



2024-2025

# Elections Procedures & Candidate Forms

## **Executive Assistant**

This document contains the policies, procedures, and forms relating to elections of the District Board of Trustees. Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Please read and sign the Election Rules & Regulations before completing this form.

Scan and email all completed forms to:  
Governance Chair – Ava Havidic  
[elections@floridakeyclub.org](mailto:elections@floridakeyclub.org)

**Please turn in this form one week prior to the Thursday opening session at DCON.**



# Florida District of Key Club International 2024-2025 Candidate Forms & Elections Procedures



## Service Agreement for Executive Assistant

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.

I, \_\_\_\_\_, do hereby declare myself willing and able to assume the duties and responsibilities of the office of Executive Assistant of the Florida District of Key Club International for the upcoming Key Club Year as described below. I understand that these duties and responsibilities begin from the time of my appointment and that failure to carry out any of these duties may result in my removal from this position at the discretion of the District Administrator. Furthermore, I understand that non-attendance at a mandatory district function may be considered as my resignation from my position at the District Administrator's discretion.

1. Possess skills with Google Sheets and Forms, having the capability to create documents and resources that others can use.
2. Stay organized with documents and files.
3. Attend as many Divisional Council Meetings in your Division as possible during your term in office.
4. Attend these required meetings and events:
  - District Education and Leadership Conference, Daytona Beach, Florida, **April 18-21, 2024**
  - Executive Training Retreat, **May 2024 TBD**
  - District Leadership Training Conference in Rosen Centre, Orlando, **June 7-9, 2024**
  - Summer Board Meeting in Rosen Centre, Orlando **August 8-9, 2024**
  - Winter Board Meeting, **January 3-5, 2025**
  - District Education and Leadership Conference, Daytona Beach, Florida, **April 24-27, 2025**
  - If possible, attend the Key Club International Convention in Atlanta, Georgia **July 7-14, 2024**
5. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
6. Check emails and respond as appropriate at least every two (2) days.
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 service hours with your home Key Club each month.
10. Maintain high academic standards and comply with all school rules, regulations, and requirements.
11. Attend all Executive Committee conference calls.
12. Fulfill your duties as Executive Advisor to an assigned committee and attend necessary meetings.
13. Complete any other duties as they are assigned.

**Note:** Every year certain things might change so they may be assigned special or unique tasks depending on the District Governor's needs.

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

As the parent or legal guardian of an Executive Assistant candidate, I have read the responsibilities of this position and agree to support my child 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 above and I will encourage and support my child's commitment to carry out all attendance requirements of the position.

Signature of Parent or Guardian \_\_\_\_\_ Print name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Signature of Faculty Advisor or School Administrator \_\_\_\_\_ Print name \_\_\_\_\_

Title \_\_\_\_\_



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*Caring-Our Way of Life*

**\*Please attach responses separately\***

### **Programs & Skills**

Identify your background with Excel or Google Sheets and any organizational experience you have had in the past. Please keep your response under 250 words.

### **Prompts**

- Being on the Florida District's Executive Committee, you will be viewed as a role model in service and leadership. This position requires that you work alongside your peers and fellow role models. How would you describe your attitude and behavior when it comes to working with others? If a conflict should arise, how will you work to resolve it? You may describe a time when you had to solve an issue as a leader and what you learned from this experience. Please keep your response under 250 words.
- Leaders need to be creative. One of your tasks may be to facilitate board bonding activities. What are some fresh ideas you can bring to this year's board? How do you plan to help make board meetings fun while integrating lessons on leadership? Please keep your response under 250 words.
- As EA, you will be working closely with the District Education and Leadership Conference (DCON) chair and necessary adults. Have you attended any previous DCONs and what are some improvements you could implement? Elaborate on any ideas you have. Please keep your response under 250 words.
- Key Club is built upon student-led leadership. How has your previous Key Club capacity and leadership experiences prepared you for the undertaking of this position? Make sure to also discuss your time management skills. Please keep your response under 250 words.

### **Personal Recommendations**

Please attach no more than three distinct recommendations to this portion of the application. Recommenders can write about but are not limited to your character, work ethic, and personality. Recommenders cannot be family. Examples include: club leader, division/district leader, or faculty/Kiwanis advisor.

### **Interview**

All completed applications will be reviewed by the executive committee and applicants will be narrowed down to go through an interview process after DCON (District Education and Leadership Conference), so try your best to showcase your personality and skillsets through the application! You will be informed about the status of your application in April. Additional information will be sent out closer to the date. We can't wait to meet you!



# Florida District of Key Club International 2024-2025 Candidate Forms & Elections Procedures



Name: \_\_\_\_\_ School: \_\_\_\_\_

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

### Responsible Behavior

- All participants are expected to abide by all government laws and regulations.
- 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 or convention center rooms is prohibited. No material may be affixed to any hotel or convention center walls. Any damage caused by a member must be paid for by that member.
- Members may not possess or consume any alcoholic beverages.
- Members may not possess or use any drugs or other controlled substance, with the exception of prescribed medications.
- Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
- Members are expected to abstain from any activity of a sexual nature.
- Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
- Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of a Key Clubber.

### Lodging

- Members staying in a hotel or other lodging facility must sleep in their assigned room.
- Members are allowed in their assigned room only. They are not allowed to enter other member assigned rooms at any time.
- Male and female members may be present together in hospitality suites when an adult chaperone is present.
- All members are expected to be on hotel property by 11:00 pm EST each evening of the event and abide by a curfew of being in their assigned room beginning at midnight and lasting until 5:00 am unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies after curfew.
- Items within this section may be modified by the Key Club International Board with approval of the International Administrator.
- Without notice, the Florida District reserves the right to inspect any room reserved by the Florida District of Key Club.

### Dress Code

- All participants are expected to abide by the designated dress code for each session.
- "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
- "Business Casual" refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
- "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate tee-shirts and casual footwear for males, and shorts, skirt, skort or jeans, collared shirt, sweatshirt, or appropriate tee-shirt and casual footwear for females.
- At no time will any clothing with inappropriate language, or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
- All participants are required to wear name badges for all convention events.

### Enforcement

- Violations of this Code will result in notification to the respective district administrator and event chaperone.
- Violations such as, but not limited to, destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
- Notification, in writing, will be made by the District Administrator or their representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.
- These rules are effective as of the time you arrive at this event, until the time you depart. Key Club members, adult advisors and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code while in attendance at any Florida District Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.
- Key Club members, adult advisors and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code while in attendance at any Florida District Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.

### Responsible Behavior

- All participants are expected to abide by all government laws and regulations.
- 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 walls. Any damage caused by a member must be paid for by that member.
- Members may not possess or consume any alcoholic beverages.
- Members may not possess or use any drugs or other controlled substance, with the exception of prescribed medications.
- Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
- Members are expected to abstain from any activity of a sexual nature.
- Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
- Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of a Key Clubber.

### Photo Release

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

I have read and I understand the Code of Conduct. I understand that a violation of certain provisions of these rules may result in dismissal from the event.

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Florida District of Key Club International
2024-2025 Candidate Forms & Elections Procedures



Attendance, Travel, and Posting Authorization

Acceptable Modes of Transportation:

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

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

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

(Candidates Name): \_\_\_\_\_ has our permission to travel to the: CIRCLE ONE

- A. Leadership Training Conference (June 7-9, 2024)\* Yes No
B. Summer Board Meeting (August 9-11, 2024)\* Yes No
C. Winter Board Meeting (January 3-5, 2025) \* Yes No
D. District Education and Leadership Conference (April 24-27, 2025) Yes No

\*The District covers the transportation and travel expenses for anything noted with an asterisk\*

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

Adult Key Club Committee member

Parent / guardian

Other (explain): \_\_\_\_\_

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

Signature of Parent or Guardian Print name Date

Relationship to Student

Signature of Faculty Advisor or School Administrator Print name Date

Title



Florida District of Key Club International  
2024-2025 Candidate Forms & Elections Procedures



**Board Member Contact and Biographical Information**

*All Candidates for All Positions Must Complete*

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

**Office Sought:** Executive Assistant

**Key Club Member Number (required):** \_\_\_\_\_

**Name as you wish it listed on official publications:** \_\_\_\_\_

**Gender** (check one):  Female  Male    **Age:** \_\_\_\_\_    **Date of Birth (M/D/YYYY):** \_\_\_\_\_

**Division:** \_\_\_\_\_    **Zone:** \_\_\_\_\_    **Year of Graduation:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_, \_\_\_\_\_, FL \_\_\_\_\_

**Your cell phone number:** \_\_\_\_\_    **Home phone number:** \_\_\_\_\_

**Personal E-mail address:** \_\_\_\_\_

**Sponsoring Kiwanis Club:** \_\_\_\_\_    **School:** \_\_\_\_\_

**Mother/Step-mother name:** \_\_\_\_\_    **Mother/Step-mother's cell phone:** \_\_\_\_\_

**Father/Step-father name:** \_\_\_\_\_    **Father/Step-father cell phone:** \_\_\_\_\_