611.2 Eliminate Project		0.00	16,000.00
Total 611.0 Distract Project		0.00	16,000.00
Total Income		0.00	588,990.00
Expense			
703 DISTRICT CONVENTION	1800 attendees		
703.1 District Conv. Housing	(see worksheet)	0.00	228,779.00
703.12 Comp Registration	20 x \$365	0.00	7,300.00
703.121 Comp Rooms	20 past governors x \$125	0.00	2,500.00
703.13 Name Badges/Ribbons/Hold		0.00	1,800.00
703.14 Program Book Printing		0.00	6,000.00
703.15 Conv. Workshop Mtls		0.00	500.00
703.16 Awards/Trophies/Certificates		0.00	5,000.00
703.2 Group Meal Package	\$127.10 X 1800	0.00	224,310.00
703.x Board Breakfast	100 x \$16.12	0.00	1,612.00
703.22 Speakers & Entertainment		0.00	8,000.00
703.25 Decorations Stage/Table	180 tables X \$8	0.00	1,440.00
703.26 DCON Mailing		0.00	200.00
703.27 Miscellaneous		0.00	500.00
703.28 Truck Rental		0.00	200.00
703.29 Sgt.-at-Arms	wrist bands	0.00	250.00
703.37 Dances		0.00	500.00
703.x Adult Reception		0.00	3,000.00
703.38 Advisors' & Key Club Committee Gifts	\$7 x 350	0.00	2,450.00
703.7 Board/Gov.'s Reception		0.00	300.00
703.8 Convention Souvenirs	T-shirts \$4.50 x 1800+\$1800 pins	0.00	9,900.00
703.92 A-V Outsource Services	Includes hotel rooms	0.00	35,000.00
703.97 G. Harold Martin Fellows	4 x \$250	0.00	1,000.00
703.991 Kiwanis DCON Support		0.00	6,000.00

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
2012-2013 Budget
FKF for Key Club Account

Approved by FDKC 8/5/2012

Comments for 2012-2013	Actual Thru	2012-2013 Budget
703.992 DCON College Scholarships	0.00	9,000.00
Total 703 DISTRICT CONVENTION	0.00	555,541.00
709 BOARD MEETINGS & CONFS		
709.1 August Board Meeting Travel	0.00	2,500.00
709.11 August Bd Mtg Housing	0.00	3,500.00
709.12 August Bd. Mtg. Meals	0.00	3,500.00
709.13 August Bd. Mtg. Supplies	0.00	250.00
709.2 January Board Travel	0.00	2,500.00
709.21 January Board Housing	0.00	3,500.00
709.22 January Board Meals	0.00	3,500.00
709.23 January Bd. Mtg. Supplies	0.00	250.00
709.3 Leadership Trng. Travel	0.00	2,500.00
709.31 Leadership Trng. Housing	0.00	3,500.00
709.32 Leadership Trng. Meals	0.00	3,500.00
709.33 Leadership Trng. Supplies	0.00	500.00
709.4x Spring LTG Training Travel	0.00	1,000.00
709.4 Spring LTG Training Supplies	0.00	500.00
Total 709 BOARD MEETINGS & CONFS	0.00	31,000.00
711 K-Family Conf's / Conv.		
711.5 Kiwanis Conv. Reg.	0.00	1,500.00
711.6 Kiwanis Conv. Housing	0.00	1,500.00
Total 711 K-Family Conf's / Conv.	0.00	3,000.00
713.0 Bank service charges		
717.1 Eliminate	0.00	11,200.00
717.0 Eliminate (shirts)	0.00	4,800.00
820.0 Scholarships		
820.1 KCI FDTN Matching Scholarship	0.00	2,000.00
820.2 Governor's Project	0.00	1,000.00
Total 820.0 Scholarships	0.00	3,000.00
Total Expense	0.00	608,591.00
Income minus Expense	0.00	-19,601.00
Foundation Account Carryover		19,601.00
Net Income		0.00

2012-2013 Budget
ICON Worksheet

2013 ICON - Washington, D.C.
July 3-7, 2013

Rooms: \$160/night x 5 nights
 Registration fee: \$170
 Transportation: \$420

Member	Quad	Double
Meals (Wed-Sun)	100.00	100.00
Rooms	200.00	400.00
Registration	170.00	170.00
Transportation	420.00	420.00
Shirts/pins/souvenirs	10.00	10.00
Other expenses	100.00	100.00
Probable Cost	1,000.00	1,200.00
Charge Per Person	1,000.00	1,200.00

Projected:	Income	Housing Expense	Meal Expense	Misc Expense
Quads - 64 (80 room nights)	\$64,000	\$12,800	\$6,400	44,800.00
Doubles - 8 (20 room nights)	\$9,600	\$3,200	\$800	5,600.00
Total	\$73,600	\$16,000	\$7,200	\$50,400
Total Income (from registrations)				\$73,600
Total Expense				\$73,600

2012-2013 Budget
DCON Worksheet

2013 DCON - Orlando, FL
April 4-7, 2013

Single/Double Rooms: \$125
 Triple/Quad Rooms: \$135
 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) rooms	127.10	127.10	127.10	127.10
costs - Itemized below	101.25	135.00	187.50	375.00
comp fees	44.70	44.70	44.70	44.70
desired profits				
Probable Cost	273.05	306.80	359.30	546.80
Charge Per Person	250.00	310.00	365.00	550.00

Comp Fees	Quantity	Price	Total
Misc.		\$80,452	\$80,452
expected paid		1,800	1,800
comp fee per person		\$45	\$45

Miscellaneous Items Include:

703.1 District Conv. Housing	\$0.00	Included in registration
703.12 Comp Registration	\$7,300.00	
703.121 Comp Rooms	\$2,500.00	
703.13 Name Badges/Ribbons/Hold	\$1,800.00	
703.14 Program Book Printing	\$0.00	Offset under Income 603.6
703.15 Conv. Workshop Mtls	\$500.00	
703.16 Awards/Trophies/Certificates	\$5,000.00	
703.2 Group Meal Package	\$0.00	Included in registration
70x.x Board Breakfast	\$1,612.00	
703.22 Speakers & Entertainment	\$8,000.00	
703.25 Decorations Stage/Table	\$1,440.00	
703.26 DCON Mailing	\$200.00	
703.27 Miscellaneous	\$500.00	
703.28 Truck Rental	\$200.00	
703.29 Sgt.-at-Arms	\$250.00	
703.37 Dances	\$500.00	
703.x Adult Reception	\$0.00	Offset under Income 602/603.11
703.38 Advisors' & Key Club Committee Gifts	\$2,450.00	
703.7 Board/Gov.'s Reception	\$300.00	
703.8 Convention Souvenirs	\$5,900.00	
703.92 A-V Outsource Services	\$35,000.00	
703.97 G. Harold Martin Fellows	\$1,000.00	
703.991 Kiwanis DCON Support	\$6,000.00	
703.992 DCON College Scholarships	\$0.00	Offset under Income 603.15
Total Misc	\$80,452.00	

Projected:	Income	Housing Expense	Meal Expense	Misc Expense
Quads - 1444 (361 room nights)	\$361,000	\$146,205	\$183,532	\$64,540
Trips - 48 (16 room nights)	\$14,880	\$6,480	\$6,101	\$2,145
Doubles - 234 (117 room nights)	\$85,410	\$43,875	\$29,741	\$10,459
Singles 74 (74 room nights)	\$40,700	\$27,750	\$9,405	\$3,307
Total	\$501,990	\$224,310	\$228,779	\$80,452
Total Income (from registrations)				\$501,990
Total Expense				\$533,541

2012-2013 Budget
FLOF Grants and Financial Report

FLOF Report 2011-2012

School	Project Name	Date submitted	Date LTG report filled	Date Approved	Total Cost of project	Amount Requested	Amount Approved	Date of the project	FLOF Balance	Comments
FLOF Funds from Prior Year									\$0.00	
Prior Year Funds Transferred Out									\$0.00	
Balance from Prior Year									\$4,722.90	6906.90 as of 10/1/2011
Current Year FLOF Funds Transferred from Dues									\$19,139.00	
Gulf Breeze High School	Dictionary Project	Oct. 6 2011	Oct. 20 2011	Oct. 27 2011	\$1,000.00	\$ 666.65	\$ 666.66	November 30 2011	\$18,472.34	
Bradenton Christian School	CHOW NOW	Jan. 26 2012	Feb. 3 2012	Feb. 9 2012	\$1,759.54	\$1,159.54	\$1,000.00	February-May	\$17,472.34	
Braden River High School	1st Annual Sandbox Volleyball Tournament	Jan. 28 2012	Feb. 2012	Feb. 21 2012	\$985.25	\$ 656.83	\$ 656.83	10-Mar-12	\$16,815.51	
Tampa Bay Technical High School	2nd Annual Eliminate Walk	Feb. 25 2012	Mar. 2 2012	Mar. 7 2012	\$990.62	\$ 660.00	\$ 660.00	March 24 2012	\$16,155.51	
Leon High School	A Night to Eliminate	Feb. 29 2012	Mar. 12 2012	Mar. 14 2012	\$975.00	\$ 650.00	\$ 650.00	April 21 2012	\$15,505.51	
Cooper City High School	Orphans of Ghana Outreach Festival	Mar. 12 2012	Mar 14 2012	Mar. 14 2012	\$1,400.00	\$930	\$ 930.00	March 31 2012	\$14,575.51	
West Broward High School	Marlins Game Day						\$ -			Previous Follow-Up Report not finished
Jesuit Preparatory	Habitat for Humanity Veterans Build	Mar. 19 2012	Mar. 26 2012	Mar. 29 2012	\$20,000.00	\$1,000.00	\$1,000.00	February 25 2012	\$13,575.51	
Trinity Preparatory High School	Senior Prom	Apr. 18 2012	Apr. 21 2012	Apr. 23 2012	\$500.00	\$333.00	\$333.00	April 28 2012	\$13,242.51	
Alonzo and Tracy Mourning	Zone K Eliminate Field Day	Apr. 26 2012	Apr. 29 2012	Apr. 30 2012	\$300.00	\$ 200.00	\$ 200.00	May 6 2012	\$13,042.51	
Trinity Preparatory High School							\$ (110.00)		\$13,152.51	Partial return of grant
Totals (2011-2012):					\$27,910.41	\$ 6,256.02	\$ 5,986.49		\$17,875.41	2011-2012 Ending Balance*

*May be used for scholarships

Notes

Requirements for board members to receive DCON subsidy.

1. Board members must have satisfactorily completed their Service Agreement.
2. Board member must have served a full term or reimbursement is proportionate to length of term served. Board member must be on the board at DCON and must be present during entire convention.
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 \$35 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 the next week.



CLUB POSTER CONTEST: DIGITAL AND NON-DIGITAL

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

CLUB NON-DIGITAL POSTER CONTEST

GUIDELINES

The Key Club International Poster Contest will be conducted according to the following rules:

- A. The first and second place Key Club Poster contest winners from each of the organized Key Club district will be eligible to compete in the 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. The poster dimensions should be 17 inches by 22 inches (17x22), with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
- D. The following information must be submitted with each entry:
 - a. Name of the Key Club and District.
 - b. Contact name and information for the artist producing the poster. *The artist must be a Key Club member.*
- E. Posters will be judged according to the following point system:

POSTER CRITERIA – 100 Points

Originality.....	10 Points
Creativity.....	10 Points
Artistic ability.....	10 Points
Promotion of Key Club.....	15 Points
Effectiveness for membership recruitment.....	15 Points
Ability to reproduce the poster via printing....	10 Points
Overall appearance.....	30 Points

- F. Suitable awards will be presented to first, second, and third place winners.
- G. Winning entries will become property of the Florida District of Key Club International and will not be returned to the clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.
- H. All entries shall be in good taste and appropriate to the standards set by the Object of Key Club International.
- I. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, and the Chair of the Contest of this contest. (01/01)





CLUB POSTER CONTEST: DIGITAL AND NON-DIGITAL

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

CLUB DIGITAL POSTER CONTEST

GUIDELINES

The Key Club International Digital Poster Contest will be conducted according to the following rules:

- A. The first and second place Key Club Poster contest winners from each of the organized Key Club districts will be eligible to compete in the contest. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select and entry by other means and so certify by signature of the district administrator. Clubs existing within a non-districted area shall submit their entries directly to Key Club Int'l. (10/2)
- 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. Entries in this category may include materials produced with electronic means, such as cameras and computer software. The poster dimensions should be 18 inches by 24 inches (18x24), with the actual height and width not varying more than one-half in for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
- D. The following information must be submitted with each entry:
 - a. Name of the Key Club and District.
 - b. Contact name and information for the artist producing the poster. *The artist must be a Key Club member.*
- E. Posters will be judged according to the following system of points:

POSTER CRITERIA – 100 Points

Originality.....	10 Points
Creativity.....	10 Points
Artistic ability.....	10 Points
Promotion of Key Club.....	15 Points
Effectiveness for membership recruitment.....	15 Points
Ability to reproduce the poster via printing....	10 Points
Overall appearance.....	30 Points

- J. Suitable awards will be presented to first, second, and third place winners.
- K. Winning entries will become property of the Florida District of Key Club International and will not be returned to the clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.
- L. All entries shall be in good taste and appropriate to the standards set by the Object of Key Club International.
- M. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, and the Chair of the Contest of this contest. (01/01)





CLUB POSTER CONTEST: DIGITAL AND NON-DIGITAL

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT WITH CLUB POSTER
SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

INTERNATIONAL CLUB POSTER CONTEST ENTRY FORM

Winning entries become the property of Key Club International and will not be returned. Key Club international reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and poster's artist.

CHECK ONE:

NON-DIGITAL POSTER

DIGITAL POSTER

Key Club of _____ Club ID# _____

District _____

Contact information:

CHECK ONE:

FACULTY ADVISOR

KIWANIS ADVISOR

Advisor's Name _____ Advisor's phone number _____

Advisor's email address _____

ARTIST INFORMATION

ARTIST NAME _____

E-MAIL _____

PHONE NUMBER _____

SIGNATURES

FACULTY ADVISOR:

(Print name) _____

(Signature) _____

KEY CLUB ARTIST: I attest to the poster's originality.

(Print name) _____

(Signature) _____

PLACED A DISTRICT CONVENTION: **FIRST** **SECOND** (circle one)

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 signature: _____

NOTE: Only district winners are eligible for submission to International competition. Refer to the 2012-2013 Guidebook for additional information and deadlines.



CLUB PROJECT DISPLAY CONTEST

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

CLUB PROJECT DISPLAY CONTEST ENTRY

GUIDELINES

The Club Project Display Contest shall be conducted by the following rules:

- A. Any During District Convention registration, any Key Club 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.
- B. Project display boards should be the size of standard science fair" display boards. A tri-fold, self-standing poster display board is recommended.
- C. Display boards will be judged on creativity and over-all presentation.
- D. The form entitled "Club Project Display Contest Entry Form" should be attached to the back of the display board.
- E. The District will present a first, second, and third place award to the clubs with the winning display boards.
- F. All display boards will be exhibited during the service fair at the District Convention. All display boards should be picked up no later than 11 a.m. on Sunday. Project Display Boards that are not picked up at this time will be discarded.
- 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 by the judges, the Chair of Contests, and Board Counselor of this contest. (11/01)





CLUB PROJECT DISPLAY CONTEST

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

CLUB PROJECT DISPLAY CONTEST ENTRY FORM

Please print information on this form and affix the completed form to the back of the project board.

Winning entries become the property of Key Club International and will not be returned. Key Club international reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and poster's artist.

Key Club of _____ Club ID# _____

District _____

Contact information:

CHECK ONE:

FACULTY ADVISOR

KIWANIS ADVISOR

Advisor's Name _____ Advisor's phone number _____

Advisor's email address _____

ARTIST INFORMATION

ARTIST NAME _____

E-MAIL _____

PHONE NUMBER _____

SIGNATURES

FACULTY ADVISOR:

(Print name) _____ (Signature) _____

KEY CLUB ARTIST:

I attest to this project display's originality.

(Print name) _____ (Signature) _____

ATTACH TO BACK OF POSTER



CLUB T-SHIRT CONTEST

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

CLUB T-SHIRT CONTEST ENTRY

GUIDELINES

The Club T-shirt Contest shall be conducted by the following rules:

- A. Any Key Club may submit one of its club shirts for judging by March 5.
- B. Shirts will be judged based on creativity, spirit, and appropriateness.
- C. The District will present a first, second, and third place award to the clubs with the winning T-shirts.
- D. All entries must be in good taste and appropriate to the standards set by the Objects of Key Club International.
- E. The entry form entitled "Club T-shirt Contest Entry Form" should be pinned to the front label of the T-shirt.
- F. The decision of the judges is final, and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of Contests, and Board Counselor of this contest. (11/01)





CLUB T-SHIRT CONTEST

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

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Florida District of Key Club International
awards@floridakeyclub.com

CLUB T-SHIRT CONTEST ENTRY FORM

Please print information on this form and affix the completed form to the back of the project board.

Winning entries become the property of Key Club International and will not be returned. Key Club international reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and poster's artist.

Key Club of _____ Club ID# _____

District _____

Contact information:

CHECK ONE:

FACULTY ADVISOR

KIWANIS ADVISOR

Advisor's Name _____ Advisor's phone number _____

Advisor's email address _____

PRESIDENT INFORMATION

PRESIDENT _____

E-MAIL _____

PHONE NUMBER _____

SIGNATURES

FACULTY ADVISOR:

(Print name) _____ (Signature) _____

CLUB PRESIDENT:

I attest to this t-shirt's originality.

(Print name) _____ (Signature) _____

PIN TO FRONT OF T-SHIRT



CLUB VIDEO CONTEST

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

CLUB VIDEO CONTEST

GUIDELINES

The Key Club International Club Video Contest will be conducted according to the following rules:

- A. The first and second place Club Video Contest winners from each of the organized Key Club districts will be eligible to compete in the contest. (10/02)
- B. The video must be produced by club members only at a cost not to exceed US \$250.00.
- C. The video should be promotional for 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 following information must be submitted with each entry:
 - a. Name of the Key Club and district.
 - b. Contact name and information for a Key Club member responsible for the submission.
 - c. Itemized listing of all costs associated with the video/DVD production, including cost of the cassette or DVD.
- F. Videos/DVDs will be judged according to the following criteria:

OVERALL – 50 Points

Originality.....	10 Points
Creativity.....	10 Points
Promotion of Key Club.....	20 Points
Clarity of message.....	10 Points

QUALITY OF PRODUCTION – 50 Points

Projection of idea.....	10 Points
Sound quality.....	10 Points
Picture quality.....	10 Points
Overall impression.....	20 Points

- G. Suitable awards will be presented to first, second, and third place.
- H. All entries will become the property of Florida Key Club International and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries.\
- I. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- J. The decisions of the judges are final and no changes, alterations, or re-grading will take place after the results have been certified by the judges and the Chair of the Contest of this contest (1/01)





CLUB VIDEO CONTEST

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

CLUB VIDEO CONTEST ENTRY FORM

Please type information on this form and affix the completed form to an envelope. Place the DVD inside the envelope.
DVD FORMAT IS REQUIRED.

Winning entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries for any use deemed appropriate by Key Club International. Appropriate recognition will be given and provided to the Key Club who wins this distinction.

Key Club of _____ Club ID# _____
District _____

Contact information:
CHECK ONE:

FACULTY ADVISOR

KIWANIS ADVISOR

Advisor's Name _____ Advisor's phone number _____
Advisor's email address _____

COSTS

Please itemize costs associated with creation of this DVD.

Donations:	US\$ _____
DVD:	US\$ _____
Rentals:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Total:	US\$ _____

SIGNATURES

FACULTY ADVISOR:

(Print name) _____

(Signature) _____

KEY CLUB VIDEO ARTIST:

This certifies that this DVD is original and was created in accordance with copyright laws.

(Print name) _____

(Signature) _____

PLACED A DISTRICT CONVENTION: **FIRST** **SECOND** (circle one)

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 signature: _____

NOTE: Only district winners are eligible for submission to International competition. Refer to the 2012-2013 Guidebook for additional information and deadlines.



DISTINGUISHED CLUB EDITOR AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB EDITOR AWARD

Key Club of _____ Division _____ Zone _____

Editor's Name _____ Editor's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

1. OFFICER WILL BE IN ATTENDANCE AT THE 2013 DISTRICT CONVENTION

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

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 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, he/she is not eligible for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER (minimum 75 service hours)

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

4. NUMBER OF SERVICE HOURS PERFORMED 2012-2013 _____ HRS = _____ POINTS

← REFER TO SERVICE HOUR CHART IN WELCOME PACKET

5. QUANTITATIVE ASSESSMENT

ASSIGN POINTS FOR CRITERIA

Produces monthly newsletter to members during school year (5 points per news)	(40 points MAX)	_____
Produces summer newsletter (June/July/August)	(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 Regional Rally	(20 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)	_____

6. ATTACH RECOMMENDATION LETTERS

Required: Faculty Advisor (5 points)

Optional: Lt. Governor (5 points), Zone Administrator (5 points), Kiwanis Advisor (5 points)



DISTINGUISHED CLUB EDITOR AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB EDITOR AWARD (continued)

7. SCORING

Editor's Name _____ Editor's email address _____

SECTION 1 15 Points (a minimum of 15 points is required)	SECTION 2 10 Points (a minimum of 10 points is required)	SECTION 3 10 Points (a minimum of 10 points is required)	SECTION 4 5-25 Points (a minimum of 5 points is required)	SECTION 5 0-180 Points (No minimum)	SECTION 6 5-20 Points (a minimum of 5 points is required)	TOTAL POINTS 225-260

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 points.

8. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off DISTINGUISHED CLUB EDITOR AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

9. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.). **Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.**

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,
Freddy Jimenez
awards@floridakeyclub.com

SUBMIT

EMAIL SUBMISSIONS
TO: awards@floridakeyclub.com
Subject: Distinguished Club Editor Award
CC: Copy your own email
Text: LIST and include attachments



DISTINGUISHED CLUB MEMBER AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB MEMBER AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

The Florida District Board designed the criteria for the Distinguished Member Award to give Faculty Advisors maximum latitude in recognizing those members who truly model the Key Club motto. Submit more than one of these forms, with all information included (name of the member and number of service hours), if necessary.

WE ATTEST THAT KEY CLUB MEMBERS LISTED BELOW MEET THE FOLLOWING REQUIREMENTS:

1. MEMBER HAS MET ALL QUALITATIVE ASSESSMENTS

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

2. MEMBER HAS MET THE QUANTITATIVE ASSESSMENT

Amount of **75 SERVICE HOURS** minimum for the 2012-2013 Key Club year

NAME OF MEMBER	NUMBER OF SERVICE HOURS	NAME OF MEMBER	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. _____	_____



DISTINGUISHED CLUB MEMBER AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB MEMBER AWARD *(continued)*

3. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off DISTINGUISHED CLUB MEMBER AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

4. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Distinguished Club Member Award

CC: Copy your own email

Text: LIST and include attachments (IF NEEDED)

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com

SUBMIT



DISTINGUISHED CLUB PRESIDENT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB PRESIDENT AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

1. OFFICER WILL BE IN ATTENDANCE AT THE 2013 DISTRICT CONVENTION

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

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 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, he/she is not eligible for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER (minimum 75 service hours)

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

4. NUMBER OF SERVICE HOURS PERFORMED 2012-2013 _____ HRS = _____ POINTS

← REFER TO SERVICE HOUR CHART IN WELCOME PACKET

5. QUANTITATIVE ASSESSMENT

ASSIGN POINTS FOR CRITERIA

Holds weekly meetings	(20 points)	_____
Holds board meetings at least monthly	(10 points)	_____
Ensures reports are submitted (MPR, OIF, ME, SS, 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 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 points per new member)	(5 points MAX)	_____

6. ATTACH RECOMMENDATION LETTERS

SUM: _____

Required: Faculty Advisor (5 points)

Optional: Lt. Governor (5 points), Zone Administrator (5 points), Kiwanis Advisor (5 points)



DISTINGUISHED CLUB PRESIDENT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB PRESIDENT AWARD (continued)

7. SCORING

President's Name _____ President's email address _____

SECTION 1 15 Points (a minimum of 15 points is required)	SECTION 2 10 Points (a minimum of 10 points is required)	SECTION 3 10 Points (a minimum of 10 points is required)	SECTION 4 5-25 Points (a minimum of 5 points is required)	SECTION 5 0-170 Points (No minimum)	SECTION 6 5-20 Points (a minimum of 5 points is required)	TOTAL POINTS 215-250

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 points.

8. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off DISTINGUISHED CLUB PRESIDENT AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

9. SUBMISSION

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Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com

SUBMIT

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Distinguished Club President Award

CC: Copy your own email

Text: LIST and include attachments



DISTINGUISHED CLUB SECRETARY AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB SECRETARY AWARD

Key Club of _____ Division _____ Zone _____

Secretary's Name _____ Secretary's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

1. OFFICER WILL BE IN ATTENDANCE AT THE 2013 DISTRICT CONVENTION

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The 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.

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER (minimum 75 service hours)

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

4. NUMBER OF SERVICE HOURS PERFORMED 2012-2013 _____ HRS = _____ POINTS

← REFER TO SERVICE HOUR CHART IN WELCOME PACKET

5. QUANTITATIVE ASSESSMENT

		ASSIGN POINTS FOR CRITERIA
Attends weekly club 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 (MPR, OIF, Achievement)	(15 points)	_____
Takes well-written and accurate minutes of Board meetings	(15 points)	_____
Participates in activities related to the Governor's Project	(5 points)	_____
Attends Divisional Council Meetings	(30 points MAX)	_____
Attended Key Club Kick-Off Conference or Leadership Training	(20 points)	_____
Attended Spring Zone Rally	(20 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 points per new member)	(5 points MAX)	_____

6. ATTACH RECOMMENDATION LETTERS

Required: Faculty Advisor (5 points)

Optional: Lt. Governor (5 points), Zone Administrator (5 points), Kiwanis Advisor (5 points)



DISTINGUISHED CLUB SECRETARY AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB SECRETARY AWARD (continued)

7. SCORING

Secretary's Name _____ Secretary's email address _____

SECTION 1 15 Points (a minimum of 15 points is required)	SECTION 2 10 Points (a minimum of 10 points is required)	SECTION 3 10 Points (a minimum of 10 points is required)	SECTION 4 5-25 Points (a minimum of 5 points is required)	SECTION 5 0-175 Points (No minimum)	SECTION 6 5-20 Points (a minimum of 5 points is required)	TOTAL POINTS 220-255

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 points.

8. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off DISTINGUISHED CLUB SECRETARY AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

9. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,
Freddy Jimenez
awards@floridakeyclub.com

SUBMIT

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com
Subject: Distinguished Club Secretary Award
CC: Copy your own email
Text: LIST and include attachments



DISTINGUISHED CLUB TREASURER AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB TREASURER AWARD

Key Club of _____ Division _____ Zone _____

Treasurer's Name _____ Treasurer's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

1. OFFICER WILL BE IN ATTENDANCE AT THE 2013 DISTRICT CONVENTION

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The 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 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.

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER (minimum 75 service hours)

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

4. NUMBER OF SERVICE HOURS PERFORMED 2012-2013 _____ HRS = _____ POINTS

← REFER TO SERVICE HOUR CHART IN WELCOME PACKET

5. QUANTITATIVE ASSESSMENT

ASSIGN POINTS FOR CRITERIA

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 club 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)	_____
Attends Divisional Council Meetings (5 points per meeting)	(30 points MAX)	_____
Attended Key Club Kick-Off Conference or Leadership Training	(20 points)	_____
Attended Spring Regional Rally	(20 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 points per new member)	(5 points MAX)	_____

6. ATTACH RECOMMENDATION LETTERS

Required: Faculty Advisor (5 points)

Optional: Lt. Governor (5 points), Zone Administrator (5 points), Kiwanis Advisor (5 points)



DISTINGUISHED CLUB TREASURER AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB TREASURER AWARD *(continued)*

7. SCORING

Treasurer's Name _____ Treasurer's email address _____

SECTION 1 15 Points (a minimum of 15 points is required)	SECTION 2 10 Points (a minimum of 10 points is required)	SECTION 3 10 Points (a minimum of 10 points is required)	SECTION 4 5-25 Points (a minimum of 5 points is required)	SECTION 5 0-180 Points (No minimum)	SECTION 6 5-20 Points (a minimum of 5 points is required)	TOTAL POINTS 225-260

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 points.

8. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off DISTINGUISHED CLUB TREASURER AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

9. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,
Freddy Jimenez
awards@floridakeyclub.com

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Distinguished Club Treasurer Award

CC: Copy your own email

Text: LIST and include attachments

SUBMIT



DISTINGUISHED CLUB VICE-PRESIDENT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB VICE-PRESIDENT AWARD

Key Club of _____ Division _____ Zone _____

Vice-President's Name _____ VP's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

1. OFFICER WILL BE IN ATTENDANCE AT THE 2013 DISTRICT CONVENTION

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The club vice president exhibits the following qualities: exhibits constructive leadership at all times; places Key Club as a top priority; could be President; supports club President; actively participates in club service projects; works to raise awareness of MEP and Governor's project; encourages all committees; respects all persons; maintains academic good standing and models student code of conduct.

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER (minimum 75 service hours)

YES (if yes, proceed with application)

NO (if not, he/she is not eligible for the award)

4. NUMBER OF SERVICE HOURS PERFORMED 2012-2013 _____ HRS = _____ POINTS

← REFER TO SERVICE HOUR CHART IN WELCOME PACKET

5. QUANTITATIVE ASSESSMENT

ASSIGN POINTS FOR CRITERIA

Attends weekly meetings	(20 points)	_____
Establishes effective committee system	(15 points)	_____
Ensures club participation in Major Emphasis Program (MEP)	(20 points)	_____
Ensures club participation in Governor's Project	(15 points)	_____
Attends 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 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 points per new member)	(5 points MAX)	_____

6. ATTACH RECOMMENDATION LETTERS

Required: Faculty Advisor (5 points)

Optional: Lt. Governor (5 points), Zone Administrator (5 points), Kiwanis Advisor (5 points)



DISTINGUISHED CLUB VICE-PRESIDENT AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR DISTINGUISHED CLUB VICE-PRESIDENT AWARD (continued)

7. SCORING

Vice-President's Name _____ Vice-President's email address _____

SECTION 1 15 Points (a minimum of 15 points is required)	SECTION 2 10 Points (a minimum of 10 points is required)	SECTION 3 10 Points (a minimum of 10 points is required)	SECTION 4 5-25 Points (a minimum of 5 points is required)	SECTION 5 0-170 Points (No minimum)	SECTION 6 5-20 Points (a minimum of 5 points is required)	TOTAL POINTS 215-250

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 points.

8. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off DISTINGUISHED CLUB VICE-PRESIDENT AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

9. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

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After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,
Freddy Jimenez
awards@floridakeyclub.com

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Distinguished Club Vice-President Award

CC: Copy your own email

Text: LIST and include attachments

SUBMIT



EVERY CHILD A SWIMMER AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE EVERY CHILD A SWIMMER AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

One club will be selected based on the project that best exemplifies the goals of the program. Details of Every Child a Swimmer can be downloaded at <http://members.aol.com/SwimECAS/ecas.pdf>. The winning club will receive a trophy that is passed on from the previous winner and that will be surrendered to next year's winner. The winning club will also be presented with an award to keep.

PROJECT NAME: _____ **PROJECT DATE(S):** _____

THE KIWANIS FAMILY CLUB(S) INVOLVED WITH THIS SERVICE PROJECT:

OF KEY CLUB MEMBERS INVOLVED: _____

OF KIWANIS FAMILY MEMBERS INVOLVED: _____

PROJECT DESCRIPTION:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)

DESCRIPTION OF PUBLIC RELATIONS (NEWSPAPER, TV, RADIO, ETC.) DONE FOR THIS PROJECT:



EVERY CHILD A SWIMMER AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE EVERY CHILD A SWIMMER AWARD *(continued)*

1. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off EVERY CHILD A SWIMMER AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

2. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Every Child a Swimmer Award

CC: Copy your own email

Text: LIST and include attachments (IF NEEDED)

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com

SUBMIT



G. HAROLD MARTIN OUTSTANDING PRESIDENT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD

G. Harold Martin Outstanding Club President / G. Harold Martin Outstanding Club President Scholarship

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 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 Ft. 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 an American Arbitration Association Appointee and served on many committees of the Broward County and Florida Bar. He was recognized as "Father of Recreation in Ft. 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, Every Child a Swimmer, Inc., etc. 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 much honor. This award is given to the club President who did truly outstanding work as President and can show this through his/her efforts. This award includes a \$1,000 scholarship from the Florida District of Key Club International.

The top five recipients will be recognized at District Convention, but only the President with the most outstanding work will receive the award and scholarship.





G. HAROLD MARTIN OUTSTANDING PRESIDENT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____ Sponsoring Kiwanis Club _____

Kiwanis Club Mailing Address (include city and zip) _____

To receive this award, the Club President MUST be in attendance at 2013 District Convention in Orlando, Florida. The Club President must meet 100% of the criteria listed below in order to be eligible for this award.

The Club President judged most outstanding in the District based upon the nominations will receive a \$1,000.00 scholarship. The Club President's nominated for this award 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. Did the President attend one interclub a month? _____

7. Club membership in May 2012: _____ Club membership in February 2013: _____

8. Did the President participate in the Governor's Project? **YES** **NO**

9. How many projects were planned and conducted by the Club in the following areas:
Service to School: _____ Service to Community: _____ Service with Kiwanis: _____

10. Will the President receive Governor's Citation at DCON? **YES** **NO**

11. Please, **attach** recommendations from **ALL** of the following:

- A. Your Key Club Lieutenant Governor
- B. Your Key Club Zone Administrator or Kiwanis Club President
- C. Your Kiwanis Club Sponsored Youth or Key Club Chairperson or Kiwanis Advisor
- D. Your Faculty Advisor or other Teachers
- E. Your School Principal, Assistant Principal, or Activities Director
- F. Other recommendations that demonstrate the Club President's Key Club Leadership (up to 3)

12. Please, **attach** a copy of the Distinguished Club President Award application.



G. HAROLD MARTIN OUTSTANDING PRESIDENT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD *(continued)*

13. SCORING

President's Name _____ President's email address _____

14. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

15. SUBMISSION

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Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

DEADLINE: Tuesday, March 5th, 2013

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If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: G. Harold Martin Outstanding Club President Award

CC: Copy your own email

Text: LIST and include attachments

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com

SUBMIT



GOVERNOR'S PROJECT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE GOVERNOR'S PROJECT AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

To receive the Governor's Project Award, the club must complete 3 projects throughout the 2012-2013 Key Club year in which they reflect the Home 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. Please, include the number of members who were involved, the number of service hours, the amount of funds raised (if applicable), etc. If more room is needed to describe, attach a document to this form **including your club information (as above)**.

1. PROJECT NAME: _____ **PROJECT DATE(S):** _____

THE KIWANIS FAMILY CLUB(S) INVOLVED WITH THIS SERVICE PROJECT:

OF KEY CLUB MEMBERS INVOLVED: _____

OF KIWANIS FAMILY MEMBERS INVOLVED: _____

PROJECT DESCRIPTION:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)



GOVERNOR'S PROJECT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE GOVERNOR'S PROJECT AWARD *(continued)*

2. PROJECT NAME: _____ **PROJECT DATE(S):** _____

THE KIWANIS FAMILY CLUB(S) INVOLVED WITH THIS SERVICE PROJECT:

OF KEY CLUB MEMBERS INVOLVED: _____

OF KIWANIS FAMILY MEMBERS INVOLVED: _____

PROJECT DESCRIPTION:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)

3. PROJECT NAME: _____ **PROJECT DATE(S):** _____

THE KIWANIS FAMILY CLUB(S) INVOLVED WITH THIS SERVICE PROJECT:

OF KEY CLUB MEMBERS INVOLVED: _____

OF KIWANIS FAMILY MEMBERS INVOLVED: _____

PROJECT DESCRIPTION:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)



GOVERNOR'S PROJECT AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE GOVERNOR'S PROJECT AWARD *(continued)*

4. DOCUMENTATION

Attach documentation as needed to support your projects listed above.

5. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off GOVERNOR'S PROJECT AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

6. SUBMISSION

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Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Governor's Project Award

CC: Copy your own email

Text: LIST and include attachments (IF NEEDED)

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

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Your Awards, Contests, and Scholarships Chair,
Freddy Jimenez
awards@floridakeyclub.com

SUBMIT



GOVERNOR'S PROJECT MEMBER PIN AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR GOVERNOR'S PROJECT MEMBER PIN AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

To earn the Governor's Project Member Pin Award, a Key Club member must record at least **50 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 Home Project, as described in the Governor's Project guidelines.

WE ATTEST THAT KEY CLUB MEMBERS LISTED BELOW MEET THE FOLLOWING REQUIREMENTS:

1. MEMBER HAS MET THE QUANTITATIVE ASSESSMENT

Amount of **50 GOVERNOR'S PROJECT SERVICE HOURS** minimum for the 2012-2013 Key Club year

NAME OF MEMBER	NUMBER OF SERVICE HOURS	NAME OF MEMBER	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. _____	_____



GOVERNOR'S PROJECT MEMBER PIN AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE GOVERNOR'S PROJECT MEMBER PIN AWARD *(continued)*

2. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off GOVERNOR'S PROJECT MEMBER PIN AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

3. SUBMISSION

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Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Governor's Project Member Pin Award

CC: Copy your own email

Text: LIST and include attachments (IF NEEDED)

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

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Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com

SUBMIT



J. WALKER FIELD OUTSTANDING KIWANIS ADVISOR

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

**SUBMIT
TO:**

Freddy Jimenez, Chair
19312 Garden Quilt Circle
Lutz, Florida 33558
awards@floridakeyclub.com

DEADLINE: February 28th, 2013

INSTRUCTIONS FOR J. WALKER FIELD OUTSTANDING KIWANIS ADVISOR NOMINATION

THE NOMINATION FOR THE FOLLOWING AWARD SHOULD BE DONE BY KEY CLUB MEMBERS AND SHOULD NOT BE DISCLOSED TO THE ADVISOR OR CLUB BEING NOMINATED.

Award Background:

J. Walker Field, seen as the "patriarch of the Florida District", was a Florida Kiwanian from Ft. Lauderdale. He served as club President of the Beach Kiwanis in Ft. Lauderdale, Lt. Governor of District 15, District Treasurer, and was the first distinguished Governor of the Florida District. Field created the Kiwanis Foundation in 1971 during his office as Florida District Governor, later becoming the President of the Kiwanis Foundation in 1972. Field created the Kiwanis Foundation so as to support the Key Clubs of the Florida District with which he shared a strong connection with and had a strong passion for. Because of Field's continuous support of Key Club—through his attendances at almost every District and International Conventions—as well as his being the driving force behind the admission of women into Circle K led to himself and his wife Muriel being the first members of the Florida District of Kiwanis International 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 the time of his passing in 1997 is what inspired the J. Walker Field Outstanding Kiwanis Advisor Award. This award will go the Kiwanis Advisor which most best embodies Mr. J. Walker Field's effort and values of support for the youth of today.

This award will be presented to the Kiwanis Advisor who best demonstrates the qualities of an outstanding Kiwanis advisor. The winner will receive a trophy that is passed on from the previous winner and will be surrendered to next year's winner. A personalized award will also be presented to the winner. The Key Club and Kiwanis members should compile a portfolio and submit all documentation to the Awards, Contests, and Scholarships office by February 28th, 2013:

Freddy Jimenez, Chair
Awards, Contests, and Scholarships
19312 Garden Quilt Circle
Lutz, Florida 33558
awards@floridakeyclub.com

All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nominations will be judged.

ALL nominations must contain the following:

- a. 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 and should provide a nomination statement, basic overview of the advisor and the reason for the nomination. It should also summarize the letters of recommendation and the nominee's relationship with the Key Club and its members. It should also include reasons why the nominated Kiwanis Advisor is deserving of this honor.
- b. Biographical information: This should include how the nominee demonstrates a positive on-going relationship with the Key Club. This can be through lists, photos, essays, news clippings, etc. A maximum of five pages may be included for this section.
- c. Letters of Recommendation: A maximum of five letters may be submitted.
- d. Additional information: Up to four pages of additional information may be included.

No more than one Kiwanis club will receive the J. Walker Field Outstanding Key Club Kiwanis Advisor.

The selection of the recipient will be made solely upon the presentation received rather than the Florida District's knowledge of the nominees.

All materials become the records of Florida District of Key Club International and may not be returned.



JACK GANDER OUTSTANDING KEY CLUB FACULTY ADVISOR

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

**SUBMIT
TO:**

Freddy Jimenez, Chair
19312 Garden Quilt Circle
Lutz, Florida 33558
awards@floridakeyclub.com

DEADLINE: February 28th, 2013

INSTRUCTIONS FOR JACK GANDER OUTSTANDING KEY CLUB FACULTY ADVISOR NOMINATION

THE NOMINATION FOR THE FOLLOWING AWARD SHOULD BE DONE BY KEY CLUB MEMBERS AND SHOULD NOT BE DISCLOSED TO THE ADVISOR OR CLUB BEING NOMINATED.

Award Background:

Jack Gander retired from the Navy in 1985 as a Commander 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 One 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 present he has served on the Key Club Committee as Assistant Administrator for Zone 1 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 45 years and have 5 children and 12 grandchildren. 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 and want to see in an Outstanding Key Club Faculty Advisor.

This award will be presented to the Faculty Advisor who best demonstrates the qualities of an outstanding faculty advisor. The winner will receive a trophy that is passed on from the previous winner and will be surrendered to next year's winner. A personalized award will also be presented to the winner. The Key Club and Kiwanis members should compile a portfolio and submit all documentation to the Contest and Awards Office by February 28th, 2013:

Freddy Jimenez, Chair
Awards, Contests, and Scholarships
19312 Garden Quilt Circle
Lutz, Florida 33558
awards@floridakeyclub.com

All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nominations will be judged.

ALL nominations must contain the following:

- a.** 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 and should provide a nomination statement, basic overview of the advisor and the reason for the nomination. It should also summarize the letters of recommendation and the nominee's relationship with the Key Club and its members. It should also include reasons why the nominated faculty advisor is deserving of this honor.
- b.** Biographical information: This should include how the nominee demonstrates a positive on-going relationship with the Key Club. This can be through lists, photos, essays, news clippings, etc. A maximum of five pages may be included for this section.
- c.** Letters of Recommendation: A maximum of five letters may be submitted.
- d.** Additional information: Up to four pages of additional information may be included.

No more than one Kiwanis club will receive the Jack Gander Outstanding Faculty Advisor Award.

The selection of the recipient will be made solely upon the presentation received rather than the Florida District's knowledge of the nominees.

All materials become the records of Florida District of Key Club International and may not be returned.



JUDGING NOMINATION FORM

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR AWARD JUDGE NOMINATION

Nominee Name _____ Division _____ Zone _____
Email address _____ Phone number _____ Grade level: 12
Key Club of _____ Current Position _____

ADDITIONAL INFORMATION:

President's Name _____ President's email address _____
Advisor's Name _____ Advisor's email address _____
High School Principal's Name _____
School Mailing Address (include city and zip) _____
Kiwanis Advisor's Name _____

1. NOMINEE WILL BE IN ATTENDANCE AT THE 2013 DISTRICT CONVENTION

YES

NO

2. NOMINEE WILL AGREE TO KEEP INFORMATION DISCLOSED

Being a judge for District Convention 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 OR PLANS ON SUBMITTING.

NOTE: THE AWARDS, CONTESTS, AND SCHOLARSHIPs 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 stay disclosed.

YES, I agree

NO, I do not agree

3. SIGNATURES

I, _____, nominate _____ to judge an award at/for District Convention.

Nominee

Nominator

Faculty Advisor

COMMITTEE-USE-ONLY

APPROVED JUDGE _____

DATE APPROVED _____

AWARD JUDGING _____



KIWANIS FAMILY RELATIONS AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE KIWANIS FAMILY RELATIONS AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

This award will be 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.

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

1. QUALITATIVE ASSESSMENTS

Please, 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.

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)

2. QUANTITATIVE ASSESSMENT

ASSIGN POINTS FOR CRITERIA

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 Regional Rally	(10 points)	_____
Kiwanis member attends a Key Club District Convention	(20 points)	_____
Key Club members attend K-Kids, Builders, or Aktion Club Meetings	(10 points)	_____
Sponsors a K-Kids or Builders Club. <i>(if so, please list in the field below)</i>	(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)	_____



KIWANIS FAMILY RELATIONS AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

APPLICATION FOR THE KIWANIS FAMILY RELATIONS AWARD *(continued)*

3. SCORING

President's Name _____ President's email address _____

TOTAL POINTS

Please note: The Florida District Board determines the number of points necessary to earn the recognition certificate at District Convention. The top ten winners—determined by points—will be recognized at convention. An overall winner will be presented a trophy at District Convention.

PRESIDENT E-SIGNATURE: _____
(REFER TO WELCOME PACKET FOR WHAT THIS E-SIGNATURE IS)

4. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off KIWANIS FAMILY RELATIONS AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

5. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.). **Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.**

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com
 Subject: Kiwanis Family Relations Award
 CC: Copy your own email
 Text: LIST and include attachments

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,
Freddy Jimenez
awards@floridakeyclub.com

SUBMIT



KIWANIS FAMILY TIES BANNER PATCH AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE KIWANIS FAMILY TIES BANNER PATCH AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

To receive the Kiwanis Family Ties Banner Patch Award, the club must complete at least three service projects throughout the 2012-2013 Key Club year with one of the following clubs of your Kiwanis Family: Sponsoring Kiwanis Club, Circle K, Aktion Club, Builders Club, and/or K-Kids. Each project listed below must include at least five Key Club members and must also include at least three members from another Kiwanis Family club.

Briefly describe the projects your club **completed**. Please, include the number of members who were involved, the number Kiwanis Family clubs involved, the dates of this project, etc. If more room is needed to describe a service project below, attach a document to this form **including your club information (as listed above)**.

1. PROJECT NAME: _____ PROJECT DATE(S): _____

THE KIWANIS FAMILY CLUB(S) INVOLVED WITH THIS SERVICE PROJECT:

OF KEY CLUB MEMBERS INVOLVED: _____

OF KIWANIS FAMILY MEMBERS INVOLVED: _____

PROJECT DESCRIPTION:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)



KIWANIS FAMILY TIES BANNER PATCH AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE KIWANIS FAMILY TIES BANNER PATCH AWARD *(continued)*

2. PROJECT NAME: _____ **PROJECT DATE(S):** _____

THE KIWANIS FAMILY CLUB(S) INVOLVED WITH THIS SERVICE PROJECT:

OF KEY CLUB MEMBERS INVOLVED: _____

OF KIWANIS FAMILY MEMBERS INVOLVED: _____

PROJECT DESCRIPTION:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)

3. PROJECT NAME: _____ **PROJECT DATE(S):** _____

THE KIWANIS FAMILY CLUB(S) INVOLVED WITH THIS SERVICE PROJECT:

OF KEY CLUB MEMBERS INVOLVED: _____

OF KIWANIS FAMILY MEMBERS INVOLVED: _____

PROJECT DESCRIPTION:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)



KIWANIS FAMILY TIES BANNER PATCH AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE KIWANIS FAMILY TIES BANNER PATCH AWARD *(continued)*

4. DOCUMENTATION

Attach documentation as needed to support your projects listed above.

5. CLUB PRESIDENT E-SIGNATURE: _____

(REFER TO THE WELCOME PACKET FOR WHAT THIS E-SIGNATURE IS)

6. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off KIWANIS FAMILY TIES BANNER PATCH AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

7. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Kiwanis Family Ties Banner Patch Award

CC: Copy your own email

Text: LIST and include attachments (IF NEEDED)

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com

SUBMIT



MAJOR EMPHASIS AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

MAJOR EMPHASIS AWARD ENTRY

GUIDELINES

The Major Emphasis Award is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Program Project.

- 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 convention to district convention. 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. (11/08)
- 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 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 MEP.
 - 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 MEP (25 points)** - Describe any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year. (5/95)
- G. The decisions of the judges are final, and no changes, alterations, or re-grading will take place after the results have been certified by the judges.



MAJOR EMPHASIS AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

MAJOR EMPHASIS AWARD ENTRY FORM

Key Club of _____ Club ID# _____ District _____

Number of members in club _____ Total service hours involved _____

Project Name _____ Contact name _____

Phone number _____ Email _____

Application return address _____

City _____ State _____ ZIP Code _____ Country _____

PLEASE, PROVIDE A BRIEF DESCRIPTION OF YOUR PROJECT

- 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 convention to district convention. 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. (11/08)
- D. Reports will be judged according to the amount of Major Emphasis Program activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Program 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 re-grading 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 MEP.
 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 MEP (25 points) - Describe any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year. (5/95)

CERTIFICATION

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 the same person.

Sponsoring Kiwanis Club _____ Faculty Advisor _____

School Principal _____



MAJOR EMPHASIS AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE MAJOR EMPHASIS AWARD *(continued)*

1. **NOTE:** THERE IS NO E-SIGNATURE FOR THIS APPLICATION.

2. SUBMISSION

Email this application with signatures requested to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

PLEASE, double check your information before submitting the application.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Major Emphasis Award

CC: Copy your own email

Text: LIST and include attachments (IF NEEDED)

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com





ROBERT W. THAL OUTSTANDING SPONSORING KIWANIS CLUB

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

**SUBMIT
TO:**

David McCampbell, District Administrator

1801 Flagler Drive, Suite 416

West Palm Beach, FL 33407

AdminDavid@floridakeyclub.com

DEADLINE: December 31st, 2012

INSTRUCTIONS FOR ROBERT W. THAL OUTSTANDING SPONSORING KIWANIS CLUB NOMINATION

THE NOMINATION FOR THE FOLLOWING AWARD SHOULD BE DONE BY KEY CLUB MEMBERS AND SHOULD NOT BE DISCLOSED TO THE ADVISOR OR CLUB BEING NOMINATED.

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 was committed to providing assistance to Key Club. The Robert Thal Outstanding Key Club Sponsor was named after Mr. Thal because of his dedication and commitment to the Kiwanis Foundation and its efforts to support Key Club. This award is given to the sponsoring Kiwanis Club who exhibits an ongoing positive relationship with its Key Club.

This award will be presented to the Kiwanis Club that best demonstrates a positive ongoing relationship with the Key Club they sponsor. To receive this award, they Key Club should compile a portfolio and submit all documentation to the District Administrator by December 31, 2012.

David McCampbell, District Administrator

1801 Flagler Drive, Suite 416

West Palm Beach, FL 33407

AdminDavid@floridakeyclub.com

All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nominations will be judged.

ALL nominations must contain the following:

- a. 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 nominated, and the reason for the nomination. It should also summarize the letters of recommendation and the club's relationship with the Key Club. It should also include reasons why the nominated club is deserving of this honor.
- b. Biographical information: This should include how the Kiwanis Club demonstrates a positive on-going relationship with the Key Club they sponsor. This can be through lists, photos, essays, news clippings, etc. A maximum of five pages may be included for this section.
- c. Letters of Recommendation: A maximum of five letters may be submitted.
- d. Additional information: Up to four pages of additional information may be included.

No more than one Kiwanis club will receive the Robert Thal Outstanding Key Club Sponsor.

The selection of the recipient will be made solely upon the presentation received rather than the Florida District's knowledge of the nominated club.

The Key Club Board of Trustees will make a paper ballot vote at the Winter Board Meeting to determine the recipient each year. The winner will be announced at the Annual District Convention.

All materials become the records of Florida District of Key Club International and may not be returned.



YEAR IN REVIEW: SCRAPBOOK CONTESTS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

YEAR IN REVIEW: NON-TRADITIONAL SCRAPBOOK CONTEST

GUIDELINES

- A. 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 district convention to district convention). (10/02)
- B. Each entry should adequately portray the following categories: Service to school, Service to community, Fundraising projects, Assistance to Kiwanis projects, Involvement with Major Emphasis Program and Miscellaneous.
- C. Suitable prizes will be awarded for scrapbooks judged best on the basis of creativity and general content. Judging of the scrapbook will be on a point system as follows:

CREATIVITY – 50 Points

Uniqueness of project presentation.....	10 Points
Artistic value.....	20 Points
Participation by club members.....	20 Points

GENERAL CONTENT – 60 Points

Service to school.....	10 Points
Service to community.....	10 Points
Fundraising projects.....	10 Points
Assistance to Kiwanis projects.....	10 Points
Involvement with Major Emphasis Program....	10 Points
Miscellaneous.....	10 Points (10/02)

- D. A sheet of paper must be submitted with the entry and contain the following: **Key Club name, city, state/province, district, and an itemized statement of the total expenditures and donations.** This statement must be signed by the Key Club president and faculty advisor, stating the entry's retail cost value (including photographic materials) does not exceed the amount of US\$300. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. **Failure to comply with this rule will result in disqualification**
- E. Each scrapbook being judged at the International Convention MUST be the exact same scrapbook judged at the district convention. **Any alterations in the scrapbook will result in disqualification.**
- F. The decisions of the judges are final and no changes, alterations, or re-grading will take place after the results have been certified by the judges and the Chair of the Contest.
- G. No audio, visual, or computer equipment will be allowed as part of the entry. (10/00)





YEAR IN REVIEW: SCRAPBOOK CONTESTS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

YEAR IN REVIEW: TRADITIONAL SCRAPBOOK CONTEST

GUIDELINES

- A. A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc., of its activities during the club administrative year (defined as being from district convention to district convention). Each scrapbook must be divided into these categories: Service to School, Service to Community, Fundraising Projects, and Assistance to Kiwanis Projects, Major Emphasis Program Involvement, and Miscellaneous. Each category must be tabbed accordingly. The pages also must be numbered with a table of contents included at the beginning. Judges will deduct five points for missing tabs and five points for a missing table of contents. Only the first and second place district winners in each category will be eligible to compete in the International contest at International Convention. (11/08)
- B. Each entry is required to be submitted in a scrapbook binder measuring no larger than 14 inches in width and 14 inches in length. The cover may be decorated.
- C. Suitable prizes will be awarded for scrapbooks judged best on the basis of format and general content. Judging of the scrapbook will be on a point system as follows:

FORMAT – 50 Points

Cover artwork.....	10 Points
Interior artwork.....	20 Points
News clippings and photographs.....	20 Points

GENERAL CONTENT – 60 Points

Service to school.....	10 Points
Service to community.....	10 Points
Fundraising projects.....	10 Points
Assistance to Kiwanis projects.....	10 Points
Involvement with Major Emphasis Program....	10 Points
Miscellaneous.....	10 Points (10/02)

- D. A sheet of paper must be affixed to the inside front cover of the scrapbook containing the following: **Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations.** If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club president and faculty advisor, stating the scrapbook’s retail cost value (including photographic materials) does not exceed the amount of US\$200. Work done by Key Club members such as hand lettering, artwork, etc., need not be included as cost items. **Failure to comply with this rule will result in disqualification.**
- E. Each scrapbook being judged at the International Convention MUST be the exact same scrapbook judged at the district convention. **Any alterations in the scrapbook will result in disqualification.**
- F. Entries shall be submitted to the Key Club Convention Contest Office during specified hours as listed in the convention program.
- G. The decisions of the judges are final and no changes, alterations, or re-grading will take place after the results have been certified by the judges and the Chair of the Contest.
- H. No audio, visual, or computer equipment will be allowed as part of the entry. (10/00)



YEAR IN REVIEW: SCRAPBOOK CONTESTS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT WITH SCRAPBOOK

If your club is arriving late, please make plans to have the entries delivered by 10:00PM on Thursday, April 4th, 2013. Check program booklet at District Convention for more information on time and location of contest entries.

YEAR IN REVIEW: SCRAPBOOK COST SHEET

THIS PAGE MUST BE SUBMITTED WITH SCRAPBOOK OR YOU MAY RISK DISQUALIFICATION. If your club is arriving late, please make plans to have the entries delivered by 10:00PM on Thursday, April 4th, 2013.

CHECK ONE: TRADITIONAL SCRAPBOOK NON-TRADITIONAL SCRAPBOOK

Key Club of _____ Club ID# _____

District _____

Contact information:

CHECK ONE: FACULTY ADVISOR KIWANIS ADVISOR

Advisor's Name _____ Advisor's phone number _____

Advisor's email address _____

COSTS

Photo materials:	US\$ _____
Pages:	US\$ _____
Binder:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Total:	US\$ _____

DONATIONS

Materials by school:	US\$ _____
Materials by business:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Total:	US\$ _____

SIGNATURES

FACULTY ADVISOR:

(Print name) _____ (Signature) _____

CLUB PRESIDENT:

(Print name) _____ (Signature) _____

SUBMISSION

Please, submit this cost sheet with your scrapbook. For traditional entries, attach to the inside cover.

Please, type in information and print. Check the program booklet for time and location of contest entries.

You may not submit an entry without this form and/or information.



CLUB SINGLE SERVICE AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

THIS PAGE DOES NOT NEED TO BE SUBMITTED

CLUB SINGLE SERVICE AWARD ENTRY

GUIDELINES

The Club Single Service Award program shall provide recognition to individual Key Clubs for their single best service project.

- 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 project 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.
- 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.
- 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.
- D. Entries shall be judged based upon an accumulated total of points allocated to the following categories:

SINGLE SERVICE AWARD – 100 Points

Service need.....	10 Points
Project plan.....	20 Points
Project implementation.....	20 Points
Final results.....	25 Points
Public awareness.....	15 Points
Participation of members.....	10 Points

- E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following March 30.
- 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 April.
- 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.
- 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.
- 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. (9/99)



CLUB SINGLE SERVICE AWARD

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:
Awards, Contests, and Scholarships Committee
Florida District of Key Club International
awards@floridakeyclub.com

THE CLUB SINGLE SERVICE AWARD ENTRY FORM

Key Club of _____ Club ID# _____ District _____

Number of members in club _____ Total service hours involved _____

Project Name _____ Contact name _____

Application return address _____

City _____ State _____ ZIP Code _____ Country _____

CLUB MEMBERSHIP

Enter the total number of actual club members as of _____ (a) December 1, 2011 _____ (b) February 1, 2012. 2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box to the right. 3. Use the number of members in your club to determine the club's membership category. Check the one below that applies:

35 members or less: BRONZE

BRONZE

SILVER

GOLD

PLATINUM

36-60 members: SILVER

61-85 members: GOLD

86 members or more: PLATINUM

PLEASE, PROVIDE A BRIEF DESCRIPTION OF YOUR PROJECT

- 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 or consecutive days, or recurring on different days. 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.
- B.** Entries shall use the official Single Service Report form cover sheet 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.
- 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.
- D.** Entries shall be judged based upon an accumulated total of points allocated to the following categories: service need, 10 points; project plan, 20 points; project implementation, 20 points; final results, 25 points; public awareness, 15 points; member participation, 10 points.
- E.** Only activities which occurred during the district administrative year 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. 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.
- 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.
- 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.

CERTIFICATION

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 the same person.

Sponsoring Kiwanis Club _____ Faculty Advisor _____

School Principal _____



CLUB SINGLE SERVICE AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE CLUB SINGLE SERVICE AWARD OF 2013 *(continued)*

1. **NOTE:** THERE IS NO E-SIGNATURE FOR THIS APPLICATION.

2. **SUBMISSION**

Email this application with signatures requested to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

PLEASE, double check your information before submitting the application.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: Single Service Award

CC: Copy your own email

Text: LIST and include attachments (IF NEEDED)

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,
Freddy Jimenez
awards@floridakeyclub.com





THE ELIMINATE PROJECT FUNDRAISING AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE ELIMINATE PROJECT FUNDRAISING AWARD

Key Club of _____ Division _____ Zone _____

President's Name _____ President's email address _____

Advisor's Name _____ Advisor's email address _____

Principal's Name _____ Sponsoring Kiwanis Club _____

School Mailing Address (include city and zip) _____

Kiwanis Advisor's Name _____

PLEASE NOTE: The Eliminate Project is the recommended project from the Florida District and Key Club International.

The District will recognize the club with the greatest amount of money collected for the Eliminate Project. To be considered for this award, monies collected must be verified with cancelled checks or other means of certification and reported on monthly Pride Reports. The average per member will be calculated by dividing the total amount collected by the number of members per Key Club International dues report on March 1. A 1st, 2nd, and 3rd place at each club level. 35 members or less = Bronze; 36-60 members = Silver; 61-85 members = Gold; 86 or more members = Platinum.

1. NUMBER OF PAID MEMBERS _____

2. AMOUNT OF DONATION TO THE ELIMINATE PROJECT \$ _____

3. DONATION DIVIDED BY NUMBER OF PAID MEMBERS _____

4. WHERE DID YOU SEND YOUR DONATION? _____

5. DATE CHECK WAS MAILED _____

6. DESCRIPTION OF FUNDRAISING

Please, describe below how the funds of the donated amount were raised:

ATTACH A SEPARATE DOCUMENT IF NECESSARY (INCLUDE CLUB INFORMATION AS ABOVE)



THE ELIMINATE PROJECT FUNDRAISING AWARD

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

SUBMIT ALL APPLICATIONS TO:

Awards, Contests, and Scholarships Committee

Florida District of Key Club International

awards@floridakeyclub.com

APPLICATION FOR THE ELIMINATE PROJECT FUNDRAISING AWARD *(continued)*

7. PRESIDENT E-SIGNATURE

President's Name _____ President's email address _____

PRESIDENT E-SIGNATURE: _____

(REFER TO WELCOME PACKET FOR WHAT THIS E-SIGNATURE IS)

8. ADVISOR E-SIGNATURE

Open the signature certification form (on floridakeyclub.com) and check off THE ELIMINATE PROJECT FUNDRAISING AWARD. Email the certification form in with the Faculty Advisor's email address matching the one stated on the OIF, as this will serve as your e-signature. Without this certification form, you will be automatically ineligible for any awards given. For more information about the e-signature, reference back to the welcome packet. *NOTE: You may use one signature certification form for all award submissions.*

9. SUBMISSION

Please, fill-in (type) the necessary details into your application. After reading the information below and completing your application, you can officially SUBMIT your form to the Awards, Contests, and Scholarships Committee for judging by clicking the submit button below. Make sure to follow instructions, save the PDF, and email the PDF to awards@floridakeyclub.com using your Internet email provider (e.g. yahoo, gmail, etc.).

Before proceeding, DOUBLE CHECK YOUR INFORMATION! Changes cannot be made once submitted.

EMAIL SUBMISSIONS

TO: awards@floridakeyclub.com

Subject: The Eliminate Project Fundraising Award

CC: Copy your own email

Text: LIST and include attachments

DEADLINE: Tuesday, March 5th, 2013

No late applications will be accepted or considered.

If you are not able to fill-in the PDF, please contact the Awards, Contests, and Scholarships Committee for alternative submission.

After submission, you should soon receive a confirmation email. If you have any questions as you prepare your award applications or plan your contests, please contact someone on the Awards, Contests, and Scholarship Committee or the chair, Freddy Jimenez, at awards@floridakeyclub.com. Thank you for your interest in recognition and we encourage you to apply for more awards, contests, and scholarships throughout the year.

Your Awards, Contests, and Scholarships Chair,

Freddy Jimenez

awards@floridakeyclub.com

SUBMIT



TABLE OF CONTENTS

Awards, Contests, and Scholarships

Introduction from the Committee Chair

INTRODUCTION	1
TIPS/HINTS	2
District Deadline Email submissions	
NOTE FROM COMMITTEE	3
Reminders	
FLORIDA DISTRICT AWARDS&CONTESTS	4
Portfolio Awards Application Required Convention Contests Florida District Awards Key Club International Awards Key Club Int'l Scholarships	
SERVICE HOURS	5
Definition of a service hour What counts as service? Service Hour Chart	
ANNUAL ACHIEVEMENT REPORT	6
Key Club International Rules How to submit Where to find	
NEW WAY TO SUBMIT	7
Applications redesign Process explanation How to submit Need help? Contact info.	
NO APPLICATION REQUIRED AWARD DESC.	8
Early Bird Dues Award Governor's Citation Award Pride Report Submission Award Key Club Service Award UNICEF/Fundraising Award Malcolm K. Lewis Key Club of the Year Award	
CONTESTS	10
Convention Contests that do not need applications	
FLORIDA DISTRICT AWARDS	12
International scholarship info	
KEY CLUB INT'L AWARDS	13

Hello Florida District,

Welcome to another exciting year of community involvement and leadership! As a Key Clubber, you have wonderful things ahead of you, and the Awards, Contests, and Scholarships Committee would like to ensure that those opportunities are recognized!

The Awards, Contests, and Scholarships Committee has placed hard work in remodeling its entirety in order to help clubs throughout the district get involved in the awards and recognition process.

We hope that you make full use of the awards available and are able to be recognized for all the hard work and dedication you show during the year.

If you find any issues with the new applications, do not hesitate to contact me so that those corrections can be made in the future.

We thank you for your interest in our committee and if you ever have any questions, or are unsure of a specific item, feel free to send an email to awards@floridakeyclub.com.

Good luck to all,

Freddy Jimenez

2012-2013 Awards, Contests, and Scholarships Chair
Florida District

Key Club International

awards@floridakeyclub.com

DCON LOGO HERE



Awards, Contests, and Scholarships

2012-2013

SOME HELPFUL HINTS TO MAKE YOUR EXPERIENCE EASIER, LESS STRESSFUL, AND MORE REWARDING

1. Make copies of EVERYTHING. Copy all submitted paperwork including any documentation of dues payment and printed copies of pride reports when originally filed—showing date of submission. For safety, make copies of the following:
 - a. All applications
 - b. All supporting documents
 - c. All Applications
 - d. Video records everything including every page of your Scrapbook. Make three non-digital and digital posters.
 - e. Everything that you submit for your scholarships
 - f. All awards for which you will be applying for directly from Key Club International
 - g. Judges Application – Completed application
 - h. Certification Form – Copy signed and completed
2. Once you open the application, fill-in the PDF on your computer. It is recommended that you print out a copy for your records. This will help you with any questions related to contests, awards and scholarships.
3. Make sure you type in all information correctly and that everything you submit has the proper contact information. Please, double check. Once you finish completing your application, if applicable, click the submit button below and go through the instructions. Save the PDF and send to awards@floridakeyclub.com from your personal email provider (Gmail, Yahoo, etc.)

TO: awards@floridakeyclub.com
CC: Copy your own email
Subject: AWARD TITLE
Text: LIST and include attachments (if necessary)

← EMAIL SUBMISSIONS

4. Open the signature certification form and e-sign under each award submitted by your school. Have your faculty advisor, who is listed in your OIF, email this form to awards@floridakeyclub.com or mail in postmarked by March 1. Without this form, you will be automatically ineligible for any awards. No exceptions. Take a look on page 7 for more information about e-signatures.
5. If you have any questions as you prepare your award applications or plan your contests, please contact the Contests, Awards and Scholarship Committee Chair, Freddy Jimenez, at awards@floridakeyclub.com.

DISTRICT DEADLINE

TUESDAY, MARCH 5, 2013

Completed forms must be submitted by MARCH 5, 2013, unless otherwise specified. Again, please make copies of the forms you complete in this packet.

SUBMIT ALL APPLICATIONS TO:
 Awards, Contests, and Scholarships Committee
 Florida District of Key Club International
awards@floridakeyclub.com
unless otherwise specified



Please, **READ** before beginning application process.

AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013



NOTE FROM THE COMMITTEE

Dear Florida Key Club Members,

This year's Awards, Contests, and Scholarships have been put together to include all of the awards given by both the Florida District of Key Club International and Key Club International. We want to encourage all of you to participate as individuals and clubs. There are many opportunities for your club to compete for recognition with clubs across the District and Internationally. Although most of the rules for these programs are the same for both district and international, there may be a few differences, so please be aware.

Please note: Candidates for office may not participate in the TALENT or ORATORICAL contests.

Some reminders:

The rules for these Awards, Contests, and Scholarships are included within each award packet. Also, included are copies of various forms your club will need to enter these contests this year. In addition, your club officers and club members may receive recognition for outstanding service. The District awards the designation "Distinguished" to all Presidents, Vice-Presidents, Secretaries, Treasurers, Editors, Class Directors, and Members who have met the criteria enclosed in each individual application. The application and recommendations for these must be completed and submitted by March 5, 2013, unless otherwise stated. The District awards the G. Harold Martin Outstanding Club President to the President who is judged to be the most outstanding among the Distinguished Club President recipients and will receive a \$1,000 scholarship from the Brooksville Kiwanis Foundation.

At District Convention, there are several \$1,000 scholarships that will be awarded. If a senior from your club plans to apply for one of these scholarships, please read the rules for scholarships carefully. The application will be online at www.floridakeyclub.com. The application and supporting documents must be turned in by March 5, 2013.

Banner Patches and Name Badge Ribbons are awarded at the District Convention, many of which require no application. For those requiring an application, the applications must be submitted by March 5, 2013.

There are also several recognitions for which the application goes directly to Key Club international. These include the Outstanding Sponsoring Kiwanis Club Recognition, Advisor Recognition Program, the Linda Canaday Scholarships, and Youth Opportunities Fund.

We hope that this year's Awards, Contests, and Scholarships changes will benefit you and help you plan the rest of your school/Key Club year. It is highly recommended that the Advisor(s) and Key Club members read the rules of each contest very carefully and acknowledge all deadlines as indicated. If you have any questions concerning Awards, Contests, or Scholarships, please contact the chair, Freddy Jimenez, at awards@floridakeyclub.com.

Best of luck to all,

Your 2012-2013 Florida District Awards, Contests, and Scholarships Committee



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013

ALL APPLICATIONS can be found on the Florida Key Club website
www.floridakeyclub.com

AWARDS/CONTESTS/SCHOLARSHIPS TABLE OF CONTENTS

1. PORTFOLIO AWARDS

- Robert W. Thal Outstanding Sponsoring Kiwanis Club Award
- Jack Gander Outstanding Key Club Faculty Advisor Award
- J. Walker Field Outstanding Kiwanis Advisor Award

2. APPLICATION REQUIRED

- | | |
|-----------------------------------|--|
| Distinguished Club President | G. Harold Martin Outstanding Club President |
| Distinguished Club Vice-President | Every Child a Swimmer |
| Distinguished Club Secretary | Governor's Project Banner Patch |
| Distinguished Club Treasurer | Governor's Project Member Badge Ribbon |
| Distinguished Club Editor | Kiwanis Family Relations Award |
| Distinguished Club Class Director | Kiwanis Family Ties Banner Patch |
| Distinguished Member | UNICEF/The Eliminate Project Fundraising Award |

3. CONVENTION CONTESTS

- | | |
|---------------------------|--|
| Oratorical Contest* | Year in Review: Scrapbook (Non-Traditional)* |
| Talent Contest* | Year in Review: Scrapbook (Traditional)* |
| Club Poster: Non-Digital* | Single Service Award* |
| Club Poster: Digital* | Club Project Display |
| Club Video* | Club T-Shirt |
| Distinguished Club | Major Emphasis* |

4. DISTRICT AWARDS

- G. Harold Martin Fellowship
- Distinguished Lieutenant Governor
- Leader of Leaders
- Most Improved Division
- Most Outstanding Division
- Outstanding Board Member
- Robert A. "Bob" Parton Outstanding District Committee Chair

5. FLORIDA DISTRICT OF KEY CLUB INT. SCHOLARSHIPS

- Convention Program Scholarship
- Home Project Scholarship
- Florida District Matching Scholarship
- G. Harold Martin Outstanding Club President Scholarship

6. KEY CLUB INTERNATIONAL AWARDS

- Advisor Recognition Program
- Outstanding Sponsoring Kiwanis Club Recognition Program
- Distinguished District Bulletin Editor
- Distinguished District Treasurer
- Distinguished District Secretary
- Distinguished District Governor
- Robert F. Lucas Outstanding Lieutenant Governor

NO APPLICATION REQUIRED

- ✓ Early Bird Dues
- ✓ Governor's Citation
- ✓ Pride Report Submission Award
- ✓ Key Club Service Award
- ✓ UNICEF/The Eliminate Project Fundraising Award (Int.)
- ✓ Club Membership Growth
- ✓ Malcolm K. Lewis Key Club of the Year Award

* = are judged at the District level and winners go on to compete at International



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013



SERVICE HOUR

What counts as a service hour?

- ✓ Projects pre-approved or organized exclusively by the individual Key Club
- ✓ Any project which contributes to the overall betterment of the community.
- ✓ Book drives, food drives, or any other drive benefitting others (the service is the actual time worked to plan, collect, count, package, and/or deliver the objects)
- ✓ Time spent planning for a project.
- ✓ Serving as a host club at District Convention (actual time worked, not time attending convention)
- ✓ When reporting hours on Pride Reports or applications for awards, only hours worked by dues paid members of that Key Club can be recorded. No outside volunteers can count towards these hours.

What doesn't count as a service hour?

- ✓ Attendance at DCMs, KCKCs, Zone Rallies, DCON, and ICON (Exception: when a service project is done at this event, then only the time spent doing the project counts.)
- ✓ Club and board meetings.
- ✓ Socials or church services (attending worship services, etc.)
- ✓ Anything considered to be a chore or is supposed to be done
- ✓ Fundraisers for the individual Key Club's own use (Example: raising money to have an end of the year banquet or to attend DCON)
- ✓ Time spent not working during overnight service projects (eating, sleeping, etc.)
- ✓ Providing transportation for members or time spent going to and from a service project.

NOTE: Clubs may award additional hours for incentive purposes or purposes for their own records, however they must not be reported to the District as Key Club service hours.

***Approved by the Florida District of Key Club Board of Trustees on August 5, 2012.*



SERVICE HOUR CHART

Number of Service Hours	Points to Be Awarded
< 75	0 points
75-100	10 points
101-150	15 points
151-200	20 points
Over 200	25 points

You will need to reference back to this chart while filling out some of the applications.



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013



ANNUAL ACHIEVEMENT REPORT

Each Key Club is required to complete and mail this report by **March 5, 2013**

Annual Achievement Report Information

The Key Club Annual Achievement Report provides each club with 1) an ability to evaluate its performance as a club during the Key Club administrative year; and 2) an opportunity to compete with other Key Clubs for overall excellence in the areas of club administration, membership growth, leadership development, Kiwanis-family involvement, and most importantly, club service. The report covers only those club activities from (and including attendance at) the district convention the previous year up to (but not including attendance at) the district convention of the current year.

The Board Policies of Key Club International state, "The filing of the Annual Achievement Report is compulsory for every Key Club." Each Key Club should complete, score, and submit its report according to its own district's rules for competition and judging during March or April and prior to the district convention. All club reports are reviewed and certified by judges at the district level. The highest scoring reports are forwarded to Key Club International for comparison and competition with the highest scoring reports from other districts.

MAIL FORM TO:

Freddy Jimenez, Chair
Awards, Contests, and Scholarships
19312 Garden Quilt Circle
Lutz, Florida 33558

PLEASE READ THE RULES BEFORE COMPLETING THE FORM.

The form is a fillable PDF document that can be found on the Key Club International website at http://www.keyclub.org/Libraries/Contests_and_Awards/Form_KeyClub_Annual_Achievement_Report-Fillable_11-12.sflb.ashx

For more information and help in filling out this form, please visit <http://kiwins.org/files/club/infoaar.pdf>



IMPORTANT: NEW INFORMATION

AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013



NEW APPLICATIONS AND SUBMISSION METHODS

One of our major improvements was making the application process more eco-friendly! When opening your application, you will see that there are fields in which you can type in your information. Please, fill in all fields and complete your application in this manner. Once completed, click the SUBMIT button at the bottom of your application and a box will prompt you. Follow these directions and choose to send the PDF with your personal internet email provider (Yahoo, Gmail, etc.). Adobe will then ask you to save your PDF. Save this in a safe place and then send this file to awards@floridakeyclub.com. In case of an emergency, please keep this file for your records.

After you email your application in, you will soon after receive a confirmation email. If more than 48 hours has passed and you have not received a confirmation email, please resend or notify the committee because **NO LATE APPLICATIONS WILL BE CONSIDERED NOR ACCEPTED.**

Once you have submitted all your applications, check out the Signature Certification form. Your applications will NOT be validated until we receive this from your club.

CERTIFICATION FORM



Open up this form, that can be found on the floridakeyclub.com website and begin by checking off all the awards/contests you and your club have submitted an entry for and sign below. YOU MUST check off the boxes on the computer and not by hand, under any circumstance. Only computer marks in the boxes will be review. There is no need to print out this form, so any hand written marks in the boxes will not be considered.

E-SIGNATURES



In our attempt to simplify the process of applying for awards, we have modified the way you will sign your forms as well. The following methods will be considered as an e-signature for this new year:

Faculty/Kiwanis Advisor E-Signature: The faculty/Kiwanis advisor e-signature will be that the certification form is sent from the faculty/Kiwanis advisor's email address. This email address will need to match up with what is on the Officer Information Form (OIF) in the Online Pride Report (OPR) system. If the email addresses do not match up with the email address on file, you applications will not be considered signed.

President E-Signature: The Club President's E-Signature will be your club's personal Online Pride Report passcode. If this passcode does not match up, your form will not be considered signed.

If your applications are not certified by whomever signatures are required, you will not be eligible to receive that award. Remember, that all forms, including the signature certification form are to be received by Tuesday, March 5th, 2013, unless otherwise stated. If you have any trouble or have any questions about the submission process, do not hesitate to contact the Awards, Contests, and Scholarship Chair, Freddy Jimenez, at awards@floridakeyclub.com.



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013



NO APPLICATION REQUIRED AWARDS

EARLY BIRD DUES

Every club that has made their first dues payment by November 1 will receive an Early Bird Banner Patch. This information is taken from KCI reports and the District Treasurer.

GOVERNOR'S CITATION

If a club records at least 50 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 May through March. 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.

PRIDE REPORT SUBMISSION AWARD

Clubs/Secretaries who submit to the district all on-time Pride Reports from May through March will receive this award. This means that all pride reports must be submitted by the 10th of each month.

KEY CLUB SERVICE AWARD

- a. The District will recognize clubs with the largest number of service hours per member
- b. Service hours reported and verified on Pride Reports from May 1 through March 31 will be used to recognize clubs.
- c. To be considered for this award, service hours reported must meet the criteria of a service hour as defined by the District Board.
- d. The total number of hours recorded through March, divided by the number of members per Key Club International dues report on March 1, will be used to determine the number of hours per member for this award.
- e. A 1st, 2nd and 3rd place winner at each club size level will be presented at the District Convention. 35 or fewer members = Bronze; 35 – 60 members = Silver; 61 – 85 members = Gold; more than 85 members = Platinum.
- f. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Committee Chair, and the committee Advisor.

UNICEF/THE ELIMINATE PROJECT FUNDRAISING (Also included in Key Club International Awards)

- a. Clubs that raise \$250.00 for UNICEF/The Eliminate Project will receive recognition at District Convention
- b. Funds must be raised and submitted by December 31.
- c. Checks **MUST** be made payable to Kiwanis International Foundation earmarked for The Eliminate Project. As long as KIF can identify where the check came from, your club will get credit.
- d. Mail all checks to Key Club International, 3636 Woodview Trace, Indianapolis, IN 46268-3196

CLUB MEMBERSHIP GROWTH

Clubs that increase their membership from the 2011-2012 Key Club year by 10% by February 2013 will receive a certificate.



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013



NO APPLICATION REQUIRED AWARDS *(continued)*

MALCOLM K. LEWIS KEY CLUB OF THE YEAR AWARD

All Key Clubs attending the District Convention may apply for the Malcolm K. Lewis Key Club of the Year Award.

- a.** To compete for "Key Club of the Year," a club must :
 1. Have submitted its first dues payment by December 1
 2. Must have submitted all Monthly Pride Report Forms
 3. Must be eligible to receive the Governor's Citation
 4. Must submit a Single Service Report by March 5
 5. Must submit an Achievement Report Form by March 5
- b.** Clubs will receive points towards the Key Club of the Year Award according to the following criteria:
 1. Five points for each Banner Patch received
 2. Four points for each Distinguished Officer Award received
 3. Two points for each member receiving the Distinguished Member Award (up to 5 members).
 4. Two points for completing an activity related to the Governor's Project
 5. Two points for each Convention Contest entry
 6. One point for completing a 2013-2014 Officer Information Form before the 2013 District Convention
 7. One point for each paid member above the 2011-2012 paid membership (up to five members)
 8. One point for every five points earned on the Annual Achievement Report
 9. One point for the average of service hours per member (# of service hours divided by # of members)
- c.** The Key Club that has the largest point total will be named Key Club of the Year.
- d.** 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.
- e.** The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Committee Chair, and Committee Advisor.

If you have any questions, please contact awards@floridakeyclub.com



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013



FLORIDA DISTRICT CONVENTION CONTESTS

ORATORICAL CONTEST

- A. *2013 Oratorical contest topic: How can the average Key Clubber bring a global campaign, such as The Eliminate Project, to their school and local community?*
- B. The subject matter of the oration and the presentation must be original and completely developed by each orator. These factors will be considered equally in determining who is to receive the awards.
- C. Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty.
- D. Each orator must be an official member in good standing with Key Club International and his/her local club.
- E. Judging and awarding points will be based on the following criteria:
 - SPEECH – 75 Points**
 - Clarity of message & projection of idea..... 20 Points
 - Depth..... 10 Points
 - Originality..... 10 Points
 - Organization..... 20 Points
 - Reference..... 5 Points
 - Grammar/word choice..... 10 Points
 - DELIVERY – 75 Points**
 - Posture (composure and gestures)..... 10 Points
 - Voice (tone, effectiveness/pronunciation)... 10 Points
 - Attention of audience..... 5 Points
- F. During the convention, elimination trials will be held (time and place to be announced in the convention program), and no more than three orators may be selected to appear before the entire convention.
- G. The three outstanding orators will receive suitable awards and recognition for their excellence in public speaking.
- H. Oratorical finalists may be expected to address the convention.
- I. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contests, and the Board Counselor of this contest. (11/94)

TALENT CONTEST

- A. The Key Club International Convention Talent Contest will be conducted according to the following rules.
- B. Each Key Club may participate in no more than one act entered in the International Talent Contest. However, in the District talent contest, each Key Club may audition for up to two acts. If a club chooses to audition two acts, each must have different members in participation. In other words, no student may audition more than once. Note: Only one act per club will be allowed in the final talent contest.
- C. A talent contest entry may take any form as long as it is entertaining and in good taste.
- D. All participants in an act must be official members of a Key Club in good standing with Key Club International. In the case of a group act, all members must be from the same club or district.
- E. All acts entered in the International Talent Contest will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the convention program). At this time, the most entertaining six to eight acts will be selected to appear in the District Talent Show as finalists.
- F. Selection of acts by the judges at the preliminary auditions, in so far as they are consistent with high quality performance, will be final.



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013
75th Annual District Convention
Sponsored by the Florida Kiwanis Foundation
April 4-7, 2013



FLORIDA DISTRICT CONVENTION CONTESTS *(continued)*

- G. Suitable awards will be presented to the finalists.
- H. The time limit on each performance of the acts at a general session of the convention should not exceed six minutes.
- I. Any materials (props, instruments, costumes, etc.) that are needed for each performance must be supplied by the contestants who participate in that performance.
- J. Any Key Club entertainment on the convention program prior to the District Talent Show cannot participate as a judged act.
- K. Judging for this contest will be based on the following criteria and point values:

Content.....	20 Points
Depth.....	20 Points
Performance.....	20 Points
Audience response.....	20 Points
Personal evaluation.....	20 Points
- L. The decisions of the judges are final and no changes, alterations or re-grading will take place after the results have been certified by the judges, the Chair of the Judges, and the Board Counselor of this contest. (1/01)

DISTINGUISHED CLUB AWARD

The Distinguished Club Award program 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 fund-raising as judged against a pre-established standard of excellence.

- A. Entries shall use the official Annual Achievement Report form. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club program.
- B. 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.
- C. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following March 30.
- D. Judging of each entry in the Club Achievement Awards program shall determine the point total upon which recognition shall be provided as a Distinguished Club.
- E. Disqualification from the Club Achievement Award program shall also constitute disqualification from the Distinguished Club Award program.
- F. Suitable recognition will be provided by Key Club International to each district for presentation of Distinguished Clubs at the district convention. The decisions of the judges are final.
- G. The point value to achieve the Distinguished Club – Diamond Level shall be a pre-determined number set by the Key Club International Board of Trustees. (6/99)

ONLY CONVENTION CONTESTS WITHOUT APPLICATIONS ARE LISTED. PLEASE CHECK APPLICATIONS FOR OTHER CONTEST GUIDELINES.



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

Sponsored by the Florida Kiwanis Foundation

April 4-7, 2013



FLORIDA DISTRICT AWARDS

G. Harold Martin Fellowship

Key Club International offers a vehicle to recognize people who have unselfishly contributed to the Key Club program, Kiwanis clubs, Key Clubs, schools, parent groups, communities, and districts are afforded the opportunity to present deserving individuals with a G. Harold Martin Fellowship.

The G. Harold Martin Fellow is available for a US \$250.00 tax deductible contribution to the Kiwanis International Foundation in the Youth Opportunities Fund. The fellowship funding goes directly back to Key Clubs and their members in the form of grants to achieve their service goals and scholarships. G. Harold Martin Fellows receive a pin and plaques and have their names permanently inscribed in the permanent records of Key Club International. Additional donation levels of US \$250 are honored as diamond level fellowships. Fellowships shall receive a recognition item appropriate to the level from Key Club International.

Contact the Youth Funds Specialist to receive a G. Harold Martin Fellowship application form.

Distinguished Lieutenant Governor

Leader of Leaders

Most Improved Division

Most Outstanding Division

Outstanding Board Member

Robert A. "Bob" Parton Outstanding District Committee Chair

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL SCHOLARSHIP INFORMATION

The following scholarships are offered by the Florida District of Key Club International:

Convention Program Scholarship

Home Project Scholarship

Florida District Matching Scholarship

G. Harold Martin Outstanding Club President

For more information on the above scholarships such as applications, deadlines, and descriptions, please visit www.floridakeyclub.com/scholarships.

Linda Canaday Memorial Scholarship

For more information, go to http://www.keyclub.org/kcn/11-0320/Linda_Canaday_Scholarship_offered_for_2011.aspx

Arizona State University Leadership Scholarship

For more information, go to <http://students.asu.edu/lsp>

For the application, go to

http://keyclub.org/Libraries/Contests_and_Awards/App_KeyClub_ASU_LSP_Application.sflb.ashx



AWARDS, CONTESTS, AND SCHOLARSHIPS

2012-2013

75th Annual District Convention

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April 4-7, 2013



KEY CLUB INTERNATIONAL AWARDS

Distinguished District Governor

Distinguished District Secretary

Distinguished District Treasurer

UNICEF/The Eliminate Project Fundraising

a. Clubs that raise \$250.00 for UNICEF/The Eliminate Project will receive recognition at District Convention.

b. This amount must be made before December 31.

c. Checks **MUST** be made payable to Kiwanis International Foundation earmarked for The Eliminate Project. As long as KIF can identify where the check came from, your club will get credit.

d. Mail all checks to Key Club International, 3636 Woodview Trace, Indianapolis, IN 46268-3196

Advisor Recognition Program

Outstanding Sponsoring Kiwanis Club Recognition Program

Robert F. Lucas Outstanding Lieutenant Governor

Applications for the above awards should be sent to Key Club international and can be found at www.keyclub.org/fad/ca.aspx.

If you have any questions, please contact awards@floridakeyclub.com

2013 District Conference Theme

is:

The Olympics



KEY CLUB

District Convention Dress Code 12-13

Casual

(Registration, Free Time, Race to Eliminate, Service Fair)

Males: Shorts or jeans; collared shirts, sweatshirts, or appropriate shirts; and casual footwear.

Females: Shorts, skirts, skorts, or jeans; collared shirt, sweatshirt, or appropriate shirts; and casual footwear.

Do Not Wear: Pajamas; short shorts; short skirts; or shirts that do not cover the midriff and any other revealing clothing

Olympic Key Club Spirit Wear

(Meet & Greet)

Males: Appropriate pants, jeans, or dress pants; any Key Club/DCON related shirt or Zone Country related shirt; and casual or dress shoes.

Females: Appropriate pants, jeans, dress pants, or skirts; any Key Club/DCON related shirt or Zone Country related shirt or dress; and casual or dress shoes; Appropriate dresses and skirts must be 3 inches or less above the knee. Dress shoes include pumps, heels, wedges, or flats.

Do Not Wear: Pajamas; flip flops; sweat pants; short skirts or short dresses; cleavage bearing tops; shirts that do not cover the midriff; any other revealing clothing or anything that does not relate to your respective Zone Country or Key Club.

Business Casual

(Entertainment Assembly)

Males: Dress Pants; button down dress shirt or polo; and dress shoes

Females: Appropriate dress, skirt, slacks, blouse, collared shirt, and dress shoes. Dresses and skirts must not exceed 3 inches above the knee. Shoulders and bust must be covered. Dress shoes include 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.

As approved by the District Board of Trustees on 8/5/2012

KEY CLUB

District Convention Dress Code 12-13

Business Professional

(Zone Caucuses, Workshops, Meet the Candidates, Meet Your New LTG, Awards Assembly, and House of Delegates)

Males: Suit or dress pants and jacket; tie; and dress shoes.

Females: Business dress or business suit (Dress pants or skirt, blouse, and a jacket); dress shoes. Dresses and skirts must be no more than 3 inches above the knee. Shoulders and bust must be covered. Dress shoes include 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; and dress shoes. Suit jacket must be worn at all times

Females: Formal dress or Sunday dress (Usually a prom or homecoming style dress); dress shoes. Dress shoes include nice heels or flats. Shoulders may be revealed. Dresses and skirts must be no more than 3 inches above the knee.

Do Not Wear: Flip flops/sandals; short skirts or dresses; shorts; jeans; sweat pants; t-shirts; cleavage bearing tops; and sneakers or tennis shoes.

KEY CLUB



Dear Potential Sponsor,

The Florida District of Key Club International will host its 75th Annual District Leadership and Education Conference April 4-7, 2013 at the Rosen Shingle Creek Resort in Orlando, Florida. The Florida District of Key Club International is supported by the Florida Kiwanis Foundation, a 501 (c)(3) non-profit organization that focuses on serving the children of the world. 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. This organization has over 260,000 members worldwide and over 19,500 strong in 350 clubs in the State of Florida and the Cayman Islands. This conference is an annual four day conference where members attend leadership and training workshops to better educate themselves and provide better service to their schools and communities.

Our convention 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!

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

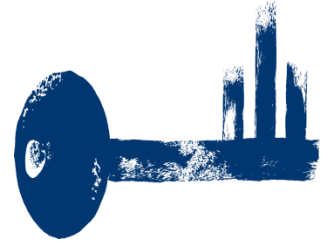
Yours in service,

Amanda Hernandez
District Convention Chair

Bob Parton
Conventions Administrator



Sponsorship Levels



Workshop Sponsor \$250

Includes your company logo on workshop sign and our projection screen

Bronze Medal Sponsor \$1000

Includes a table at our service fair and during registration, a half page ad in our program booklet, 2 front row seat tickets to our talent assembly, and a framed certificate

Silver Medal Sponsor \$1500

Includes your company logo on our DCON shirts, a table at our service fair and during registration, a half page ad in our program booklet, 2 front row tickets to our talent assembly, and a framed certificate

Gold Medal Sponsor \$2000

Includes a “Brought to you by” announcement at all general sessions, your company logo on our DCON shirts, a table at our service fair and during registration, a full page ad in our program booklet, 4 front row tickets to our talent assembly, and a framed certificate

Platinum Medal Sponsor \$4000

Includes a “Brought to you by” announcement at all general sessions, your company link and logo on our website for 12 months, your company logo on our DCON shirts, a table at our service fair and during registration, a full page ad in our program booklet, 4 front row tickets to our talent assembly, and a framed certificate

If you are interested in sponsoring at any of these levels please complete and return page 4 of this booklet.

KEY CLUB



Please make your tax deductible checks payable to the **Florida Kiwanis Foundation for Key Club**. Send this information to:

Bob Parton, Conventions Administrator
1149 Hillsboro Mile #201N
Hillsboro Beach, FL 33062
Phone: 561-703-7881
Email: RaParton25@comcast.net

Please send a JPEG of your company logo as well as your program book advertisement to District Convention Chair Amanda Hernandez at dconchair@floridakeyclub.com . Please feel free to email or call DCON Chair Amanda at 786-252-1723 for further questions.

Company Name _____
Contact Person/Title: _____
Phone Number: _____ Extension: _____
Email Address: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____

Please check which level(s) of sponsorship you would like:

Platinum Medal Sponsor Bronze Medal Sponsor

Silver Medal Sponsor Gold Medal Sponsor

Workshop Sponsor (How many would you like to sponsor?)

Thank You for Your Time and Consideration!

2013 FLKC Convention – Program Advertisement Form



For the Club:

April 4-7, 2013

Rosen Shingle Creek Resort

Orlando, FL

Deadline for Ads: Must be received by March 1, 2013

The Florida Kiwanis Foundation is a federally tax-exempt 501(c)(3) foundation and all donations are tax deductible.

Each club is expected to sell at least \$250 in ads. This money serves two purposes. First, it will pay for the program books. Second, and more importantly, it will fund scholarships. The scholarships will be awarded to 2013 Key Club seniors; applications are available in the awards packet online. Only clubs that sell at least \$250 in awards will be eligible for these scholarships, so make sure your club sells those ads!

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 Convention Program Book as noted. A program book is given to every attendee at the convention. The anticipated number of attendees is 2000 people. The program book is 5.5" by 8.5" and is black and white.

Questions? Please feel free to contact District Convention Chair Amanda Hernandez at dconchair@floridakeyclub.com or Assistant Administrator-Conventions Bob Parton at raparton25@comcast.net.

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 of:	

Order Information:

AD	Size	Price	Quantity	Subtotal
Workshop	Choice of Session upon Availability	\$250		
Full Page		\$150		
Half Page		\$100		
Inner Cover		Contact Bob Parton at RAParton25@comcast.net		
Back Cover				
				TOTAL =

Payment:

Payment by check or money order is preferred. Please make check payable to Florida Kiwanis Foundation.

Submission:

Please mail the completed advertising contract and check (including money, wording, and/or graphics for the ad on a CD) to: 1149 Hillsboro Mile # 201N Hillsboro, FL 33062

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	

Florida District of Key Club International



2013-2014 Elections Procedures & Candidate Forms *Governor*

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

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International 2013-2014 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. Permission to Travel
 - d. Code of Conduct
 - e. Web Page Posting and Directory Listing Authorization
 - f. Biographical Sketch of Candidate
3. Candidates nominated from the floor at the first General Session of the District Convention 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 (not required for endorsement)
 - c. Permission to Travel
 - d. Web Page Posting and Directory Listing Authorization
 - e. Biographical Sketch of Candidate
4. All travel, whether related to campaigns, convention, 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 convention. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Convention.
6. Campaign Staff will be limited to 4 Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the 4 Key Club members. If the nominator is not one of the 4 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 Convention.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Convention. 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 by the end of the meeting a Campaign Staff Form
9. Candidates running for district office may spend no more than \$200.00 on buttons, ribbons, stickers, campaign literature or other materials to campaign for district office. Candidates must file the Statement of Expenses Form at the Candidates' Meeting at the District Convention. The retail value of donated items is included in the \$200.00 limit, as well as any taxes, postage and shipping and handling charges. The Statement of Expenses Form must be completed and filed by the end of the Candidates' Meeting.
10. Campaign literature may only be passed out in the Conference Center and not in or by any of the sleeping rooms.
11. Candidates for International Office may neither spend any money nor use any donated items. These candidates may only make speeches and participate in Zone Caucuses.
12. All Convention 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.
13. 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 **February 15, 2013**.
14. 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 current Executive Board officer, current Board Member, Lieutenant Governor-Elect, Current International Board Member or Past International Board Member, involve him or herself in any district campaign other than his/her own.
15. 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.
16. There will be no campaign advertising in the Convention Program Book.

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 2013-2014 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 Convention in Orlando, Florida **April 4-7, 2013** and help plan and preside at the District Convention in Orlando, Florida **April 24-27, 2014**.
2. Help plan and attend the District Leadership Training Conference **June 15-17, 2013**.
3. Lead the Florida Delegation at the Key Club International Convention in **Washington, D.C., July 3-7, 2013**.
4. Help prepare the agenda for and preside over the District Board Meetings on **August 3-5, 2013 and January 4-6, 2014**.
5. Attend the Kiwanis District Convention in Jacksonville **August 1-4, 2013** and the CKI District Convention in **February 2014**.
6. Attend all Spring Zone Rallies in **2014**.
7. 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.
8. Write at least four newsletters to clubs, including all content required for Distinguished Governor.
9. Represent the Florida District of Key Club at District Kiwanis and Circle K functions approved by the District Administrator.
10. Serve as Chair of the Executive Committee as well as the ex-officio member of all District Committees.
11. Appoint District Committee Chairs and make all committee assignments.
12. Send copies of all correspondence to the District Administrator and as appropriate the Kiwanis Governor and Governor Elect.
13. Prepare a program for training new club presidents at the District Convention.
14. With the Board, set goals for the district, develop a plan for their successful achievement, and monitor the District's progress.
15. Contact the District Administrator at least once a week in a manner mutually agreed upon.
16. Send replies to questions and requests within two days of their receipt.
17. Perform all District required tasks not otherwise completed by the other District Officers.
18. Make all appointments required by the Bylaws of the Florida District in a timely manner.
19. Ensure the governance of all Divisions of the Florida District by supervising and assisting the Lt. Governors.
20. Complete at least five service hours a month with the home club.
21. 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.
22. 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.
23. Review criteria located in the Key Club Guidebook for Distinguished Governor and complete.
24. Maintain high academic standards and comply with all school rules, regulations and requirements.



Florida District of Key Club International
2013-2014 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 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 a District officer 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
2013-2014 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. We acknowledge and accept this responsibility.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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' rooms, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

	Date		Date
	Division		



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures

Caring-Our Way of Life



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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) | Yes | No |
| B. Leadership Training Conference (June 14-16, 2013) | Yes | No |
| C. Fall Board meeting (August 2-4, 2013) | Yes | No |
| D. Winter Board meeting (January 3-5, 2014) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2013) | Yes | No |
| F. Spring Rally (January-March 2014) | Yes | No |
| G. Other (List any Spring Rallies you might attend in 2013) _____ | | |

_____ Yes No

He/she will be traveling with (circle one). **Zone Admin. is primary.**

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print name(s)	_____ Date
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_____ School Administrator	_____ Print name	_____ Date
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**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME> **Key Club Member Number:** <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** _____ **Year of Graduation:** <Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought: Governor

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for District Office or International Office Endorsement

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 Convention, so be sure to take care in what you write.

Name: <TYPE YOUR NAME>

Candidate for: Governor Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?



Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Statement of Campaign Expenses

Note: This form must be turned in at the Candidates Meeting during the District Convention by Candidates for Governor, Secretary, and Treasurer

Attach copies of all receipts.
Total, including donations*, may not exceed \$200.00 in value

Candidate's Name:
Seeking the Office of: Governor

Table with 2 columns: List items purchased* for campaign (1-6) and Cost* (\$). Includes lines for item descriptions and costs.

Total: \$
Total of attached receipts: \$

Explanation of any difference:

I, a candidate for the office of of the Florida District of Key Club International do hereby attest that the above accounting of expenditures for my campaign is complete and accurate and that the total of my expenses (including donated items or in-kind exchanges*) does not exceed \$200.00.

Signature of Candidate: Date:

Signature of Faculty Advisor: Date:

Signature of Kiwanis Advisor: Date:

*For donated items, you must indicate the retail value of the item under "cost."



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the 2013 Key Club District Convention.

This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Convention. 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 an Executive Board Officer, current Board Member, Lt. Governor Elect, Current International Board Member or Past International 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 Convention.

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

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



2013-2014 Elections Procedures & Candidate Forms *District Secretary*

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

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International 2013-2014 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. Permission to Travel
 - d. Code of Conduct
 - e. Web Page Posting and Directory Listing Authorization
 - f. Biographical Sketch of Candidate
3. Candidates nominated from the floor at the first General Session of the District Convention 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 (not required for endorsement)
 - c. Permission to Travel
 - d. Web Page Posting and Directory Listing Authorization
 - e. Biographical Sketch of Candidate
4. All travel, whether related to campaigns, convention, 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 convention. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Convention.
6. Campaign Staff will be limited to 4 Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the 4 Key Club members. If the nominator is not one of the 4 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 Convention.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Convention. 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 by the end of the meeting a Campaign Staff Form
9. Candidates running for district office may spend no more than \$200.00 on buttons, ribbons, stickers, campaign literature or other materials to campaign for district office. Candidates must file the Statement of Expenses Form at the Candidates' Meeting at the District Convention. The retail value of donated items is included in the \$200.00 limit, as well as any taxes, postage and shipping and handling charges. The Statement of Expenses Form must be completed and filed by the end of the Candidates' Meeting.
10. Campaign literature may only be passed out in the Conference Center and not in or by any of the sleeping rooms.
11. All Convention 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 candidate forms to the Elections Advisor and a camera-ready campaign flyer (8.5-11") to the Elections Chair by **February 15, 2013**.
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 current Executive Board officer, current Board Member, Lieutenant Governor-Elect, Current International Board Member or Past International Board Member, involve him or herself in any district campaign other than his/her own.
14. 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.
15. There will be no campaign advertising in the Convention Program Book.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

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 Division Council Meetings in your Division as possible.
2. Agrees to attend the required meetings or events and report as required;
 - District Convention, Orlando, Florida, **April 4-7, 2013.**
 - District Leadership Training Conference, Location TBD, **June 14-16, 2013**
 - Fall Board Meeting, Location TBD, **July _ - __, 2013**
 - Winter Board Meeting, Location TBD, **January 3-5, 2014.**
 - District Convention, Orlando, Florida, **April 24-27, 2013**
3. If possible, attend the Key Club International Convention in **Washington, D.C., July 3-7, 2013.**
4. Publish and distribute a newsletter to the District Board members by the 25th of each month, including summer months and utilizing the Distinguished 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 with the District Administrator.
9. Review criteria located in the Key Club Guidebook for Distinguished Secretary and complete.
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.



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

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 as 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 a District officer 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
2013-2014 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: District Secretary

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. We acknowledge and accept this responsibility.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

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



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) | Yes | No |
| B. Leadership Training Conference (June 14-16, 2013) | Yes | No |
| C. Fall Board meeting (August 2-4, 2013) | Yes | No |
| D. Winter Board meeting (January 3-5, 2014) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2013) | Yes | No |
| F. Spring Rally (January-March 2014) | Yes | No |
| G. Other (List any Spring Rallies you might attend in 2013) _____ | | |

 _____ Yes No

He/she will be traveling with (circle one). **Zone Admin. is primary.**

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print name(s)	_____ Date
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_____ School Administrator	_____ Print name	_____ Date
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**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME> **Key Club Member Number:** <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** **Year of Graduation:**
<Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought (check one): District Secretary

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for District Office and International Office Endorsement

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 Convention, so be sure to take care in what you write.

Name: <TYPE YOUR NAME>

Candidate for: District Secretary Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?



Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Statement of Campaign Expenses

Note: This form must be turned in at the Candidates Meeting during the District Convention by Candidates for Governor, Secretary, and Treasurer

Attach copies of all receipts.
Total, including donations*, may not exceed \$200.00 in value

Candidate's Name:
Seeking the Office of: District Secretary

Table with 2 columns: List items purchased* for campaign (numbered 1-6) and Cost* (\$). Each row has a line for item description and a line for cost.

Total: \$
Total of attached receipts: \$

Explanation of any difference:

I, _____ a candidate for the office of _____ of the Florida District of Key Club International do hereby attest that the above accounting of expenditures for my campaign is complete and accurate and that the total of my expenses (including donated items or in-kind exchanges*) does not exceed \$200.00.

Signature of Candidate: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____

Signature of Kiwanis Advisor: _____ Date: _____

*For donated items, you must indicate the retail value of the item under "cost."



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the 2013 Key Club District Convention. This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Convention. 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 an Executive Board Officer, current Board Member, Lt. Governor Elect, Current International Board Member or Past International 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 Convention.

Staff Member

School they belong to

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |

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



2013-2014 Elections Procedures & Candidate Forms *District Treasurer*

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

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

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. Permission to Travel
 - d. Code of Conduct
 - e. Web Page Posting and Directory Listing Authorization
 - f. Biographical Sketch of Candidate
3. Candidates nominated from the floor at the first General Session of the District Convention 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 (not required for endorsement)
 - c. Permission to Travel
 - d. Web Page Posting and Directory Listing Authorization
 - e. Biographical Sketch of Candidate
4. All travel, whether related to campaigns, convention, 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 convention. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Convention.
6. Campaign Staff will be limited to 4 Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the 4 Key Club members. If the nominator is not one of the 4 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 Convention.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Convention. 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 by the end of the meeting a Campaign Staff Form
9. Candidates running for district office may spend no more than \$200.00 on buttons, ribbons, stickers, campaign literature or other materials to campaign for district office. Candidates must file the Statement of Expenses Form at the Candidates' Meeting at the District Convention. The retail value of donated items is included in the \$200.00 limit, as well as any taxes, postage and shipping and handling charges. The Statement of Expenses Form must be completed and filed by the end of the Candidates' Meeting.
10. Campaign literature may only be passed out in the Conference Center and not in or by any of the sleeping rooms.
11. All Convention 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 candidate forms to the Elections Advisor and a camera-ready campaign flyer (8.5-11") to the Elections Chair by **February 15, 2013**.
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 current Executive Board officer, current Board Member, Lieutenant Governor-Elect, Current International Board Member or Past International Board Member, involve him or herself in any district campaign other than his/her own.
14. 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.
15. There will be no campaign advertising in the Convention Program Book.

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 2013-2014 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. Agrees to attend the required meetings or events, and report as required;
 - District Convention, Orlando, Florida, **April 4-7, 2013.**
 - District Leadership Training Conference, Location TBD, **June 14-16, 2013**
 - Fall Board Meeting, Location TBD, **July _ - __, 2013**
 - Winter Board Meeting, Location TBD, **January 3-5, 2014.**
 - District Convention, Orlando, Florida, **April 24-27, 2013**
2. If possible, attend the Key Club International Convention in **Washington, D.C, July 3-7, 2013.**
3. Publish and distribute a newsletter to the District Board members by the 25th of each month, including summer months and utilizing the Distinguished Criteria.
4. Publish and distribute at least three (3) newsletters to the clubs and as needed or directed by the Board or Governor.
5. Send copies of all correspondence to the District Key Club Governor, District Administrator, Kiwanis Governor, Governor Elect, Treasurer, Executive Director and assigned Adult Advisor.
6. Assist Governor and the Board with setting goals for the district.
7. Participate in Executive Committee conference calls with the District Administrator.
8. Review criteria located in the Key Club Guidebook for Distinguished Treasurer, and complete.
9. Complete at least five service hours a month with the home club.
10. 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.
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. Maintain high academic standards and comply with all school rules, regulations and requirements.



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Statement of Candidacy for District Treasurer

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 Treasurer 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 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 a District officer 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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

	Date		Date
	Division		



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) | Yes | No |
| B. Leadership Training Conference (June 14-16, 2013) | Yes | No |
| C. Fall Board meeting (August 2-4, 2013) | Yes | No |
| D. Winter Board meeting (January 3-5, 2014) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2013) | Yes | No |
| F. Spring Rally (January-March 2013) | Yes | No |
| G. Other (List any Spring Rallies you might attend in 2013) _____ | | |

 _____ Yes No

He/she will be traveling with (circle one). **Zone Admin. is primary.**

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print name(s)	_____ Date
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_____ School Administrator	_____ Print name	_____ Date
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**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME> **Key Club Member Number:** <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** _____ **Year of Graduation:** <Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought (check one): District Treasurer

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for District Office and International Office Endorsement

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 Convention, so be sure to take care in what you write.

Name: <TYPE YOUR NAME>

Candidate for: District Treasurer Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Statement of Campaign Expenses

Note: This form must be turned in at the Candidates Meeting during the District Convention by Candidates for Governor, Secretary, and Treasurer

Attach copies of all receipts.
Total, including donations*, may not exceed \$200.00 in value

Candidate's Name: _____
Seeking the Office of: Governor Secretary Treasurer

List items purchased* for campaign:	Cost*:
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
Total: \$ _____	
Total of attached receipts: \$ _____	

Explanation of any difference:

I, _____ a candidate for the office of _____ of the Florida District of Key Club International do hereby attest that the above accounting of expenditures for my campaign is complete and accurate and that the total of my expenses (including donated items or in-kind exchanges*) does not exceed \$200.00.

Signature of Candidate: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____

Signature of Kiwanis Advisor: _____ Date: _____

***For donated items, you must indicate the retail value of the item under "cost."**



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the 2013 Key Club District Convention. This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Convention. 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 an Executive Board Officer, current Board Member, Lt. Governor Elect, Current International Board Member or Past International 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 Convention.

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

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



2013-2014 Elections Procedures & Candidate Forms *District Webmaster*

This document contains the policies, procedures, and sample forms relating to elections of District Board of Trustees and endorsement of candidates for Key Club International office.

Scan and email all completed forms to:

Amanda Saguil, aazonee@floridakeyclub.com

Assistant Administrator – Elections and Credentials

7136 Lake Magnolia Drive, Apt C

New Port Richey, FL 34653



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Minimum Responsibilities and Commitments for Applicants for District Webmaster Position

The District Governor, with the advice and consent of the District Administrator and current District Webmaster, will appoint a District Webmaster to serve on the District Board for the year.

The District Webmaster will be responsible for the following duties:

1. Have working experience with Adobe Dreamweaver and/or Microsoft SharePoint/FrontPage.
2. Knowledge of HTML, PHP, and ASP coding.
3. Applicants for District Webmaster should possess Key Club experience. In addition, in depth experience with Microsoft Word and minimum knowledge of Adobe Photoshop.
4. Update the website every ten days or as needed or as requested by the Governor or District Administrator.
5. 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
6. E-mail a board newsletter monthly
7. Attend all District Board meetings and report on the progress of the website.
8. Agrees to attend the required meetings or events;
 - District Convention, Orlando, Florida, **April 4-7, 2013.**
 - District Leadership Training Conference, Location TBD, **June 14-16, 2013**
 - Fall Board Meeting, Location TBD, **July __ - __, 2013**
 - Winter Board Meeting, Location TBD, **January 3-5, 2014.**
 - District Convention, Orlando, Florida, **April 24-27, 2013**
9. If possible, attend the Key Club International Convention in **Washington, D.C., July 3-7, 2013.**
10. 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.
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.

Key Club Members interested in applying to serve as District Webmaster must complete the following five forms:

1. Statement of Candidacy for Governor, Secretary, and Treasurer
2. Kiwanis Statement of Support for Candidates for District Office
3. Permission to Travel
4. Web Page Posting and Directory Listing Authorization
5. Biographical Sketch of Candidate

Applicants should bring these completed forms as well as two letters of reference and an example of a website to the District Convention. Applicants with all of the above forms will be interviewed by the candidates for District Governor, the current District Webmaster, the District Technology Advisor, and the District Administrator at the Convention.



Florida District of Key Club International
2013-2014 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: District Webmaster

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. We acknowledge and accept this responsibility.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

	Date		Date
	Division		



Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures

Caring-Our Way of Life



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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) Yes No
B. Leadership Training Conference (June 14-16, 2013) Yes No
C. Fall Board meeting (August 2-4, 2013) Yes No
D. Winter Board meeting (January 3-5, 2014) Yes No
E. Key Club Kick Off Conference (September-October 2013) Yes No
F. Spring Rally (January-March 2014) Yes No
G. Other (List any Spring Rallies you might attend in 2013) _____

He/she will be traveling with (circle one). Zone Admin. is primary.

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

Signature(s) of parent(s) or Guardian(s) Print name(s) Date

School Administrator Print name Date



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** _____ **Year of Graduation:** <Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought (check one): District Webmaster

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for District Office and International Office Endorsement

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 Convention, so be sure to take care in what you write.

Name: <TYPE YOUR NAME>

Candidate for: District Webmaster Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?

Florida District of Key Club International



2013-2014 Elections Procedures & Candidate Forms *Executive Assistant*

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

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

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 excellent knowledge and skills. He/She should be knowledgeable of computer programs necessary for such tasks, including Word, Excel and Power Point.

An Executive Assistant shall 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.

Applicants should bring these completed forms to the District Convention. Applicants with all of the above forms will be interviewed by the candidates for District Governor and the District Administrator at the Convention.

1. Attend as many Divisional Council Meetings in your Division as possible.
2. Agrees to attend the required meetings or events;
 - District Convention, Orlando, Florida, **April 4-7, 2013.**
 - District Leadership Training Conference, Location TBD, **June 14-16, 2013**
 - Fall Board Meeting, Location TBD, **July __ - __, 2013**
 - Winter Board Meeting, Location TBD, **January 3-5, 2014.**
 - District Convention, Orlando, Florida, **April 24-27, 2013**
3. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
4. Check emails and respond as appropriate at least every two (2) days.
5. Assist in promoting the appointment of a successor Executive Assistant and in training the person appointed after the 2013 District Convention.
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 conference calls as a member of the Executive 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 appointed.

Signature

Date

Print Name: _____

Division: _____ Zone: _____



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

	Date		Date
	Division		Parent/Guardian Printed Name



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) | Yes | No |
| B. Leadership Training Conference (June 14-16, 2013) | Yes | No |
| C. Fall Board meeting (August 2-4, 2013) | Yes | No |
| D. Winter Board meeting (January 3-5, 2014) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2013) | Yes | No |
| F. Spring Rally (January-March 2014) | Yes | No |
| G. Other (List any Spring Rallies you might attend in 2013) _____ | | |

 _____ Yes No

He/she will be traveling with (circle one). **Zone Admin. is primary.**

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print name(s)	_____ Date
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_____ School Administrator	_____ Print name	_____ Date
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**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME> **Key Club Member Number:** <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** _____ **Year of Graduation:** <Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought (check one): Executive Assistant

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for District Office and International Office Endorsement

All Candidates for All Positions Must Complete

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

Name: <TYPE YOUR NAME>

Candidate for: Executive Assistant Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?

Florida District of Key Club International



2013-2014 Elections Procedures & Candidate Forms *District Editor*

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

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures

Caring-Our Way of Life



Minimum Responsibilities and Commitments for Applicants for Editor of the Sunshine Source

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 editing knowledge and skills. The Editor should be able to understand the procedures to edit an organizational magazine. He/She 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.

The Editor shall 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.

Applicants should bring these completed forms as well as two letters of reference and a writing sample to the District Convention. Applicants with all of the above forms will be interviewed by the candidates for District Governor, the Publications Advisor, and the District Administrator at the Convention.

- 1. Attend as many Divisional Council Meetings in your Division as possible.
2. Agrees to attend the required meetings or events;
- District Convention, Orlando, Florida, April 4-7, 2013.
- District Leadership Training Conference, Location TBD, June 14-16, 2013
- Fall Board Meeting, Location TBD, July - __, 2013
- Winter Board Meeting, Location TBD, January 3-5, 2014.
- District Convention, Orlando, Florida, April 24-27, 2013
3. If possible, attend the Key Club International Convention in Washington, D.C. July 3-7, 2013.
4. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
5. Publish six issues of the Sunshine Source. The first must be published by May 1, 2013; the second by August 1, 2013, the third by October 1, 2013, the fourth by December 1, 2013, the fifth by Feb. 1, 2014, and the sixth by March 1, 2014
6. Assist in promoting the appointment of a successor Editor and in training the person appointed after the 2013 District Convention.
7. Follow the District Code of Conduct at all Key Club functions.
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 conference calls as a member of the Executive 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



Florida District of Key Club International
2013-2014 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: District Editor

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. We acknowledge and accept this responsibility.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

	Date		Date
	Division		



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) | Yes | No |
| B. Leadership Training Conference (June 14-16, 2013) | Yes | No |
| C. Fall Board meeting (August 2-4, 2013) | Yes | No |
| D. Winter Board meeting (January 3-5, 2014) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2014) | Yes | No |
| F. Spring Rally (January-March 2014) | Yes | No |
| G. Other (List any Spring Rallies you might attend in 2013) _____ | | |

 _____ Yes No

He/she will be traveling with (circle one). **Zone Admin. is primary.**

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print name(s)	_____ Date
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_____ School Administrator	_____ Print name	_____ Date
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Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication Sunshine Source. If you are under eighteen years of age, you must have your parents sign this release. Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.

Name as you wish it listed: <TYPE YOUR NAME> Key Club Member Number: <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> Zone: <SELECT> Date of Birth (M/D/YYYY): Year of Graduation: <Select>

Mailing Address: <Type Street>, <Type City>, FL

Home phone number: - - - Cell phone number: - - -

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

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

Office Sought (check one): District Editor

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- Yes No Official Board Picture Yes No Email address
Yes No Cell number Yes No Name of school

My or my child's picture and information may or may not be used by the Florida District as circled above.

Signature(s) of candidate Print name Date
Signature(s) of parent(s) or Guardian(s) (If under 18) Print name(s) Date
Signature of Faculty Advisor Print name Date



Biographical Sketch of Candidate for District Office and International Office Endorsement

All Candidates for All Positions Must Complete

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

Name: <TYPE YOUR NAME>

Candidate for: District Editor Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?

Florida District of Key Club International



2013-2014 Elections Procedures & Candidate Forms *Committee Chair*

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

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures

Caring-Our Way of Life



Minimum Responsibilities and Commitments for Applicants for
Committee Chair Position

The District Governor, with the advice and consent of the District Administrator and the District Board of Trustees, may appoint Committee Chairs to serve on the District Board for the year.

A person seeking the position of Committee Chair should have excellent knowledge and skills. He/She should be knowledgeable of computer programs necessary for such tasks, including Word, Excel and Power Point.

Applicants should scan and email their completed forms to the District Governor. Applicants with all of the six (6) forms will be interviewed by the District Governor, at their discretion, should he/she choose to do so.

- 1. Attend as many Divisional Council Meetings in your Division as possible.
2. Agrees to attend the required meetings or events;
- District Convention, Orlando, Florida, April 4-7, 2013.
- District Leadership Training Conference, Location TBD, June 14-16, 2013
- Fall Board Meeting, Location TBD, July __ - __, 2013
- Winter Board Meeting, Location TBD, January 3-5, 2014.
- District Convention, Orlando, Florida, April 24-27, 2013
3. If possible, attend the Key Club International Convention in Washington, D.C., July 3-7, 2013.
4. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
5. Check emails and respond as appropriate at least every two (2) days.
6. Meet directives given by the District Governor and/or District Administrator.
7. Follow the District Code of Conduct at all Key Club functions.
8. 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.
9. Complete at least five hours of service each month with your home Key Club.
10. Maintain high academic standards and comply with all school rules, regulations, and requirements.
11. Attend all conference calls as a member of the Executive 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 appointed.

Signature

Date

Print Name:

Division: Zone:



Florida District of Key Club International
2013-2014 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: 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.

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. We acknowledge and accept this responsibility.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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 for mal 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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
2013-2014 Candidate Forms & Elections Procedures

Caring-Our Way of Life



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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) Yes No
B. Leadership Training Conference (June 14-16, 2013) Yes No
C. Fall Board meeting (August 2-4, 2013) Yes No
D. Winter Board meeting (January 3-5, 2014) Yes No
E. Key Club Kick Off Conference (September-October 2013) Yes No
F. Spring Rally (January-March 2014) Yes No
G. Other (List any Spring Rallies you might attend in 2013) _____

He/she will be traveling with (circle one). Zone Admin. is primary.

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

Signature(s) of parent(s) or Guardian(s) Print name(s) Date

School Administrator Print name Date



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME> **Key Club Member Number:** <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** _____ **Year of Graduation:** <Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought (check one): Executive Assistant

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for District Office and International Office Endorsement

All Candidates for All Positions Must Complete

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

Name: <TYPE YOUR NAME>

Candidate for: Committee Chair

Division: <TYPE YOUR DIV. NO.>

Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?

Florida District of Key Club International



2013-2014 Elections Procedures & Candidate Forms *Lieutenant Governor*

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

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Campaign Rules for Candidates for Lieutenant Governor

1. Lieutenant Governors will be elected at the Spring Zone Rallies prior to District Convention.
2. There will be no campaigning before the opening session of your Spring Zone Rally.
3. A candidate for the office of Lieutenant Governor must submit the following six forms to the District Administrator or his designee no later than 24 hours prior to the Divisional Caucus at which he/she is running for Lieutenant Governor, unless otherwise approved by the District Administrator or his designee in writing:
 - a. Statement of Candidacy for Lieutenant Governor
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Permission to Travel
 - d. Code of Conduct
 - e. Web Page Posting and Directory Listing Authorization
 - f. Biographical Sketch of Candidate
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 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. Each Division shall allow each candidate five minutes to address it, and three minutes to address questions from 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 Convention to elect a Lieutenant Governor. If a Lieutenant Governor is not elected by the conclusion of the District Convention, a Lieutenant Governor may be appointed according to District Bylaws.



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

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 Convention in **2013**.
2. Assist the present Lt. Governor in all duties up to and including those assigned during the **2013** District Convention.
3. Agrees to attend the required meetings or events;
 - Spring Regional Lt. Governor training session on **April 13, 2013** in the Panhandle, or **April 20, 2013** in Broward County or **April 27, 2013** in Sanford.
 - District Convention, Orlando, Florida, **April 4-7, 2013**.
 - District Leadership Training Conference, Location TBD, **June 14-16, 2013**
 - Fall Board Meeting, Location TBD, **July __ - __, 2013**
 - Winter Board Meeting, Location TBD, **January 3-5, 2014**.
 - District Convention, Orlando, Florida, **April 24-27, 2013**
4. If possible, attend the Key Club International Convention in **Washington, D.C., July 3-7, 2013**.
5. Attend all training sessions at the District and International Conventions.
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 Key Club District Board, 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 **2013** District Convention.
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. Complete at least five hours of service each month with your home Key Club.
17. Maintain high academic standards and comply with all school rules, regulations and requirements.



Florida District of Key Club International 2013-2014 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. The following responsibilities are accepted by any member of the Florida District Board who wishes to serve in the office of Lieutenant Governor. It is understood that officers of the Florida District of Key Club Board should be active members of their own Clubs, good students, and models of the ideals that are promoted by Key Club International. The Lieutenant Governor agrees to accept the following responsibilities, unless otherwise excused by the District Administrator in writing:

All duties described in the Elections Packet for the position of Lt. Governor, including the following:

1. Attend all Divisional Council Meetings from the date of your election until District Convention in **2013**.
2. Assist the present Lt. Governor in all duties up to and including those assigned during the **2013** District Convention.
3. Agrees to attend the required meetings or events;
 - Spring Regional Lt. Governor training session on **April 13, 2013** in the Panhandle, or **April 20, 2013** in Broward County or **April 27, 2013** in Sanford.
 - District Convention, Orlando, Florida, **April 4-7, 2013**.
 - District Leadership Training Conference, Location TBD, **June 14-16, 2013**
 - Fall Board Meeting, Location TBD, **July __ - __, 2013**
 - Winter Board Meeting, Location TBD, **January 3-5, 2014**.
 - District Convention, Orlando, Florida, **April 24-27, 2013**
4. If possible, attend the Key Club International Convention in **Washington, D.C., July 3-7, 2013**.
5. Attend all training sessions at the District and International Conventions.
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 Key Club District Board, 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 **2013** District Convention.
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. Complete at least five hours of service each month with your home Key Club.
17. 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.**

Candidate's signature: _____ Date: _____

As the parent of a Lt. Governor, I have read the responsibilities of this office 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
2013-2014 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: Lt. 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. We acknowledge and accept this responsibility.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

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



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) | Yes | No |
| B. Leadership Training Conference (June 14-16, 2013) | Yes | No |
| C. Fall Board meeting (August 2-4, 2013) | Yes | No |
| D. Winter Board meeting (January 3-5, 2014) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2013) | Yes | No |
| F. Spring Rally (January-March 2014) | Yes | No |
| G. Other _____ | Yes | No |

He/she will be traveling with (circle one). **Zone Admin. is primary.**

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

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



**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME> **Key Club Member Number:** <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** **Year of Graduation:**
<Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought (check one): Lt. Governor

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for District Office and International Office Endorsement

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 Convention, so be sure to take care in what you write.

Name: <TYPE YOUR NAME>

Candidate for: Lt. Governor Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?

Florida District of Key Club International



2013-2014 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.

Scan and email all completed forms to:

Amanda Saguil

Assistant Administrator – Elections and Credentials
7136 Lake Magnolia Drive, Apt C
New Port Richey, FL 34653
aazonee@FloridaKeyClub.com



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

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. Permission to Travel
 - c. Code of Conduct
 - d. Web Page Posting and Directory Listing Authorization
 - e. Biographical Sketch of Candidate
3. Candidates nominated from the floor at the first General Session of the District Convention 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 (not required for endorsement)
 - c. Permission to Travel
 - d. Web Page Posting and Directory Listing Authorization
 - e. Biographical Sketch of Candidate
4. All travel, whether related to campaigns, convention, 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 convention. Candidates may contact individual Key Club members, however, for the purpose of asking for campaign staff members prior to the District Convention.
6. Campaign Staff will be limited to 4 Key Club members. The Key Club member giving the nominating speech (nominator) may be one of the 4 Key Club members. If the nominator is not one of the 4 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 Convention.
8. Each candidate, their nominator and entire campaign staff must attend the Candidates' Meeting prior to the opening session of the District Convention. 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 by the end of the meeting a Campaign Staff Form
9. Campaign literature may only be passed out in the Conference Center and not in or by any of the sleeping rooms.
10. Candidates for International Office may neither spend any money nor use any donated items. These candidates may only make speeches and participate in Zone Caucuses.
11. All Convention 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 **February 15, 2013**.
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 current Executive Board officer, current Board Member, Lieutenant Governor-Elect, Current International Board Member or Past International Board Member, involve him or herself in any district campaign other than his/her own.
14. 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.
15. There will be no campaign advertising in the Convention Program Book.

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 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

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 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 District Convention in Orlando **April 4-7, 2013**.
6. Attend the International Convention in **Washington, D.C., July 3-7, 2013**.



**Florida District of Key Club International
2013-2014 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 **<SELECT>** 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 Convention **in Orlando, Florida, April 4-7, 2013** and the International Convention in **Washington, D.C., July 3-7, 2013**.

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 Convention.

I wish to seek this Key Club International office of International 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



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

Code of Conduct

Key Club members, adult advisors 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 member 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 form.
5. Members may not possess or use tobacco products. Smoking is prohibited at all functions, hallways, reception areas and sleeping rooms.
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. Advisors 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.
14. The Florida District of Key Club International requires that only advisors 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.
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 Florida District Key Club 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 person who is: in loco parentis, over the age of twenty-one (21), 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.

	Date		Date
	Division		



Florida District of Key Club International 2013-2014 Candidate Forms & Elections Procedures



Caring-Our Way of Life

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. Individual members may drive themselves to activities only within their own Key Club Division, but may not transport any other member;
5. Personal vehicles may be used when said vehicles are being driven by chaperones (as defined by the Florida District of Key Club) and where such vehicles and drivers are licensed and insured to carry on the transportation undertaken. Any personal vehicle used for the transportation of members of the Florida District of Key Club shall contain enough seat belts for every passenger, and the driver shall ensure compliance with the use of such seat belts.

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 13, 2013, April 20, 2013 or April 27, 2013) | Yes | No |
| B. Leadership Training Conference (June 14-16, 2013) | Yes | No |
| C. Fall Board meeting (August 2-4, 2013) | Yes | No |
| D. Winter Board meeting (January 3-5, 2014) | Yes | No |
| E. Key Club Kick Off Conference (September-October 2013) | Yes | No |
| F. Spring Rally (January-March 2014) | Yes | No |
| G. Other (List any Spring Rallies you might attend in 2013) _____ | | |

_____ Yes No

He/she will be traveling with (circle one). **Zone Admin. is primary.**

Zone Administrator

Parent/guardian

Other (explain): _____

All approved travel will comport with the Policies and Bylaws of Florida District of Key Club International

_____ Signature(s) of parent(s) or Guardian(s)	_____ Print name(s)	_____ Date
---	------------------------	---------------

_____ School Administrator	_____ Print name	_____ Date
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**Florida District of Key Club International
2013-2014 Candidate Forms & Elections Procedures**



Caring-Our Way of Life

Web Page Posting and Directory Listing Authorization

All Candidates for All Positions Must Complete

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

Please complete this form to authorize use of your personal information in Florida District of Key Club materials, including but not limited to the official Florida District of Key Club International Web Page, Directory, and the publication *Sunshine Source*. If you are under eighteen years of age, you must have your parents sign this release. ***Unless authorized by signing this form, your personal information will only appear in the restricted directory provided to the Board of Trustees and Committee members of the Florida District of Kiwanis and its associated Florida District K-Family entities.***

Name as you wish it listed: <TYPE YOUR NAME> **Key Club Member Number:** <TYPE YOUR MEMBER NUMBER>

Division: <TYPE YOUR DIV. NO.> **Zone:** <SELECT> **Date of Birth (M/D/YYYY):** **Year of Graduation:**
<Select>

Mailing Address: _____ <Type Street> _____, _____ <Type City> _____, FL _____

Home phone number: ____-____-____ **Cell phone number:** ____-____-____

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

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

Office Sought: International Endorsement

Parent(s) or Guardian(s) Name(s): <TYPE FULL NAME>

You must select either "Y" (Yes) or "N" (No) for each of the six items to accept or decline permission for use of information:

- | | | | | | |
|------------------------------|-----------------------------|------------------------|------------------------------|-----------------------------|----------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Official Board Picture | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Email address |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cell number | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Name of school |

My or my child's picture and information may or may not be used by the Florida District as circled above.

_____ Signature(s) of candidate	_____ Print name	_____ Date
_____ Signature(s) of parent(s) or Guardian(s) (If under 18)	_____ Print name(s)	_____ Date
_____ Signature of Faculty Advisor	_____ Print name	_____ Date



Biographical Sketch of Candidate for International Office Endorsement

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 Convention, so be sure to take care in what you write.

Name: <TYPE YOUR NAME>

Candidate for: <SELECT> Division: <TYPE YOUR DIV. NO.> Zone: <SELECT>

Name of School: <TYPE FULL NAME OF SCHOOL>

Sponsoring Kiwanis Club: Kiwanis Club of <TYPE NAME OF KIWANIS CLUB>

Gender (check one): Female Male Age: <Select> Year of graduation: <Select>

What elected offices have you held or do you hold in K-Kids, Builders Club, and Key Club?

What appointed officers have you held or do you hold in K-Kids, Builders Club, and Key Club?

What other non-Key Club officers have you held?

What awards or honors have you received?

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

In what other activities or organizations are you?



Campaign Staff Form

Each Key Club Candidate can select their own Campaign Staff for the 2013 Key Club District Convention. This Campaign Staff Form must be completed and presented at the Candidates' Meeting at the District Convention. 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 an Executive Board Officer, current Board Member, Lt. Governor Elect, Current International Board Member or Past International 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 Convention.

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

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: _____

Ten Tips to Better your Key Club Florida District Club Growth Committee 2012-2013

1. Clubs should elect officers on time (Before Spring Zone Rally).
2. Be ready to share information and experiences at DCMs so that you can get feedback from other clubs and your Lieutenant Governor.
3. Your club should have club and board meetings regularly.
4. Incorporate technology into meetings to create a fun environment.
5. Have interactive meetings where members get more involved and talk about service projects.
6. Have a suitable service hour requirement for members.
7. Mix club meetings with service projects to allow new members to understand the importance of service and inclusiveness.
8. Send two people to Kiwanis events and other related events in order to create a better connection with their local Kiwanis club.
9. Have friendly competition between the club members to promote a healthy fun aspect of service. (Note: Do not let this deter from our Key Club core values)
10. Do school wide projects and help improve the school so that the administration and students have a favorable view of the club and will support/join.

Key Club Meeting Sample Agenda

Florida District Club Growth Committee 2012-2013

This is a recommended agenda for clubs. Clubs do not need to follow this agenda topic for topic. This agenda is meant to be used as a guideline to assist clubs in holding more valuable, effective, interesting, and fun meetings that promote the values of Key Club.

Date:

Time:

Call to Order

Pledge of Allegiance: (Can be led by Member)

Invocation or Inspirational Remark:

Welcome New Members and Guests:

Icebreaker/Energizer:

Guest Speaker:

Recap on Past Events (Members can become involved here)

Secretary's report:

Treasurer's report:

Committee Meetings (As necessary)

Announce Upcoming Service Projects

Review of Membership Requirements: (First meeting or as needed)

Sign-up for Events

Key Club Pledge:

Adjournment

Service Project

Social/Party

Notes:

1. Socials help members bond and make meetings more interesting but should not be the focus or purpose of the club.
2. Keep general meetings to a reasonable length with content relevant to most of the attendees so as not to bore them.
3. A good strategy is to combine meetings with service projects; it helps guarantee a good turnout and makes the meeting more engaging.

Problems and Solutions for Endangered Clubs
Florida District Club Growth Committee 2012-2013

Table of Contents

Communications	pg. 2
Community Service	pg. 5
One Population Clubs	pg. 6
Support	pg. 8
Training	pg. 9
Weak Membership	pg. 10

Communications

Communication is extremely important between all tiers of Key Club and the Kiwanis Family. It helps make sure all members are informed of their responsibilities and keeps everyone working toward the same goals.

- I. Problems
 - a. Advisors
 - i. Faculty Advisors
 1. Some clubs have a communication gap between their faculty advisor and the club board and members. This can create issues when planning events as the faculty advisor is the chaperone and should be guiding and encouraging the club.
 - ii. Kiwanis Advisors
 1. Kiwanis advisors are the link between the Key Club and Kiwanis. Kiwanis advisors should attend Key Club meetings and assist in training the officers, guiding, and working with them to better the club.
 2. Key Clubs do not know who their sponsoring Kiwanis Club and advisor are.
 - b. Club Members
 - i. Board Members
 1. Board members are not passing on information to their members effectively. The Lieutenant Governors send newsletters to only the club's board members it is then the duty of the club's board members to pass on the information. When this does not happen, members in the club will not receive important dates of meetings such as Divisional Council Meetings, Key Club Kick off Conference, DCON, and ICON.

- ii. Members
 1. Members fail to effectively communicate their ideas, problems, and preferences to their board. (ex. members might feel that meetings are boring or ineffective and stop attending instead of sharing problems and solutions with the board.)
 2. Members are not being included in meetings or club planning.
 - c. Lieutenant Governors
 1. Clubs may have difficulty contacting Lt. Governors.
 2. Lieutenant Governors don't send reminders for events.
- II. Solutions
 - a. Advisors
 - i. Faculty Advisors
 1. Board members should feel comfortable talking to the faculty advisor about their goals and what they wish to accomplish. Board members should meet regularly and the faculty advisor should be in attendance an order to guide the officers.
 - ii. Kiwanis Advisors
 1. The club should attempt to contact the Kiwanis club and get them more involved in meetings and events. Key Club members should attend Kiwanis meetings when possible and vice versa. The Lt. Governor should advise the club in handling this situation accordingly and if necessary contact the Kiwanis club themselves.
 - b. Club Members
 - i. Board Members
 1. Lieutenant Governors should encourage their club's board members to share their newsletters with their club members.

ii. Members

1. Have board members encourage members to share their thoughts about meetings and various club activities anonymously at club meetings.
2. Get members more involved with the club through committee and project chairs.

c. Lieutenant Governors

1. Lieutenant Governors need to check their emails on a daily basis. It is important that Lt. Governors are accessible to clubs through various contact methods. Facebook, phone calls, texting, e-mail, conference calls, and club visits are all great ways to be easily accessible for clubs.
2. If Lieutenant Governors send out regular reminders then clubs are less likely to forget about them and more likely to show up.

Community Service

A healthy Key Club must always be sure to have at least a few ongoing service projects. This allows members to develop a reputation with the school and community.

- I. Problems
 - a. Clubs do not have constant service projects causing members to stop attending the sporadic service projects that do get planned.
 - b. Clubs don't know how to find service projects good for their home club that they can do year round.
 - c. Clubs have a lack of variety of service projects.
 - d. Clubs don't participate in service project with their Kiwanis or Key Club division.
- II. Solutions
 - a. Lt. Governors should let their club's board members know that having constant service projects is very important and encourage them to do as much service as possible. Also, having the board members meet before school to plan service projects for the upcoming year is a good idea.
 - b. Lt. Governors should include various different service project ideas in newsletters. Also, reminding clubs about the governor's project and different ideas of specific service projects that fall under that category, this is an easy year round project for clubs to do.

One Population Clubs

Sometimes, there are clubs whose entire membership base is made up of one group of people such as all seniors or all members of a magnet program. This is a precarious situation at best because if something were to happen to affect that demographic, such as graduation or the magnet program being removed, the foundation of the club could essentially disappear. Key Club is an all-inclusive organization therefore we must strive to keep the club diverse.

- I. Problems
 - a. Magnet Program
 - i. Special programs in schools will sometimes have rules stating that students must complete service or show extracurricular involvement. This encourages students to join the club simply for that program and if the obligation were to be ended, the students would have no motivation to continue being active in the club.
 - b. Class Selectivity
 - i. Key Club may have an appeal to only a certain class at a school such as only seniors or only freshman. This is dangerous if graduation time comes around and the total population of the club becomes less than 20.
- II. Solutions
 - a. Magnet Program
 - i. Promote the idea that everyone can have fun and make a difference through Key Club by hosting fun service projects and interclub events.
 - ii. Have model members outside the magnet program help appeal to other students and show them the possibilities.
 - b. Class Selectivity
 - i. If most members are older, have them appeal to younger students and act as role models who mentor the students and motivate them to strengthen the club.
 - ii. If members are mainly seniors, they can hold a seminar to instruct younger students to take up their legacy.

- iii. If members are mainly freshman, focus on recruitment during the school year and not just at the start of the year. Make sure membership retention does not become a problem. (Refer to Weak Membership Section)

Support

Lack of support makes it difficult for the leadership of a club to maintain an active membership and a strong involvement in the school and community. This could include a lack of support from the sponsoring Kiwanis Club, faculty advisor, or school administration.

- I. Problems
 - a. Kiwanis Club
 - i. Kiwanis Clubs don't help fund service projects, transportation, and conventions
 - b. Faculty Advisor
 - i. Faculty Advisors often don't want to help with transportation to service projects and meetings.
 - c. School Administration
 - i. If School Administration does not have a complete understanding of Key Club or does not fully support the organization. This creates issues with approval of service projects and attendance of division and district events. A poor relationship between school administration, the Key Club, and the Kiwanis Club, can create issues, such as if a faculty advisor resigns they may not find a replacement.
- II. Solutions
 - a. Kiwanis Club
 - i. Hi
 - b. Faculty Advisor
 - i. Hi
 - c. School Administration
 - i. At the beginning of the school year the school administration should have a meeting with Kiwanis President, Kiwanis Advisor, Faculty Advisor, and Key Club President to discuss Key Club. This will help the administration become more familiar with Key Club and more apt to approving service projects for the following year

Training

About this

- I. Problems
 - a. KC
 - i. KC
 - b. KC
 - i. KC
- II. Solutions
 - a. KC
 - i. KC
 - b. KC
 - i. KC

Weak Membership

Having good membership numbers is crucial to having a strong Key Club. The reason why Key Club is such a fruitful organization is because of the wide reach it has.

- I. Problems
 - a. Having weak membership endangers the clubs chances of sustainable growth since a large majority of its members could be seniors and leaving the club.
 - b. If the school administration does not see the value in Key Club then they will not fully support and advertise the club.
 - c. If a clubs membership numbers are low then the club is unable to have a full board which leads to an insufficient balance between the different duties in the club
- II. Solutions
 - a. Create membership drives and draw in more underclassmen.
 - b. Do service projects around the school therefore, the name of the Key Club gets out and the school administration feels comfortable with the club.
 - c. Then the club should focus on heavy recruitment to attract dedicated and loyal member.



Florida Opportunity Fund
Application Cover Sheet

Dear Applicant:

Thank you for your interest in the Florida Opportunity Fund (FLOF)! FLOF grants will be used solely for service projects. Fundraising projects will not be approved for a FLOF grant. FLOF will grant up to two-thirds of the total cost of the project. Also, 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 do not equal more than \$1000.

Contact your local media sources to get publicity for your service project as this special attention gives your Key Club more support. Media coverage also may give way to more sources of funding from local community philanthropists and businesses.

The entire application contains eight parts including the follow-up form. Please e-mail your FLOF Application Package consisting of completed Parts I through VI with signatures to your Lieutenant Governor. Part VIII, the follow-up form, will be sent to you after the project completion date.

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 VIII: Follow-Up Report within three weeks of the completed project or by March 5th (for projects occurring prior to March 1), whichever is earlier.

Applications must be received by May 15th for all projects between June 1 and September 30. Grants will become available again on October 1. You may submit an application before October 1; however, you will not receive your grant until after October 1.

Thanks again for your interest. Together we can make a difference!

Yours in Service,

Kristen Truong
District Treasurer
Florida District of Key Club International
Treasurer@FloridaKeyClub.com

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2012-2013

Criteria Checklist

The requirements for receiving a FLOF grant are listed below; please make sure your club meets all of these. Your application will be rejected if any of these criteria are missing.

- ✓ All pride reports of applicant club have been submitted 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 Conferences, and Spring Rallies.
- ✓ The club funded at least one-third of the cost of the project from sources other than FLOF.
- ✓ The application must be FIRST approved by their Lieutenant Governor. The Lieutenant Governor will then forward the completed application to the District Treasurer.
- ✓ The club attached *detailed* descriptions (lists, essays, charts, etc.).
- ✓ The application is completely filled out.
- ✓ For projects before March 1, the club agrees to submit Part VIII "Follow-Up" report by the earlier of within three weeks after project completion or the beginning of an ongoing project or by March 5. All sections must be completed *thoroughly*. Failure to complete Part VIII 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.

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

2012-2013

GENERAL	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 your responses on this application.		
PART I: Club and Project Information – To be filled out by a club officer			
Name of Club		Lieutenant Governor	
Key Club ID		Date of Project	
Name of Project			
Contact Information: Provide the following information about the person requesting the grant.			
Name		Club Position	
Address (street, city, zip)		Phone Number	
		Application Date	
Email			
PART II: Payment Information			
Payment Information. Approved grants will be paid by check made out to your Key Club. The check will be mailed to the Faculty Advisor. Provide the following additional information from your advisor.			
Send check in care of	Phone:		
Address (street, city, zip)			
PART III: 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 <i>additional documents as necessary</i> . Make sure that the FLOF grant is no more than two-thirds the Total Cost of the Project.			
	Item Name and Purpose	Quantity	Cost
1			
2			
3			
4			
5			
TOTAL COST OF PROJECT (1)			
TOTAL OF FLOF GRANT (2)			
TOTAL OF OTHER INCOME (contributed by your Key Club and other sources) (3)			
TOTAL LINES 2 & 3 (Must equal line 1, Total Cost of Project)			

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2012-2013

PART IV: Other Forms of Funding

In this section, please indicate all of the other resources used for funding your project.

Local Kiwanis Club School City Council County State

Businesses (List):

Other (List):

PART V: Project Description

In this section of the application, please answer the following questions as completely as possible.

1. Describe the project in detail for which you are seeking a grant.
2. Describe the impact the project will have on the community and the club.
3. Please include any links to the project if it is a pre-existing organization.

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2012-2013

This page must be completed separately. Print this page, get handwritten signatures, scan the page, and email this page with Parts I to V to your Lieutenant Governor.

PART VI: 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 (lists, essays, charts, etc.) for Part V.
4. For projects before March 1, you submit Part VIII "Follow-Up" report by the earlier of within three weeks after project completion or the beginning of an ongoing project or by March 5.
5. You agree that any FLOF funds remaining after project completion will be returned to the District.

Failure to comply with these requirements will require you to 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.

The handwritten signatures and information below certify that all the information contained in Parts I through V in this application are factually correct and honestly presented and certify understanding and agreement of the Club officers and advisors to the Conditions in Part VI, including the return of any funds awarded if requirements are not met.

Name of Project:

Date of Project:

Amount of FLOF grant:

Club Name:

Key Club ID:

Club President		Date	
Club Vice-President		Date	
Club Treasurer		Date	
Club Secretary		Date	
Faculty Advisor		Date	
Kiwanis Advisor		Date	

Part VII: FLOF COMMITTEE USE ONLY

The Florida Opportunity Fund application for the Key Club of ____ H.S. has been

- APPROVED for \$____ out of the \$____ requested.
- DENIED for the following reason:

FLORIDA OPPORTUNITY FUND GRANT APPLICATION

Florida District of Key Club International

2012-2013

This section does not need to be completed until your project has taken place.

Part VIII: Florida Opportunity Fund Application Follow-Up Report

Dear Applicant,

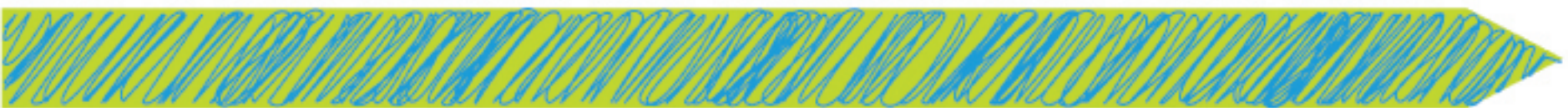
Thank you for participating in the Florida Opportunity Fund! For projects started or completed by March 1, this Part VIII must be completed and submitted by the earlier of within three weeks of completion of your project or March 5. If your project is ongoing and begins before March 1, it must be completed by the earlier of within three weeks of the start of your project or March 5. 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**.

Florida District of Key Club
5545 Benchmark Lane
Sanford, FL 32773-8116

Thank you and if you need anything in the future please contact me.

Kristen Truong
District Treasurer
Treasurer@FloridaKeyClub.com

- 1) Club Name:
- 2) Name of Project:
- 3) Name of Person Submitting this Report:
- 4) Phone: Email:
- 5) Address:
- 6) Date Project Completed: Date of this Report: Amount of FLOF grant: \$
- 7) Attach to this form an essay describing in detail your completed project.
- 8) Attach a final financial accounting of this project and copies of all receipts. You must document that you spent all FLOF money or the money not used or not accounted for must be returned to the Florida District of Key Club.
- 9) Attach at least 10 photographs showing different aspects of the project (photographs may be published and will not be returned).



The Home Project

"Keep it close to Home"



The Home Project

"Keep it close to Home"

2012-2013

Governor's Project

Service Booklet

What is the Governor's Project?

The 2012-2013 Governor's Project is the Home Project. The object of this project is for Key Clubbers to better the lives of the homeless in our local communities.



Does my project qualify?

Projects should impact people in any of the below circumstances:

- People who are living in a place not meant for human habitation, in an emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided (i.e. homeless shelter, public areas, etc.)
- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, and lack resources or support networks to remain in housing.
- Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. (i.e. domestic violence shelters, shelters for abused and battered women and children, etc.)



When planning projects for the upcoming year, keep in mind that service should target these groups on a local level "**keeping it close to home.**"

How do I get my project started?

Before undertaking a project, you should first assess the need, contact any organization you wish to work with to find out about the rules, logistics, and safety issues of your plan.

For instance, before planning a PB and Jathon, contact local food pantries and homeless shelters about health requirements for making the sandwiches and their need for them.

You may find that you can serve them better in a different way or help them with one of their greater needs!

Make sure you're making a meaningful contribution with your project and be sure to get the word out to your members and classmates about how they can help whether it is a drive, fundraiser, or hands-on service.

Inviting guest speakers and making sure volunteers are well informed about the project will make it more successful in the community and important for its participants. Don't forget to invite other members of the K-Family!



Service Ideas

Homeless Drive/Care Package

One of the major issues facing the homeless in our communities is the cold winter which can lead to great discomfort. Hold a “Warm the Homeless” drive during the winter months (November to February depending on where you live) in your club or throughout your entire school whereby members and students would collect items from soap and razors to toothbrushes and toothpaste to socks and blankets that your club would then give to your local homeless shelter.

Another good idea to add to this drive would be to have members and students donate pillow cases as well so that these items can be placed into a pillowcase that will be easier for the homeless to carry with them.

Dress Down Day

If you go to a school where all students must wear a school uniform, you can propose holding a Dress Down Day in your school where students could wear regular clothing and pay \$1 for tops and \$1 for bottoms. Where would the money go? Your local homeless shelter or foster home! Students will get to be comfortable in school at the same as getting to the opportunity to support a great cause.

You can have fun with the Dress Down Day by having a theme as well. For instance, Child Abuse Prevention Month is in the month of April. This cause is defined by the color blue. Your club can hold a Dress Down Day during the month of April and tell all students to wear a blue shirt for \$1 and any bottoms for \$1.

Garage Sale

Many homeless shelters face financial struggles that affect how well they can help the homeless in their community.

Garage Sales can be very profitable fundraisers! Host a garage sale at your school or even by the shelter itself (after getting the necessary permission) where all money can then be donated to the shelter. Ask members, classmates, and community members to donate items for the garage sale and even for a collection drive!

Shelter Visits

You can never go wrong with simply visiting your local homeless shelter. Often they need help giving food to the homeless, cleaning the shelter, or even doing crafts and talking with the children. Contact your local homeless shelter schedule monthly visits.

Have fun with these visits. Your members could bring snacks or even host a holiday party for those individuals. Remember to always seek the permission from the shelter before performing the project.

Collection Room

Some schools have storage rooms or empty classrooms that are no longer in use or not used often. Ask your school administration if you can use one or two of these storage rooms to collect canned foods, clothes, and toiletries that can then be given to students in the school who may in fact be homeless and the homeless in your community. In order to protect the identities of these individuals within your school, you would need to work hand-in-hand with your administration.

Suggestions to make this project successful are:

- Assign a committee to this particular project to be in charge of periodically doing drives to stock and restock this storage closet
- To kick off the start of this homeless bank, start a drive in your school where students would collect items to be donated to the closet. Spread the word with the use of flyers and school announcements.
- Make it a class competition! For example, the 3rd period class to donate the most items by a certain date gets a breakfast party. This will ensure that the closet is full from the start.
- To make sure that the closet remains full throughout the school year, your club can do periodic school drives or have members constantly donate items to the closet.
- If you have a large club, you can assign each grade in your club to a month where the members of that grade must bring at least 3 items to donate to this homeless bank that month. This way, it should never be empty!

“Night in a Box”/ Walkathon

Organize an event in your community to benefit a local shelter and raise awareness by having participants gather at your school track or sports field to spend a night sleeping in a cardboard box. Set up fundraising booths or charge a small entrance fee, organize fundraising teams, publicize around your community, and invite guest speakers to make this event as inspiring and impacting as possible! Participants can walk continuously through the night relay-style for charity. Consider including fun activities such as a movie and field games.

Teens 4 Jeans

Join the Aeropostale campaign and hold a jean drive to be donated to homeless teens. Once the jeans are collected take them to your local Aeropostale during their campaign and every participant will receive a 25% off coupon!

For more information visit <http://www.dosomething.org/teensforjeans>

Thanksgiving Baskets

Have each homeroom create and decorate a Thanksgiving basket, filled with toiletries and non-perishable food items. Consider including gift cards for Thanksgiving dinners from local supermarkets. The best basket will receive a prize and all baskets will be donated to your local shelter.

Halloween Costume Drives

Providing costumes for kids whose parents cannot afford them makes the holiday more fun for everyone! Have your Key Club host a costume drive within your school and donate all the costumes to a homeless service that sponsors families and children. Hold the costume drive before the holiday, of course, so that these children have something to wear. After the holiday, have a post Halloween costume donation drive so people can donate the costumes just worn for next year.

School Supply Drive/ Locker Clean-Out

At the end of the school year, students often have school supplies in perfect condition that they would ordinarily throw out. Your Key Club can hold a drive for these items by helping clean out lockers at the end of the year to find unused school supplies and by setting up donation boxes around school during the last week of the term. Supplies can then be donated or put in a collection room for homeless students.

Soup Kitchen and Food Pantry

Local soup kitchens and food pantries often need help serving meals and sorting donations. Donate your club's labor for an afternoon or evening on a monthly basis stocking shelves at your local food pantry, or serving dinner to the less fortunate at a nearby soup kitchen. This is one of the fastest and best ways to *see* the difference in the faces of each and every life you'll touch.

Coat Collection

Keeping warm in the winter months is something most of us take for granted, but many homeless in our neighborhoods have a hard time staying warm. Before the cold sets in, collect new or gently used coats the members of your community are willing to donate. Then, contact your local Angel Tree coordinator or social service office to ensure they go to those in need.

Be sure to have convenient drop-off locations at schools, stores, etc. in your area. Then, see if a local drycleaner or Laundromat would donate their services.

Homeless shelter birthday parties

Host monthly birthday parties for kids at your local homeless shelter or community center. Bring games, gifts, cake and refreshments, and the spirit of fun to these less fortunate children and leave a lasting impact on the community.

Get gifts, party supplies and food donated, if possible. Show up early to decorate, and be sure to go all out to make the event extra special.

Prom rescue

Many homeless teens across the state might not get the chance to have their special night at prom. Hold a drive at your school for prom dresses and tuxedos and talk to your local tuxedo rental location or dress retailer and see if they'd be interested in loaning tuxes or dresses to these students for the night of prom. If they say no, ask them to offer discounts or no- or low-interest financing options to that all your school's students can participate in that one night to remember.

Adopt a room

Help brighten the atmosphere of those in need. Adopt a room at the local homeless shelter, domestic abuse shelter, soup kitchen, or food pantry by cleaning, painting, decorating and giving an all-around rejuvenation.

Make a multi-year commitment or invite other organizations to adopt rooms to make a larger impact.

Put on a show

Brighten the days of residents and clients at soup kitchens and shelters by hosting a youth variety show for all to enjoy. Acts can vary from the simple and straightforward to the elaborate and intense. Invite your high school jazz band, dance team, and any talent that your school has!

Gift Certificates and Coupons

It's easy to make a difference! Collect and clip food coupons for a local food bank or food pantry and collect and donate gift certificates to restaurant chains for hot meals to be directly distributed to the homeless.

Habitat for Humanity

Get your Key Club involved with your local chapter of Habitat for Humanity to help build homes for those who need them. This is a great hands-on project that has an extraordinary impact on the lives who benefit from your service.

For more information visit <http://www.habitat.org/>

Shoebox Christmas

Children living in shelters have few possessions, if any, including toys. Homeless parents have more urgent demands on what little money they have, such as food and clothing. So often these children have nothing to play with and little to occupy their time. You can donate toys, books, and games to family shelters to distribute to homeless children.

Ask each member of your club to bring in a shoebox and a few toys or games. Fill shoeboxes with toys, school supplies, hygiene items, and other goodies, and hold a wrapping event at your club. Bring these presents to children in homeless shelters for a memorable holiday. Make the event special by dressing up and having a Christmas party for the residents!

Take a Trip!

Frequently, the only environment a homeless child knows is that of the street, shelters, or other transitory housing. Outside of school, if they attend, these children have little exposure to many of the simple pleasures that most kids have. Volunteer at your local family shelter to take children skating, to an aquarium, or other fun day excursion. Be sure to have adequate supervision and funds to make this a memorable day.

Tutoring

Many children's homelessness prevents them from getting the academic stability and help they desperately. Volunteer with your Key Club to tutor children in homeless shelters on a regular basis or consider starting a mentorship program.

Love Knot Blanket Making

Buy yards and yards of fabric and help others stay warm during winter! Once you make them donate them to your local homeless shelter!

Supplies you'll need: 2 different fleece patterns (amount of fabric depends

How to make it:

1. Cut your fabric equally (depending on how many you will make), sharp scissors, tape, and alligator clips.
2. Lay the blankets down evenly on top of each other and clip them together so they don't move
3. Choose a side to begin and hold the two fabrics up about an inch and a half and use four or five pieces of tape to secure it along this side. Make sure they are even!
4. Begin cutting along the folded piece up the edge of where the fold ends. Bring your scissors just past the end of the fold. Make your cuts about an inch apart so your strips will be about an inch in thickness. Continue to do so until you finish the entire side.
5. Begin tying the two fabrics together. The pieces that were cut together are tied together. It's easy to get off a tie, so pay attention so you don't have to go back and untie.
6. Continue on for the remaining three sides. The corners can be a bit tricky. Cut as you did the first side and cut off any ties that look awkward on the corners so that you have a right angle.

In Florida, there are 85,907 persons
homeless on any given day. What
will you do to help?





KIWANIS FAMILY BOOKLET 2012- 2013



Kiwanis Family Booklet

2012-2013

Florida District of Key Club International







Age doesn't stop service! Kiwanis Kids, or K-Kids for short, is a program designed to teach elementary students the skills they need in order to become better team players and leaders.



Objectives:

- To provide opportunities for working together in service to school and community.
- To develop leadership potential.
- To foster the development of strong moral character.
- To encourage loyalty to school, community and nation.

Vision Statement:

To develop competent, capable, caring leaders through the vehicle of service.

Mission:

K-Kids is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Service Partners:

- UNICEF
- March of Dimes

Motto:

We Build

Pledge:

As a K-Kid,

I promise to serve my neighborhood and my school;

I will show respect toward my environment;

and I will try to make the world a better place in which to live.

Core Values:

- Character building:** The ability to do the right thing, even when it might be the unpopular choice.
- Leadership:** The ability to listen, communicate, serve and guide others.
- Inclusiveness:** Accepting and welcoming differences in other people.
- Caring:** The act of being concerned about or interested in other people or situations



Clean up a Playground:

As a child, you loved to play on the playground. Whether you preferred the swings or the slide, the love for the park was always there. So why not preserve this park of play for the children of today!



Start a Book Drive:

This is an easy, simple project that almost anyone can do! This project will teach Kiwanis Kids the importance of giving to others who are in need.

First, you have to talk to either the Kiwanis Kids Faculty Advisor or the school principle to see if you are allowed to set up a book donation box in the school library.

Then you can come in monthly to check on the donation process and to help the Kiwanis Kids make posters and flyers advertising their service project. While you're there you could also read to the kids from some of their favorite books.

Join K-Kids in cleaning up a playground. In doing so you will be teaching them playground safety as well as the importance of preserving the Earth; and afterwards you can play with them on the newly cleaned playground.



With over 36, 000 members, Kiwanis Kids complete hundreds of thousands of hours of service every year! So why not tag along?

Key Club members play a vital role in the life of a Kiwanis Kid. As a Key Clubber you act as a mentor, an advisor, and most importantly, as a friend. Kiwanis Kids look up to Key Clubbers for advice and inspiration, so be sure to set a good example.

Here are just a few of the many service projects Key Club can do with Kiwanis Kids.

Kiwanis Terrific Kids®

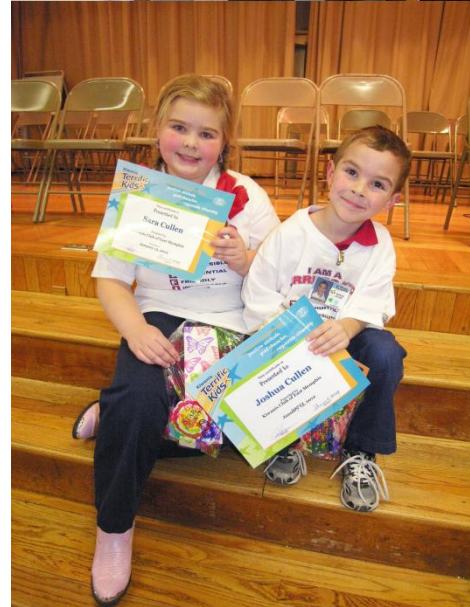
What is Terrific Kids?

Terrific Kids is a program where students work with their classroom teacher to establish goals to improve behavior, peer relationships, attendance or school work. All students who achieve their goals after a specified time are recognized as Terrific Kids. Recognition includes:

- being pinned as a Terrific Kid
- a pizza, ice cream or other food-themed party
- and presentation of certificates and other giveaways

Goals of the Terrific Kids Program:

- To teach how to establish and reach goals
- To teach students perseverance
- Encourage peer mentoring
- Teach students the Terrific Kids character traits and how developing a good character can help one achieve
- Provide teachers with material to help redirect negative student behavior
- Provide teachers with a method to motivate and empower students
- To recognize all students in the participating classroom by the end of the school year.





Kiwanis Bring Up Grades®



What is B.U.G ?

Bring Up Grades or BUG is a program designed to provide recognition to students who raise their grades into an acceptable range and maintain or continue to raise them from one grading period to the next. Recognition includes:

- being placed on the school's BUG Honor Roll
- a pizza, ice cream or other food-themed party
- and presentation of certificates and buttons.

Goals of the B.U.G. program:

- Teach students how to establish and reach their academic goals
- Teach students about perseverance
- Encourage peer mentoring
- Provide teachers with a method to motivate and empower students to achieve academically
- To recognize all students in the participating classroom by the end of the school year



Building new friendships and serving others, middle/junior high school students can join Builders Club to build their leadership and service skills.



Motto:

Building leaders

Pledge:

"I pledge on my honor to uphold the objects of Builders Club. To better my school, my community, my nation, and myself. To aid those in need while enhancing leadership capabilities, and to encourage the fellowship of all mankind."

Vision:

To develop competent, capable, caring leaders through the vehicle of service.



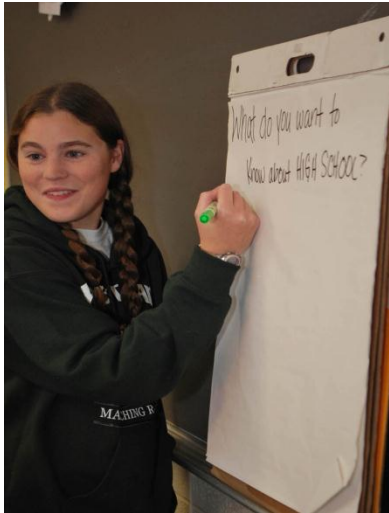
Mission:

Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership.

Core Values:

- Character building:** The ability to do the right thing, even when it might be the unpopular choice.
- Leadership:** The ability to listen, communicate, serve and guide others.
- Inclusiveness:** Accepting and welcoming differences in other people.
- Caring:** The act of being concerned about or interested in other people or situations.





Start a Campus Clean-Up:

Work with the faculty advisor or the school principle to establish a date every month where Key club and Builders Club can work together to clean the school campus.

You'll teach Builders Club the importance of preserving the planet and you can use this time to bond with your Builders Club and answer any questions they may have about Key Club.



With over 1,600 Builders Clubs around the world and over 45,000 members, Builders Clubs contribute a lot of service! So join them!

Like Kiwanis Kids, Builders clubs look up to Key Club for guidance and advice. You want to be the best mentor you can be because Builders Club members are aspiring Key Club members.

So get them excited about Key Club by joining them in service. Here are just a few of the many projects you can do with your local Builders Club.



Start a Can food Drive:

This is an easy project that practically anyone can do. This project with teach builders Club the importance of helping those less fortunate and it promotes Florida District Governor Sam Kerce's Governor's project!

You can bond with Builders Club while making posters, flyers, and decorating collection boxes. You can even spark some "friendly competition" by seeing which club (Key Club or Builders Club) can collect the most cans.

KEY CLUB

Objectives:

- 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.

Motto:

Caring- Our Way of Life

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.

Vision:

We are caring and competent servant leaders transforming communities worldwide.

Core Values:

Leadership, character building, caring and inclusiveness.



What defines you?

Key Club is an international, student-led organization which provides its members with opportunities to provide service, build character, and develop leadership.

The first Key Club was started in 1925 and now there are over 5,000 clubs with over 250,000 members that span over 30 countries!

Today the Florida District of Key Club International, which covers the state of Florida as well as the Caiman Islands, is the second largest District in the United States! That's why we are nicknamed the "Mighty, mighty Florida District.

Key Club international is the largest of all of the Kiwanis Family organizations; participating in hundreds of thousands of service hours every year! Here are just a few of the many service projects Key Club can do.

- PB&J-a-thon for the homeless
- Beach clean up
- Road clean up
- Volleyball tournament for Eliminate
- Can food drive
- Clothing show
- Charity talent show
-And much more



Key Leader is a weekend experiential leadership program for today's young leaders. This life-changing event focuses on service leadership as the first, most meaningful leadership-development experience. A Key Leader will learn the most important lesson of leadership—it comes from helping others succeed.



History of Key Leader:

Since April 2005 Key Leader has served more than 16,400 students at 317 Key Leader events in 39 U.S. states, 5 Canadian provinces, Malaysia, Brazil, Cayman Islands, El Salvador and Singapore.



Keys to Excellence:

- **Personal Integrity:** Doing the right thing
- **Personal Growth:** Developing in mind, body, and spirit
- **Respect:** Showing consideration for self, others, and property
- **Building Community:** Developing relationships to achieve positive goals
- **Pursuit of Excellence:** Expecting and achieving the best

What happens at Key Leader?

Large and small group workshops, discussions and team-building activities take place over the course of the weekend. Students have opportunities to learn leadership skills that will help them to change their schools, communities, and world for the better.

While exploring leadership in a whole new way, participants will make amazing new friends and have experiences they will never forget.

CKI

Circle K International



CKI is a self-governing organization that allows college/university students to continue serving others, building leadership skills, and make friends!



Objectives:

To emphasize the advantages of the democratic way of life;

To provide the opportunity for leadership training in service;

To serve on the campus and in the community;

To cooperate with the administrative officers of the educational institutions of which the clubs are a part;

To encourage participation in group activities;

To promote good fellowship and high scholarship;

To develop aggressive citizenship and the spirit of service for improvement of all human relationships;

To afford useful training in the social graces and personality development; and

To encourage 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 the application of high social, business and professional standards;
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
- To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities;

What does CKI do?

CKI blends community service and leadership training with the opportunity to meet other college students around the world. Projects such as the Six Cents Initiative, CKI's International fundraiser that aims to provide water to the 2.2 billion children worldwide who lack safe drinking water, bring CKI members together to make a difference in the world.

Motto:

Live to Serve, Love to Serve!

Pledge:

I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind's potential!

Vision:

To be the leading global community-service organization on college and university campuses that enriches the world one member, one child and one community at a time.



Service with heart
 The next person to make a difference could be you

CKI: It's Bigger than you think!

-With more than 12,600 members in 17 nations, CKI members perform more than 1 million hours of service on their campuses and in their communities every year!

CKI Service Week:

CKI Service Week exists to increase awareness of CKI, the Kiwanis family and CKI's service partners Better World Books, March of Dimes, Students Team Up to Fight Hunger and UNICEF on college campuses.

Want to Join CKI?

Try touring the campus of the college you want to attend to see if it is a good fit. If it is then start attending CKI meetings (if possible). It's never too early to make friends!



CKI's Service Partners:

- Better World Books:** helps break the cycle of poverty through education and literacy... one book at a time
- March of Dimes:** improves the health of babies by preventing birth defects, premature birth, and infant mortality
- Students Team up to Fight Hunger (STUFH):** dedicated to linking food banks with local colleges and universities to collect food for those who need it most and to raise awareness of these needs upon the local student population
- UNICEF:** provides emergency aid to children in Europe and Asia
 - Saving Lives: The Six Cents Initiative:** helps children get the rehydrating salts they need to survive dehydration spells and provides long-term solutions for the problem; which includes providing clean water resources through the installation of filtration and sanitation systems.



Aktion Club is the only service club for adults with disabilities. This organization allows adults with disabilities to participate in community service as well as make friends!

Motto:

Where development has no disability

Vision:

To develop competent, capable, caring leaders through the vehicle of service

Mission:

To provide adults living with disabilities an opportunity to develop initiative, leadership skills and to serve their communities

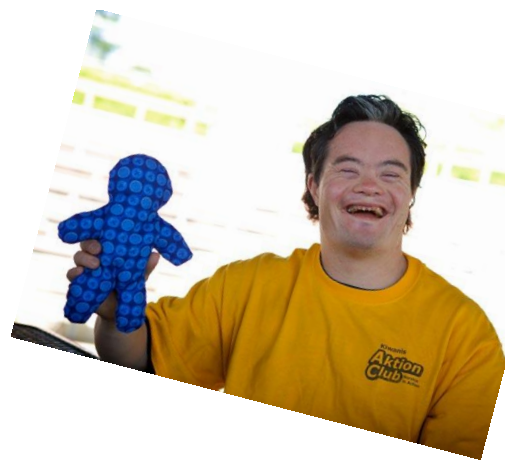
Core Values:

Character Building: The ability to do the right thing, even when it might be the unpopular choice

Leadership: The ability to listen, communicate, serve and guide others

Inclusiveness: Accepting and welcoming differences in other people

Caring: The act of being concerned about or interested in other people or situations



History of Aktion Club:

The 1988-1989 Governor of Kiwanis International's Florida District organized the first Aktion Club for adults who live with a disability in Putnam County, Florida, in 1987. Soon the word spread all around the country and then the world.



Aktion Service:

With over 9,000 members worldwide Aktion clubs donate thousands of service hours every year! So why not join in!

Below are some projects that Key Club and Aktion Club can do together.

- Plant flowers at a nursing home
- Write letters to soldiers
- Collect toy for Santa Surprise
- Collect wintertime jackets for the Salvation Army
- Sell tickets for a charity Auction



Service Initiative:

Sleeping Children Around the World (SCAW): provides bed kits to children in need throughout the developing world. A bed kit donation of \$37 provides a mat or mattress, pillow, sheet, blanket, mosquito net (if applicable), clothes outfit, towel and school supplies.



Kiwanis

Service Leadership



Kiwanians are volunteers changing the world through service to children and communities. Kiwanis members help shelter the homeless, feed the hungry, mentor the disadvantaged, and care for the sick. They develop youth as leaders, build playgrounds, raise funds for pediatric research, and much more.



Kiwanis

www.kiwanis.org

Motto:

Serving The Children of The World.

Mission:

Changing the world, one child and one community at a time.

Kiwanis Facts:

- There are about 8,000 Kiwanis clubs in 96 countries
- There are more than 260,000 adult members and approximately 320,000 youth
- Each year Kiwanis Clubs sponsor nearly 150,000 service projects and raise more than \$107 million



Find a Kiwanis Club in your area:

Want to increase your relationship with your Kiwanis club, but you don't have any contact information? Not sure what Kiwanis Club sponsors your club?

Visit www.floridakiwanis.com to find out about Kiwanis Clubs and events in your area.



How to get involved with Kiwanis:

It is important to establish good relationships with your Kiwanis Club because Kiwanians are great mentors who give us advice and help us with our service projects. Here are just a few ways to improve Kiwanis family relations.

- Invite Kiwanis Club members to your service projects
- Host a Kiwanis family night where Key Club and Kiwanis enjoy a meal and bond over service.
- Attend Kiwanis meetings/DCM's. This is a great way to meet Kiwanians and to find out upcoming service events.
- Host a Kiwanis Family Game Night, where you bond over board games.



Kiwanis Family United



Information Station

If you missed any of the information above or if you want to learn more, below are links to all of the important Kiwanis Family Relations websites. Enjoy!

- www.floridakeyclub.com
- www.keyclub.org
- www.floridakiwanis.com
- www.kiwaniskids.org
- www.buildersclub.org
- www.key-leader.org
- www.circlek.org
- www.aktionclub.org



Kiwanis[®]

International



Kiwanis
Bring Up
Grades





Robert Thal Outstanding Key Club Sponsor

Robert Thal Outstanding Key Club Sponsor- The portfolio award presented to the Kiwanis Sponsor Club that demonstrates the best relationship between a Key Club they sponsor.

Nominations must contain the following:

- Letter of Nomination written by the nominating Key Club member or a committee of individuals within the nominating Key Club.
- Biographical information between the Key Club and the sponsoring Club . Can include lists, essays, and photos.(Maximum five pages)
- Letters of Recommendation (Maximum of five letters may be submitted.)
- Up to four pages of additional information.

Questions? Ask Lieutenant Governors:

Luis Blanco (division26a@floridakeyclub.com) or

Morgan Bechtle (division10b@floridakeyclub.com)

Deadline: December 31, 2012



PRIDE REPORT SUBMISSION

WHAT'S THE POINT?



Remember, all pride reports for the previous month are due by the 10th of the following month! Do not be late!

WHY TURN THEM IN?

1. YOU CAN BRAG ABOUT HOW AWESOME YOUR CLUB IS!
2. YOUR CLUB CAN QUALIFY FOR AWARDS BASED ON YOUR DOCUMENTED ACTIVITIES!
3. IT KEEPS YOUR LIEUTENANT GOVERNOR FROM BUGGING YOU AND KEEPS THEM HAPPY:)
4. YOUR CLUB'S EXTENSIVE EFFORTS CAN BE RECOGNIZED BY THE DISTRICT.
5. YOU CAN USE YOUR REPORTS TO EXCHANGE IDEAS WITH OTHER CLUBS.

WHAT ARE PRIDE REPORTS?

1. OUR WAY OF KNOWING WHAT YOUR CLUB IS UP TO
2. ALLOWS YOU TO DOCUMENT MEETINGS, MEMBERS PRESENT, AND TOTAL MEMBERS IN YOUR CLUB
3. YOU CAN TALK ABOUT YOUR PROJECTS, ESPECIALLY THOSE RELATING TO THE GOVERNORS PROJECT!
4. ALLOWS YOU TO COMMUNICATE WITH THE DISTRICT BOARD AND YOUR LTG!

The Florida District of Key Club
MAY 2012-13 MONTHLY PRIDE REPORT
 ZONE A -- DIVISION 1B

Niceville High School
 800 John Sims Pkwy
 Niceville, FL 32578

President: _____
 Phone: _____
 Kiwanis Club: _____

Has the Lt. Governor Contacted the Club this month: **Yes**
 By what means: **Personal Visit**
 DCM Attended: **Yes**
 Club received newsletter from your Lt. governor: **Yes**

Questions/Comments

WEEK	1	2	3	4
Meeting Held				
Members in Club				
Members Present				
Kiwanis Advisor Present				
School Advisor Present				
Number of other Guest				
Board Meeting Held				

www.keyclub.org



Kiwanis
Service Leadership

Created by the Florida District of Key Club Service and Major Emphasis Committee with the assistance of Zone F administrator Richard Osso



Every Child a Swimmer



Every year in the United States, 8,000 people die from drowning and more than 80,000 near-drownings occur in which people can be severely injured. Kiwanis, Circle K, and Key Club are all working together with elementary schools in the community to lessen these numbers and teach young kids how to swim.



Who is it for?
Elementary school kids not
older than 4th grade.

How do I get started?

1. Select a person or persons to meet with local school officials, to discuss making ECAS a part of their elementary school curriculum.
2. Find a pool that is available for the lessons; if there isn't one located on the school's property you could possibly use a county or city-owned pool.
3. Find a certified swimming instructor.
4. Advertise for financial and volunteer support in the school & local media.





Created by the Florida District Service Committee

“True leaders understand that leadership is not about them, but about those they serve. It is not about exalting themselves but about lifting others up.”

-Sheri L. Dew

Service Directory

District Projects.....	1
Drives.....	4
Hands-On Projects.....	7
Kiwanis Family Projects.....	9
Major Emphasis.....	11
Special Needs Awareness Program (SNAP).....	12
Walks.....	14
The Eliminate Project.....	16
Governor’s Project; “The Home Project”.....	17
Authors.....	17

District Projects

Adopt a Grandparent

- <http://www.adoptagrandparent.org/>
- Adopt a Grandparent is a great opportunity to bridge the generational gap and give older citizens companions. You can help by volunteering at a local retirement home, visiting elders on the weekends or weekdays or donating to the organization.

Adopt a Troop Foundation

- <http://adoptatroop.net/>
- 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.

CHOW NOW Children Hungry on Weekends: Not on Our Watch

- Camden (941) 725-1202, Camsag8r@aol.com
- This program provides kids that have free or reduced lunch at school with non-perishable meals on the weekends. Fundraising, community involvement and supply drives are good ways to collect food supplies for the kids who need it on the weekends.

Christian Foundation for Children and Aging (CFCA)

- <http://www.cfcausa.org>
- CFCA is a non-profit organization that promotes the sponsorship of children and families in need in various countries around the world. By donating a simple \$30 a month, you can help pay for someone's education, medical expenses, as well as basic necessities. You can raise money with in your club or division, and sponsor a child for a year, or make simple monetary donations to help the cause.

Florida Coalition Against Domestic Violence (FCADV)

- <http://www.fcadv.org/>
- FCADV works towards ending domestic violence through events designed to raise awareness, as well as through other outlets such as the Florida Domestic Violence Center. To help victims of abuse, hold clothing drives in the community to collect clothes for the victims.

Feeding America

- <http://feedingamerica.org/>
- 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.

Grass Root Soccer

- <http://www.grassrootsoccer.org/>
- 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.

Florida Guardian ad Litem Program

- <http://www.guardianadlitem.org/>
- This organization helps speak against child abuse and neglect. You can help by creating gift baskets, bags of hygiene products, or even toys to be donated to the children.

Hershey's Track and Field

- <http://www.hersheystrackandfield.com>
- 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.handhmagic.org/>
- 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.

Jump Rope a Heart

- <http://www.americanheart.org/presenter.jhtml?identifier=2360>
- 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/>
- 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>
- 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>
- 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>
- 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>
- 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.

Drives

Becca's Closet

- www.beccascloset.org
- 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.

Books for Africa

- <http://www.booksforafrica.org/>
- Books for Africa collects, sorts, ships, and distributes books to children in Africa. The most common form of aid is donations due to the fact that the shipping of books overseas is extremely expensive. Hold a book drive with your club, but also be sure to raise enough money to ship the books to the BFA warehouses overseas.

Christmas in July

- <http://christmasinjulyinc.com/>
- 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.

Florida Coalition Against Domestic Violence (FCADV)

- <http://www.fcadv.org/>
- FCADV works towards ending domestic violence through public awareness, policy development, the establishment of standards, provision of funding, and support for Florida's domestic violence centers. You can hold a drive at your school at any point during the year, or multiple times throughout the year. Shelter locations can be found on the website.

Halloween Costume Drives

- Providing costumes for kids whose parents cannot afford them makes the holiday more fun for everyone! Have your Key Club host a costume drive within your school and donate all the costumes to a local church, Boys and Girls Club, or orphanage. Hold the costume drive before the holiday, of course, so that these children have something to wear. After the holiday have a post-Halloween costume donation drive for which people can donate the costumes just worn that can be donated for next year.

Operation Christmas Child

- <http://www.samaritanspurse.org/index.php/OCC/index/>
- 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.

Room To Read

- <http://www.roomtoread.org>
- 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.

The Salvation Army

- http://www.uss.salvationarmy.org/uss/www_uss.nsf
- 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.

Souper Bowl

- www.souperbowl.org
- (803) 788-3476
- The basic goal of the project is to collect and donate as many cans of food as possible to local homeless shelters or any organization that collects cans. Donating canned food items to Souper Bowl of Caring helps ensure that homeless people are fed.

Toys for Tots

- www.toysfortots.org
- (703) 643-9433
- The mission of the U.S. Marine Corps Reserve Toys for Tots Program is to collect new, unwrapped toys during October, November and December each year, and distribute those toys as Christmas gifts to needy children in the community in which the campaign is conducted. Have a toy drive at your school and collect new toys for underprivileged children, however

Teddy Bear Drive

- Hold a Teddy Bear drive at your school. Your club can design the competition however it likes, between grades, advisories, or even other clubs. Whoever wins should be given a prize such as an ice cream or pizza party. See if your club can get permission to spend time with the sick children either reading, playing games, or even just hugging their new teddy bear friend.

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.

Hands-On Projects

Adopt-A-Highway

- <http://www.dot.state.fl.us/statemaintenanceoffice/aah.shtm>
- For nearly ten years, Florida's Adopt-A-Highway program has improved the appearance of highway right-of-way throughout Florida while reducing the cost of litter removal.

Appalachia Service Project

- <http://www.asphome.org/>
- The Appalachia Service Project strives to enhance housing services to low-income families in Central Appalachia. This area has poverty rates well above the national average and many of the counties are classified as "distressed" by the Appalachian Regional Commission.

Arts and Crafts

- Arts and Crafts are all about being creative. Painting, sculpting, drawing...whatever it is, arts and crafts is a way to help people relax, bond, and have fun.

Beads of Courage

- <http://www.beadsofcourage.net>
- Beads of Courage is a resilience-based intervention designed to support and strengthen the protective resources in children coping with serious illnesses. Through the program children tell their story using colorful beads as meaningful symbols of courage that commemorate milestones they have achieved along their journeys of treatment.

Graffiti Clean-up

- <http://www.graffitihurts.org/community/organize.jsp>
- Graffiti clean-ups are a great way for your club to get involved with the community and make a positive impact on your local area. By cleaning up graffiti from buildings, signs and other areas you are creating an image of organized and put-together neighborhoods and communities. You are also helping the community save money usually spent on graffiti clean-up.

Habitat for Humanity

- <http://www.habitat.org/cd/local/affiliate.aspx?zip=33351>
- 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, this organization has built over 300,000 houses around the world, providing more than 1.5 million people in 3,000 communities with safe, decent, affordable shelters.

Homes for Our Troops

- <http://www.homesforourtroops.org>
- Homes for Our Troops is strongly committed to helping those who have selflessly given to their country and have returned home with serious disabilities and injuries. We assist severely injured Servicemen and Women and their immediate families by raising donations of money, building materials and professional labor and then coordinating the process of building a new home or adapting an existing home for handicapped accessibility. The finished home is then given to the veteran.

Park Renovations and Clean-ups

- <http://www.floridastateparks.org/>
- The Florida Park Service manages 160 state parks consisting of more than 700,000 acres. With more than 21 million visitors a year, it is a challenge to provide quality visitor services with just a little more than 1,000 employees. Years after being built, especially after consistent use and Florida rainy weather, much of a park's resources begin to wear away, signaling a need for renovation.

Kiwanis Family Projects

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/buildersclub/Homepage.aspx>
- **About it:** Builders Club is a “student-led” community service organization that operates under school regulations and draws its members from the student body. 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, which operates under school regulations and draws its members from the student body. 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.

Kiwanis Young Children Priority One

- <http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=116>
- **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 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.

Valentine's Day Party

- **About it:** Key Clubbers can organize parties at local Boys and Girls Clubs 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.

Major Emphasis

The Major Emphasis is a collaboration of Key Club's preferred charities with the goal of uniting all Key Club members to focus energies on making a global impact on children. The three components of the Major Emphasis are the Service Initiative, the Service Partnerships, and participation in the program. The three Service Partners are the Children's Miracle Network, March of Dimes, and UNICEF, which are explained below.

Children's Miracle Network

- <http://www.childrensmiraclenetwork.org/>
- Children's Miracle Network is a non-profit organization that raises funds for more than 170 children's hospitals.

March of Dimes

- <http://www.marchofdimes.com/>
- March of Dimes strives 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/>
- UNICEF (United Nations Children's Fund) is a project that is easy to get involved in. Trick-or-Treat for UNICEF is a great way to raise money and work with K-Kids. To find out more information, please check out **THE ELIMINATE PROJECT** section.

Special Needs Awareness Program (SNAP)

The Special Needs Awareness Program is one of the past Governor's Projects, which still has many great and applicable service opportunities. Below are some ideas that go along with the project.

Autism Speaks

- [http://www.hosa.org/natorg/sectb/catv/natserv.pdf - search="Autism"](http://www.hosa.org/natorg/sectb/catv/natserv.pdf-search=)
- **About it:** Autism Speaks has grown into the nation's largest autism science and advocacy organization, dedicated to funding research about 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.

Best Buddies

- <http://www.bestbuddies.org/>
- <http://www.bestbuddiesflorida.org>
- http://www.bestbuddiesflorida.org/site/c.kwL3KmN2LvH/b.1287625/k.903B/High_Schools.htm
- **About it:** Best Buddies is a non-profit organization dedicated to establishing a global volunteer movement that creates opportunities for friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.

Dinner for the Blind

- **About it:** By holding a dinner for the blind, a club has the opportunity to see firsthand the effects of not being able to see while providing entertainment for those who may sometimes be overlooked in the service community.

Easter Seals

- <http://www.easterseals.com/site/PageServer>
- **About it:** Easter Seals provides exceptional services, education, outreach, and advocacy so that people living with autism and other disabilities can live, learn, work, and play in our communities.

Horses and Handicapped

- <http://www.handhmagic.org/>
- **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.

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.

Muscular Dystrophy Association

- <http://www.mda.org/>
- **About it:** This is an organization founded to provide research, care, and treatment to the lives of those affected by muscular dystrophy.

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. Since its founding, Operation Smile volunteers have treated more than 130,000 children born with cleft lips, cleft palates, and other facial deformities and the organization has a presence in 51 countries.

Special Olympics

- <http://www.specialolympics.org/>
- **About it:** Dignity, acceptance, and a chance to reach one's potential – these are human rights worth promoting for everyone. Since 1968, Special Olympics has been bringing one message to the world: people with intellectual disabilities can and will succeed if given the opportunity.

Walks

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.

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.

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.

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.

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.

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.

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, visit [The Eliminate Project Booklet](#) on the Florida Key Club website.

ELIMINATE

Kiwanis eliminating maternal/neonatal tetanus



Kiwanis



The Governor's Project

The 2012-2013 Governor's Project is the Home Project. The object of this project is for Key Clubbers to better the lives of the homeless in our local communities. For more information refer to [The Governor's Project Service Booklet](#).



This booklet was made by the Florida District of Key Club International's District Board Service Committee comprised of the following members; Service Committee Chair and Lt. Gov. Division 22 Emily Hughes, Lt. Gov Division 1B Cassidy McAllister, Lt. Gov. Division 8 Danielle Burris, Lt. Gov. Division 9 Sarah Jones, and Lt. Gov. Division 18 Sarah Brickman with the assistance of Zone F Assistant Administrator Richard Osso.



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Kiwanis
Service Leadership

The Eliminate Project Fundraising Speech for 2012 KCKC's

You walk into a store with \$1.80 and begin to look around for what you could possibly buy for yourself. You could buy a pack of gum, or a bottle of soda, or a bag of chips, or a candy bar, maybe a magazine- or you could spend that money on a vaccine that will save a mother and each of her future babies.

Kiwanis International has partnered with UNICEF in order to work towards eliminating Maternal and Neonatal Tetanus, also known as MNT, from the face of the Earth. With the help of UNICEF and every member of the Kiwanis family, we will eliminate MNT and lay a foundation for other interventions that will positively contribute to maternal health and child survival.

Each year, countless numbers of innocent mothers and their newborn babies die from MNT due to lack of both prenatal and postnatal care and unsanitary birthing conditions. Once the disease is contracted, the fatality rate often rises to as high as 100% in some of the most poverty-stricken areas of the world. MNT causes these tiny newborns to suffer repeated and excruciating convulsions in addition to their extreme sensitivity to light and touch, leaving their mothers unable to comfort their children.

Maternal and Neonatal Tetanus has been successfully eliminated in 20 countries, and although this is something to celebrate, there are still 38 countries in need of relief where this disease is threatening public health.

So now we get to the solution- what we as a Kiwanis Family can and will do. MNT can be prevented by administering three vaccinations to women when they reach childbearing age for \$1.80. The vaccinated woman will have immunity through her childbearing years and her children will be protected for their first two months of life- possibly the most crucial time for a newborn baby.

Kiwanis wants to raise \$110 million by 2015 by engaging every zone, division, club, and member of the Kiwanis family to stand behind a unified effort to save the lives of an unimaginable

number of mothers and their children.

Have you reconsidered how you are going to spend your one dollar and eighty cents?

ELIMINATE

maternal/neonatal tetanus

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.



- **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-** In addition to raising money, this project can raise awareness about The Eliminate Project throughout the community. 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 at a \$1 can make for a huge profit.
- **Candy Fundraisers-** Buy boxes of candy and get permission from your school's administrator to sell during lunch, between classes, and after school. Be sure to advertise that you're selling candy to fundraise for The Eliminate Project and educate your customers on the statistics of the project.
- **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 multiple lives.
- **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 5-9). 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 sunglasses 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.

- **Merchandise for The Eliminate Project-** Design and sell limited edition T-Shirts, drawstring backpacks, and wristbands in order to advertise The Eliminate Project. Speak to your Kiwanis Club about fronting the money for the merchandise. Charge more than the production costs in order to make a profit. After paying back Kiwanis, the rest of the proceeds will go to The Eliminate Project.
- **Miracle Minute-** Host a 'miracle minute' during lunch, breaks, homeroom, etc. This consists of everyone in the room quickly gathering their loose change during a set time (30 seconds to 1 minute usually gets people very energized and makes it more fun) 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 pied 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.
- **School Events-** Have volunteers collect money for Eliminate at athletic games, pep rallies, dances, school plays, talent shows, concerts, etc.
- **Trick or Treat for Eliminate with a Twist-** When participating in Trick or Treat for UNICEF, try to make Halloween a reason to strengthen Kiwanis Family Relations. Visit your local K-Kids and Builder's Club and make plans to pair up and go trick-or-treating for The Eliminate Project. Make it extra fun by dividing into groups and having group costume contests for the Key Clubbers that participate. These costumes will show the clubs dedication to the project and could increase the amount of money collected for the project.
- **Wishing Well-** This is a great project that can be used to both educate people about Maternal Neonatal Tetanus in addition to collecting money to benefit the project. Construct a wishing well- it could be a decorated box, a basket, or anything that will be able to hold money. Take this wishing well to key club meetings and allow people to make a wish as they place money inside the well.

Moderate: 2-3 weeks to plan/execute, requires moderate financial support.

- **Battle of the Bands-** This creative way of fundraising can either be done through the school or through your community. Talk with your friends, school music department, local bands, singers and entertainers about getting together for a concert. After finding a venue (local restaurant, theatre, park, or school auditorium), you can spread the word to your community.
- **Carwash-** Wash cars at a local business in order to raise money for The Eliminate Project. Advertise in advance and educate each customer on The Eliminate Project.
- **Dance Competition-** Host a dance contest and charge a participation fee as well as a fee for all spectators. Key Clubs and Local Kiwanis Clubs could set up a booth to sell drinks and snacks. The last couple to stop dancing wins an Eliminate T-Shirt or wristband!
- **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.
- **Eliminate Sunglasses Day-** Get approval from your administration in advance to allow students that purchased Eliminate Project sunglasses to wear their glasses throughout the day. Students must pay an additional \$2.00 to pay for another vaccine in order to be allowed to wear their glasses. Advertise the fundraiser a week in advance, publicizing with the promotional video, posters, and flyers about the Eliminate Project.
- **Family Block Party-** Set up vendors, entertainment, and informational booths about the Eliminate Project at a local park. Charge vendors for the booth rentals and charge admission for those in attendance from your division or zone. If properly advertised this is a great way to help raise awareness and funds for the Eliminate Project! You could sell packages as well for included arcade tickets and concessions!
- **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 in November 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.

- **Hold Monthly Raffles and/or Drawings-** Contact local businesses to see if they would like to donate gift certificates and have students purchase tickets and announce the winner on the school's morning announcements. An excellent time of the year to hold one or several of these raffles is near Homecoming and/or Prom. Raffles could include a free dinner for two at a local restaurant, one free night for a limousine rental, free tuxedo rentals, and free hair styling and free nail appointments from local hair and nail salons. This would not only raise awareness of both the Eliminate Project and local Key Clubs to the students, faculty and staff, but also to these local establishments who could definitely spread the word to the clients giving The Eliminate Project further publicity!
- **Karaoke Fundraiser-** Hold a karaoke contest in your school auditorium. All contestants would be charged a small participation fee and all spectators would have to buy a ticket. Key Club members could sell drinks and snacks for a small fee that would also contribute to The Eliminate Project.
- **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's 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.

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, Builders Club! 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.
- **Car Show "Extravaganza"-** By talking with local car dealerships, car collectors, car clubs, friends, and family you can organize a great show. You can charge admission and possibly have a contest for best cars. When people purchase their admission ticket, they could receive a ballot form to cast their vote and winner would be announced at the closing of the event and receive a prize. Also, have local Key clubs and Kiwanis Clubs sell snacks and drinks for profit.
- **The Eliminate Project Games/Field Games-** Key Clubs would set up one to two events a day during breaks or lunch. These events would be simple, but fun and entertaining for all. Games could include sack races, cakewalks, three legged races, Frisbee tournaments, or other ideas from games on the "Minute to Win It "television show. All participants would be charged a participation fee and winners would get a prize.
- **Divisional Talent Show "Rock out for Eliminate"-** Have contestants from schools across your division compete in a talent show, showcasing their talents. The host club will provide the auditorium and clubs from the division will volunteer to take tickets, sell snacks, and hand out programs along with information about Eliminate to the attendees. Charge \$5 dollars for admission to the show. Have club advisors judge the acts and award the top 3 contestants with prizes.
- **Eliminate Gala Night-** To make this project successful allow 2-3 months of planning. Make sure to use all resources to promote this in the community. This is essentially an elegant dinner at a nice venue. By charging \$50 a seat you can create a nice experience for attendees and raise a good amount of money. The night could include: auction, guest speakers for The Eliminate Project, Key club speakers, vocal professional entertainment, etc. This could be around the time of prom for a dinner before prom at a venue in the city or done separately. Be sure to invite Kiwanians from across the division. Ask your Lt. Governor to feature the dinner in their newsletters and stress how many lives will be saved with the event.
- **FIFA (Soccer) 2012 Video Game Tournament-** Host a full tournament in the high school and charge for entrance fee and also small competitor's fee. Consider talk to vendors about attending and charge a vendor fee. Don't forget to include information about The Eliminate Project during the Half-Time show.
- **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!

- **Race to Eliminate-** Hold a 5k race or a walk at a local park or high school track and charge registrants a flat fee to participate in the race. This event will promote health and wellness in the local community as well as raise awareness regarding the project and open countless opportunities for participants to contribute to the effort to eliminate maternal and neonatal tetanus. At the finish line, give each participant an Eliminate Project shirt and wristband.
- **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.
- **“Taste of the Favorites” Night-** At your local community center or preferably your school, host an event where several local restaurants set up tents and sell their foods. People can walk from tent to tent and taste samples from each one. Charge an admission price and sell tickets ahead of time hoping to raise approximately for the Eliminate Project. Have Key club members and local Kiwanis members assist at the different tents as well as sent up a tent of their own to sell drinks for profit. This event brings great awareness not only to The Eliminate Project, but also to the school Key Clubs and local Kiwanis Clubs.

This booklet was made by the Eliminate Committee of the Florida District of Key Club International which is comprised of the following members; Eliminate Committee Chair Trina Sessions, Lt. Gov. Division 13 Brittany Munyer, Lt. Gov. Division 15A Marlena Crum, Lt. Gov. Division 21 Heather Nolf, Lt. Gov. Division 24A Sean Valdivieso and Lt. Gov. 25A Samantha Kruger with the assistance of Zone J Assistant Administrators Richard and Gwen Leys.



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