



## 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 conventions 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.



You must acquire the following signatures:

\_\_\_\_\_  
Bulletin Editor Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kiwanis Advisor or President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key Club Faculty Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key Club District Administrator

\_\_\_\_\_  
Date