



59th Annual Convention
Of the
Utah-Idaho District
of
Key Club International
March 22-24, 2013
Salt Lake City, Utah

Tentative District Convention Schedule

Friday (March 22)

3:00-6:30.....	Registration
5:30-6:00.....	Sergeant at Arms and Candidate Meeting
6:00-7:00.....	Meet and Greet
7:30-9:30.....	Opening Session
9:30-11:00.....	Caucusing
11:10-11:40.....	Nominating Conference (If Needed)

Saturday (March 23)

7:30-8:00.....	Breakfast
8:00-9:00.....	General Session
9:15-10:00.....	First Round of Workshops
10:10-11:10.....	Caucusing
11:20-12:20.....	Lunch Session
12:30-1:15.....	Second Round of Workshops
1:20-2:10.....	Third Round of Workshops
2:25-3:25.....	Scavenger Hunt
3:40-4:30.....	Fourth Round of Workshops
4:45-5:45.....	Competitions/Talent Show Auditions
4:45-6:15.....	Project
6:30-9:00.....	Recognition
9:30-11:00.....	Dance/Alternative Activity
11:00 (12:00).....	Curfew

Sunday (March 24)

7:30-8:30.....	Interdenominational/LDS Service (HOST COM)
8:30-10:00.....	House of Delegates
10:00-12:00.....	Farewell Session/Brunch
12:00-12:45.....	New/Old Board Meeting
1:00.....	Departure

Section A

Convention Registration Materials

Registration Deadline — March 8, 2013

Contents

Faculty Advisor Checklist4

Registration and Lodging Costs.....5

Notes on Registration Procedures.....6

Code of Conduct.....7

Key Club Member Registration Form.....9

Medical Release Form.....10

General Information for Advisors and Chaperones12

Advisor and Chaperone Registration Forms.....13

Advisor and Chaperone Judging Duties14

Sergeant-at-Arms Registration15

Preferred Groupings for Rooms Form.....16



Faculty Advisor Checklist

Advisors: Before you send in the registrations, please use the checklist below to ensure that nothing has been forgotten.

_____ 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.

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

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

Registration and Lodging Costs

DCON Costs:

The DCON costs cover all Convention materials, workshops, contest award certificates, guest speakers, entertainment, dance, and all meals.

The full cost for DCON is \$180.00 per person (this includes hotel costs). Includes five (5) meals, DCON shirt, and DCON pin. All Key Club members, Kiwanis, and Faculty Advisors should register for the Convention.

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

Hotel Costs*:

Hotel cost is included in the full cost for DCON, however, the price may change depending on if you are unable to fill a room of four.

4 persons**/room per night – \$18.75/person per night
 3 persons/room per night – \$25.00 /person per night
 2 persons/room per night – \$37.50 /person per night
 1 person/room per night – \$75.00 /person per night

**These rates are quoted without tax. Schools that provide a tax number will be exempt from the 13% tax rate on the total above. Those who are paying individually or schools without tax-exempt information should plan to add 13% to the above figures.*

***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.*

Deadlines

Registration is due by March 8, 2013 with a \$75 non-refundable deposit per-person

Late Registration is due March 9-22 (at the door) with a \$100 non-refundable deposit per person
 The absolute final registration date is March 22, 2012.

Balance is due on or before March 22, 2013 and may be paid up to the first day of Convention.

Transportation

If transportation is need for Key Clubbers from Idaho, please contact your lieutenant governor.

Notes on Registration Procedures

Where and When?

March 22-March 24, 2013
Red Lion Hotel Salt Lake City Downtown
161 West 600 South
Salt Lake City, Utah 84101
Phone: 1-801-521-7373

Who Can Attend?

All club members and adult advisors are invited to attend the Convention. The Key Clubbers who are interested in being or will be the 2013-2014 officers for your club should definitely attend. Over the course of the weekend, you will learn crucial lessons about Key Club operations, leadership, and service that will help build your club. Also be sure to invite underclass members, as their involvement in Key Club opens doors for District and even International Leadership!

*****NOTE*** In order to register for Convention, participate in the House of Delegates, and run for District Office, each participating Key Club member's dues must have been paid on time. Members of Key Club are not considered active until dues have been paid.**

Forms to Fill Out

Members, Advisors, Chaperone Judges, and Sergeants-At-Arms each have their own registration forms in this section. **All registering Key Club members MUST** fill out a medical release form separate from this registration packet and **MUST** bring both their medical release form and registration form to the District Convention upon checking in.

Financial Assistance

It is important that all club members have the opportunity to take advantage of everything that District Convention has to offer. Reach out to your sponsoring Kiwanis Clubs, and more often than not, they will be more than happy to aid at least one of your club members to attend. It would certainly be appropriate for the Kiwanis to pay for the faculty advisor's registration and/or hotel room. **If you as the faculty advisor cannot attend, make sure someone from your sponsoring Kiwanis Club accompanies your students to the Convention.**



Code of Conduct

Key Club members, adult advisors and invited guests are expected to demonstrate behaviour 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 Behaviour

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

9. Members staying in a hotel or other lodging facility must sleep in their assigned room.
10. 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.
11. Male and female members may be present together in hospitality suites when an adult chaperone is present.
12. 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.
13. Items within this section may be modified by the Utah-Idaho District Key Club Board with approval of the District Administrator.

Code of Conduct

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 skirt, blouse or collared shirt and appropriate shoes for females.
4. “Casual” refers to shorts or jeans, collared shirt, sweatshirt, or appropriate T-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*; over the age of twenty-one (21); approved by the school; and registered with and accompanying the Key Club members at the Convention. The adult chaperone shall be responsible for the Key Club members assigned to him/her. Ultimately, each Key Club District Administrator shall have authority for all persons in attendance from his/her respective District.

Key Club Member Registration Form

Name (Last, First):			
Home Address:			
Home Phone:		Cell Phone:	
Circle One: Male Female	Grade (Current) 9 10 11 12	Email:	
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? 2009-2010 2010-2011 2011-2012	
Please indicate any assistance or special considerations you may need in terms of food, medication and housing.			
<p>Chaperone: Please read the following statement and sign this form.</p> <p><i>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.</i></p> <p>Signed: _____ Date: _____</p>			
<p>Student: Please read the following statement and then sign this form.</p> <p><i>I have read and understand the Convention Code of Conduct and I hereby commit to abide by its provisions.</i></p> <p>Signed: _____ Date: _____</p>			
<p>Parent: Please read the following statement and then sign this form.</p> <p><i>I have read the Utah-Idaho District Convention Code of Conduct and understand that my child will abide by its provisions.</i></p> <p>Signed: _____ Date: _____</p>			

Mail this form with proper payment to the District Administrator:

Mike Sims
PO BOX 1112
Bountiful, UT 84011

Make checks out to Utah-Idaho Key Club

Medical Release Form

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

Name _____
Last First Middle Initial

Mailing Address _____
Street Address

City _____ *State/Province* _____ *Postal Code* _____

Sex (circle one) F M Height _____ Weight _____ Birth Date _____

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 (____) _____ Nighttime phone (____) _____

Alternate contact: _____

Relationship to member: _____

Daytime phone (____) _____ Nighttime phone (____) _____



Medical Information

Health Insurance Company: _____ Policy Number: _____

Group Name on Insurance Coverage: _____

Telephone number 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 tumours? 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 events sponsored by Key Club International. I also have read and understand the Code of Conduct, 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 hospitalisation, injection, anaesthesia 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, judgements, 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.

Parent or guardian: _____ Signature: _____ Date _____

Notarization (required in the United States and Canada)

Subscribed and sworn before me this _____ day of _____, 20____. Notary in the State/Province of _____. My commission expires _____.



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-one years or older according to this policy.
3. 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.
4. 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.
5. 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.
6. 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.
7. Convention Badges and Identification – Admission to all Convention sessions is by Convention badge only. **You must wear your badge at all times, in a visible place, while on the hotel premises.** Hotel security is authorized to request identification of any person on the premises. Do not wear your badge outside of the hotel.

Advisor and Chaperone Registration Form

Name (Last, First):	
Home Address:	
Home Phone:	Cell Phone:
Circle One: Male Female	Email:
Key Club of ...	Member of a KI club? If so, which club?
Check all that apply: <input type="checkbox"/> First time at a Key Club Convention <input type="checkbox"/> Faculty Advisor <input type="checkbox"/> Kiwanis Advisor <input type="checkbox"/> Chaperone	
Please indicate any assistance or special considerations you may need in terms of food and housing.	
Please read the following statement and sign this form. <i>I do certify that I have read the Key Club Code of Conduct and that I recognise my responsibility for the members of Key Club International under my supervision.</i>	
Signed:	Date:

Mail this form with proper payment to the District Administrator:

Mike Sims

PO BOX 1112

Bountiful, UT 84011

Make checks out to Utah-Idaho Key Club



Advisor & Chaperone Judging Duties

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.

- Traditional Scrapbook Contest
- Non-Traditional Scrapbook Contest
- Oratorical Contest

Please know on behalf of the Utah-Idaho Key Club members, we appreciate your efforts and service.

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:
 - Stand at the entrance to the room in which the caucusing sessions are held.
 - Be assigned to certain floors of the hotel to enforce curfew.
 - Be assigned to the House of Delegates.
5. All members of the Committee will be issued a ribbon to designate their Sergeant-At-Arms Committee membership.
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: _____

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 this form at the registration table at Friday registration.

Preferred Groupings for Rooms

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 postmarked to the District Administrator no later than March 9, 2012

Key Club of: _____

Please write the name of each Key Clubber who is to stay in the room. Please 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: _____

Room #5
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: _____

Section B

Convention Nomination/Application Materials

Registration Deadline — March 8, 2013

Contents

Rules Regarding Nominations and Elections	18
Delegate & Alternate Registration Form	21
Information for District Office Candidates	22
Position Descriptions.....	23
District Service Agreement Forms	26
Governor	26
Secretary	28
Treasurer	30
Executive Assistant	32
Bulletin Editor.....	34
Webmaster.....	36
Lieutenant Governor	38
General Intent to Run Form	40
Committee Application Info	41
Fundraising.....	42
Kiwanis Relations	45
Major Emphasis.....	49
Public Relations.....	52
Technical Resources	56

Rules Regarding Nomination and Election of District Officers

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.

Article 5, Section 4(f). All officers, with the exception of the Key Club District Administrator, shall be elected at the Annual District Convention. The Key Club District Administrator shall be designated by the Governor of the sponsoring Kiwanis District.

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 nomination and election process. To this end the District Board has adopted the following rules:

Notification

1. The Secretary 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, their faculty advisor, and their parents prior to standing for election.

Application and Nomination

1. 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 no 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.
2. Nominations for candidates shall be made at the Opening Session on Friday evening and at the General Session on Saturday morning.
3. 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.
4. Each candidate will be introduced at the General Session on Saturday morning of the Convention.



Rules Regarding Nomination and Election of District Officers

Campaigning

1. 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 Lieutenant Governor.
2. Each candidate shall make a formal address to the House of Delegates at the Sunday morning meeting of the same. No second address is required at the House of Delegates meeting.
3. No overt campaigning may take place for any District Office.

Delegates

1. 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.
2. 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.
3. Delegates shall attend Division caucuses to question and interview candidates for District Office.
4. 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

1. 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.
2. 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.
3. 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.
4. A simple majority of votes cast for each office is required for election.
5. Matters regarding persons running for 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.



Rules Regarding Nomination and Election of District Officers

House of Delegates (Continued)

6. 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.
7. Announcement of elections shall take place before adjournment of the Convention.
8. Ballots shall be sealed and given to the District Administrator, who shall see that they are kept confidentially for one year.

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 58th Annual Convention of the Utah-Idaho District of Key Club International.

Club Secretary (Signature)

Delegates

Delegate's Name:

Cell Phone:

Email:

Delegate's Name:

Cell Phone:

Email:

Alternates

Alternate's Name:

Cell Phone:

Email:

Alternate's Name:

Cell Phone:

Email:

Information for District Office Candidates

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 as 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.

Attendance at Meetings

Anyone who has ever served on a Board of Directors is aware that meetings will be missed. It is important for candidates to check their school and personal (family) calendars for possible schedule conflicts. Board meetings are scheduled around SAT and ACT dates. 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.

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.



Position Descriptions

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 Utah-Idaho.

It is very helpful, although not mandatory, that the person serving as Governor has 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

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.

Treasurer

The Treasurer’s responsibility is to work with the District Administrator in order to oversee and manage finances of Utah-Idaho District. In addition, the Treasurer shall act as the chair of the Fundraising committee.

Executive Assistant

The Executive Assistant’s responsibilities lie with the duties of the Secretary and Treasurer, but also include Secretary/Treasurer *pro tempore* if the Secretary and/or Treasurer are absent.



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.

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 websites. 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 website (<http://www.uikeyclub.org>) and is allowed to revise or reformat the website in any way, so long as it remains a useful resource for Key Club members.

Lieutenant Governor

There are twelve (12) Lieutenant Governors in the Utah-Idaho District, serving twelve Divisions that stretch from Oregon to Eastern Idaho, from the Wood River Valley to St. George, Utah. Each Lieutenant Governor is responsible for geographical area within proximity of the own Key Club. Some Divisions have four Key Clubs, while others have eight. One of the tasks of the District Board this year will be to revise the Division boundaries within the District.

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

This District Officer has the closest contact with the individual Key Clubs. The Lieutenant 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 Lieutenant Governor also publishes a monthly publication to each club president with information about the Division and the District. The Lieutenant 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.



Applications and Nominations

Members interested in running for a District Office should look over the required service agreements attached. Note that these service agreements must be signed by the candidate's parent(s), Key Club Faculty Advisor, and school Principal. Prospective candidates are also urged 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 résumé for the Webmaster) must be submitted to the District Administrator no later than the Opening Session of the District Convention on March 22, 2013. 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.

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

**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).
5. Prepare Board meeting 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 any club in the Utah-Idaho District.

Utah-Idaho District Secretary 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 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 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 a District Directory listing all clubs, officers, advisors, addresses, and telephone numbers. Prepare an addendum to distribute through Lieutenant Governors and District mailings.
6. 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.
7. 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.
8. Help prepare the District Convention Report to submit to International in conjunction with the administrators at the end of your term.
9. Contact the District Administrator at least once a week.
10. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
11. A 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. 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:

Secretary/Treasurer Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

Utah-Idaho District 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/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/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. Prepare/distribute recent financial and dues reports to the District Board.
4. Prepare a District Directory listing all clubs, officers, advisors, addresses, and telephone numbers. Prepare an addendum to distribute through Lieutenant Governors and District mailings.
5. Prepare and distribute communiqués to club treasurers and communiqués to the district board. Cover important topics in a timely manner.
6. Serve as a Treasurer and member of the Executive Committee as well as serve as an ex-officio member of all special and standing District Committees.
7. Send out delinquent dues notices as follows: 1st notification to club Presidents and Faculty Advisors by December 31.
8. 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, and dues collection.
9. Contact the District Administrator at least once a week.
10. Operate within the District budget.
11. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
12. A total of 50 service hours are required during your term.
13. 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.



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:

Secretary/Treasurer Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

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

1. Serve as a member of the Utah-Idaho District Board and Council
2. Serve as a member of the Utah-Idaho District Executive Board
3. Act as the head of the Utah-Idaho District Committee Chairs
4. Keep in communication with committee chairs
5. Assist in organizing committee gatherings
6. Act as the liaison between the committee members and chairs and the Utah-Idaho District Board
7. Act as the “right-hand (wo)man” of the Utah-Idaho District Secretary-Treasurer
8. Take over for the Utah-Idaho District Secretary-Treasurer if absent
9. Attend all Utah-Idaho District Events and Board Meetings
10. Responsible for tracking Utah-Idaho District Board submitted work such as Lieutenant Governor Newsletters, Monthly Report Forms, etc.
11. Completing any duties assigned by the Utah-Idaho District Governor, Administrator, and Secretary-Treasurer

KEY CLUB®

2012-2013



Utah-Idaho District

You must acquire the following signatures:

Executive Assistant Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

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

1. Prepare and distribute at least five articles of correspondence for District Board members (memos, newsletters, reports, etc.).
2. Prepare and distribute at least three publications to clubs.
3. Cover the following topics in *each* publication:
 - a. Major Emphasis Program
 - b. Youth Opportunities Fund
 - c. International representative's message
 - d. Governor's message
 - e. Club/Division highlights
4. Cover the following topics in at least ONE publication:
 - a. District convention promotion
 - b. District convention summation
 - c. International convention promotion
 - d. International convention summation
5. Assign officers to write and contribute articles for district publications. Help these officers meet your publication standards by sharing suggestions on how to write articles and notifying them of deadlines. Be sure to edit their contributions to adhere to Key Club style.
6. Attend the following gatherings:
 - a. District convention at the beginning and end of term
 - b. Bulletin editor's forum at international convention
 - c. All District Board meetings
7. Present a bulletin editor's report at all official District Board meetings.
8. Strive to make all communications timely, well written, and free of mistakes and follow the Key Club graphics standards.

**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 District 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 events.
2. Maintain and update all updates on the District Website.
3. Keep in correspondence with the District Governor and Administrator.
4. Act as a member of the executive Committee.
5. Post all Division newsletters onto the website as publications are available.
6. Utilise graphic standards in all District publications.
7. Send articles directed to club Webmasters to the Bulletin Editor.
8. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
9. Total of 50 service hours are required during your term.
10. 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.
11. Assist in the planning and running of Utah-Idaho Annual District Convention.
12. 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.

**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 District 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 Division's 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 least 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% registered member 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 Fall Training Rally and the 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:

Lieutenant Governor Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

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	Prospective Office Position
----------	-----------------------------

PARENT: I understand that on occasion my son/daughter will be required to miss school in order to fulfil 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: 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 fulfil the duties of this office.

Principal’s Signature	Date
-----------------------	------

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

Faculty Advisor’s Signature	Date
-----------------------------	------



Committee Application Info

Below are committee applications along with duties and responsibilities of each respective committee. Committee members and chair positions will be decided by the district advisor, governor, and elected Executive Board (Secretary, Treasurer, and Bulletin Editor). All committee applications must be submitted AT or BEFORE DCON. In addition to the committee application form, all applicants must also fill out the “General Intent to Run” form on the previous page.

Chair positions are appointed in the Major Emphasis and Kiwanis Relations Committee. The Technical Resource, Fundraising, and Public Relations Committee Chair is appointed to the Webmaster, Treasurer, and Bulletin Editor respectively. Member positions are open for all Key Club members, whom must submit an application by DCON.

Committee List:

- Fundraising Committee
- Kiwanis Relations Committee
- Major Emphasis Committee
- Public Relations Committee
- Technical Resources Committee

If you wish to email the forms in before DCON please send it to:

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

AND

ui.keyclub.dcon@gmail.com



Fundraising Committee

- *Purpose*
 - The fundraising committee serves as a useful asset to the Utah-Idaho Key Club District Board. This committee's purpose is to raise funds needed by the Utah-Idaho Key Club District Board to be used to pay for expenses such as board meetings, district training rallies, board training supplies, lieutenant governor expenses, club resources, newsletter printing, and all others that pertain to the duties of the District Board.

- *Directives*
 - Find sponsors throughout the District to support Utah-Idaho Key Club
 - Implement logos on Utah-Idaho Key Club t-shirts, programs, etc.
 - Discounts from businesses
 - Obtain supplies/goodies for Utah-Idaho Key Club District Events
 - Obtain funds to hold Utah-Idaho Key Club District Events and Service Projects
 - Keep record and contact information of sponsors
 - Organize quarterly fundraising events for Utah-Idaho Key Club District
 - Correspond with Utah-Idaho Key Club Board
 - Committee Chair will attend all Utah-Idaho Key Club Board meetings
 - Committee members will uphold the objects of Key Club International and the Code of Conduct
 - All Committee Members must be a Key Club member of a Key Club in good standing
 - Work with Major Emphasis and District Project Committee
 - Implement sponsors with District Service Projects
 - Use sponsoring businesses to assist District Service Projects

Fundraising Committee Application

Name: _____
Key Club: _____
Division/LTG: _____
Cell Phone: _____
Email: _____

1. Why are you interested in becoming a part of the Utah-Idaho District Fundraising Committee?

2. What qualifications do you have that pertain to fundraising and the other duties of the Fundraising Committee?

3. Describe your Key Club background and experience.

4. Describe any other extracurricular activities in which you take part.

5. List possible fundraising ideas that you would implement as a member of the Fundraising Committee.

6. List any comments:



Kiwanis Relations Committee

- *Purpose*
 - The Kiwanis Relations committee serves as a useful asset to the Utah-Idaho Key Club District Board. This committee's purpose is to establish unity between the Utah-Idaho Key Club District and other Kiwanis Family clubs throughout the district.

- *Directives*
 - Keep in contact with Kiwanis Family Clubs
 - Contact Utah-Idaho Kiwanis Governor
 - Contact Circle-K Governor
 - Create a directory of all Kiwanis Clubs in the Utah-Idaho District along with all the Key Clubs, Circle K Clubs, and other K-Family Clubs they sponsor.
 - Create a calendar with all major Kiwanis Family Club events
 - District Conventions
 - District Service Projects
 - Kiwanis One Day
 - Plan and Execute a Kiwanis Family District Project
 - Advertise any Kiwanis Family Events
 - Correspond with Utah-Idaho Key Club Board
 - Committee will create resources to teach and hold workshops about Kiwanis Family Clubs at the Utah-Idaho District Fall Training Rally, District Convention, and 2012 District
 - Committee will notify Lieutenant Governors of Kiwanis Family events in their divisions.
 - Committee Chair will attend all Utah-Idaho Key Club Board meetings, Fall Training Rally, 2012 District Board Trainer, and District Convention.
 - Committee members will uphold the objects of Key Club International and the Code of Conducts and must be a member of a Key Club in good standing
 - Send updates to Utah-Idaho Kiwanis Board of the Utah-Idaho Key Club District Board
 - Start Kiwanis Family clubs throughout the Utah-Idaho District.
 - Work with Lieutenant Governors and District Administrator with starting Key Clubs and Builder's Clubs as well as with activating inactive Key Clubs.

Kiwanis Relations Committee Application

Name: _____
Key Club: _____
Division/LTG: _____
Cell Phone: _____
Email: _____

1. Circle One:

Committee Chair

Committee Member

2. Why are you interested in becoming a part of the Utah-Idaho District Kiwanis Relations Committee?

3. What qualifications do you have that pertain to establishing connections and unity with other Kiwanis Family Clubs?



4. Describe your Key Club background and experience.

5. Describe any other extracurricular activities in which you take part.

6. List possible Kiwanis Family Project ideas that you would implement as a member of the Kiwanis Relations Committee.

7. List any other Kiwanis Family Club (CKI, Kiwanis, Builder's Club) events that you have attended.



8. List any comments:

Major Emphasis and District Service Project Committee

- *Purpose*
 - The Major Emphasis and District Service Project committee will serve as a useful asset to the Utah-Idaho Key Club District Board. This committee's purpose is to plan and execute district service projects pertaining to the Major Emphasis Program. In addition, this committee is to plan a large-scale district service project that will benefit another organization or group outside of the Utah-Idaho District and the Major Emphasis Program.

- *Directives*
 - Plan and Execute 2 large-scale projects that will benefit any of the Major Emphasis Programs.
 - Establish contact with representatives of all Major Emphasis Programs within the district.
 - Advertise any events or service projects sponsored by Major Emphasis Programs.
 - Create a calendar of Major Emphasis Service Projects organized by committee and sponsored by Major Emphasis Programs in the district.
 - Create resource materials about the Major Emphasis Programs to be taught at District Events such as the Fall Training Rally.
 - The Committee Chair and Committee Members will hold workshops at the Utah-Idaho Fall Training Rally, the District Convention, and the 2012 District Board Trainer about the Major Emphasis Program.
 - Plan and execute a large-scale District Project that will benefit another organization or group outside of the Utah-Idaho District and the Major Emphasis Program.
 - Correspond with Utah-Idaho Key Club Board
 - Committee will notify and educate District Board of any updates with the Major Emphasis Programs.
 - Committee will notify Lieutenant Governors of Major Emphasis sponsored projects within their divisions.
 - Committee will work with Lieutenant Governors implementing the Major Emphasis Program in division service projects
 - Committee Chair will attend all Utah-Idaho Key Club Board meetings, Fall Training Rally, District Convention, and 2012 District Board Trainer.
 - Committee members will uphold the objects of Key Club International and the Code of Conduct and must be a member of a Key Club in good standing
 - Work with Fundraising and Kiwanis Relations Committee for fundraising service projects pertaining to the Major Emphasis Program.

Major Emphasis and District Project Committee Application

Name: _____
Key Club: _____
Division/LTG: _____
Cell Phone: _____
Email: _____

1. Circle One:

Committee Chair

Committee Member

2. Why are you interested in becoming a part of the Utah-Idaho District Major Emphasis and District Project Committee?

3. What qualifications do you have that pertain to coordinating and planning Major Emphasis and District Projects?

4. Describe your Key Club background and experience.

5. Describe any other extracurricular activities in which you take part.

6. List possible Major Emphasis and District Project ideas that you would implement as a member of this committee.

7. List any comments



Public Relations Committee

- *Purpose:*
 - The Public Relations committee serves as a useful asset to the Utah Idaho Key Club District Board. This committee's purpose is to publicize the message of key club and to raise key club spirit throughout the district through various methods of media. Additionally, this committee will focus on obtaining lieutenant governors for districts that currently do not have one. This committee will work to support all of the divisions and committees in their personal projects.

- *Directives:*
 - Raise Key Club Spirit
 - Develop a cheer for events, specifically ICON
 - Key Club message
 - Raise awareness about Key Club's message
 - Spread the word about what Key Club is about
 - Develop publicity materials
 - Publicize major events within the district by creating advertisements such as flyers and posters
 - T-shirts and other promotional materials
 - Video announcements
 - Write and supply Public Service Announcements to the community
 - Utilize sources of media to interact with all members of the club
 - Find Lieutenant Governors for divisions that do not currently have a Lieutenant Governor
 - Support LTG's in their projects
 - Provide promotional materials for PCM's and DCM's
 - Support all divisional projects including division wide service projects
 - Support each of the committees
 - Publicize Kiwanis Committee events
 - Help Fundraising Committee make advertisements
 - Advertise Major Emphasis Committee events and their programs
 - Public Relations Chair and members shall be active members of their home clubs and should be responsible for attending any divisional and district events that help spread the word of Key Club.

Public Relations Committee

Name: _____
Key Club: _____
Division/LTG: _____
Cell Phone: _____
Email: _____

1. Why are you interested in becoming a part of the Utah-Idaho District Public Relations Committee?

2. What qualifications do you have that pertain to communicating with other people and working with others?

3. Describe your Key Club background and experience.

4. Describe any other extracurricular activities in which you take part.

5. List possible Major Emphasis and District Project ideas that you would implement as a member of this committee.

6. Describe a situation where you needed to publicize an event and what methods you used to promote it.



7. List any comments

Technical Resources Committee “Official Utah-Idaho Geek Squad”

- *Purpose*
 - The Technical Resources Committee is responsible for creating District resources and for assisting the District Webmaster and District Bulletin Editor with certain tasks. This committee will focus on developing promotional media for mass distribution and on increasing awareness of District Events via social media.

- *Directives*
 - Assist the District Webmaster and District Bulletin Editor with creating resources specific to District events, which will include, but is not limited to:
 - Fall Training Rally Promotional Flyer
 - Fall Training Rally Program
 - Fall Training Rally T-Shirt Design
 - Fall Training Rally Session Media
 - District Convention Promotional Flyer
 - District Convention Promotional Video
 - District Convention T-Shirt Design
 - District Convention Pin Design
 - District Convention Program
 - District Convention Registration Packets
 - District Convention Session Media
 - District Service Project Flyers
 - Kiwanis-Relations Events Flyers
 - Create resources and templates needed by the District Board. These templates and resources will follow graphic standards and will be specific to the Utah-Idaho District:
 - Newsletter Template
 - Event Flyer Template
 - Sign-in Sheet Template
 - PowerPoint Template
 - Assist the District Webmaster in maintaining and adding new resources to the District website.
 - Create Facebook Event Pages for District Events
 - Maintain and post updates on Utah-Idaho Key Club and Utah-Idaho District Board Facebook groups.
 - Attend meetings hosted by the District Webmaster and District Bulletin Editor.
 - Correspond with Utah-Idaho Key Club District Board
 - Committee members will uphold the objects of Key Club International and the Code of Conduct



- All Committee Members must be a Key Club member of a Key Club in good standing
- All committee members must attend all District Events (Fall Training Rally and District Convention)
 - Committee members will assist the District Webmaster and District Bulletin Editor with creating presentations, resources, and workshops about graphic standards and how to use social media.
 - Committee members will assist the District Board members in setting up projectors and/or presentations at District Events.

Technical Resources Committee Application

Name: _____
Key Club: _____
Division/LTG: _____
Cell Phone: _____
Email: _____

1. Why are you interested in becoming a part of the Utah-Idaho District Technical Resources Committee?

2. What expertise do you have on graphic and web design? Describe any experience or previous work with graphic and web design.

3. Describe your Key Club background and experience.

4. Describe any other extracurricular activities in which you take part.

5. How would you be an asset to this committee?

6. List any comments:

7. Optional: You are welcome to attach a resume and/or a design that shows your expertise with this application.

Section C

Contests & Awards

Application Deadline — March 8, 2013

Contents

Rules Regarding Contests and Awards	61
List of Contests and Awards	62
Non-Traditional Scrapbook Contest.....	63
Oratorical Contest.....	64
Talent Contest.....	65
Club Poster Contest: Non-Digital Poser	66
Club Poser Contest: Digital Poster	67
Club Video Contest.....	68
Award Application Forms.....	69
Outstanding Club President Award Application.....	69
Outstanding Club Vice-President Award Application.....	70
Outstanding Club Secretary Award Application	71
Outstanding Club Treasurer Award Application.....	72
Outstanding Club Historian Award Application.....	73
Outstanding Club Committee Chairperson Award Application.....	74
Outstanding Club Member Award Application	75
Outstanding Club Kiwanis Advisor Award Application.....	76
Partners in Service Award Application	77
Distinguished Club Award Application.....	78
Outstanding Club Project Award Application.....	81
Major Emphasis Award Application	82
Single Service Award Application	83

Rules Regarding Contests and Awards

The goal of any Key Club, or any member of Key Club, is to fulfil the promise of the Key Club Motto: Caring—Our way of life. The purpose of the contests and awards is to celebrate and recognise 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 8, 2013. 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 8, 2013. 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 8, 2013.



List of Contests and Awards

Contests

- Year in Review: Traditional Scrapbook Contest
- Year in Review: Non-Traditional Scrapbook Contest
- Oratorical Contest (Register Upon Arrival)
- Talent Contest (Register Upon Arrival)
- Club Poster Contest: Non-Digital Poster
- Club Poster Contest: Digital Poster
- Club Video Contest

Individual Awards

- 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

Club Awards

- Partners in Service Award
- Distinguished Club Award
- Outstanding District Project Award:
- Major Emphasis Program Award
- Single Service Project Award

Year in Review: Non-Traditional Scrapbook Contest

A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings or other representations of its activities during the club administrative year (defined as being from District Convention to District Convention).

Each entry should adequately portray the following categories: service to school, service to community, fundraising projects, assistance to Kiwanis projects, and involvement with Major Emphasis Program and miscellaneous.

Judging of the scrapbook will be on a point system as follows:

Format-50 Points

Cover Artwork.....	10 Points
Interior Artwork	20 Points
News Clippings and Photographs	20 Points

General Content-60 Points

Service to School	10 Points
Service to Community.....	10 Points
Fundraising Projects	10 Points
Assistance to Kiwanis Projects	10 Points
Involvement with Major Emphasis Program.....	10 Points
Miscellaneous	10 Points

A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district and an itemised statement of the total expenditures and donations. This statement must be signed by the Key Club president and faculty advisor, stating the entry's retail cost value (including photographic materials) does not exceed the amount of US\$300. Work done by Key Club members such as hand-lettering, artwork, etc., do not need to be included as cost items. Failure to comply with this rule will result in disqualification.

Entries shall be submitted to the Key Club contest during DCON according to the convention program.

The decisions of the judges are final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counsellor of this contest. No audio, visual, or computer equipment will be allowed as part of the entry.

Oratorical Contest

2013 Oratorical Topic: How do people know you're a Key Clubber?

The subject matter of the oration and the presentation must be original and completely developed by each orator. These factors will be considered equally in determining who is to receive the awards.

Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty.

Each orator must be an official member in good standing with Key Club and his/her local club.

Judging and awarding points will be based on the following criteria:

Speech-75 Points	
Clarity of Message and Projection of Ideas	20 Points
Depth	10 Points
Originality	10 Points
Organization	20 Points
Reference	5 Points
Grammar/Word Choice	10 Points
Delivery-25 Points	
Posture (Composure and Gestures)	10 Points
Voice (Tone, Effectiveness/Pronunciation)	10 Points
Attention of Audience	5 Points

During the convention, elimination trials will be held (time and place to be announced in the convention program), and no more than three orators may be selected to appear before the entire convention.

The three outstanding orators will receive suitable awards and recognition for their excellence in public speaking. Oratorical finalists may be expected to address the convention.

The decision of the judges is final and no changes, alterations or re-grading will take place after the results have been certified by the judges, the Chair of the Contests and the Board Counsellor of this contest.

Talent Contest

Each Key Club may participate in no more than one act entered in the District Talent Contest.

A talent contest entry may take any form as long as it is entertaining and in good taste.

All participants in an act must be official members of a Key Club in good standing with Key Club International. In the case of a group act, all members must be from the same club or district.

All acts entered in the District Talent Contest will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the convention program). At this time, the most entertaining three to five acts will be selected to appear in the District Talent Show as finalists.

Selection of acts by the judges at the preliminary auditions, insofar as they are consistent with high quality performance, will be final.

Suitable awards will be presented finalist acts.

The time limit on each performance of the acts at a general session of the convention should not exceed six minutes.

Any materials (props, instruments, costumes, etc.) that are needed for each performance must be supplied by the contestants who participate in that performance.

Any Key Club entertainment on the convention program prior to the District Talent Show cannot participate as a judged act.

Judging for this contest will be based on the following criteria and point values:

Content	20 Points
Performance	20 Points
Poise	20 Points
Audience Response.....	20 Points
Personal Evaluation	20 Points

The decisions of the judges are final and no changes, alterations or re-grading will take place after the results have been certified by the judges, the Chair of the Judges, and the Board Counsellor of this contest.

Club Poster Contest: Non-Digital Poster

Key Clubs participating in the Non-Digital Poster Contest cannot participate in the Digital Poster Contest.

The first place Key Club poster contest winner will be eligible to compete in the international contest.

The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.

Entries in this category may not include material produced through electronic means, such as cameras and computer software. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.

The following information must be submitted with each entry:

1. Name of the Key Club and district.
2. Contact name and information for the artist producing the poster. The artist must be a Key Club member.

Posters will be judged according to the following criteria:

Originality	10 points
Creativity	10 points
Artistic Ability	10 points
Promotion of Key Club	15 points
Effectiveness for Membership Recruitment.....	15 points
Ability to Reproduce the Poster via Printing	10 points
Overall Appearance	30 points

Suitable awards will be presented to first, second, and third places.

Winning entries will become the property of Key Club, and will not be returned to clubs. Key Club reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.

All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club.

The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contests, and Board Counsellor of this contest.

Club Poster Contest: Digital Poster

The first place Key Club poster contest winner will be eligible to compete in the contest.

The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.

Entries in this category may include materials produced with electronic means, such as cameras and computer software. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.

The following information must be submitted with each entry:

1. Name of the Key Club and district.
2. Contact name and information for the artist producing the poster. The artist must be a Key Club member.

Posters will be judged according to the following criteria:

Originality	10 points
Creativity	10 points
Artistic Ability	10 points
Promotion of Key Club	15 points
Effectiveness for Membership Recruitment	15 points
Ability to Reproduce the Poster via Printing	10 points
Overall Appearance	30 points

Suitable awards will be presented to first, second, and third places.

Winning entries will become the property of Key Club, and will not be returned to clubs. Key Club reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.

All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club.

The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contests, and Board Counsellor of this contest.

Club Video Contest

- A. The first place club video contest winner will be eligible to compete in the contest.
- B. The video must be produced by club members only at a cost not to exceed US\$250.
- C. The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.
- D. The length of the completed video/DVD segment should be no more than 60 seconds.
- E. The video must be submitted on a DVD in QuickTime format containing no copyrighted music.
- F. The following information must be submitted with each entry:
 - 1. Name of the Key Club and district.
 - 2. Contact name and information for a Key Club member responsible for the submission.
 - 3. Itemised listing of all costs associated with the video/DVD production, including cost of the cassette or DVD.

Videos/DVDs will be judged according to the following criteria:

Originality	10 points
Creativity	10 points
Promotion of Key Club	20 points
Clarity of Message.....	10 points
Quality of Production	
Projection of Idea	10 points
Sound Quality	10 points
Picture Quality.....	10 points
Overall Impression	20 points

Suitable awards will be presented to first, second and third place.

All entries will become the property of Key Club, and will not be returned to clubs. Key Club reserves the right to reproduce or broadcast any contest entries.

All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club.

The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counsellor of this contest.

Outstanding Club President Award Application

President's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
<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 attend the District Convention while in office? Yes No</p> <p>6. Did you attend the Presidents Workshop at that Convention? Yes No</p> <p>7. How many Presidential Council Meetings have you attended this year? _____</p> <p>8. On what date were new officer elections held in 2013? _____</p> <p>9. By what percentage has your club's membership increased this year? _____</p> <p>10. Did you establish or maintain an active Committee system this year? Yes No</p> <p>11. How many Kiwanis meetings have you attended this year? _____</p>	
<input type="checkbox"/> On a separate sheet please list the projects your club accomplished regarding the Major Emphasis Project (M.E.P.) this year.	
<input type="checkbox"/> On a separate sheet please list the projects your club accomplished regarding the District project this year.	
<input type="checkbox"/> 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"/> Please attach an essay (300-500 words) describing how your leadership skills have improved the overall success of your club this year.	
<p><i>I hereby confirm that all the information on this form is correct.</i></p>	
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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Outstanding Club Vice-President Award Application

Vice-President's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
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?	Yes No
6. Did you attend the Vice-Presidents Workshop at that Convention?	Yes No
7. How many Kiwanis meetings have you attended this year?	_____
8. Does your club have a functioning Committee system?	Yes No
9. Do you supervise the Committee chairs?	Yes No
Did you help to plan a joint Kiwanis / Key Club activity this year? If so, please describe it.	
<input type="checkbox"/> 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"/> 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.	
<i>I hereby confirm that all the information on this form is correct.</i>	
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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Outstanding Club Secretary Award Application

Secretary's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
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? _____ of _____ 6. How many of the MRFs were postmarked by the 10th of each month? _____ of _____ 7. At how many Key Club meetings have you taken and distributed minutes? _____ of _____ 8. At how many Board meetings have you taken minutes? _____ 9. Did you attend the District Convention while in office? Yes No 10. Did you attend the Secretaries Workshop at that Convention? Yes No 11. How many Kiwanis Club meetings have you attended this year? _____	
<input type="checkbox"/> Please attach to this application the minutes from the Board meetings of September, November, January, and March.	
<input type="checkbox"/> 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"/> Please attach an essay (300-500 words) describing how your organizational skills have improved the overall success of your club this year.	
<i>I hereby confirm that all the information on this form is correct.</i>	
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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Outstanding Club Treasurer Award Application

Treasurer's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
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?	_____
<input type="checkbox"/> Please attach the financial statements you provided for your Board for the months of September, November, January, and March.	
<input type="checkbox"/> 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"/> Please attach an essay (300-500 words) describing how your financial management skills have improved the overall success of your club this year.	
<i>I hereby confirm that all the information on this form is correct.</i>	
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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Outstanding Club Historian Award Application

Historian's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
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 make a scrapbook that met the criteria from Key Club International? Yes No 6. Are you submitting a scrapbook to the District Convention this year? Yes No 7. Did you attend the District Convention while in office? _____ 8. Did you attend the Historians Workshop at that Convention? _____ 9. Does your club have a newsletter and / or a website? _____ 10. How many Kiwanis Club meetings have you attended this year? _____	
<input type="checkbox"/> If your club has a newsletter please attach four issues of it to this application. If your club has a website please provide the URL.	
<input type="checkbox"/> 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"/> 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.	
<i>I hereby confirm that all the information on this form is correct.</i>	
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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Outstanding Club Committee Chairperson Award Application

Applicant's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
<ol style="list-style-type: none"> 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 written reports did you make to your club officers this year? _____ 9. Please attach copies of those reports to this application. _____ 	
<input type="checkbox"/> 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"/> 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.	
<i>I hereby confirm that all the information on this form is correct.</i>	
Applicant's Signature	Date
Club President'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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

The Ashley Zollinger Outstanding Club Member Award Application

Member's Name	Key Club/Division
Home or Cell Phone	Email
Home Address (Address, City, State, Zip)	
1. Please provide the date on which you paid your club dues this year. _____ 2. How many years have you been a member of Key Club International? _____ 3. How many meetings of your Key Club you have attended this year? _____ 4. Did you attend the District Convention last year? _____ 5. How many Kiwanis Club meetings have you attended this year? _____ 6. How many hours of community service did you accomplish this year? _____	
Which Key Club Committees did you serve in this year? • • •	
List three activities accomplished this year by the Committee in which you served.	
<input type="checkbox"/> 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"/> 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"/> Please include with your application a letter from your Key Club's Faculty Advisor explaining why you should be considered for this award.	
<i>I hereby confirm that all the information on this form is correct.</i>	
Applicant's Signature	Date
Club President's Signature	Date
Faculty Advisor's Signature	Date

Please note that Key Club Executive are not eligible for this award.

This application and its supporting documents must be received at the office of the District Administrator no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Outstanding Kiwanis Advisor Award Application

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

Advisor's Name	Key Club/Division
Sponsoring Kiwanis Club	Faculty Advisor's Name
How many years has this member of Kiwanis been a Key Club Advisor? _____	
1. Does this advisor regularly attend both Key Club and Board meetings?	Yes No
2. Is this advisor available to the executive officers of the Key Club?	Yes No
<p>On a separate sheet please describe how your Kiwanis Advisor has exhibited on-going 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.</p> <p><input type="checkbox"/> Please describe both the specific and general ways this advisor has supported the core values and mission of Key Club International.</p> <p><input type="checkbox"/> In what ways has this advisor exemplified the Objects of Kiwanis International?</p> <p><input type="checkbox"/> Each advisor has different strengths; please describe your advisor's strengths.</p> <p><input type="checkbox"/> Is there one specific thing that makes your advisor outstanding? A specific annual activity, for example.</p> <p><input type="checkbox"/> Has this member of Kiwanis received any special recognition from their club?</p>	
<i>I hereby confirm that all the information on this form is correct.</i>	
Club President'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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Partners in Service Award Application

This award recognises 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
Kiwanis Advisor's Name	Sponsoring Kiwanis Club
Please record the number of Key Club meetings that were attended by a member of the sponsoring Kiwanis (including Kiwanis Advisor). _____	
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>	
On a separate sheet please describe all of the activities in which your club and your sponsoring Kiwanis club have been involved together. Please include the following information in your description:	
<input type="checkbox"/> A description of the project, including date(s), person(s) in charge, goal, and what was achieved. <input type="checkbox"/> The number of Key Clubbers and Kiwanians who participated in each project. <input type="checkbox"/> Any documentation (pictures, newspaper articles) you have.	
<i>I hereby confirm that all the information on this form is correct.</i>	
Club President'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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Distinguished Club Award Application

Award provides recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, K-family involvement, service, and fundraising.

Key Club Name	Division
School, City, State	Faculty Advisor
Report the total number of paid club members as of: December 1, 2012 _____ February 1, 2013 _____	
<p>Key Club Administration</p> <p>1a. How many club meetings were held:</p> <ul style="list-style-type: none"> a) During the school year that were attended by a faculty advisor? _____ b) During the school year that had a speaker or a program? _____ c) During the summer (or other break period)? _____ d) As special meetings (banquet, etc.)? _____ e) As board meetings? _____ <p>1b. Average club meeting attendance percentage: _____</p> <p>2. Reports completed and submitted on time:</p> <ul style="list-style-type: none"> a) Monthly Report Forms <input type="checkbox"/> Yes <input type="checkbox"/> No b) Club Election <input type="checkbox"/> Yes <input type="checkbox"/> No c) Key Club Magazine Report Form <input type="checkbox"/> Yes <input type="checkbox"/> No <p>3. Dues payment date: _____</p> <p>4. Activities in which the club participated:</p> <ul style="list-style-type: none"> a) Division Training Conference <input type="checkbox"/> Yes <input type="checkbox"/> No b) Presidents or Divisional Council meetings <input type="checkbox"/> Yes <input type="checkbox"/> No c) Division-wide rally or service project <input type="checkbox"/> Yes <input type="checkbox"/> No <p>5. Did the club utilize either of these forms of communications for members?</p> <ul style="list-style-type: none"> a) Club newsletter with a minimum of six issues <input type="checkbox"/> Yes <input type="checkbox"/> No b) Club web site <input type="checkbox"/> Yes (Address: _____) <input type="checkbox"/> No 	
<p>Club Membership</p> <p>1. Did the club provide a special program for new-member induction, including a ceremony, and pin presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Did the club provide a formal program for member orientation and education including the new-member handbook, Key Club magazine, videos, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. How many attended the 2012 District Convention?</p> <ul style="list-style-type: none"> a) Voting Delegates _____ b) Advisors _____ 	

Continued on next page

Distinguished Club Award Application (Continued)

4. How many attended the 2012 International Convention in Orlando, FL?
- a) Voting delegates _____
- b) Advisors _____
5. How many club social activities were held for all club members? _____
6. How many interclub activities were held with other Key Clubs? _____
7. What is the increase/decrease of paid members over the previous year? _____

Leadership Development

1. Did your club participate in a formal officer training? Yes No
2. Did the faculty and/or Kiwanis advisor participate in the club officer training? Yes No
3. Did the president and secretary attend a division or district club officer training workshop or conference? Yes No
4. Has your club conducted or participated in:
- a) District or division leadership conference or retreat? Yes No
- b) Key Leader event? Yes No
- c) A club officer/member leadership retreat? Yes No
5. What percentage of members has served in leadership positions including officers, board members, and committee/project chairpersons? _____
6. During the past year, has the club included:
- a) A candidate for district or international office? Yes No
- b) A District Officer or committee member? Yes No
- An International Officer or committee member? Yes No

Kiwanis-Family Involvement

1. Have sponsoring Kiwanis club members attended a minimum of 15 Key Club meetings?
Yes No
2. Have Key Club members attended a minimum of 15 meetings of the sponsoring Kiwanis club?
Yes No
3. Has the Key Club participated in joint service projects with the sponsoring Kiwanis club?
Yes No
4. Has the Key Club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club?
Yes No (Club name _____)
5. Has the Key Club participated in at least one service project with a Kiwanis club (other than its sponsor), CKI, Builders Club, K-Kids or other Kiwanis-family organization? Yes No
6. Has the Key Club presented a program at a Builders Club or K-Kids meeting? Yes No
7. Has the Key Club participated in at least one interclub with a Kiwanis club (other than its sponsoring Kiwanis club), CKI, Builders Club, K-Kids, or other Kiwanis-family organization?
Yes No

Continued on next page

List all service projects and activities the Key Club has completed during the administrative year. The projects should be organized by month. For a recurring project (for example, daily raising and lowering of school flags) treat the project as a single project for each month. Attach a separate sheet of paper, allowing only one line for each project. Provide the following information:

- Brief project description
- Month of project
- Number of members participating
- Number of service hours produced by Key Club members during the month.

The list must be a) typed or b) completed as a computer printed document.

Total the money raised by the Key Club for non-profit, educational, and other charitable purposes
\$ _____

These signatures signify the validity and accuracy of the information reported.

Club President's Signature

Date

Kiwanis Advisor's Signature

Date

Faculty Advisor's Signature

Date

This application and supporting documents must be received at the office of the District Administrator no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Outstanding Club Project Award Application

The club should choose one project completed in this administrative year (March 30, 2012–March 22, 2013). The application must be postmarked by March 9, 2012. The project must be verified by the monthly report form that was submitted to the club's District and Lieutenant Governor.

Project Name	
Key Club/Division	Project Chair's Name
President's Name	Faculty Advisor's Name
Number of paid Key Club members on March 9, 2012 _____ Number of paid Key Club members who participated. _____ Total amount of money spent on the project: \$ _____ Total number of hours volunteered by club on this project. _____ <i>Hours may only be counted for active, paid members of your Key Club.</i> Date(s) of project: _____	
Project Description: On a separate sheet of paper please write a description of your project, including the following information: <input type="checkbox"/> Describe the project and plan. <input type="checkbox"/> Describe the need for the project. <input type="checkbox"/> Describe how the plan for the project was implemented. <input type="checkbox"/> If this project required money, how did your club raise the funds? <input type="checkbox"/> Describe the impact your club made on your community as a result of doing this project. <input type="checkbox"/> Describe the impact this project made on the participating club members.	
<i>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.</i>	
Project Chair'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 no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Major Emphasis Award Application

This award is given to the Key Club that, through its unselfish efforts, has produced during the administrative year (March 30, 2012-March 22, 2013) the best Major Emphasis Program Project.

Key Club Name	Division
School, City, State	Project Name/Date(s)
Number of paid members in club _____ Total project service hours _____ Brief description of project:	
Please attach a report with the following information. Report must be typed. Each section must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The report may include newspaper clippings, substantiating photographs, or other pertinent information.	
<input type="checkbox"/> The Need: A statement must establish in what way the project deals with the MEP. <input type="checkbox"/> The Plan: Describe how the project was organized. <input type="checkbox"/> Implementation: Describe the steps taken to implement the plan. <input type="checkbox"/> Final Results: Describe the benefits of the service rendered. <input type="checkbox"/> Partnerships With the Kiwanis Family and/or Other Organizations: Describe actions and partnerships formed. Describe how the project was publicised. <input type="checkbox"/> Member Participation: State the number and percentage of member participation and describe their participation. <input type="checkbox"/> Club's Overall Program Dealing with MEP: Describe any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year	
<i>This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club member</i>	
Kiwanis Advisor's Signature	Date
Faculty Advisor's Signature	Date

This application and supporting documents must be received at the office of the District Administrator no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.

Single Service Award Application

This award provides recognition to individual Key Clubs for their best single service project.

Key Club Name	Division
School, City, State	Project Name/Date(s)
Number of paid members in club _____ Total project service hours _____ Brief description of project:	
Please attach a report with the following information. Report must be typed. Each section must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The report may include newspaper clippings, substantiating photographs, or other pertinent information.	
<input type="checkbox"/> Service Need: A statement must establish why the project was created. <input type="checkbox"/> Project Plan: Describe how the project was organized. <input type="checkbox"/> Implementation: Describe the steps taken to implement the plan. <input type="checkbox"/> Final Results: Describe the benefits of the service rendered. <input type="checkbox"/> Public Awareness: Describe how the project was advertised and the effects of the advertisement. <input type="checkbox"/> Member Participation: State the number and percentage of member participation and describe their participation.	
<i>This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club member</i>	
Kiwanis Advisor's Signature	Date
Faculty Advisor's Signature	Date

This application and supporting documents must be received at the office of the District Administrator no later than March 8, 2013. Original, faxed, or emailed copies will be accepted.



Section D

District Scholarship

Application Deadline — March 8, 2013

Contents

Description and Qualifications.....	85
Instructions.....	86
Application Form	87

Description and Qualifications

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.

Scholarship Qualifications

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 no later than March 8, 2013.

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

District Governor
Carlie Hughes
133 E Harvest Ln.
Grantsville, UT 84029
435-840-1437 (Cell)
ui.keyclub.dgov@gmail.com



Instructions

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 honours, awards, 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, counsellor, 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 8, 2013.
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:

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

Utah-Idaho District Annual Scholarship Application Form

Personal Information	
Name:	Date of Birth:
Home Phone:	Cell Phone:
Email Address:	
High School Information	
Key Club of:	GPA (4.0 Scale):
High School Address:	
Principal:	Phone or ext.:
Faculty Advisor:	Phone or ext.:
Kiwanis Advisor:	Phone or ext.:
Financial Aid Information	
Institution Of Higher Learning To Be Attended:	
Institution Address:	
<i>Note: Scholarship checks will be mailed to this address. Please make sure the information is correct.</i>	
Institution Website	Financial Aid Officer:
Address of Financial Aid Office:	
Phone Number:	Email:

Note that only seniors may complete this application.

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.