



2019-2020

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:
Elections and Credentials Chair - Kyle Felter
Elections@FloridaKeyClub.org

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



Florida District of Key Club International 2019-2020 Candidate Forms & Elections Procedures

Caring-Our Way of Life

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 a 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 excel, have 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, Orlando, Florida, **April 4-7, 2019**
 - Attend at least one Spring Regional Lt. Governor training session: **April 27, 2019** (Tallahassee), **May 11, 2019** (Orlando), **May 18, 2019** (Pompano)
 - District Leadership Training Conference, **June 14-16, 2019**
 - August Board Meeting, **August 9-11, 2019**
 - January Board Meeting, **January 3-5, 2020**
 - District Education and Leadership Conference, Orlando, Florida, **April 2-5, 2020**
5. Attend all the training you have been assigned by the District Administrator and/or Governor at the District and International Conventions.
6. If possible attend the Key Club International Convention **July 3-7, 2019** in Baltimore, MD.
7. Check emails and respond as appropriate at least every two (2) days.
8. Follow the District Code of Conduct at all Key Club functions.
9. 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.
10. Complete at least five hours of service each month with your home Key Club.
11. Maintain high academic standards and comply with all school rules, regulations, and requirements.
12. Attend all Executive Committee conference calls.

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

Signature of Candidate _____ Date _____

As the parent or legal guardian of a 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 _____ Date _____

Signature of Faculty Advisor _____ Print name _____ Date _____

Signature of School Principal _____ Print name _____ Date _____



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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 responses under 250 words.

Prompts

- Leaders need to be able to see situations from many different perspectives in order to solve problems when they arise. Describe a time when you solved a Key Club challenge by looking at it from a different perspective. Please keep your responses under 250 words.
- “See something, Hear something, Say something, Do Something!” These words represent the Florida District and serve to make our board stronger. Leaders need to be creative, courageous, and confident. How many DCONs have you attended and in what ways do you feel that the Florida District could improve their District Education and Leadership Conference. Be sure to discuss new ideas you plan to contribute to next year’s DCON and how you would implement them. Please keep your responses under 350 words.
- Key Club is built upon student-led leadership. How has your previous Key Club capacity and accompanying experiences prepared you for the undertaking of this position? Please keep your responses 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 approved applicants go through an interview process at District Education and Leadership Conference (DCON). Please be prepared as additional information will be sent out closer to the date. We can’t wait to meet you!



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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 required 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 medication prescribed for that member.
5. Members may not possess or use tobacco or marijuana products including prescription marijuana.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are required not to 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. 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.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are required to abide by a curfew beginning at midnight and lasting until 5 a.m. unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies after curfew.

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, video tapes/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 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: _____ Signature: _____ Date: _____

Student: _____ Signature: _____ Date: _____

5. Items within this section may be modified by the Key Club International Board with approval from the Key Club International Director.

Dress code

1. All participants are required 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 boys; and dress or suit, skirt or slacks, blouse and appropriate shoes for girls.
3. "Business casual" refers to slacks, collared shirt and appropriate shoes for boys; and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for girls.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate T-shirts and casual footwear for boys; and shorts, skirt, skort, or jeans, collared shirt, sweatshirt, or appropriate T-shirt and casual footwear for girls.
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 and wrist bands while on site.

Enforcement

1. Violations of this code will result in notification to the respective district administrator and event chaperone.
2. Violations involving 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 Key Club District Administrator or his/her 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.



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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 parents 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. Spring Regional Lt. Governor Training (April/May, 2019)* Yes No
B. Leadership Training Conference (June 14-16, 2019)* Yes No
C. August Board Meeting (August 9-11, 2019)* Yes No
D. January Board Meeting (January 3-5, 2020) * Yes No
E. District Education and Leadership Conference (April 2-5, 2020) 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 Candidate, Print name, Date
Signature of Parent or Guardian, Print name, Date
School Administrator, Print name, 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.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Executive Assistant

Name as you wish it listed on official publications: _____

Sex (check one): Female Male **Age:** _____ **Date of Birth** (MM/DD/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:** _____