



2025-2026

Elections Procedures & Candidate Forms

Standing Committee Chair

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 – Rose Khosh
elections@floridakeyclub.org

Please turn in this form at least 30 days prior to the Thursday opening session at DCON (March 25, 2025).



Florida District of Key Club International 2025-2026 Candidate Forms & Elections Procedures

Caring-Our Way of Life

Service Agreement for Standing Committee Chair

The District Governor, with the advice and consent of the District Administrator and the District Board of Trustees, may appoint a Standing Committee Chair 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 Committee Chair for the _____ 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. Lead any of the following committees:
 - Awards & Contests Committee
 - Communications Committee
 - District Conference (DCON) Committee
 - Financial Committee
 - Governance Committee
 - Kiwanis Family & Education Committee
 - Membership Development and Club Growth Committee
 - Service & Partners Committee
2. Attend the following events:
 - District Education and Leadership Conference, Daytona Beach, Florida, **April 24-27, 2025**
 - District Leadership Training Conference in Rosen Centre, Orlando, **June 13-15, 2025**
 - Summer Board Meeting, in Rosen Centre, Orlando, Florida, **July 25-27, 2025**
 - Winter Board Meeting, Rosen Centre, Orlando, Florida, **January 2-4, 2026 TBD**
 - District Education and Leadership Conference, Daytona Beach, Florida, **April 16-19, 2026**
 - If possible, attend the Key Club International Convention in Orlando, Florida, **July 1-6, 2026**
3. Keep in contact with the District Governor and District Administrator, Executive Advisor, and Adult Advisor
4. Manage and delegate all assigned work per the committee directives.
5. Submit all reports as set forth by the District Governor
6. Serve as a resource for the District Board members and Club Officers.
7. Attend leadership calls with the District Governor.
8. Create presentations and reports for all board meetings.
9. Work with Webmaster and Editor to ensure proper promotion through the district website and *The Sunshine Source*
10. Check emails and respond as appropriate every two (2) days.
11. Follow the District Code of Conduct at all Key Club functions.
12. Maintain content on personal and district social networking sites (Facebook, Instagram, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
13. Complete at least five hours of service with your home club each month.
14. Maintain high academic standards and comply with all school rules, regulations and requirements.
15. Complete any other duties as they are assigned.

Signature of Candidate _____ Date _____

As the parent or legal guardian of a Standing Committee Chair 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 _____ Date _____

Relationship to Student _____

Signature of Faculty Advisor or School Administrator _____ Print name _____ Date _____

Title _____



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Supplemental Materials

Please attach responses separately

Experience & Skills

General Prompt:

Identify your background with leadership positions, and times you have worked in group/team settings, and explain why you want to serve as the Standing Committee Chair for the selected committee. ***Please keep your responses under 300 words.***

Committee Specific Prompts: Please answer the following prompts for the District Chair position you are applying for. ***Please keep your responses under 250 words.***

Awards & Contests Committee

- 1) How do you plan on staying organized with all the applications for awards and contests?
- 2) How will you promote all the awards available for Key Club officers, members, advisors, etc?
- 3) How do you plan to keep your committee on task with updating awards applications?

Communications Committee

- 1) What ideas do you have to take Florida Key Club's Social Media accounts to the next level?
- 2) Please provide a plan on how you will ensure you post engaging content throughout the year.
- 3) Please provide a management plan, describing how you will stay organized and work with other committees to review and post content.

DCON Committee

- 1) Have you ever attended DCON? If so, what would you change about it?
- 2) How do you plan to increase interest and attendance for DCON?
- 3) What communication and delegating skills do you have that will assist you in this role?

Financial Committee

- 1) How would you promote the Endowment Fund, Scholarships, and FLOF Applications?
- 2) Describe any strategic financial initiatives you have led or been involved in that have had an impact on an organization.
- 3) Highlight your experience with budgeting, financial analysis, or a specific financial project you have been involved in.

Governance Committee

- 1) How can we better promote running for higher office?
- 2) How would you ensure that the committee operates effectively and aligns with the organization's strategic goals to review the bylaws and policy code?
- 3) Why do you want to serve as the Governance Committee Chair, and what impact do you hope to make in this role?

Kiwanis Family & Education Committee

- 1) As Kiwanis Family and Education Chair, you are responsible for creating workshop presentations for District-wide events such as the Key Club Kick Off Conference. Please explain how you would ensure this will get done by August, given that your committee starts working in June.
- 2) There are various levels of Key Club, such as Builders Club (middle school) and CKI(college). Please explain how you would facilitate and promote District-wide participation in the Kiwanis Family.
- 3) You are reaching out for the first time to the Florida District Circle K (CKI) Governor to increase collaboration between Key Club and CKI. Please draft an email requesting a meeting with them.



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Membership Development and Club Growth Committee

- 1) How do you plan to assess the current state of club membership and identify areas for improvement?
- 2) Can you describe your experience with membership development or club growth in a previous role?
- 3) As Membership Chair, what is your plan to give clubs the information needed to increase membership within their home clubs?

Service & Partners Committee

- 1) How has your leadership in community service work prepared you for the job of Service and Partners Chair?
- 2) How will you better connect and promote the Key Club Partners to encourage stronger relationships with these organizations in the Florida District?
- 3) How will you work with the members of your committee and the Governor to bring awareness and encourage participation in the Governor's Project throughout the whole district?

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 at or after DCON (District Education and Leadership Conference), so try your best to showcase your personality and skill sets 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. **Please note, not everyone is guaranteed an interview.**



Florida District of Key Club International 2025-2026 Candidate Forms & Elections Procedures

Caring-Our Way of Life

Code of Conduct

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

1. All participants are expected to abide by all government laws and regulations.
2. 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.
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 prescribed medications.
5. Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
8. Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of a Key Clubber.

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
2. Members are allowed in their assigned room only. They are not allowed to enter other member assigned rooms at any time.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. 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.
5. Items within this section may be modified by the Key Club International Board with approval of the International Administrator.
6. Without notice, the Florida District reserves the right to inspect any room reserved by the Florida District of Key Club.

Dress Code

1. All participants are expected to abide by the designated dress code for each session.
2. "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.
3. "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.
4. "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.
5. 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.
6. All participants are required to wear name badges for all convention events.

Enforcement

1. Violations of this Code will result in notification to the respective district administrator and event chaperone.
2. 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.
3. 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.
4. 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.
5. 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

1. All participants are expected to abide by all government laws and regulations.
2. 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.
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 prescribed medications.
5. Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
8. 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 chaperones.

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: _____



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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: District Standing Committee Chair

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:** _____

Parent 1/Guardian 1 name: _____ **Parent 1/Guardian 1 cell phone:** _____

Parent 2/Guardian 2 name: _____ **Parent 2/Guardian 2 cell phone:** _____