

KEY CLUB

Utah-Idaho District

57<sup>th</sup> Annual Convention of  
the Utah-Idaho District  
of  
Key Club International  
March 18-20, 2011  
Salt Lake City, Utah

## Greetings from the 2010-2011 KC UI District Board,

This year's District Board cordially invites you to attend the 57<sup>th</sup> annual Utah-Idaho District Key Club Convention, which will be held at the Red Lion Hotel in Salt Lake City, Utah. District Convention is an excellent opportunity for all the Key Club members across two states to meet, interact, and exchange ideas in the spirit of service leadership. DCON is your chance to show off all the service leadership activities your club has performed throughout the year as well as learn about all the great service happening at other clubs. Between workshops, keynote speakers, awards, elections, and more, DCON is where Key Club truly comes together.

The theme for District Convention this year is **ROMAN INTO SERVICE** – so come ready to show your Key Club flair with a bit of toga-wearing taste.

Also, in our transition to a more eco-friendly printing policy, this packet contains only the registration material needed for DCON. For more information on contests, awards, scholarships, and elections material, please visit the district website [uikeyclub.wordpress.com](http://uikeyclub.wordpress.com), to find the appropriate forms.

Yours Truly,

2010-2011 Utah-Idaho Key Club District Board

# KEY CLUB

Utah-Idaho District

## TENTATIVE DISTRICT CONVENTION SCHEDULE

DCON '11 ROMAN INTO SERVICE

### Friday, March 18th, 2011

3:30 - 6:00.....	Registration
5:00 - 5:30.....	Candidates Meeting/Sergeant at Arms
5:30 - 6:00.....	Meet and Greet
6:00 - 8:45.....	General Session
9:00-10:30.....	Caucusing

Business Casual

### Saturday, March 19th, 2011

7:45 - 8:30.....	Breakfast
8:30 - 9:30.....	General Session
9:45 - 10:45.....	First Round of Workshops
11:00 - 1:00.....	Miracle Mile Lunch (Casual)
1:30 - 2:00.....	Candidates Meeting
2:15 - 3:15.....	Caucusing
3:30 - 4:15.....	Second Round of Workshops
4:30 - 5:15.....	Third Round of Workshops
5:30 - 6:30.....	Competitions
6:45 - 9:30.....	Dinner Session
10:00-11:30.....	Dance (Toga)
12:00.....	Curfew

Business Professional

Formal

### Sunday, March 20th, 2011

8:00 - 8:30.....	Interdenominational/LDS Service
8:45 - 10:00.....	House of Delegates
10:15 - 12:00.....	General Session/Brunch
12:00 - 12:30.....	Board Meeting
1:00.....	Departure

Business Casual

Red Lion Hotel  
161 West 600 South  
Salt Lake City, UT 84101

## Section A

### Convention Registration Materials

Registration Deadline—March 5<sup>th</sup>, 2011

(Late registration accepted until March 18, 2011)

#### CONTENTS

1. Registration and Lodging Costs
2. Notes on Registration Procedures
3. Code of Conduct
4. Key Club Member Registration Form
5. Medical Release Form
6. General Information for Advisors and Chaperones
7. Advisor and Chaperone Registration Forms
8. Advisor and Chaperone Judging Duties
9. Sergeant-at-Arms Registration
10. Preferred Groupings for rooms form

# KEY CLUB

Utah-Idaho District

## FACULTY ADVISOR 2011 CONVENTION CHECK LIST

Advisors: Before you send in the registrations for your Key Clubbers and yourself, please use the check-list below to ensure that nothing has been forgotten. These must be completed without exception for the District Convention

- \_\_\_\_\_ Each DCON attendee has read the Code of Conduct. (They will be required to sign one upon arrival at the Convention.)
- \_\_\_\_\_ Each Key Clubber has **signed** his/her registration form.
- \_\_\_\_\_ Each Key Clubber's parent or guardian has signed the registration form.
- \_\_\_\_\_ Each Key Clubber has filled out the medical information sheet, the student's parent/guardian has signed it, and that signature has been notarized.
- \_\_\_\_\_ All Chaperone forms have been completed.
- \_\_\_\_\_ A check for costs, figured by the number of attendees times the registration fee (not including lodging or transportation costs); included with the registrations you are sending.
- \_\_\_\_\_ The rooming list is completed and included with the registration materials. If you need additional students to fill up one or more of your rooms, you have indicated that on the rooming list. If you have an uneven number of students, consider sharing rooms with other schools. (Remember, adults and students may not room together).
- \_\_\_\_\_ The club members have elected two delegates and two alternates to represent them in the House of Delegates and that form is included with the registration materials.
- \_\_\_\_\_ One person has been selected to serve on the sergeant-at-arms committee and the form is included with the registration materials.
- \_\_\_\_\_ Candidates for District Office have completed all forms, inclusive of the service agreement, with all required signatures.
- \_\_\_\_\_ You and any other adult advisors/chaperones who will be attending Convention have looked at the volunteer form and signed up to help! (Thank you!)

If you have any questions, feel free to contact the District Administrator:

Michael Sims | [msims1197@yahoo.com](mailto:msims1197@yahoo.com)  
PO BOX 1112  
Bountiful, UT 84011  
801-598-7292 (C)

### Registration and Lodging Costs

57th ANNUAL CONVENTION—MARCH 18-20, 2011

#### DCON COSTS:

*The DCON costs cover all convention materials, workshops, contest award certificates, guest speakers, entertainment, dance, All meals Saturday, and Sunday brunch.*

\$120.00 per person. All Key Club members, Kiwanis, and Faculty Advisors should register for the convention.

#### Hotel Costs:

4 persons/room—\$37.50/person

3 persons/room—\$50.00/person

2 persons/room—\$75.00/person

1 person/room—\$150.00/person

No adult chaperones, faculty, or Kiwanis advisors may share a room with Key Club members, unless that member is the adult's own child. In that event, no other Key Club member may share the room.

Early Registration is due by March 5, 2011 with a \$50 non-refundable deposit per-person

Late Registration is due March 12—March 20 with a \$65 non-refundable deposit per person

The absolute final registration date is March 20, 2011.

**Balance is due on or before March 18, 2011 and may be paid up to the first day of convention.**

Checks for DCON Payments should be made out to the *Utah-Idaho Kiwanis District Foundation*.

### CODE OF CONDUCT

See also *The Key Club 2009- 2011 Guidebook*

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. Each member of Key Club International attending this convention will be required to sign a copy of the CODE OF CONDUCT when they register.

#### **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 medication prescribed for the attendee.
5. Members may not possess or use tobacco products.
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. 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 expected to abide by a curfew beginning at midnight and lasting until 5:00 a.m. 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 Utah-Idaho District Key Club Board with approval of the District Administrator.

#### **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 shirt, sweatshirt, or appropriate tee-shirt and casual footwear for males, and shorts, skirt, skirt 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 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 International Director or his 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. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or person who is: *in loco parentis*, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district.

# KEY CLUB

Utah-Idaho District

## KEY CLUB MEMBERS REGISTRATION FORM

57th ANNUAL CONVENTION – MARCH 18-20 2011

Red Lion Hotel  
Salt Lake City, Utah

Student's Name		
Home address	Home Phone	Cell Phone
Circle One: Male      Female	Grade (current)	Student's email address
Name of adult chaperone for this convention		Key Club of . . .
First Time at a Key Club Convention?  ___ Yes ___ No		What Key Club office have you held? 2008-2009 2009-2010 2010-2011
Please indicate any assistance or special considerations you may need in terms of food and housing.		
<b>Chaperone:</b> Please read the following statement and then sign this form. I do certify that I am the chaperone for the person named above. I hereby take full responsibility for the conduct of this member of Key Club during the District Convention. Signed: _____ Date: _____		
<b>Student:</b> Please read the following statement and then sign this form. I have read and understand the <i>Convention Code of Conduct</i> and I hereby commit to abide by its provisions. Signed: _____ Date: _____		
<b>Parent:</b> Please read the following statement and then sign this form. I have read the Utah-Idaho District Convention <i>Code of Conduct</i> and understand that my child will abide by its provisions. Signed: _____ Date: _____		

Mail this form with the proper payment to the District Administrator:

Michael Sims  
PO BOX 1112  
Bountiful, UT 84011  
Layton, Utah 84040

# KEY CLUB

## Utah-Idaho District

### AUTHORIZATION TO ATTEND EVENT & EMERGENCY MEDICAL TREATMENT AUTHORIZATION

**Please type or print all information.** This form is required for all Key Club members attending designated Key Club International events or activities. This form must be completed by the parent, legal guardian, or person *in loco parentis* for the member. Please make a copy of the completed form for your records.

Name \_\_\_\_\_

*Last name First name Middle Initial*

Mailing Address \_\_\_\_\_

*Street Address City State/Province Postal Code Nation*

Sex (circle one) F M Height \_\_\_\_\_ Weight \_\_\_\_\_ Birth Date Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

#### Chaperone

Who is the designated chaperone responsible for your Key Club member? \_\_\_\_\_

Relationship to member \_\_\_\_\_

*Note: 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 21, approved by the school, and registered with and accompanying the Key Club member at the event or activity.*

#### Emergency Information

In case of emergency, please contact: \_\_\_\_\_ Relationship to member \_\_\_\_\_

Daytime phone (\_\_\_\_\_) \_\_\_\_\_ Night time phone (\_\_\_\_\_) \_\_\_\_\_

Alternate contact \_\_\_\_\_ Relationship to member \_\_\_\_\_

Daytime phone (\_\_\_\_\_) \_\_\_\_\_ Night time phone (\_\_\_\_\_) \_\_\_\_\_

#### Medical Information

Health Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Group Name on Insurance Coverage \_\_\_\_\_

Telephone number or other contact information shown on insurance card \_\_\_\_\_

Will your Key Club member be taking any prescription medication or over-the-counter drugs of any type? If yes, please explain \_\_\_\_\_

Has he/she ever been or currently being treated for (circle "Yes" or "No")?

Nervousness? Yes No Rheumatic Fever? Yes No Asthma? Yes No

Convulsion or epilepsy? Yes No Cancer or tumors? Yes No Diabetes? Yes No

Heart Condition? Yes No Headaches? Yes No Allergies to medication? Yes No

High Blood Pressure? Yes No Fainting Spells? Yes No

List any allergies or other medical conditions of which we need to be aware \_\_\_\_\_

I am the parent or legal guardian for the above-named Key Club member, and give my permission for him/her to attend the convention, conference and/or other event(s) sponsored by Key Club International. I also have read and understand the Code of Conduct shown on the reverse side, and I understand that a violation of certain provisions of these rules may result in the dismissal of my Key Club member from the event. I hereby certify that the information provided above is correct. In the case of medical emergency, I understand that every effort will be made to contact the emergency contacts listed above. In the event those persons cannot be reached or time does not permit, I hereby give permission to a licensed physician *or other licensed medical provider*, to provide proper treatment, including but not limited to hospitalization, injection, anesthesia and/or surgery, for the above-named Key Club member. On behalf of myself and my ward/minor, I/we hereby **RELEASE, WAIVE AND FOREVER DISCHARGE** Key Club International and its officers, directors, employees, parents and subsidiaries, agents, from any and all claims, liabilities, causes of actions, damages, demands, judgments, executions, liens and costs whatsoever, in law or equity, including, without limitation, liability for death or bodily injuries to any person or damage to any property resulting from any (i) claims made against medical providers of emergency services under this authorization, or (ii) against Key Club International for obtaining medical emergency services for said Key Club member pursuant to this authorization.

### General Information for Advisors and Chaperones

1. Residence required — For liability reasons all registered attendees of the District Convention are required to stay at the convention hotel during the time of the convention. Any person who leaves the convention facility without prior authorization of the District Administrator will be considered to have departed permanently.
2. Chaperones — It is the policy of Key Club International and the Utah-Idaho District of Key Club that any Key Clubber attending the District Convention must be accompanied by an adult chaperone. An *adult* is a person twenty-six years or older according to this policy.
  - a. No adult may act as a chaperone for more than ten (10) Key Clubbers. A female chaperone must either accompany or be available to female Key Clubbers from each club. A male chaperone must either accompany or be available to male Key Clubbers from each club.
  - b. Chaperones are expected to register for the Convention, stay in the Convention hotel, attend general sessions, caucuses and appropriate meetings and workshops and be responsible for room check at curfew. Chaperones may also be asked to assist with Sergeant-at-Arms responsibilities.
3. Refunds — Should it become necessary for a Key Clubber or adult advisor who has pre-registered for the District Convention to cancel his/her registration, the following refund policy will apply: \$50 early/\$65 late deposit is non-refundable. Remainder is not due until convention, so the club will need to recalculate cost per person based on cost charts shown under “Registration and Lodging” section.
4. Code of Conduct — Violations of any of the Convention Rules by any member of a Key Club will result in that member being sent home prior to the convention's close, or other disciplinary action as may be deemed appropriate. Anyone dismissed from the convention should understand that they must pay their own expense home and that a letter will be sent to their parents, school principal and sponsoring Kiwanis Club detailing the reason(s) for dismissal.
5. Convention Badges and Identification — Admission to all Convention sessions is by Convention Badge Only. **You must wear your badge at all times on the hotel premises.** request identification of any person on the premises. Do not wear your badge outside of the hotel.



### Advisor & Chaperone Judging Duties

57th ANNUAL CONVENTION – MARCH 18-20, 2011

Faculty Advisors, Kiwanis Advisors, and Chaperones:

Each year the Utah-Idaho District of Key Club International sponsors several contests that challenge the students' skills and knowledge of service. It is very important to the students that those contests be judged fairly and impartially. We depend on your willingness to serve in a number of capacities during the District Convention, including serving as chaperones during the Saturday evening dance.

Your help is needed in one of the following capacities. Please indicate which of these activities in which you would like to participate as a judge.

- Impromptu Essay Contest
- Scrapbook Contest
- Talent Contest
- Oratorical Contest
- Chaperone the Saturday Dance
- Talent Contest (Finals)

Please know that your efforts and service on behalf of the students is very much appreciated.

---

Name

Key Club Representing

### Sergeant-at-Arms Registration

1. Each club is to select one person to serve on the Sergeant-at-Arms Committee.
2. The members of the Committee shall act on the direction of the Chairperson of the Committee and the District Administrator.
3. It will be the duty of this committee to keep order at all sessions of the convention. The committee will monitor all entrances for all meetings. Everyone in attendance must have a convention badge.
4. Members of the committee will be assigned to one or more of the following responsibilities:
  - a. Stand at the entrance to the room in which the general sessions are held.
  - b. Be assigned to certain floors of the hotel to enforce curfew.
  - c. Be assigned to the House of Delegates.
5. All members of the Committee will be issued a ribbon to designate that they are a member of the Sergeant-At-Arms Committee.
6. This committee should not consider itself a police force, but as a service committee to provide for a successful convention and for the protection of those attending the convention. Committee members should, at all times, remain courteous and help direct attendees as well as possible. The Sergeant-At-Arms ribbon is not a license to act as one pleases, nor should it be used as an excuse to circumvent regulations. All members of the committee are obligated to abide by the same regulations established for all Key Club members.

NAME OF KEY CLUB \_\_\_\_\_

NAME OF MEMBER \_\_\_\_\_  
*Last, First*

ADDRESS \_\_\_\_\_  
*Street Address City State Zip*

E-Mail Address \_\_\_\_\_

I agree to obey and enforce all the rules pertaining to the position of Sergeant-At-Arms.

\_\_\_\_\_  
Key Clubber's Signature

\_\_\_\_\_  
Faculty Advisor's Signature

If possible, please return this completed form with the Convention Registration forms. You may also submit it at the registration table at Friday registration.

# KEY CLUB

Utah-Idaho District

## Preferred Groupings for Rooms

57th ANNUAL CONVENTION – MARCH 26-28, 2011

Every effort will be made to accommodate you in the groups you list below based on the hotel accommodations available. Rooming groups will be made as you list them on this form. This form must be received by the District Administrator no later than March 5, 2011

Key Club of: \_\_\_\_\_

Please write in the name of each Key Clubber who is to stay in the room. Please note adult advisors. Make additional copies of this form if more rooms are needed. Please make a copy for your records.

Room #1  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #2  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #6  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #3  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #7  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #4  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #8  
Men or Women?  
Student 1: \_\_\_\_\_  
Student 2: \_\_\_\_\_  
Student 3: \_\_\_\_\_  
Student 4: \_\_\_\_\_

Room #5

# KEY CLUB

Utah-Idaho District

## DELEGATES & ALTERNATES REGISTRATION FORM

Each Key Club is allowed two (2) members to represent their club as members of the House of Delegates.

<b>The Key Club of _____</b>	
<b>hereby certifies that the following persons, active members of this Key Club, have been elected as delegates and as alternate delegates to the House of Delegates of the 55<sup>th</sup> Annual Convention of the Utah-Idaho District of Key Club International.</b>	
_____	
<b>Club Secretary</b>	
<b>DELEGATES</b>	
Delegate's Name	
Home or cell phone	Home address
Email address	
Delegate's Name	
Home or cell phone	Home address
Email address	
Alternate's name	
Home or cell phone	Home address
Email address	
Alternate's name	
Home or cell phone	Home address

## Section B

### Nomination & Elections

### Materials

#### CONTENTS

1. Rules Regarding Nominations and Elections
  - a. Delegate & Alternate Registration Form
2. Information for District office candidates
  - a. Dates of required meetings
  - b. Job description summaries
3. District service agreement forms
  - a. Governor
  - b. Secretary
  - c. Treasurer
  - d. Lt. Governor
  - e. Webmaster

Running for District Office has been one of the most rewarding experiences that I've had through Key Club. I've learned the true meaning of service, leadership, and teamwork. Being a district representative is a great way to get involved with KCI. Also, if you can tell me the definition of the Tetris effect, I will give you a prize. Running for and being on the district board is an experience unparalleled by any other.

-Erick Chen

2010-2011 District Governor

# KEY CLUB

Utah-Idaho District

## RULES REGARDING NOMINATION AND ELECTION OF DISTRICT OFFICERS

57th ANNUAL CONVENTION -March 18<sup>th</sup>-20<sup>th</sup>, 2011

As noted above, the Bylaws of the Utah-Idaho District of Key Club International do not provide details of the nominating and election process for district officers. It is the responsibility of the District Board to establish such rules as they may choose to organize the

### BYLAWS OF THE UTAH-IDAHO DISTRICT OF KEY CLUB INTERNATIONAL

Article 5, Section 3. The District officers shall be elected in the manner prescribed in the district bylaws. They shall begin their official duties immediately following induction and shall serve for one (1) year or until their successors are duly elected.

nomination and election process. To this end the following rules have been adopted by the District Board.

#### NOTIFICATION

1. The Secretary/Treasurer of the Utah-Idaho District of Key Club International shall see that appropriate information about nominations and elections, as well as the duties and responsibilities of district officers, is included in the packet of convention materials mailed to Key Clubs in this district before convention.
2. Each nominee must obtain the signature of the school principal or their faculty advisor, and their parents prior to standing for election.

#### APPLICATION AND NOMINATION

3. Each person desiring to be nominated for district office, prior to his/her arrival at convention, should file the requisite application and service contract with the District Administrator not later than the Wednesday preceding the opening of the convention. However, applications and service agreements may be brought to the convention, and should be given directly to the District Administrator. **Service agreements for candidates nominated from the floor of convention may be faxed to the candidate's home for parent's approval and signature and email or telephone consent of the Faculty Advisor and the School Principal will be accepted. No person may stand for election until these signatures have been procured.**
4. Nominations for candidates shall be made at the Opening Session on Friday evening and at the General Session on Saturday morning.
5. Candidates will meet on the Friday evening of the convention, and Saturday afternoon of the convention immediately following the General Session in order to be informed about the election process and to ask questions. **Attendance is mandatory for all candidates.**
6. Each candidate will be introduced at the General Session on Saturday morning of the convention.

# KEY CLUB

## Utah-Idaho District

### CAMPAIGNING

7. Each candidate will be presented at the various multi-divisional caucuses if he/she is running for one of the executive board positions, or to his/her divisional caucuses if he/she is running for Lt. Governor.
8. Each candidate shall make a formal address to the House of Delegates at the Sunday morning meeting of the same. No second is required at the House of Delegates meeting.
9. No overt campaigning may take place for any district office.

### DELEGATES

10. Each Key Club in this district shall appoint two of its members to serve as delegates. The form for this appointment shall be included in the convention registration packet. It is to be completed and forwarded to the District Administrator.
11. After each Key Club is registered at convention the two members serving as delegates from their school must check in at the credentials desk. At that time they will receive a delegate's ribbon and a pass to the House of Delegates. No one will be admitted to the floor of the House of Delegates without this pass in their possession.
12. Delegates shall attend division caucuses to question and interview candidates for district office.
13. If a delegate cannot attend the House of Delegates meeting they must give their pass and ribbon to one of the two alternates from their club, whose names are listed on the Delegates Registration Sheet. Again, no person shall be admitted to the floor of the House of Delegates without this pass in their possession.

### HOUSE OF DELEGATES

14. Upon arriving at the House of Delegates each delegate will give their pass to one of the officials at the door. They will be given an official Utah-Idaho District Key Club District ballot which will contain the names of all candidates running for District offices.
15. A clearly demarked section of the meeting space may be set aside for visitors, who may not participate in any way in the deliberations of the House of Delegates.
16. Voting will take place by written ballot. No delegate will be allowed to leave the House of Delegates until the meeting has adjourned, except for extenuating circumstances, and that with the expressed permission of the chair. Once the ballots have been cast they will be given to the International Trustee in attendance at the convention.
17. A simple majority of votes cast for each office is required for election.
18. Matters regarding persons running International office, or others matters concerning Key Club International may be heard and voted upon by voice vote, a simple majority being required for passage.
19. Ballots will be counted by committee composed of the Key Club International Trustee in attendance at the convention, the Governor and Governor-elect of the Utah-Idaho District of Kiwanis International, and the current Governor of the Utah-Idaho District of Key Club International.
20. Announcement of elections shall take place before adjournment of the convention.
21. Ballots shall be sealed and given to the District Administrator, who shall see that they are kept confidentially for one year.

# KEY CLUB

Utah-Idaho District

## DELEGATES & ALTERNATES REGISTRATION FORM

Each Key Club is allowed two (2) members to represent their club as members of the House of Delegates.

The Key Club of \_\_\_\_\_

hereby certifies that the following persons, active members of this Key Club, have been elected as delegates and as alternate delegates to the House of Delegates of the 55<sup>th</sup> Annual Convention of the Utah-Idaho District of Key Club International.

\_\_\_\_\_  
Club Secretary

### DELEGATES

Delegate's Name

Home or cell phone

Email address

Home address

Delegate's Name

Home or cell phone

Email address

Home address

Alternate's name

Home or cell phone

Email address

Home address

Alternate's name

Home or cell phone

Home address

### INFORMATION FOR DISTRICT OFFICE CANDIDATES

57th ANNUAL CONVENTION - MARCH 18-20, 2011

Red Lion Hotel,

Salt Lake City, Utah

Students who desire to be nominated for district offices need to be well informed about the demands that their office will impose on them. At the same time, the opportunities for new experiences, learning how to manage large, geographical dispersed organizations, and deal with people are many.

The reason that the nomination process includes the school principal, the faculty advisor, and parents is because these people need to know ahead of time what the requirements of the district officer's job will be.

The following information is a summary of the general responsibilities of district officers, as well s some specifics regarding each one. Candidates are asked to refer to the **BYLAWS OF THE UTAH-IDAHO DISTRICT OF KEY CLUB INTERNATIONAL** for detailed information. They are also encouraged to talk with current occupants of offices.

#### **FINANCIAL**

Each district officer has a budget for materials required for their responsibilities. Lodging and meals are provided at all board meetings. Reimbursement for travel expenses (upon request) is available. The only exception is the trip to International Convention (ICON), where the officer is asked to pay one-third of the cost themselves, and request the other two-thirds of the costs from their sponsoring Kiwanis Club and other sources. Limited assistance in obtaining funds for ICON is available.

#### **ATTENDANCE AT MEETINGS**

Anyone who has ever served on a board of directors is aware that meetings will be messed. It is important for candidates to check their school calendars and their personal (family) calendars for possible scheduling conflicts. Board meetings are scheduled to miss the dates of SATs and ACTs. Please note, however, that the Bylaws require that if a board member misses two meetings they will be deemed to have resigned.

Each member of the district board is required to attend several meetings during the course of the year. These dates are set in advance so that board members can plan ahead. However, the board itself sets dates for its meetings. Note that the governor has the longest list of required meetings, as noted by the shaded boxes in the calendar below.

Board meetings are scheduled in various parts of the Utah-Idaho District, in order to share the travel requirements. The board also meets during International Convention.

# KEY CLUB

## Utah-Idaho District

### JOB DESCRIPTION SUMMARIES

#### GOVERNOR

The Governor is one of only thirty-three (33) members of Key Club *in the world* to hold this position. The Governor is also an International officer, serving on the International Council. He/she maintains a close relationship with the International Board Representative assigned to the district as well as a continuing relationship with the sibling districts that are assigned with us.

It is very helpful, although not mandatory, that the person serving as Governor have served as a club officer and/or a district officer. The more knowledge about Key Club the better! The Governor should also be a good student, because he/she will miss school and needs to be able to balance the rigor of the office with academic responsibilities.

The Governor publishes monthly newsletters to the members of the board, regular newsletters to club presidents, and prepares agendas for each board meeting, over which he/she presides. Speaking engagements to Kiwanis District Board meetings and various club functions are frequent. The Governor has a "personal advisor" relationship with the District Administrator.

#### SECRETARY/TREASURER

The foremost responsibility of the Secretary is to take and publish minutes of each board meeting. He/she also sends a prescribed number of newsletters to the club secretaries, and collects, reads, and grades the monthly reports that each club sends. Monthly newsletters to members of the district board are required. The Secretary is responsible for providing training for club secretaries. Attendance at all board and executive committee meetings is a mandatory responsibility of this officer.

#### BULLETIN EDITOR

The duties of the bulletin editor are to create all district publications. From creating District Convention announcements, to creating newsletters sent to each of the Key Clubs, the Bulletin editor is expected to work with other members of the district board to put out efficient and practical publications updating members on district-wide activities. Furthermore, the bulletin editor is a member of the executive board, and is responsible to act as such.

#### LT. GOVERNOR

There are thirteen Lt. Governors in the Utah-Idaho District, serving thirteen divisions that stretch from Oregon to Eastern Idaho, from the Wood River Valley to St. George, Utah. Each Lt. Governor is responsible for geographical area within proximity of the own Key Club. Some divisions have four Key Clubs, others have eight. One of the tasks of the district board this year will be to revise the division boundaries within the District.

Lt. Governors are often asked to speak to both Key Clubs and Kiwanis Clubs within their division. They need to maintain contact with the Kiwanis Lt. Governor in their area.

This district officer has the closest contact with the individual Key Club. The Lt. Governor is responsible for training the club officers in the fall soon after school begins, visiting each club during its regular weekly meeting at least twice during the year, and holding a minimum of four meetings with the club executive officers during the year, through Presidential and Divisional Council Meetings. The Lt. Governor also publishes a monthly publication to each club president with information about the Division and the District. The Lt. Governor is the trouble-shooter for his/her Division and will be involved in saving weak clubs and assisting strong clubs. Charter parties and Kiwanis meetings are also part of this officer's job.

**Since Lt. Governors attend many meetings away from their own school it is necessary that they are able to drive and have a car at their disposal, or that they have a responsible source of transportation.**

# KEY CLUB

Utah-Idaho District

## WEBMASTER

The Webmaster is appointed by the Governor and confirmed by the district board. In addition to the standard service agreement anyone interested in serving as Webmaster is required to submit to the district board a “résumé” of their skills and experience in creating and managing Web sites. This can be submitted as late as the Sunday morning of district convention. The appointment will be announced before the first board meeting in June so that the person chosen can plan on attending.

The Webmaster is responsible for maintaining the district Web site (<http://www.uikeyclub.org>). We are in the process of revising it, and plan to make the website a more useful resource for any member.

## APPLICATIONS AND NOMINATIONS

If you are interested in running for a district office please look over the required service agreements attached. Note that it must be signed by your parent(s), the Key Club Faculty Advisor, and your school Principal. You might want to make copies of the agreement to give to them for their information and records.

**The service agreements with all signatures (except for the agreement and resume for the Webmaster) must be submitted to the District Administrator not later than the opening sessions of the District Convention on March 18, 2011. Scanned and emailed or faxed copies are accepted. The forms may be mailed to the District Administrator in advance of the convention, but the Administrator is not responsible for any forms received later than the deadline.**

Michael Sims | [msims1197@yahoo.com](mailto:msims1197@yahoo.com)

PO BOX 1112

Bountiful, UT 84011

801-598-7292 (C)

# KEY CLUB

## Utah-Idaho District

### Utah-Idaho District Governor Service Agreement

NAME: \_\_\_\_\_ CLUB: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**All members of the Utah-Idaho District who wish to serve in the office of District Governor agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.**

The Utah-Idaho District Governor agrees to complete the following during his/her term of office:

1. Organize and execute the Utah-Idaho District Board Training Conference
2. Preside over and run the Utah-Idaho District Convention
3. Preside over and run all Utah-Idaho District Board meetings
4. Attend the International Leadership Conference (LeadCon) and Governor Training (GATC) in Indianapolis
5. Prepare advance agendas and preside at all Utah-Idaho District Board meetings
6. Compose and distribute four (4) newsletters to all the clubs in the District.
7. Compose and distribute ten (10) monthly newsletters to members of the Board and the Administrative Committee.
8. Compose at least four (4) columns for the District Publication
9. Appoint District Committee chairs and make all committee assignments with the approval of the District Administrator.
10. Serve as chair of the Executive Committee as well as serve as an ex-officio member of all special and standing District Committees.
11. Assist the Board to set goals for the District and to develop a plan for their successful achievement. Goals should include but not be limited to club and membership growth, dues collection, and monthly report collection.
12. Communicate once a week with the International Board liaison.
13. Hold at least one (1) meeting each with the Kiwanis Governor and the CKI Governor.
14. Attend at least one (1) meeting each with the Kiwanis and CKI District Boards.
15. Inform Kiwanis and CKI Governors of District activities and invite them to all District functions.
16. Conduct at minimum, one (1) workshop at the Utah-Idaho Key Club District Convention.
17. Contact the Utah-Idaho District Administrator at least once a week.
18. Help prepare and operate within the District Budget.
19. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
20. A total of 50 service hours are required during your term.
21. Handle all District Board disciplinary issues and review Board member performances
22. Follow the Code of Conduct as set by the District Administrator, Governor, District and international Bylaws.
23. Attend Kiwanis District Convention
24. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the board. Signing below certifies that you have read and understood the agreement.

**You must acquire the following signatures:**

_____	(Date)	_____	(Date)
District Governor Candidate		Sponsoring Kiwanis Advisor or President	
_____	(Date)	_____	(Date)
District Governor Candidate's Guardian		Key Club Faculty Advisor or High School Principal	
		_____	(Date)
		Key Club District Administrator	

# KEY CLUB

## Utah-Idaho District

### Utah-Idaho District Secretary/Treasurer Service Agreement

NAME: \_\_\_\_\_ CLUB: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

All members of the Utah-Idaho District who wish to serve in the office of District Secretary or Treasurer agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Secretary or Treasurer agrees to complete the following during his/her term of office:

1. Help plan and attend the Utah-Idaho District Convention
2. Attend all District Board meetings
3. Keep the official minutes of all Board meetings, Executive Committee meetings, special meetings, and the District Convention.
4. Distribute copies of all meeting minutes to Key Club International, District Board, District Administrator, Administrative Committee, and Kiwanis District Secretary within two weeks of the meeting.
5. Prepare/distribute recent financial and dues reports to the District Board.
6. Prepare a District Directory listing all clubs, officers, advisors, addresses, and telephone numbers. Prepare an addendum to distribute through Lt. Governors and District mailings.
7. Serve as a Secretary and member of the Executive Committee as well as serve as an ex-officio member of all special and standing District Committees.
8. Send out delinquent dues notices as follows: 1<sup>st</sup> notification to club Presidents and Faculty Advisors by December 31
9. Assist the Board to set goals for the Utah-Idaho District and to develop a plan for their successful achievement. Goals should include but not be limited to club and membership growth, dues collection, and monthly report collection.
10. Help prepare the District Convention Report to submit to International in conjunction with the administrators at the end of your term
11. Contact the District Administrator at least once a week.
12. Operate within the District Budget.
13. Complete at least one service project a month with your home club or with any club in the Southwest District.
14. A total of 50 service hours are required during your term.
15. Follow the Code of Conduct as set down by the District Administrator, Governor, District and international Bylaws. Direct instructions from the Administrator or Governor are also included, and must also be followed.
16. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the board. Signing below certifies that you have read and understood the agreement.

**You must acquire the following signatures:**

_____	_____
District Governor Candidate (Date)	Sponsoring Kiwanis Advisor or President (Date)
_____	_____
District Governor Candidate's Guardian (Date)	Key Club Faculty Advisor or High School Principal (Date)
	_____
	Key Club District Administrator (Date)

# KEY CLUB

## Utah-Idaho District

### Utah-Idaho District Lieutenant Governor Service Agreement

NAME: \_\_\_\_\_ CLUB: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

All members of the Utah-Idaho District who wish to serve in the office of Lieutenant Governor agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Lieutenant Governor agrees to complete the following during his/her term of office:

1. Attend the Utah-Idaho District Board Training Conference
2. Attend the Utah-Idaho District Convention
3. Attend all Utah-Idaho District Board meetings
4. Turn in a copy of all the divisions' New Officer Information sheets
5. Send the Lieutenant Governor's Monthly Report to the Governor and District Administrator by the end of the month.
6. Correspond regularly with committee members and report committee progress on monthly reports.
7. Compose and distribute ten (10) monthly newsletters to each club President in the division.
8. With Kiwanis support, provide club officer training by November 15 through a Spirit Rally, divisional meetings, or individual meetings with clubs.
9. Visit each club in his/her Division at least twice during his/her term. The visit may be a meeting or to a project.
10. Conduct regular President's Council meetings within the division. (5, once every two months)
11. Contact the Kiwanis Lieutenant Governor at once every other month.
12. Work with Kiwanis to increase the number of clubs in the division or reactivate struggling clubs.
13. Hold at least one Divisional Project.
14. Hold at least one Divisional council meeting.
15. Provide for the promotion of your position and training of your successor.
16. Develop and execute a plan for 100% dues and monthly report collection.
17. Operate within the District Budget.
18. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
19. Total of 50 service hours are required during your term.
20. Follow the Code of Conduct as set down by the District Administrator, Governor, District and international Bylaws. Direct instructions from the Administrator or Governor are also included, and must also be followed.
21. Assist in the planning and running of Utah-Idaho annual District Convention
22. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the board. Signing below certifies that you have read and understood the agreement.

**You must acquire the following signatures:**

_____	(Date)	_____	(Date)
District Governor Candidate		Sponsoring Kiwanis Advisor or President	
_____	(Date)	_____	(Date)
District Governor Candidate's Guardian		Key Club Faculty Advisor or High School Principal	
		_____	(Date)
		Key Club District Administrator	

# KEY CLUB

Utah-Idaho District

## Utah-Idaho District Webmaster Service Agreement

NAME: \_\_\_\_\_ CLUB: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

All members of the Utah-Idaho District who wish to serve in the office of Webmaster agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Webmaster agrees to complete the following during his/her term of office:

1. Attend the Utah-Idaho District Board Training Conference
2. Attend the Utah-Idaho District Convention
3. Attend all Utah-Idaho District Board meetings
4. Maintain and update all updates on the District Website
5. Keep in correspondence with the District Governor and Administrator.
6. Act as a member of the executive committee.
7. Post all division newsletters onto the website as publications are available.
8. Utilize graphic standards in all district publications.
9. Send articles to directed to club webmasters to the bulletin editor.
10. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
11. Total of 50 service hours are required during your term.
12. Follow the Code of Conduct as set down by the District Administrator, Governor, District and international Bylaws. Direct instructions from the Administrator or Governor are also included, and must also be followed.
13. Assist in the planning and running of Utah-Idaho annual District Convention
14. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the board. Signing below certifies that you have read and understood the agreement.

.....

### You must acquire the following signatures:

_____	_____
District Governor Candidate (Date)	Sponsoring Kiwanis Advisor or President (Date)
_____	_____
District Governor Candidate's Guardian (Date)	Key Club Faculty Advisor or High School Principal (Date)
	_____
	Key Club District Administrator (Date)

# KEY CLUB

Utah-Idaho District

## General Intent to Run Form (Mandatory)

STUDENT: I have read and understand the above duties and responsibilities of my intended district office, and if elected will fully and faithfully execute the duties and responsibilities of the office. I further understand that failure to comply with the above duties and responsibilities may result in the office for which I have been elected to be declared "vacant" and my being relieved of all duties, responsibilities and privileges on the Utah-Idaho Key Club Board of Trustees.

---

Name (printed)

Signature

Date

---

Home address (address, city, state, zip)

---

Email address

Home Phone

Cell phone

---

Key Club

**Office Intended to Run For**

PARENT: I understand that on occasion my son/daughter will be required to miss school in order to fulfill the duties of District Officer. I acknowledge that my son/daughter will attend all sessions. I understand that failure to attend all sessions will result in his/her removal from that position.

---

Parent's signature

Date

PRINCIPAL or FACULTY ADVISOR: I have read the duties and responsibilities of the Key Club District Officer, and I understand that on occasion this student will be required to miss school in order to fulfill the duties of this office.

---

Faculty Advisor's signature

Date

**This form, along with the appropriate service agreement must be submitted to the District Administrator for all candidates before the opening session of District Convention, Friday, March 18, 2011**

# Section C

## Contests & Awards

### CONTENTS

1. Rules Regarding Contests and Awards
2. List of Awards and contests
3. Award Application forms (10)

Note: Please check the *2009-2011 Key Club Guidebook* for other award and contest information.

## CONTESTS AND AWARDS

57th ANNUAL CONVENTION – March 18-20, 2011

Red Lion Hotel  
Salt Lake City, Utah

The goal of any Key Club, or any member of Key Club, is to fulfill the promise of the Key Club Motto: *Caring—our way of life*. The purpose of the contests and awards is to celebrate and recognize the accomplishments, service, and gifts of Key Clubs and Key Club members. It is the Utah-Idaho District's way of saying thank-you for the tremendous difference Key Club is making in the lives of children and their communities.

The Utah-Idaho District conducts the same contests at District Convention and follows the same guidelines and criteria as established for International competition (see *The Key Club Guidebook*). The reports of the District award winners will be delivered to the Key Club International Office on May 1, 2011.<sup>1</sup> Although Key Club International has done away with the **impromptu essay** contest, it was the general consensus of the faculty advisors that we continue to offer this contest. Members of every club in good standing in the District are invited to participate in the individual contests (oratory, essay and talent). The club historians are encouraged to enter the scrapbook from their club.

The rules for each award are printed on the relevant application form. Please complete the appropriate form enclosed with this packet. Please mail them to the District office. Encourage your officers and members to apply for the outstanding officer and member awards. All of the contest forms must be received by March 12, 2011. These reports represent your entire club's efforts. The big benefit is that by completing the reports, you have a way to evaluate your club's year. Members are also invited to enter the contests at the Convention.

Judging for the awards and contests will be done by Faculty Advisors and members of local Kiwanis Clubs. The award and contest applications, other than those that will be judged at District Convention, must be received at the District office no later than March 12, 2011.

---

<sup>1</sup> Note that the scrapbooks are taken directly to International Convention by representatives of the Key Clubs. Please see *The Key Club Guidebook* for full information.

### Awards & Recognition

The following awards are available to individuals:

- Outstanding Club President
- Outstanding Club Vice-President
- Outstanding Club Secretary
- Outstanding Club Treasurer
- Outstanding Club Historian
- The *Ashley Zollinger* Outstanding Club Member Award
- Outstanding Club Committee Chair
- Outstanding Faculty Advisor
- Outstanding Kiwanis Advisor

The following awards are available to clubs:

- Partners in Service Award\*
- Distinguished Club Award\*
- Outstanding District Project Award: *Beautifying Your Community*
- Major Emphasis Program Award\*
- Single Service Project Award\*
- *Children's Miracle Network* Project Award
- Club Video Award\*

The following contests are judged during the District Convention:

- Club Historians:
    - Year in Review: Traditional scrapbook contest\*
    - Year in Review: Non-traditional scrapbook contest\*
- } *Please see The Key Club Guidebook for the cost sheet that must be included.*
- Oratorical contest\* } *Anyone may enter the Oratorical or Talent Contests at DCON—you sign up when you arrive.*
  - Talent Contest\*
  - Club Poster Contest\*

Special Awards granted by Key Club International

- Key of Honor – This is the highest honor Key Club International bestows.
  - *Sandy Nininger Award*
  - Robert F. Lucas Outstanding Lieutenant Governor's Award
- Note that the *RFL Outstanding Lt. Governor Award* is judged at the District level, and winners' names are forwarded to Key Club International.**

# KEY CLUB

Utah-Idaho District

## OUTSTANDING CLUB PRESIDENT AWARD APPLICATION

Club President's Name	Key Club / Division
Home or cell phone	Home address (address, city, state, zip code)
Email address	
1. Please provide the date on which you paid your club dues this year. _____	
2. Please indicate how many meetings your Key Club has had this year. _____	
3. How many Key Club meetings have you attended while in office? _____	
4. How many Key Club board meetings did you attend this year? _____	
Did you attend the district convention while in office? _____	
5. Did you attend the Presidents Workshop at that convention? _____	
6. How many <i>Presidents Council Meetings</i> have you attended this year? _____	
7. On what date were new officer elections held in 2009? _____	
8. By what percentage has your club's membership increased this year? _____	
9. Did you establish or maintain an active committee system this year? _____	
10. How many Kiwanis meetings have you attended this year? _____	
11. On a separate sheet please list the projects your club accomplished regarding the <i>Major Emphasis Project (M.E.P.)</i> this year. <input type="checkbox"/>	
12. On a separate sheet please list the projects your club accomplished regarding the district project this year. <input type="checkbox"/>	
13. Attach a list of the service projects and activities that you have participated in at the club, division, district, or international level, including the number of house spent on each. <input type="checkbox"/>	
14. Please attach an essay (300-500 words) describing how your leadership skills have improved the overall success of your club this year. <input type="checkbox"/>	
I hereby confirm that all the information on this form is correct.	
Applicant's signature	Date
Club Secretary's signature	Date
Faculty Advisor's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12<sup>th</sup> 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## OUTSTANDING CLUB VICE-PRESIDENT AWARD APPLICATION

Club Vice-President's Name	Key Club / Division
Home or cell phone	Home address (address, city, state, zip code)
Email address	
1. Please provide the date on which you paid your club dues this year. _____	
2. Please indicate how many meetings your Key Club has had this year. _____	
3. How many Key Club meetings have you attended while in office? _____	
4. How many Key Club board meetings did you attend this year? _____	
5. Did you attend the district convention while in office? _____	
6. Did you attend the Vice-Presidents Workshop at that convention? _____	
7. How many Kiwanis meetings have you attended this year? _____	
8. Does your club have a functioning committee system? _____	
9. Do you supervise the committee chairs? _____	
10. Did you help to plan a joint Kiwanis / Key Club activity this year? If so, please describe it.	
11. Attach a list of the service projects and activities that you have participated in at the club, division, district, or international level, including the number of house spent on each. <input type="checkbox"/>	
12. Please attach an essay (300-500 words) describing how your leadership skills in managing the committees help you to aid the club president this year. <input type="checkbox"/>	
I hereby confirm that all the information on this form is correct.	
Applicant's signature	Date
Club President's signature	Date
Faculty Advisor's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## OUTSTANDING CLUB SECRETARY AWARD APPLICATION

Club Secretary's Name	Key Club / Division
Home or cell phone	Home address (address, city, state, zip code)
Email address	
1. Please provide the date on which you paid your club dues this year. _____	
2. Please indicate how many meetings your Key Club has had this year. _____	
3. How many Key Club meetings have you attended while in office? _____	
4. How many Key Club board meetings did you attend this year? _____	
5. How many monthly report forms have you submitted to the District this year? ____ out of _____	
6. How many of the MRFs were postmarked by the 10 <sup>th</sup> of each month? ____ out of _____	
7. At how many Key Club meetings have you taken and distributed minutes? ____ out of _____	
8. At how many board meetings have you taken minutes? _____	
9. Did you attend the district convention while in office? _____	
10. Did you attend the Secretary's Workshop at that convention? _____	
11. How many Kiwanis Club meetings have you attended this year? _____	
12. Please attach to this application the minutes from the board meetings of September, November, January, and March. <input type="checkbox"/>	
13. Attach a list of the service projects and activities that you have participated in at the club, division, district, or international level, including the number of house spent on each. <input type="checkbox"/>	
14. Please attach an essay (300-500 words) describing how your organizational skills have improved the overall success of your club this year. <input type="checkbox"/>	
I hereby confirm that all the information on this form is correct.	
Applicant's signature	Date
Club President's signature	Date
Faculty Advisor's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## OUTSTANDING CLUB TREASURER AWARD APPLICATION

Club Treasurer's Name	Key Club / Division
Home or cell phone	Home address (address, city, state, zip code)
Email address	
1. Please provide the date on which you paid your club dues this year. _____	
2. Please indicate how many meetings your Key Club has had this year. _____	
3. How many Key Club meetings have you attended while in office? _____	
4. How many Key Club board meetings did you attend this year? _____	
5. Did you participate in the preparation of your club's budget? _____	
6. Did you prepare monthly financial statements for the board? _____	
7. Did you attend the district convention while in office? _____	
8. Did you attend the Treasurer's Workshop at that convention? _____	
9. How many Kiwanis Club meetings have you attended this year? _____	
10. Please attach the financial statements you provided for your board for the months of September, November, January, and March. <input type="checkbox"/>	
11. Please attach a list of the service projects and activities that you have participated in at the club, division, district, or international level, including the number of house spent on each. <input type="checkbox"/>	
12. Please attach an essay (300-500 words) describing how your financial management skills have improved the overall success of your club this year. <input type="checkbox"/>	
I hereby confirm that all the information on this form is correct.	
Applicant's signature	Date
Club President's signature	Date
Faculty Advisor's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## OUTSTANDING CLUB HISTORIAN AWARD APPLICATION

Club Historian's Name	Key Club / Division
Home or cell phone	Home address (address, city, state, zip code)
Email address	
<p>1. Please provide the date on which you paid your club dues this year. _____</p> <p>2. Please indicate how many meetings your Key Club has had this year. _____</p> <p>3. How many Key Club meetings have you attended while in office? _____</p> <p>4. How many Key Club board meetings did you attend this year? _____</p> <p>5. Did you produce a scrapbook that met the criteria from Key Club International? Yes No</p> <p>6. Are you submitting a scrapbook to the District Convention Competition this year? Yes No</p> <p>7. Did you attend the district convention while in office? _____</p> <p>8. Did you attend the Historian's Workshop at that convention? _____</p> <p>9. Does your club have a newsletter and / or a Web site? _____</p> <p>10. How many Kiwanis Club meetings have you attended this year? _____</p>	
<p>11. If your club has a newsletter please attach four issues of it to this application. If your club has a Web site please provide the URL. <input type="checkbox"/></p>	
<p>12. Please attach a list of the service projects and activities that you have participated in at the club, division, district, or international level, including the number of house spent on each. <input type="checkbox"/></p>	
<p>13. Please attach an essay (300-500 words) describing the responsibilities you had as Historian and how your skills have improved the overall success of your club this year. <input type="checkbox"/></p>	
<p>I hereby confirm that all the information on this form is correct.</p>	
Applicant's signature	Date
Club President's signature	Date
Faculty Advisor's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## OUTSTANDING CLUB COMMITTEE CHAIRPERSON AWARD APPLICATION

Applicant's Name	Key Club / Division
Home or cell phone	Home address (address, city, state, zip code)
Email address	
1. Please provide the date on which you paid your club dues this year. _____	
2. Please indicate how many meetings your Key Club has had this year. _____	
3. How many Key Club meetings have you attended this year? _____	
4. How many Key Club board meetings did you attend this year? _____	
5. How many Kiwanis Club meetings have you attended this year? _____	
6. What committee did you chair this year? _____	
7. How many meetings were held this year by your committee? _____	
8. How many <i>written reports</i> did you make to your club officers this year? _____	
<i>Please attach copies of those reports to this application.</i> <input type="checkbox"/>	
9. Please attach a list of the service projects and activities that you have participated in at the club, division, district, or international level, including the number of hours spent on each. <input type="checkbox"/>	
10. Please attach an essay (300-500 words) describing the most significant contribution you have made to your Key club through your committee as its chairperson. <input type="checkbox"/>	
I hereby confirm that all the information on this form is correct.	
Applicant's signature	Date
Key Club President's signature	Date
Key Club Secretary's signature	Date
Faculty Advisor's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

The Ashley Zollinger

## OUTSTANDING CLUB MEMBER AWARD APPLICATION

Club Member's Name	Key Club / Division
Home or cell phone	Home address (address, city, state, zip code)
Email address	
<p>1. Please provide the date on which you paid your club dues this year. _____</p> <p>2. How many years have you been a member of Key Club International? _____</p> <p>3. How many meetings of your Key Club you have attended this year? _____</p> <p>4. Did you attend the district convention last year? _____</p> <p>5. How many Kiwanis Club meetings have you attended this year? _____</p> <p>6. How many hours of community service did you accomplish this year? _____</p>	
7. Which Key Club committees did you serve on this year?	
<p>8. List three activities accomplished this year by the committee you served on.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
9. Please attach a list of the service projects and activities that you have participated in at the club, division, district, or international level, including the number of hours spent on each. <input type="checkbox"/>	
10. Please attach an essay (300-500 words) describing one activity in which you participated this year with your Key Club and describe what kind of impact it made on your life and the lives of others. <input type="checkbox"/>	
11. Please include with your application a letter from your Key Club's Faculty Advisor explaining why you should be considered for this award. <input type="checkbox"/>	
I hereby confirm that all the information on this form is correct.	
Applicant's signature	Date
Club President's signature	Date
Faculty Advisor's signature	Date

- Please note that Key Club Executive Officers (president, vice-president, secretary, treasurer, and historian are not eligible for this award.

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## PARTNERS IN SERVICE AWARD

*This award recognizes an outstanding Kiwanis Club and the Key Club(s) they sponsor for an above average number of interclub activities and meetings attended.*

Key Club Name	Division
Name of Sponsoring Kiwanis Club	Name of Kiwanis Advisor
1. Please record the number of Key Club meetings that were attended by a member of the sponsoring Kiwanis (including Kiwanis Advisor). _____	
2. Please list the dates of Kiwanis Club meetings that were attended by your Key Club and an approximate number of students who attended each one.  <i>If necessary please use the back of this sheet or attach a separate sheet containing the required information.</i>	
3. On a separate sheet please describe all of the activities in which your club and your sponsoring Kiwanis club have been involved <i>together</i> . Please include the following information in your description: <ul style="list-style-type: none"><li>• A description of the project, including date(s), person(s) in charge, goal, and what was achieved. <input type="checkbox"/></li><li>• The number of Key Clubbers and Kiwanians who participated in each project. <input type="checkbox"/></li><li>• Any documentation (pictures, newspaper articles) you have. <input type="checkbox"/></li></ul>	
I hereby confirm that all the information on this form is correct.	
Key Club President's signature	Date
Key Club Secretary's signature	Date
Faculty Advisor's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## OUTSTANDING FACULTY ADVISOR AWARD

This award is granted to a Faculty Advisor who has exhibited ongoing support for the ideals and mission of Key Club International.

Name of Faculty Advisor	Key Club Name / Division
Name of Kiwanis Advisor	Sponsoring Kiwanis Club
1. How many years has this faculty member been a Key Club Advisor? _____ <i>If at more than one school please identify them and the years served.</i>	
2. Is this advisor regular in their attendance at both Key Club and board meetings? _____	
3. Is this advisor available to the executive officers of the Key Club? _____	
4. On a separate sheet please describe how your Faculty Advisor has exhibited ongoing support for the ideals and mission of Key Club International. Every advisor is different; think about some of these questions, but be free to describe your advisor as best you can. <ul style="list-style-type: none"><li>• Please describe both the specific and general ways this advisor has supported the Core Values and the Mission of Key Club International.</li><li>• Each advisor has different strengths; please describe your advisor's strengths.</li><li>• Is there one specific thing that makes your advisor outstanding? A specific annual activity, for example.</li><li>• Has this faculty member received any special recognition from the school?</li></ul>	
* <i>For U-I District information only: Has this advisor been made a regular or honorary member of Kiwanis International by the sponsoring Kiwanis Club? _____ In your attachment please note any special support or recognition your advisor has received from your sponsoring Kiwanis Club.</i>	
Key Club President's signature	Date
Key Club Secretary's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

Utah-Idaho District

## OUTSTANDING KIWANIS ADVISOR AWARD

This award is granted to a Kiwanis Advisor who has exhibited ongoing support for the ideals and mission of Key Club International.

Name of Kiwanis Advisor	Key Club Name / Division
Sponsoring Kiwanis Club	Name of Faculty Advisor
1. How many years has this member of Kiwanis been a Key Club Advisor? _____ <i>If at more than one school please identify them and the years served.</i>	
2. Is this advisor regular in their attendance at both Key Club and board meetings? _____	
3. Is this advisor available to the executive officers of the Key Club? _____	
4. On a separate sheet please describe how your Kiwanis Advisor has exhibited ongoing support for the ideals and mission of Key Club International. Every advisor is different; think about some of these questions, but be free to describe your advisor as best you can. <ul style="list-style-type: none"><li>• Please describe both the specific and general ways this advisor has supported the Core Values and the Mission of Key Club International.</li><li>• In what ways has this advisor exemplified the <i>Objects of Kiwanis International</i>?</li><li>• Each advisor has different strengths; please describe your advisor's strengths.</li><li>• Is there one specific thing that makes your advisor outstanding? A specific annual activity, for example.</li><li>• Has this member of Kiwanis received any special recognition from their club?</li></ul>	
Key Club President's signature	Date
Key Club Secretary's signature	Date

This application and supporting documents must be received at the office of the District Administrator not later than March 12, 2011. Original, faxed, or emailed copies will be accepted.

# KEY CLUB

## DISTRICT PROJECT AWARD

The club should choose one project completed in this administrative year (May 1, 2010-February 27, 2011). The application must be postmarked by March 12, 2011. The project must be verified by the monthly report form that was submitted to the District and your Lt. Governor.

NAME OF PROJECT	
Key Club Name / Division	Project Chairperson's name
Key Club President's name	Name of Faculty Advisor
<p>1. Number of paid Key Club members on February 1, 2011 _____</p> <p>2. Number of paid Key Club members who participated. _____</p> <p>3. Total amount of money spent on the project \$ _____</p> <p>4. Total number of hours volunteered by club on this project. _____</p> <p>(Hours may only be counted for <i>active, paid members</i> of your Key club. For example, 4 paid members volunteering 1 hour each = 4 hours. 4 non-paid members volunteering 1 hour each = 0 hours)</p> <p>5. Date(s) of project. _____</p>	
<p>6. Project Description — On a separate sheet of paper please write a description of your project, including the following information. You may also include newspaper articles, photographs, or other supporting documents.</p> <ul style="list-style-type: none"> <li>• Describe the project and plan.</li> <li>• Describe the need for the project.</li> <li>• Describe how the plan for the project was implemented.</li> <li>• If this project required money, how did your club raise the funds?</li> <li>• Describe the impact your club made on your community as a result of doing this project.</li> <li>• Describe the impact this project made on the participating club members.</li> </ul>	
<p>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 paid Key Club members. All signatures are required.</p>	
Project chairperson's signature	Date
Key Club President's signature	Date

# Section D

## District Scholarship

### CONTENTS

1. Description and qualifications
2. Instructions
3. Application form

### 2011 Utah-Idaho Key Club District Scholarship

Each year the Utah-Idaho District of Key Club International makes available to members of Key Club in this district five \$1,000.00 scholarships. The scholarships are awarded to those who have exemplified the highest principles of Key Club in their homes, schools, and communities—the core values of leadership, character building, caring, and inclusiveness.

These scholarships are funded by a \$500.00 contribution by the *Kiwanis International Foundation* and matching contributions of \$250.00 each from the *Utah-Idaho Kiwanis District Foundation* and the Utah-Idaho District of Key Club International.

The qualifications for the scholarships are:

- 1) The applicant must be a graduating senior who has been an active member of Key Club International for at least two years.
- 2) The applicant must be a student intending to attend a college, university, technical, or vocational school.
- 3) The applicant must have a grade point average (GPA) of at least a “B,” or the equivalent of a 3.0 GPA on a four point scale.
- 4) Financial need is not a qualification for this scholarship.
- 5) Members of the Key Club International Board of Trustees and Governors of Key Club districts are not eligible for this scholarship.
- 6) Application forms must be received at the offices of the District Administrator not later than March 15.

Recipients of the District Scholarship will be selected by a committee of members of the Utah-Idaho District of Kiwanis International. Announcement of the award will be made at the conclusion of the annual convention of the Utah-Idaho District of Key Club International. Scholarship checks are issued to the institution of higher learning in the name of the recipient.

If you have questions about the Utah-Idaho District Key Club International Scholarships please contact either the District Administrator or District Governor.

District Administrator  
Michael Sims  
PO BOX 1112  
Bountiful, UT 84011  
801-598-7292 (C)  
msims1197@yahoo.com

District Governor  
Erick Chen  
6598 Lindie CT  
Salt Lake City, UT 84121  
801-947-1060 (C)  
chenerick@gmail.com

### INSTRUCTIONS

#### 2011 Utah-Idaho Key Club District Scholarship Application

1. The application form must be completed in *full* and will serve as the cover page for the application packet. (Photocopies of the form are acceptable)
2. Please include a one-page, single-spaced essay describing your involvement, experiences, and leadership in Key Club International
3. On separate sheets of paper please list the following, and include them with the application:
  - a. The *school organizations and activities* to which you have contributed significantly, stating any leadership position held during your years in high school.
  - b. The *community-based* to which you have contributed significantly during your years in high school.
  - c. The *honors, wards, or special recognitions* that you have received during your years in high school.
4. Please obtain at least two letters of recommendation, and include them with the application:
  - a. An administrator, counselor, or teacher from the high school the student has attended.
  - b. Another adult person, of the student's choice.

*Note: These may be included in the application packet, or forwarded directly to the District Administrator, but they must be received no later than March 15, 2011.*

5. A copy of the student's *transcript* from the high school(s) attended. *This does not need to be a certified copy.*
6. Forward the entire application packet to:

Michael Sims  
PO BOX 1112  
Bountiful, UT 84011  
801-598-7292 (C)  
msims1197@yahoo.com

# KEY CLUB

Utah-Idaho District

Utah-Idaho District Annual Scholarship Application		
PERSONAL	Name	GPA (4 pt. scale)
	Home address	
	Home phone number	Other phone (cell)
	E-mail address(s)	
	Date of birth	Social Security Number
	IM address	MySpace or other personal site
HIGH SCHOOL	Key Club of	
	High School address	
	School phone number	
	Principal	Phone or ext.
	Faculty Advisor	Phone or ext.
	Kiwanis Advisor	Phone or ext.
FINANCIAL AID INFORMATION	Name of institution of higher learning to be attended	
	<i>Note: scholarship checks will be mailed to this address. Please make sure that the information is accurate.</i>	
	Address	
	Web site	
	Financial Aid Officer	
	Address of Financial Aid Office	
	Phone number	E-mail address

*Information provided in this application is for the sole use of the Utah-Idaho District of Key Club International*

*No information will be communicated beyond the members of the Scholarship Committee.*

*Photocopies of this form may be made as needed, and applications need not be an original.*