

Ohio District of Key Club International



Lt. Governor
Information Packet

2019 - 2020

The following forms
are to be completed by all
Lt. Governor candidates and

Sent to:

*Jeff Eble, District Administrator
Ohio Key Club, 4155 Hayden Lofts Place, #112,
Dublin, Ohio 43016*

Or Email to:

Jeff.email117@gmail.com



OHIO DISTRICT KEY CLUB INTERNATIONAL

Lieutenant Governor Service Agreement 2019-2020

This contract is an agreement made by a Key Club member in good standing within the Ohio District who desires to serve as Lt. Governor and a member of the district board. In signing this agreement the individual agrees to fulfill the provisions of the contract. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Ohio District Bylaws or District Policy. This contract is only the minimum that an Officer must do to remain on the District Board, and by no means does this limit your work.

Each Lieutenant Governor agrees to do the following during his/ her term of office:

1. Attend all Key Club Board Meetings: Spring, Fall, Winter and Conventions.
2. Attend the Key Club International Convention during the term of office unless excused.
3. Attend and/or participate at the Ohio District Fall Rally.
4. Attend and/or participate at the Ohio District Convention at the start and end of term of office.
5. Attend at least one club meeting of each club in your division.
6. Complete all monthly reports and mail to designated board members and administrators on time.
7. Correspond with club officers mainly the presidents at least twice a month.
8. Organize and attend a division training conference before school starts in the fall.
9. Schedule divisional events, interclubs or any kind of joint divisional service projects and must have approval of the Key Club Board and District Administrator.
10. Submit division information of club officers to the District Secretary to be used for district mailings, directory, e-mail, etc. prior to September 15 of the administrative year.
11. Arrange and conduct the election of a successor in accordance with the Ohio District By-laws.
12. At the end of term of office, meet with your successor and conduct a joint divisional meeting together.
13. Keep permanent divisional files which you will receive from your predecessor and to be turned over to your replacement. Establish divisional files if they do not exist.
14. Participate in committee assignments as required.
15. Encourage dues payments by your clubs and facilitate collection of dues.
16. Assist with the rehabilitation of weak and improperly organized Key Clubs. Work on those clubs by making visits and making sure that an agenda is planned and that worthwhile projects are worked on.
17. Work with the Kiwanis level to build as many new clubs as possible in the division by cooperating with Kiwanians and school officials, and by visiting schools personally.
18. Maintain positive relations with Sponsoring Kiwanis Clubs in the division by attending divisional meetings or club meetings and by giving a report about Key Club.
19. Correspond or communicate regularly and professionally with the executive officers, district administrator, assistant administrators, Kiwanis Lt. Governors, by phone, mail, e-mail, etc...
20. Send all copies of letters to the District Governor and Administrator.
21. Publish and distribute 4 divisional newsletters quarterly to keep clubs informed of District and International occurrences. Information should be passed on from the Lt Governors to clubs after each Board Meeting with copies going to designated board members and administrators.
22. Be computer literate and have access to a computer to assist you in your work and to receive e-mail from the 19-20 District Board Members or administrators by individual e-mail or group e-mail.
23. Submit an article to the Bulletin Editor regarding division and club activities or requested topics and include pictures if available.
24. Respond quickly to requests made by the executive officers or committee, District Administrator or Assistant Administrator.
25. Arrange adequate transportation to fulfill the provisions of this contract.
26. Respect the confidentiality of the Executive Committee as required.
27. Act in accordance with provisions of the Code of Conduct District Board and District Administrator.
28. Maintain a good scholastic standing at your high school.

- 29. Obtain the same e-mail address for the entire administrative year. Any changes must be submitted to District Webmaster within two weeks.
- 30. Live by the Objects of Key Club International.
- 31. Finally, the best way to carry out your duties is to:
 - A. Become thoroughly familiar with your division, its history, tradition, boundaries, problems, the Kiwanis Clubs and officers, Key Club Division Chairman and schools for possible new Key Clubs.
 - B. Know the Kiwanis Lt. Governor and try to work closely with him/her. Ask to speak at a Kiwanis Divisional meeting.
 - C. Know the other sponsored youth organizations in your division and try to work on joint divisional projects.
 - D. Become aware of and familiar with the bylaws of the Ohio District and Key Club International.
 - E. Become completely familiar with the Lt. Governors Manual.
 - F. Know basic parliamentary procedure from Robert's Rules of Order.
 - G. Understand the basic Kiwanis organization and be willing to work with its leaders.
 - H. Schedule and arrange your time so that you don't lose too much time from your school responsibilities.
 - I. Coordinate and hold divisional meetings and at least five (5) President's Council Meetings.
- 32. Perform at least fifty hours of service to home, school and community through Key Club activities. **Attendance at the District Trainer March 2-3, 2019 is mandatory.**

The Ohio District will cover housing costs and travel mileage for Key Club Board Meetings. The district will cover some cost to attend the district convention at the beginning of term and end of term. Expenses are to be submitted to the District Administrator for approval.

The above agreement has been reviewed and understood by the following:

Signatures:

District Board Officer Candidate	Date
Parent or Guardian	Date
Faculty Advisor	Date
School Principal	Date
Kiwanis Club President	Date
District Administrator	Date

Send completed Form to Key Club District Administrator immediately after election
 Ohio District Key Club, **Ohio Key Club, 4155 Hayden Lofts Place, #112, Dublin, Ohio, 43016**

Or email: Jeff.email117@gmail.com

OHIO DISTRICT KEY CLUB INTERNATIONAL

Lt. Governor Election Report Form

Return this election report form to the Ohio District Key Administrator as soon as a successor has been elected. In no case should this be later than February 15, 2019.

The _____ Division(s) of the Ohio District of Key Club International held an

election on the _____ day of _____, 2019. At that time a quorum was present

(1/3 of all Key Clubs in the division) as called for in the District Bylaws. The meeting was called in accordance with the provision of the bylaws and the following named individual was elected to serve as Lt. Governor of Division _____ following installation at the conclusion of the Annual District Convention.

Name of the 2019-2020 Lt. Governor:

Address: _____ City: _____

Zip Code: _____ Phone: () _____

Key Club of _____ High School Current Grade Level Year: _____

Submitted by: _____

(Lt. Governor 2018 -2019)

Division: _____ Date: _____

Asst. Administrator or designee in attendance: _____

Send completed Form to Key Club District Administrator immediately after election

To: **Ohio Key Club, 4155 Hayden Lofts Place, #112, Dublin, Ohio, 43016**

Or email: **Jeff.email117@gmail.com**

18- 19 Ltg., Please contact your Asst. Administrator to make sure he/she knows when this election will take place. Elections must be conducted in accordance with provisions of the By-Laws of the Ohio District of Key Club International.



OHIO DISTRICT KEY CLUB INTERNATIONAL

Key Club Lt. Governor Candidate Report Form

The _____ Division(s) of the Ohio District of Key Club International held an election on the _____ day of _____, 2019. At that time a quorum was present (1/3 of all Key Clubs in the division) as called for in the District By-Laws. The meeting was called in accordance with the provision of the by-laws and which the following candidates ran for the office of Lt. Governor.

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Submitted by: _____ (Lt. Governor for 2018 -2019) Div. _____

Asst. Administrator (adult) in Attendance: _____ Date: _____

**Send completed Form to Key Club District Administrator immediately after election
Ohio Key Club, 4155 Hayden Lofts Place, #112, Dublin, Ohio, 43016
Or email: Jeff.email117@gmail.com**

Please complete the following information sheet and mail to the District Administrator immediately after the election

Name: _____ Division _____

(as you want it on your badge)

Address: _____

Home Phone Number: () _____

Cell Phone Number: () _____

Email Address: _____

(must remain the same for term of office)

School: _____

Faculty Advisor _____ Phone _____

Shirt Size (s, m, l, xl, 2xl, 3xl) _____ Birth Date _____

Release for use of Photographs (to be completed by guardian or parent)

Ohio District Key Club is hereby granted my permission to use photographs of my child:

(name of child)

for the purpose of public relations. Public Relations shall include, but not be limited to, newspaper releases, web site usage and official Kiwanis Family publications.

(Parent or guardian signature)

(date)

(type or print name)

(mailing address)

Send completed Form to Key Club District Administrator immediately after election

**Ohio Key Club, 4155 Hayden Lofts Place, #112, Dublin, Ohio, 43016 Or email:
Jeff.email117@gmail.com**

MEDICAL QUESTIONNAIRE AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

Please type or print. This form is required for all students attending Key Club International activities. This form MUST be completed by a parent or guardian and notarized for it to be recognized in many states. One copy of this form is to be turned in at the event. One copy to be given to the chaperone and one copy is to be carried by the Key Club member at the activity.

Key Club Member Name _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Height _____ Weight _____ Gender _____ Birthdate _____

Person to Be Contacted in case of emergency _____

Relationship to student _____

Day phone _____ Evening phone _____

Alternate contact name _____

Relationship _____

Day phone _____ Evening phone _____

Name of Doctor _____

Phone Number _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Name of Health Insurance Company _____

Policy Number _____ Name of Insured _____

Employer's Phone Number _____ Insurance Company's Phone Number _____

List any other pertinent information shown on insurance card _____

Please answer yes or No:

Will your son or daughter be taking drugs or medications of any type? _____

If yes, please list. _____

Has she/he ever been or is s/he currently being treated for: _____

Nervousness?	_____	high blood pressure?	_____
any medical disorder?	_____	severe or frequent headaches?	_____
convulsion or epilepsy?	_____	asthma?	_____
fainting spells?	_____	ulcers?	_____
heart condition?	_____	diabetes?	_____
rheumatic fever?	_____	allergic reaction to medication?	_____
cancer or tumor?	_____	any other allergies or illnesses?	_____

Does s/he have any other physical limitations? _____

Please give details of any yes answer above. Give dates of treatment including names and addresses of attending physicians, hospitals and clinics. (Attach additional paper if necessary.) _____

Please read carefully:

I hereby certify that the information given above is correct. In case of medical emergency, I understand that every effort will be made to contact the person designated above. In the event that person cannot be reached or time does not permit, I hereby give permission to a licensed physician to provide proper treatment for, including hospitalization, immunization or injection, anesthesia or surgery for my son/daughter.

Signature of parent or guardian _____ Dated _____

ATTENDEES WILL NOT BE ALLOWED TO REGISTER AT THE KEY CLUB ACTIVITY WITHOUT THIS FORM COMPLETED

LTG ELECTIONS...

Your guide to a successful transition!

Lt. Governor Elections is one of the most important duties that you have as a Lt. Governor. Without a successful election, the Ohio District Key Club would not have the Lt. Governors vital to our function. Therefore, it is important that you pay attention to the information below and follow it to the letter. Good luck! You're going to need it...

*Lt. Governor Elections will take place in the month of January/February. Please plan to complete by February 15

* You must give **30 days** notice to your Clubs about the election, including the exact date, time and location of the event. That means start now! Make sure your date does not have too many conflicts. Plan early with your Kiwanis and Zone Administrator to find a suitable day, keep in mind a back-up date in case of bad weather.

*You should send all your Club Presidents a copy of the service agreement to be given to their club's candidate(s) 30 days before the election. ***Please make sure all candidates understand that attendance at the Trainer and functions mandatory per calendar attached is a condition for candidacy.*** You should be in contact with the candidates prior to the election with any questions they may have. The candidates **must** bring his/her **Lt. Governor Packet** to the election with all signatures except that of the District Administrator. It is very important that they bring this agreement! A candidate will not be allowed to run without this packet complete.

*An impartial adult supervisor **must** be present. This is very important! Ideally, this will be your Zone Administrator. It is up to you and your ZA to work out a schedule so that the ZA can be at every Divisional election. If you do not have a ZA, then the adult advisor may be a Kiwanian, preferably the Lt. Governor, a past Lt. Governor or a sponsored youth chair. The adult supervisor *may not* be a Circle K member or a Club Advisor.

* Each club will have no more than two voting delegates, no matter how many people they bring to the election. Voting clubs must be in good standing with their dues paid to both International and to the District. You as the Lt. Governor do not vote unless there is an tie. You should cast your secret ballot when voting begins and give it to your adult in charge. If you are one of the candidates for election, you do not vote. It is advisable that you invite the Key Club Governor to attend the meeting in case of a tie vote, then the Governor can break the tie per Article 6 Section 3.

* Candidates must be from clubs in good standing. Additionally, they must be on the Club's roster as a DUES PAID MEMBER. They should be able to supply proof of this with a copy of the Club Dues form. Candidates whose club or personal dues have not been paid may not run for election.

* Procedures:

1. When election begins, all candidates leave the room.
2. One candidate will come in at a time. They will be allowed three minutes to address the delegation. If they have any campaign information, it should be handed out at this time. After they speak, they have two minutes for questions from the delegation.
3. When all candidates have spoken, voting will begin by secret ballot.
4. When voting is complete, collect all the ballots and give them to your adult supervisor to be counted. These ballots should be counted in private. Candidates may return to the room during counting.
5. In case of a tie, the adult supervisor will use your ballot to determine the victor or Article 6 Section 3. When the victor has been determined, the advisor will tell you who it is in private.
6. Announce the winner to the delegation.
7. After the election, the candidates should remain to sign the Lt. Governor Election documentation sheets. Information should be given to the winner regarding the date of the trainer if this has not already been done. Please arrange transportation for your elect to attend the meeting with you.

This concludes the guidelines for Lt. Governor Elections. Follow them closely to ensure a successful election. Most importantly, remember that finding a successor does not mean your term as Lt. Governor is over. You will still have 2-3 months before Convention and the end of your term. Make them count! Nothing in this life is worse than regret. Once again, good luck!

**ARTICLE VI
LIEUTENANT GOVERNOR ELECTION PROCESS**

Section 1. In the Ohio District, the selection of a successor to the division Lieutenant Governor is governed by the election process and not by appointment.

Section 2. It is the responsibility of the current Lieutenant Governor to hold a Divisional meeting for all Key Clubs within his/her jurisdiction for the specific purpose of electing a successor.

Section 3. By following the procedure described below, the best interests of all Key Clubbers within the Division(s) and the Ohio District of Key Club will be served:

(a) The Lieutenant Governor's election should be held some time during the month of Jan/Feb of each Key Club year. Holding the election in Jan/Feb will ensure having a replacement available for installation at the District Convention, usually held near the end of March or early April.

(b) Written notification must be given to each Club President in the Division at least thirty (30) days prior to the date scheduled for the election. In no case should the notification be fewer than two (2) full weeks before the election date.

(c) The quorum for a legal election is 1/3 of the clubs in the Division:

Division Strength Quorum	
6 clubs or fewer	2 clubs
7-9 clubs	3 clubs
10-12 clubs or more	4 clubs

(d) Each club is allowed a maximum of two (2) voting delegates regardless of club size or meeting attendance.

(e) In order for a Lieutenant Governor to be elected, he/she must receive a majority of all votes cast.

(f) In case of a tie vote, it is the current Lieutenant Governor's choice to either break the tie with his/her vote or have the District Governor (when present) break the tie with his/her vote. These are the only two individuals in the District who can break a Division election tie. The current Lieutenant Governor cannot break a tie at his/her reelection. If the District Governor is present he/she will break the reelection tie; otherwise a revote is necessary. If a tie still occurs after 3 re-votes, it will be the responsibility of the outgoing Board of Trustees to select the Lieutenant Governor. The Board will seek the advice of the club presidents within the respective division.

(g) It is recommended that only those candidates who have submitted an official interest in becoming a Lieutenant Governor be allowed the proper time before the Divisional Election Meeting. Undeclared individuals may be elected to the position of 'Lieutenant Governor only by a write-in vote of the delegates present, but the individual will have no exposure before the Divisional Election Meeting.

(h) The Key Club caucus procedure used at convention is recommended to give the voting delegates an opportunity to examine the qualifications of all candidates for office.

(i) At the conclusion of the election, the current Lieutenant Governor will send to the District Key Club Administrator a complete Election Report Form giving the date, location of the election, the number of clubs represented, the name, address, phone number and club affiliation of the newly elected Lieutenant Governor.

(j) The newly elected Lieutenant Governor is given a copy of the Lieutenant Governor's Agreement at the election, so it can be signed and returned to the administrator prior to the District Convention.

Section 4. Poor attendance at an election, because of a failure to communicate, is inexcusable. Each Lieutenant Governor must make certain that written notification is given to and received by each Club President prior to the Divisional Election.

Section 5. If a quorum is not achieved, the selection of the Lieutenant Governor shall be the responsibility of the outgoing board of Trustees, who shall seek the advice of the Club Presidents within the respective divisions.

**Ohio District Board of Trustees
Ohio District of Key Club International
Code of Conduct**

Key Club members are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code of Conduct while in attendance at any key Club event. This will be in place for all events except for those that already have such things in place.

Responsible Behavior

(Please refer to “Disciplinary actions” for all items marked in bold print that follow the given regulations)

1. All Ohio 19-20 District Board Members are expected to abide by all government laws and regulations. **(Level of disciplinary action dependent upon the incident)**
2. Members should abstain from inappropriate language and gestures during the event. **(1)**
3. Members may not possess or consume any alcoholic beverages. **(3)**
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication that is prescribed for the specified attendee. **(3)**
5. Members may not possess or use tobacco products. **(3)**
6. Members shall abstain from activity of a sexual nature (no purple). **(3)**
7. No male should be in a female’s room, and no female should be in a male’s room. **(2)**
8. Members are not expected to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment, or ridicule of others. **(Level of disciplinary action dependent upon the incident)**
9. Members may not possess weapons or anything of a dangerous nature or act in any way that is unbecoming of a Key Club member. **(3)**
10. Curfew is no later than 12 midnight for assigned events unless otherwise stated. **(1)**
11. Each member who is in attendance at the event requires proper hygiene. **(1)**
12. Cell phones must be turned “off” or “silent” during all official gatherings. **(1)**
13. All members shall be punctual to all events. **(1)**
14. All rules and regulations that are set by Key Club international shall be in place and followed at all times. **(Level of disciplinary action dependent upon the incident)**
15. 19-20 District Board Members must reside in the hotel for the course of the specified event unless guaranteed permission to leave. **(2)**

Dress Code

1. All members are expected to abide by the dress code established for an event. If a dress code has not been established, the dress will be deemed casual (excluding jeans). **(1)**
2. At no time will any clothing with inappropriate language or graphics be allowed. **(1)**
3. Any skirts, shorts, of shirts that are deemed to be of inappropriate length will not be allowed. **(1)**

Enforcement

1. Violations of this Code of Conduct will result in notification to the respective person in charge.
2. Violations involving destruction of property, possession, consumption, or use of alcoholic beverages or controlled substances will result in the dismissal of the attendee from the event, and or the cost of the consequences with a possibility of removal from the board. Notification, in writing, will be made by the person in charge to the school, sponsoring Kiwanis club, and parents of any member disciplined under this action. These rules and guidelines are effective as of the time you arrive and depart from the specified event.

Disciplinary Action

There will be three (3) levels of disciplinary action. Each rule in the code of conduct will be labeled Level One, Level Two, or Level Three. Should the rule be broken, the disciplinary action shall correspond with the level of the breach of conduct. Each level has a value corresponding to its label; the value of the offenses add up, so the more rules you break, the more severe the disciplinary action. **However**, there are only three levels of disciplinary action, so if a person violates three Level 1 rules, this will be equivalent to breaking a Level 3 rules, and the Level 3 disciplinary action shall be implemented. In the event that two of the same or different Level 1 rules have been broken, the Level 2 disciplinary action shall be implemented.

In cases that are not outlined in the code of conduct, the Executive Committee may use its discretion on disciplinary action using the established guidelines. The Executive Committee has power to override disciplinary actions and establish their own disciplinary action when deemed necessary.

Level 1 The board member will be formally warned by a letter from the District Governor. No real action shall be made on the **first** offense. Given that first offenses are minor, they may be wiped off the offender's record by writing a letter to all club officers within the division, out of lieutenant governor's own money, stating the wrongdoing and explaining how this is a breach of protocol. After this, the board member will have a clean slate. This is only an available option for Level 1 offenses. The offender must write a letter **before** a second offense is recorded or the option is no longer available.

Level 2 The offender must draft and mail a written letter to all the club officers within the division, board members, and Kiwanis counterparts, out of his/her own money, stating the wrongdoing and explaining how this is a breach of protocol. The letter must also apologize and promise behavior that is in accordance with the Board Code of Conduct in the future. The District Executive Board and the Lt. Governor's Zone Administrator must approve the letter.

Level 3 A violations of this degree results in immediate dismissal from the District Board of Trustees. If there is reasonable doubt that the board member in question deserves his/her expulsion, the board may move to executive session at the next meeting to decide the future of this member.

19-20 District Board Member

Date

Parent/Guardian

Date

Tentative Ohio Key Club 19 – 20 Calendar

3/2-3/ 2019	New LtG. Training*	Loc TBA (Old Board Reps)
3/7-10	District Leadership Conf.*	Columbus, Embassy Suites, Dublin
3/ 23-24	Kiwanis Mid Year	Columbus (Gov/Reps) Columbus
5/2-5	GATC	San Francisco, Ca (Gov & Admin)
6/14-15	Summer Board Mtg.*	Columbus, Location TBA
7/3-8	KCI Convention*	Baltimore, Md.
7/19-22 ??	Leadcon	Indianapolis, (Governor)
8/ 9-11	Kiwanis Convention	Huron, Sawmill Creek (Gov & Reps)
9/21-22 TBA Oct or Nov	Fall Board Meeting* Circle K/Fall Rally	Columbus Location TBA (Governor/Admin)
11/2-3	Fall Rally*	Columbus – OSU
11/3-4 ??	Kiwanis Family Conf.	Black Mtn. ,NC (Reps)
12/8/19	Kiwanis Board	Location TBA (Gov/Admin)
2/8-9/ 2020	Winter Board Meeting*	Columbus Location TBA
2/21-23 ?? ?	Circle K Convention	Location tba (Governor/Reps)
3/7-8	New LtG. Training	Loc TBA (Old Board Reps)
/TBD	District Leadership Conf*	Location ? TBA
5/7-10/2020 ??	GATC	Orlando, Fl (Gov & Admin)
6/13-14 ??	Summer Board Meeting*	Columbus Loc tba
July 2020	KCI Convention	San Francisco, Ca
8/ 7-9 ??	Kiwanis Convention	Location TBA (Representatives)

*** Full Board Required to Attend** r 11 19 18

Ohio District of Key Club International



Executive Officer and
International Office Endorsement

2019-2020

Information Packet



Ohio District Key Club International

Dear Candidate,

Being elected as an officer at the district or international level is an honor that is available to any Key Club member in good standing. There is a great amount of time and dedication required to serve in such a role as a district or international officer. You must be ready to make a major commitment if you are to pursue the goal of district or international service.

The purpose of this packet is to promote greater interest in the different positions on the district board and at the international level with a major emphasis at the district. This packet of information will provide the needed information necessary to make a wise and well thought-out- decision to run for office. One of the first major steps in seeking office is to plan thoroughly with your parents and the advisor(s) at both your high school and local Kiwanis club. You must have your parents' support along with the support of your advisors as you pursue your election. They need to be there for moral and financial support, for they are essential to your success.

District executive officers elected at the convention in April will take office at the final banquet and begin their duties immediately at the close of the convention. If you or your parents have any questions, please contact me.

Included is some information about expenses that you will incur during your year in office. However, you need to be aware that the district board will not cover all expenses.

The majority of the district activities are held on the same weekends or during the same month year after year. You will receive dates for the [2019-2020](#) year as soon as they are available.

I hope you will make a careful decision in running for office. Any one of these positions requires a lot of time but can also be very rewarding for you as well. Good luck to you as you consider this wonderful opportunity in your Key Club career.

Yours in service,

Jeff Eble
Administrator

IMPORTANT NOTIFICATIONS

MEET THE CANDIDATES:

*Candidates will have a maximum of 2 minutes to introduce themselves

*Depending on the office, each candidate will have between 3 and 4 questions to answer.
International Trustee Endorsement Candidates will only give a 2-minute speech.

*The order of speaking will be drawn at the candidates' meeting.

By [February 13, 2019](#), Declaration of Candidacy packet must be post marked and flyer turned in, in order to be included in the Candidates' packet.

[March 8, 2019 at 4:30 pm](#) will be the latest time in which the Declaration of Candidacy Packet can be turned in so that the candidate will be able to participate in the Candidates' meeting, meet the candidates, and caucuses.

Declaration of Candidacy packet includes:

- Declaration of Candidacy form
- Respective Service Agreement
- Medical Form
- Code of Conduct
- Biographical Sketch

Campaigning consists of Meet the Candidates, caucuses, and House of Delegates. In addition, those who meet the [February 13, 2019](#) deadline will have their literature included in the candidate's packet. Any other campaigning, including prior to convention, is **PROHIBITED!**

Any individual who wishes to run for a position after the [4:30 pm](#) deadline may only run off the floor in the House of Delegates upon the completion of all of his/her paperwork.

2019 Ohio District Convention Election & Caucus Rules

Candidates

- ❖ May have up to three members on their campaign team
- ❖ May spend a total of \$0.00 to finance their campaign
- ❖ Must submit a campaign flier to be copied and distributed to Convention attendees, postmarked no later than [February 13, 2019](#).
- ❖ Flier must be on a 8.5 x 11 sheet of paper and may be front and back
- ❖ Flier must contain the following: Name, School, Office for which candidate is running. Additional information is at the discretion of the candidate.
- ❖ Bulletin editor candidate must submit a flier in a newsletter format.

Caucuses

- ❖ Caucus leaders will review rules and procedures prior to caucus activities.
- ❖ The underlying purpose of the caucuses is to determine if the candidates know their subject: Key Club.
- ❖ Doors must be closed after the candidate has entered the room. If you are late, you must wait until the candidate speaking is finished with his/her entire caucus period and then you may enter.
- ❖ There is a delegates' forum that is strongly recommended for all delegates to attend in order to become better informed on the election process and recommended amendments.
- ❖ The time limits for presentations at caucuses are as follows:

Saturday:

2 minutes: speech*

3 minutes: questions and answers

*If the candidate has a one-minute speech, the additional time will be used for questions and answers. Please restrict questions to ones that pertain to candidate's performance if elected, to necessary information about the candidate, and to the contents of his/her campaign flier.

- ❖ All members of a division must be in attendance at the assigned caucus periods.
- ❖ Attendance will be taken.
- ❖ Advisors and other adults must attend their caucuses and sit in the back of the room. They are not allowed to ask questions of the candidates nor take part in the actual operation of the caucus.

What Is Not Permitted:

- ❖ Touching the candidates
- ❖ Personal attacks in the form of questions
- ❖ Sexual or suggestive comments or questions

Anyone breaking a caucus rule will be removed from the caucus.

District Executive Officers Election Process

Section 1 Only those candidates who have submitted an official Declaration of Candidacy Form, postmarked no later than the date stated, will be allowed to campaign for District Office. Undeclared individuals or candidates not receiving the endorsement of the Nominating conference may be elected to District Office only by write-in votes of the House Delegates, but the candidate will have no exposure before division caucuses or the House of Delegates.

Section 2 All declared candidates for office must attend the candidate for Office Meeting scheduled at the District Convention. Important election information will be presented here.

Section 3 The materials used in a campaign for District Office will be those set forth by the Elections sub-committee of the convention Committee.

Section 4 Any use of Campaign Literature other than the aforementioned will be reason for disqualification.

Section 5 The committee on elections, composed of the Governor, Secretary-Treasurer, , Bulletin Editor, Webmaster and two (2) Lieutenant Governors designated by the Governor, shall have general charge of the election and the printing, the distribution, and counting ballots. The Governor shall appoint the chair of the Committee on Elections. Vacancies on the Committee on Elections may be filled by appointment by the Governor.

Section 6 All announced candidates should be required to attend the Nomination Conference scheduled at the district Convention. The Nominating Conference shall be composed of the Governor Secretary-Treasurer, , Bulletin Editor, Webmaster, the current Lieutenant Governors, and the Lieutenant Governor Designates, and one delegate from each respective division, who is appointed by the current Lieutenant Governor. The Governor shall chair the Conference.

Section 7 The Nominating Conference shall proceed to select candidates for the offices of Governor, Secretary-Treasurer/, and Bulletin Editor to be submitted to the House of Delegates of the District Convention. The Conference, from the nominations received, shall recommend two (2) candidates for each of the offices of Governor, Secretary-Treasurer, , and Bulletin Editor.

Section 8 The Nominating Conference also selects candidates for the offices of International Trustee, International Vice President, and International President, if such candidates exist, to be submitted to the House of Delegates of the District Convention. The Conference may select up to two (2) candidates for its recommendation. All Ohio candidates for International Office shall go before the Nominating Conference for consideration.

Section 9 All decisions concerning infractions of these election rules will be dealt with by the Elections Committee of the Ohio District Board in consultation with the Ohio Key Club District Administrator. If a candidate is disqualified from running for office, he/she is not permitted to be elected to any other office or is not permitted to obtain an endorsement for International Office. The decision of this committee is final and may only be overridden by a majority of the House of Delegates.

Section 10 The chairman of the election s Committee shall schedule and announce the caucus schedule at the conclusion of the Candidates for Office Meeting.

Section 11 Only Key Clubbers can participate in campaigning for candidates for district office. Care must be taken by all adults to keep from becoming involved in anyway in the politics of the Key Club Organization. Adults may not serve as campaign managers nor allow their opinions to become the cause of a Key Clubber being accepted or rejected. Kiwanis International Board Policy, chapter 701.8, states the following: "the exercise of political influence over the selection of officers of Key Club by a non-member of Key Club International present at any elections at any level is forbidden."

Section 12 Any questions regarding the election procedures should be directed to the Governor, or the Election Committee Chairman, or the Election Committee, or the District Administrator of the Ohio District of Key Club International. Each candidate who submits a Declaration of Candidacy Form will receive an Officer Biographical Sketch Form and Service Agreement Form, which must be completed and submitted to the District Administrator by the stated deadline.

Section 13 Anyone in violation of these election procedures may forfeit his/her right to be an Ohio District officer candidate and his/her name will not be permitted to be placed in nomination at the Nominating Conference at the District Convention.

Section 14 Any member who has been elected as Lieutenant Governor for the upcoming administration year may not run for District Office



Ohio District Key Club International

Annual Ohio District Key Club Convention
Official Declaration of Candidacy

Each candidate for the offices below must complete this form and postmark it to the Ohio District Key Club Administrator no later than February 13, 2019 in order to have into in candidate packet. (See election rules for further details)

I will be running for the office of: (Please check the position)

___ Governor ___ Secretary-Treasurer ___ Bulletin Editor

I will be asking for district endorsement for: (Please check the position)

___ International President ___ International Vice President ___ International Trustee

Name: ___ Birth Date: ___

Address: _____

City: _____ State: _____ Zip: _____

Phone Number () _____ Email: _____

Years in Key Club: _____ Key Club of: _____

Zone: _____ Division: _____ Sponsoring Kiwanis Club: _____

Key Club Experience: _____

Other Leadership Positions held: _____

Other School or Community Service: _____

Candidate Signature Date

Parent/Guardian Signature Date

Faculty Advisor Signature Date

School Principal Signature Date

Candidates are limited to spending \$0 on their election campaign, including gifts, contributions, and services. Failure to meet this requirement will result in disqualification. All candidates should refer to "Ohio District Election Rules" which are included in this packet. Candidates will receive a final authorization to run for an office from the District Administrator once Candidacy Packet is reviewed. District Administrator will certify based on completion of this packet with all signatures, references based on performance, and consultation with Assistant Administrators. Note: Only those candidates who have submitted an official Declaration of Candidacy form postmarked no later than February 13, 2019 will have information in the candidate packet and with approval of the District Administrator the candidate will be allowed to campaign for District Office or International Endorsement. Undeclared individuals may be elected to District Office only by a write-in vote in the House of Delegates, but the candidate will have no exposure before the House of Delegates. Mail candidacy form to: Jeff Eble, Ohio Key Club, 4155 Hayden Lofts Place, #112, Dublin, Ohio 43016



OHIO DISTRICT of KEY CLUB INTERNATIONAL

Governor Service Agreement / 2019-2020

This contract is an agreement made by a Key Club member in the Ohio District who is willing and elected to serve as District Governor. In signing this agreement the individual agrees to fulfill the provisions of the contract. Signature indicates full understanding that failure to meet the provisions of the agreement may result in removal from office within the guidelines of the Ohio District Bylaws. The provisions to be met are as follows:

The District Governor will:

- 1. Attend the Key Club International Convention during your term of office and perform assigned duties.
2. Preside at meetings of the Ohio District Key Club Board. An agenda will be prepared and upon approval of the District Administrator, will be distributed two weeks (2) prior to any meeting.
3. Appoint all District Committees and provide them with written objectives upon appointment
4. Attend the Key Club International Conference for Governors and Administrators.
5. Prepare and distribute ten monthly newsletters to the District Board.
6. Attend at least one board meeting and the district conventions of Kiwanis and Circle K during your term.
7. Participate in Key Club International Leadership Conferences.
8. Participate in the planning presentation of all District Leadership Training Conferences.
9. Communicate with the Executive Officers and the 19-20 District Board Members at least twice each month and the District Administrator at least three times a month. This would include the required newsletters.
10. Write and submit articles for the Buckeye Key, the Circle K PaceSetter and the Kiwanis Buckeye Bulletin as requested.
11. Assess and supervise 19 - 20 District Board Members performance. Provide positive written suggestions for improvements. Work to keep them actively involved.
12. Visit as many Divisions as possible and act as spokesperson for the ODKC with the approval of the Administrator.
13. Preside at executive committee meetings, respecting the confidentiality of matters discussed.
14. Communicate weekly with the Administrator, utilizing him/her as your personal advisor in all matters pertaining to Key Club.
15. Abide by the Code of Conduct, following the guidelines of Key Club International, the Constitution and Bylaws, and the Bylaws of the Ohio District. Set the example of acceptable behavior at all times.
16. Arrange for adequate transportation to fulfill the provisions of this contract.
17. Maintain a high scholastic standing at your home school and promote scholarship throughout the Ohio District.
18. Be computer literate and have access to a computer to assist you in your work and to receive e-mail from the 19-20 District Board Members or administrators by individual or group e-mail. Will maintain the same e-mail address for duration of term.
19. Attend the district convention at the beginning and end of term and give a report at the end of term along with selecting Robert F. Lucas nominees.
20. Perform at least 50 hours of service to home, school and community through Key Club activities.
Attendance of the District Trainer following your election to office is mandatory (check calendar for specific dates). Signatures must be completed prior to election to office.

Governor Candidate

Date

Parent or Guardian

Date

Faculty Advisor

Date

School Principal or Representative

Date

Kiwanis Advisor or Kiwanis President

Date

District Administrator

Date



OHIO DISTRICT of KEY CLUB INTERNATIONAL
District Secretary-Treasurer Agreement / 2019 – 2020

This contract is an agreement made by a Key Club member in the Ohio District who is willing and elected to serve as District Secretary. In signing this agreement the individual agrees to fulfill the provisions of the contract. Signature indicates full understanding that failure to meet the provisions of the agreement may result in removal from office within the guidelines of the Ohio District Bylaws. The provisions to be met are as follows:

The District Secretary/Treasurer must:

1. Attend the Key Club International Convention during term of office and perform assigned duties.
2. Attend the Key Club District Convention at the start and end of the term of office and submit a convention report to Key Club International utilizing the form provided.
3. Attend all District Board Meetings and publish minutes of same within 15 days, distributing them to the 19-20 District Board Members and others as directed.
4. Provide a District Financial report each month to 19 - 20 District Board Members.
5. Provide a report as Secretary at each Board Meeting and as requested by the Governor or Administrator.
6. Attend the District Leadership Conference and be presenter of the forum for club secretaries.
7. Write and submit articles for the *Buckeye Key* as requested.
8. Publish and distribute four (4) club secretaries' newsletters according to the District Mailing schedule.
9. Assist the 19-20 District Board Members as directed by the Governor and respond to all requests of the District Board.
10. File reports on time and answer phone calls and correspondence promptly with copies going to the District Governor and Administrator. File Expense reports monthly.
11. Collect information for the Key Club Directory and prepare the information for publication by October 1.
12. Perform the duties as Secretary of the Executive Committee meetings and respect the confidentiality of the proceedings.
13. Send delinquent dues notices to unpaid clubs and their sponsoring Kiwanis Club as of December 1 with a follow up in January or as directed by the District Administrator.
14. Secure adequate transportation to fulfill the obligations and responsibilities of the Secretary.
15. Communicate at least once a month with the Administrator or designee.
16. Abide by the Code of Conduct following the guidelines of Key Club International, the Constitution and Bylaws, and the Bylaws of the Ohio District. Set the example of acceptable behavior at all times.
17. Maintain a high scholastic standing at your home school and promote scholarship throughout the Ohio District.
18. Be computer literate and have access to a computer to assist you in your work and to receive e-mail from the 19-20 District Board Members or administrators by individual e-mail or group e-mail.
19. Visitations of clubs or division meetings, projects, etc., must have approval of District Administrator.
20. Maintain the same e-mail address for the entire administrative year.
21. Perform at least 50 hours of service to home, school and community through Key Club activities. ***Attendance at the District Trainer following election is mandatory (check calendar for specific dates). Signatures must be completed prior to election to office.***

Secretary Candidate

Date

Parent or Guardian

Date

Faculty Advisor

Date

School Principal or Representative

Date

Kiwanis Advisor or Kiwanis President

Date

District Administrator

Date



OHIO DISTRICT of KEY CLUB INTERNATIONAL

Bulletin Editor Service Agreement / 2019-2020

This contract is an agreement made by a Key Club member in the Ohio District who is willing and elected to serve as District Bulletin Editor. In signing this agreement the individual agrees to fulfill the provisions of the contract. Signature indicates full understanding that failure to meet the provisions of the agreement may result in removal from office within the guidelines of the Ohio District Bylaws. The provisions to be met are as follows:

The Bulletin Editor must:

- 1. Attend the Key Club International Convention during term of office and perform assigned duties.
2. Attend the Key Club District Convention at the start and end of the term of office.
3. Attend all District Board Meetings and serve as the chairman for assigned committee by the Governor. The Editor will also present at least one (1) forum as assigned at the Fall rally.
4. Assist the 19 - 20 District Board Members as directed by the Governor and respond to all requests of the District Board.
5. Be computer literate and have access to a computer to assist you in your work and to receive e-mail from the 19-20 District Board Members or administrators by individual e-mail or group e-mail.
6. Publish and distribute three (3) issues of the Buckeye Key and monitor the cost to remain within budget. Issues to be published are Spring (two weeks following the District Convention), fall (September 15 back to school issue), and the winter edition for the District Convention by January 15. Time schedule is subject to change, but with approval of District Administrator.
7. The Ohio District Kiwanis office will select and contract with the printing of the Buckeye Key and work with the editor to make it convenient for all.
8. Assist the 19-20 District Board Members as directed by the Governor and respond to all requests of the District Board.
9. Distribute the copies of the Buckeye Key to all Key Clubs, 19-20 District Board Members, Key Club International, the Trustee assigned to Ohio, Kiwanis Executive Officers, Kiwanis District Office, and others as directed by the Governor, District Board, or Administrator.
10. Attend Executive Committee meetings and respect the confidentiality of the proceedings.
11. Secure adequate transportation to fulfill the obligations and responsibilities of the Bulletin Editor
12. File reports on time and answer phone calls and correspondence promptly. File expense reports monthly.
13. Communicate at least once a month with the Administrator or designee.
14. Abide by the Code of Conduct, following the guidelines of Key Club International, the Constitution and Bylaws, and the Bylaws of the Ohio District. Set the example of acceptable behavior at all times.
15. Maintain a high scholastic standing at the home school and promote scholarship throughout the Ohio District.
16. Visitations of clubs or division meetings, projects, etc., must have approval of District Administrator.
17. Maintain the same e-mail address for the entire administrative year.
18. Perform at least fifty hours of service to home, school, and community through Key Club activities. Attendance of the District Trainer following election to office is mandatory (check calendar for specific dates). Signatures must be completed prior to election to office.

Bulletin Editor Candidate

Date

Parent or Guardian

Date

Faculty Advisor

Date

School Principal or Representative

Date

Kiwanis Advisor or Kiwanis President

Date

District Administrator

Date



International Service Agreement

This contract is an agreement made by all members of Key Club International who wish to serve as an International Officer. It is understood that failure to observe the following agreement will result in disciplinary action taken in accordance with Key Club International Board Policy. This contract is only the bare minimum that an officer must do to remain on the International Board, and by no means does this limit your work.

This contract must be signed prior to running for district endorsements.

Each International officer agrees to do the following during his/her term of office:

The International Officer must:

1. Attend the training conferences for International Officers following the International Convention at which he/she is elected.
 2. Attend the Key Club International Convention at the end of his/her term of office.
 3. Attend all portions of all official International board meetings as indicated in Key Club International Policy.
 4. Send in standard monthly report forms to the International President, International Secretary, Kiwanis Board Counselor, and International Office by the tenth (10th) of each month.
 5. Attend one (1) board meeting and the district convention in their entirety of the officer's assigned districts.
 6. Correspond through personal typed letter at least once a month with the Governor and Administrator of the officers assigned districts, supplemented by phone calls to the aforementioned individuals.
 7. Correspond directly with the Governor and Administrator of one's assigned districts two (2) weeks prior to an International board meeting to discuss the topics of said meeting.
 8. Serve on such committees as appointed by the President and communicate through written correspondence with the fellow board members of said committee as directed by chairperson.
 9. Abide by the Key Club International Code of Conduct, following all Key Club International and Kiwanis Family functions.
 10. Be familiar with the structure of Key Club International, Key Club International Board Policy, the Constitution and Bylaws, and all other Key Club material. Also be familiar with the general organization of Kiwanis International and its affiliates.
 11. Send to the International President, International Secretary, Kiwanis Board Counselor, and International Office copies of all formal correspondence.
 12. Send out a bi-monthly newsletter to the officer's assigned districts in the months of August, October, December, February, April and June.
 13. Submit all reports distributed or requested by the International President, International Office, the chairman of the officer's assigned committees, or the districts to which the officer is assigned by the deadline established.
 14. Attend Training Conferences held by Key Club International throughout the term of office.
 15. Perform other such functions assigned by the President or Administrator and staff.
 16. Adhere to the duties expressed in Article 6 of the Key Club International Bylaws.
- If the above conditions are not met, the President and Administrator reserve the right to place any board member on restriction of board travel or restriction pertaining to the situation. In the case of the International President not following the above conditions, the Secretary and Administrator reserve the right to place the President on restriction of board travel or restriction pertaining to the situation.

Signatures must be completed prior to endorsement to office.

International Officer Candidate

Date

Parent or Guardian

Date

Faculty Advisor

Date

School Principal or Rep.

Date

Kiwanis Advisor or Kiwanis President

Date

I have spoken with the candidate and he/she understands the obligations and expectations involved in holding an International Office.

Administrator

Date

MEDICAL QUESTIONNAIRE AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

Please type or print. This form is required for all students attending Key Club International activities. This form MUST be completed by a parent or guardian and notarized for it to be recognized in many states. One copy of this form is to be turned in at the event. One copy to be given to the chaperone and one copy is to be carried by the Key Club member at the activity.

Key Club Member Name _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Height _____ Weight _____ Gender _____ Birthdate _____

Person to Be Contacted in case of emergency _____

Relationship to student _____

Day phone _____ Evening phone _____

Alternate contact name _____

Relationship _____

Day phone _____ Evening phone _____

Name of Doctor _____

Phone Number _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Name of Health Insurance Company _____

Policy Number _____ Name of Insured _____

Employer's Phone Number _____ Insurance Company's Phone Number _____

List any other pertinent information shown on insurance card _____

Please answer yes or no:

Will your son or daughter be taking drugs or medications of any type? _____

If yes, please list. _____

Has she/he ever been or is s/he currently being treated for: _____

Nervousness? _____	high blood pressure? _____
any medical disorder? _____	severe or frequent headaches? _____
convulsion or epilepsy? _____	asthma? _____
fainting spells? _____	ulcers? _____
heart condition? _____	diabetes? _____
rheumatic fever? _____	allergic reaction to medication? _____
cancer or tumor? _____	any other allergies or illnesses? _____

Does s/he have any other physical limitations? _____

Please give details of any yes answer above. Give dates of treatment including names and addresses of attending physicians, hospitals and clinics. (Attach additional paper if necessary.) _____

Please read carefully:

I hereby certify that the information given above is correct. In case of medical emergency, I understand that every effort will be made to contact the person designated above. In the event that person cannot be reached or time does not permit, I hereby give permission to a licensed physician to provide proper treatment for, including hospitalization, immunization or injection, anesthesia or surgery for my son/daughter.

Signature of parent or guardian _____ Dated _____

ATTENDEES WILL NOT BE ALLOWED TO REGISTER AT THE KEY CLUB ACTIVITY WITHOUT THIS FORM COMPLETED

**Ohio District Board of Trustees
Ohio District of Key Club International
Code of Conduct**

Key Club members are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code of Conduct while in attendance at any key Club event. This will be in place for all events except for those that already have such things in place.

Responsible Behavior

(Please refer to “Disciplinary actions” for all items marked in bold print that follow the given regulations)

1. All Ohio 19-20 District Board Members are expected to abide by all government laws and regulations. **(Level of disciplinary action dependent upon the incident)**
2. Members should abstain from inappropriate language and gestures during the event. **(1)**
3. Members may not possess or consume any alcoholic beverages. **(3)**
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication that is prescribed for the specified attendee. **(3)**
5. Members may not possess or use tobacco products. **(3)**
6. Members shall abstain from activity of a sexual nature (no purple). **(3)**
7. No male should be in a female’s room, and no female should be in a male’s room. **(2)**
8. Members are not expected to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment, or ridicule of others. **(Level of disciplinary action dependent upon the incident)**
9. Members may not possess weapons or anything of a dangerous nature or act in any way that is unbecoming of a Key Club member. **(3)**
10. Curfew is no later than 12 midnight for assigned events unless otherwise stated. **(1)**
11. Each member who is in attendance at the event requires proper hygiene. **(1)**
12. Cell phones must be turned “off” or “silent” during all official gatherings. **(1)**
13. All members shall be punctual to all events. **(1)**
14. All rules and regulations that are set by Key Club International shall be in place and followed at all times. **(Level of disciplinary action dependent upon the incident)**
15. 19-20 District Board Members must reside in the hotel for the course of the specified event unless guaranteed permission to leave. **(2)**

Dress Code

1. All members are expected to abide by the dress code established for an event. If a dress code has not been established, the dress will be deemed casual (excluding jeans). **(1)**
2. At no time will any clothing with inappropriate language or graphics be allowed. **(1)**
3. Any skirts, shorts, or shirts that are deemed to be of inappropriate length will not be allowed. **(1)**

Enforcement

1. Violations of this Code of Conduct will result in notification to the respective person in charge.
2. Violations involving destruction of property, possession, consumption, or use of alcoholic beverages or controlled substances will result in the dismissal of the attendee from the event, and or the cost of the consequences with a possibility of removal from the board. Notification, in writing, will be made by the person in charge to the school, sponsoring Kiwanis club, and parents of any member disciplined under this action.
3. These rules and guidelines are effective as of the time you arrive and depart from the specified event.

Disciplinary Action

There will be three (3) levels of disciplinary action. Each rule in the code of conduct will be labeled Level One, Level Two, or Level Three. Should the rule be broken, the disciplinary action shall correspond with the level of the breach of conduct. Each level has a value corresponding to its label; the value of the offenses add up, so the more rules you break, the more severe the disciplinary action. **However**, there are only three levels of disciplinary action, so if a person violates three Level 1 rules, this will be equivalent to breaking a Level 3 rules, and the Level 3 disciplinary action shall be implemented. In the event that two of the same or different Level 1 rules have been broken, the Level 2 disciplinary action shall be implemented.

In cases that are not outlined in the code of conduct, the Executive Committee may use its discretion on disciplinary action using the established guidelines. The Executive Committee has power to override disciplinary actions and establish their own disciplinary action when deemed necessary.

Level 1 The board member will be formally warned by a letter from the District Governor. No real action shall be made on the **first** offense. Given that first offenses are minor, they may be wiped off the offender's record by writing a letter to all club officers within the division, out of lieutenant governor's own money, stating the wrongdoing and explaining how this is a breach of protocol. After this, the board member will have a clean slate. This is only an available option for Level 1 offenses. The offender must write a letter **before** a second offense is recorded or the option is no longer available.

Level 2 The offender must draft and mail a written letter to all the club officers within the division, board members, and Kiwanis counterparts, out of his/her own money, stating the wrongdoing and explaining how this is a breach of protocol. The letter must also apologize and promise behavior that is in accordance with the Board Code of Conduct in the future. The District Executive Board and the Lt. Governor's Zone Administrator must approve the letter.

Level 3 A violation of this degree results in immediate dismissal from the District Board of Trustees. If there is reasonable doubt that the board member in question deserves his/her expulsion, the board may move to executive session at the next meeting to decide the future of this member.

19-20 District Board Member

Date

Parent/Guardian

Date

Please complete the following information sheet and mail to the District Administrator immediately after the election

Name: _____ Division _____

(as you want it on your badge)

Address: _____

Home Phone Number: () _____

Cell Phone Number: () _____

Email Address: _____
(must remain the same for term of office)

School: _____

Faculty Advisor _____ Phone _____

Shirt Size (s, m, l, xl, 2xl, 3xl) _____ Birth Date _____

Release for use of Photographs (to be completed by guardian or parent)

Ohio District Key Club is hereby granted my permission to use photographs of my child:

(name of child)

for the purpose of public relations. Public Relations shall include, but not be limited to, newspaper releases, web site usage and official Kiwanis Family publications.

(Parent or guardian signature)

(date)

(type or print name)

(mailing address)

Send completed Form to Key Club District Administrator immediately after election

Ohio District Key Club, **Ohio Key Club, 4155 Hayden Lofts Place, #112, Dublin, Ohio, 43016** Or
email: **Jeff.email117@gmail.com**

Tentative Ohio Key Club 19 – 20 Calendar

3/2-3/ 2019	New LtG. Training*	Loc TBA (Old Board Reps)
3/7-10	District Leadership Conf.*	Columbus, Embassy Suites, Dublin
3/ 23-24	Kiwanis Mid Year	Columbus (Gov/Reps) Columbus
5/2-5	GATC	San Francisco, Ca (Gov & Admin)
6/14-15	Summer Board Mtg.*	Columbus, Location TBA
7/3-8	KCI Convention*	Baltimore, Md.
7/19-22 ??	Leadcon	Indianapolis, (Governor)
8/ 9-11	Kiwanis Convention	Huron, Sawmill Creek (Gov & Reps)
9/21-22 TBA Oct or Nov	Fall Board Meeting* Circle K/Fall Rally	Columbus Location TBA (Governor/Admin)
11/2-3	Fall Rally*	Columbus – OSU
11/3-4 ??	Kiwanis Family Conf.	Black Mtn. ,NC (Reps)
12/8/19	Kiwanis Board	Location TBA (Gov/Admin)
2/8-9/ 2020	Winter Board Meeting*	Columbus Location TBA
2/21-23 ?? ?	Circle K Convention	Location tba (Governor/Reps)
3/7-8	New LtG. Training	Loc TBA (Old Board Reps)
/TBD	District Leadership Conf*	Location ? TBA
5/7-10/2020 ??	GATC	Orlando, Fl (Gov & Admin)
6/13-14 ??	Summer Board Meeting*	Columbus Loc tba
July 2020	KCI Convention	San Francisco, Ca
8/ 7-9 ??	Kiwanis Convention	Location TBA (Representatives)

* Full Board Required to Attend r 11 19 18

District Officer Candidates and International
Endorsement forms are to be
completed by all and ***mailed to:***

Jeff Eble
Key Club Administrator
Ohio Key Club, 4155 Hayden Lofts Place,
#112, Dublin, Ohio 43016

**Envelopes must be postmarked by date stipulated on
individual forms to be considered for office.**

Ohio District Key Club International



Appointed District Board
Application and Information Packet
2019-2020



Ohio District Key Club International

Dear Candidate,

Being appointed as an officer at the district or international level is an honor that is available to any Key Club member in good standing. There is a great amount of time and dedication required to serve in such a role as a district or international officer. You must be ready to make a major commitment if you are to pursue the goal of district or international service.

The purpose of this packet is to promote greater interest in the different appointed positions on the district board and at the international level with a major emphasis at the district. This packet of information will provide the needed information necessary to make a wise and well thought-out decision to run for office. One of the first major steps in seeking office is to plan thoroughly with your parents and the advisor(s) at both your high school and local Kiwanis club. You must have your parents' support along with the support of your advisors as you pursue your election. They need to be there for moral and financial support, for they are essential to your success.

Included is some information about expenses that you will incur during your year in office. However, you need to be aware that the district board will not cover all expenses.

I hope you will make a careful decision in applying for office. Any one of these positions requires a lot of time but can also be very rewarding for you as well. Good luck to you as you consider this wonderful opportunity in your Key Club career.

Yours in service,

Jeff Eble
Administrator



Ohio District Key Club Webmaster Application

2019-2020

Name: _____ Birthdate: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: () _____

Email: _____ Gender: _____ Grade: _____

Years in Key Club: _____ Key Club of: _____ Zone: _____

Division: _____ Sponsoring Kiwanis Club: _____

Qualifications: _____

Are you familiar with any of the following programs? (Check those that apply)

Dreamweaver Fireworks Adobe Photoshop Html. Databases

Other _____

Do you have access to your own equipment (esp. a computer with internet access)? _____

Have you ever created a website on your own? _____

Do you personally have a current website? (If so list address) _____

Have you taken or are you currently taking a class involving computer programming or web design? If so explain: _____

If you aren't familiar with web making, how will you learn? _____

Are you familiar with ohiokeyclub.org? _____

If there is any other information you would like us to consider, explain below. _____

Candidate Signature

Date

Parent/Guardian Signature

Date

Faculty Advisor Signature

Date

School Principal Signature

Date

You are asked to submit a portfolio of your work. The portfolio must be your own, individual work. We suggest a submission of a website or professional page. Send the portfolio in along with your application.

Mail to: Ohio Key Club, Mr. Jeff Eble, 4155 Hayden Lofts Place, #112, Dublin, Ohio 43016

***Must be postmarked by February 13th, 2019 to be considered for the position.**



Ohio District Key Club Historian Application

2019-2020

Name: _____ Birth Date: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: () _____

Email: _____ Gender: _____ Grade: _____

Years in Key Club: _____ Key Club of: _____ Zone: _____

Division: _____ Sponsoring Kiwanis Club: _____

Qualifications: _____

Are you familiar with video and photography equipment? _____

Do you have access to your own equipment? _____

Have you ever created a slideshow on your own? _____

Have you ever created a DVD on your own? _____

Have you taken or are you currently taking a class involving video and or photography?

If so explain: _____

If you aren't familiar with the programs or equipment, how will you learn? _____

If there is any other information you would like us to consider, explain below. _____

Candidate Signature Date

Parent/Guardian Signature Date

Faculty Advisor Signature Date

School Principal Signature Date

You are asked to submit a portfolio of your work. The portfolio must be your own, individual work, with proof of creation. We suggest a submission of photos, photo slideshows, and movies or videos. Send the portfolio in along with your application.

Mail to: Ohio Key Club, Mr. Jeff Eble, 4155 Hayden Lofts Place, #112, Dublin, Ohio 43016

***Must be postmarked by February 13th 2019 to be considered for the position.**

MEDICAL QUESTIONNAIRE AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

Please type or print. This form is required for all students attending Key Club International activities. This form MUST be completed by a parent or guardian and notarized for it to be recognized in many states. One copy of this form is to be turned in at the event. One copy to be given to the chaperone and one copy is to be carried by the Key Club member at the activity.

Key Club Member Name _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Height _____ Weight _____ Gender _____ Birthdate _____

Person to Be Contacted in case of emergency _____

Relationship to student _____

Day phone _____ Evening phone _____

Alternate contact name _____

Relationship _____

Day phone _____ Evening phone _____

Name of Doctor _____

Phone Number _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Name of Health Insurance Company _____

Policy Number _____ Name of Insured _____

Employer's Phone Number _____ Insurance Company's Phone Number _____

List any other pertinent information shown on insurance card _____

Please answer yes or no:

Will your son or daughter be taking drugs or medications of any type? _____

If yes, please list. _____

Has she/he ever been or is s/he currently being treated for: _____

Nervousness? _____	high blood pressure? _____
any medical disorder? _____	severe or frequent headaches? _____
convulsion or epilepsy? _____	asthma? _____
fainting spells? _____	ulcers? _____
heart condition? _____	diabetes? _____
rheumatic fever? _____	allergic reaction to medication? _____
cancer or tumor? _____	any other allergies or illnesses? _____

Does s/he have any other physical limitations? _____

Please give details of any yes answer above. Give dates of treatment including names and addresses of attending physicians, hospitals and clinics. (Attach additional paper if necessary.) _____

Please read carefully:

I hereby certify that the information given above is correct. In case of medical emergency, I understand that every effort will be made to contact the person designated above. In the event that person cannot be reached or time does not permit, I hereby give permission to a licensed physician to provide proper treatment for, including hospitalization, immunization or injection, anesthesia or surgery for my son/daughter.

Signature of parent or guardian _____ Dated _____

ATTENDEES WILL NOT BE ALLOWED TO REGISTER AT THE KEY CLUB ACTIVITY WITHOUT THIS FORM COMPLETED

**Ohio District Board of Trustees Ohio
District of Key Club International Code
of Conduct**

Key Club members are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code of Conduct while in attendance at any key Club event. This will be in place for all events except for those that already have such things in place.

Responsible Behavior

(Please refer to “Disciplinary actions” for all items marked in bold print that follow the given regulations)

1. All Ohio 19 - 20 District Board Members are expected to abide by all government laws and regulations. **(Level of disciplinary action dependent upon the incident)**
2. Members should abstain from inappropriate language and gestures during the event. **(1)**
3. Members may not possess or consume any alcoholic beverages. **(3)**
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication that is prescribed for the specified attendee. **(3)**
5. Members may not possess or use tobacco products. **(3)**
6. Members shall abstain from activity of a sexual nature (no purple). **(3)**
7. No male should be in a female’s room, and no female should be in a male’s room. **(2)**
8. Members are not expected to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment, or ridicule of others. **(Level of disciplinary action dependent upon the incident)**
9. Members may not possess weapons or anything of a dangerous nature or act in any way that is unbecoming of a Key Club member. **(3)**
10. Curfew is no later than 12 midnight for assigned events unless otherwise stated. **(1)**
11. Each member who is in attendance at the event requires proper hygiene. **(1)**
12. Cell phones must be turned “off” or “silent” during all official gatherings. **(1)**
13. All members shall be punctual to all events. **(1)**
14. All rules and regulations that are set by Key Club International shall be in place and followed at all times. **(Level of disciplinary action dependent upon the incident)**
15. 19-20 District Board Members must reside in the hotel for the course of the specified event unless guaranteed permission to leave. **(2)**

Dress Code

1. All members are expected to abide by the dress code established for an event. If a dress code has not been established, the dress will be deemed casual (excluding jeans). **(1)**
2. At no time will any clothing with inappropriate language or graphics be allowed. **(1)**
3. Any skirts, shorts, or shirts that are deemed to be of inappropriate length will not be allowed. **(1)**

Enforcement

1. Violations of this Code of Conduct will result in notification to the respective person in charge.
2. Violations involving destruction of property, possession, consumption, or use of alcoholic beverages or controlled substances will result in the dismissal of the attendee from the event, and or the cost of the consequences with a possibility of removal from the board. Notification, in writing, will be made by the person in charge to the school, sponsoring Kiwanis club, and parents of any member disciplined under this action.
3. These rules and guidelines are effective as of the time you arrive and depart from the specified event.

Disciplinary Action

There will be three (3) levels of disciplinary action. Each rule in the code of conduct will be labeled Level One, Level Two, or Level Three. Should the rule be broken, the disciplinary action shall correspond with the level of the breach of conduct. Each level has a value corresponding to its label; the value of the offenses add up, so the more rules you break, the more severe the disciplinary action. **However**, there are only three levels of disciplinary action, so if a person violates three Level 1 rules, this will be equivalent to breaking a Level 3 rules, and the Level 3 disciplinary action shall be implemented. In the event that two of the same or different Level 1 rules have been broken, the Level 2 disciplinary action shall be implemented.

In cases that are not outlined in the code of conduct, the Executive Committee may use its discretion on disciplinary action using the established guidelines. The Executive Committee has power to override disciplinary actions and establish their own disciplinary action when deemed necessary.

Level 1 The board member will be formally warned by a letter from the District Governor. No real action shall be made on the **first** offense. Given that first offenses are minor, they may be wiped off the offender's record by writing a letter to all club officers within the division, out of lieutenant governor's own money, stating the wrongdoing and explaining how this is a breach of protocol. After this, the board member will have a clean slate. This is only an available option for Level 1 offenses. The offender must write a letter **before** a second offense is recorded or the option is no longer available.

Level 2 The offender must draft and mail a written letter to all the club officers within the division, board members, and Kiwanis counterparts, out of his/her own money, stating the wrongdoing and explaining how this is a breach of protocol. The letter must also apologize and promise behavior that is in accordance with the Board Code of Conduct in the future. The District Executive Board and the Lt. Governor's Zone Administrator must approve the letter.

Level 3 A violation of this degree results in immediate dismissal from the District Board of Trustees. If there is reasonable doubt that the board member in question deserves his/her expulsion, the board may move to executive session at the next meeting to decide the future of this member.

19-20 District Board Member

Date

Parent/Guardian

Date

Please complete the following information sheet and mail to the District Administrator immediately after the election

Name: _____ Division _____

(as you want it on your badge)

Address: _____

Home Phone Number: () _____

Cell Phone Number: () _____

Email Address: _____
(must remain the same for term of office)

School: _____

Faculty Advisor _____ Phone _____

Shirt Size (s, m, l, xl, 2xl, 3xl) _____ Birth Date _____

Release for use of Photographs (to be completed by guardian or parent)

Ohio District Key Club is hereby granted my permission to use photographs of my child:

(name of child)

for the purpose of public relations. Public Relations shall include, but not be limited to, newspaper releases, web site usage and official Kiwanis Family publications.

(Parent or guardian signature)

(date)

(type or print name)

(mailing address)

Send completed Form to Key Club District Administrator immediately after election

Ohio District Key Club, **Ohio Key Club, 4155 Hayden Lofts Place, #112, Dublin, Ohio, 43016** Or
email: **Jeff.email117@gmail.com**

Tentative Ohio Key Club 19 – 20 Calendar

3/2-3/ 2019	New LtG. Training*	Loc TBA (Old Board Reps)
3/7-10	Dist Leadership Conf.*	Dublin, Embassy Suites
3/ 23-24	Kiwanis Mid Year	Columbus (Gov/Reps) Columbus
5/2-5	GATC	San Francisco,Ca (Gov & Admin)
6/14-15	Summer Board Mtg.*	Columbus, Location TBA
7/3-8	KCI Convention*	Baltimore, Md.
7/19-22 ??	Leadcon	Indianapolis, (Governor)
8/ 9-11 Reps)	Kiwanis Convention	Huron, Sawmill Creek (Gov &
9/21-22	Fall Board Meeting*	Columbus Location TBA
TBA Oct or Nov	Circle K/Fall Rally	(Governor/Admin)
11/2-3	Fall Rally*	Columbus – OSU
11/3-4 ??	Kiwanis Family Conf.	Black Mtn. ,NC (Reps)
12/8/19	Kiwanis Board	Location TBA (Gov/Admin)
2/8-9/ 2020	Winter Board Meeting*	Columbus Location TBA
2/21-23 ?? ?	Circle K Convention	Location tba (Governor/Reps)
3/7-8	New LtG. Training	Loc TBA (Old Board Reps)
/TBD	District Leadership Conf*	Location ? TBA
5/7-10/2020 ??	GATC	Orlando, Fl (Gov & Admin)
6/13-14 ??	Summer Board Meeting*	Columbus Loc tba
July 2020	KCI Convention	San Francisco, Ca
8/ 7-9 ??	Kiwanis Convention	Location TBA (Representatives)

*** Full Board Required to Attend** r 11 19 18

District Officer candidate forms are to be completed and ***mailed to:***

Jeff Eble
Key Club Administrator
4155 Hayden Lofts
Place , #112
Dublin, Ohio 43016

Envelopes must be postmarked by date stipulated on individual forms to be considered for office.