



OHIO DISTRICT KEY CLUB INTERNATIONAL

MEMORANDUM

TO: Advisors, Club Presidents, and Interested Parties
FROM: Molly Hopple, Key Club Governor
Jeffrey J. Eble, District Administrator
SUBJ: District Leadership Conference Materials
DATE: January 22, 2022

The District Winter “Mailing” containing convention registration materials is posted on line at OHKC.ORG and is attached here.

We encourage you to visit the Ohio District Website to check out the Leadership Conference and register as soon as possible and join Key Clubbers from across the state in electing new leaders, learning about service and making new friends!

Contained on the website are:

- Convention Registration Information
- Contest and Awards Packet
- Matching Scholarship Application Forms
- Executive Officer Candidate’s Packet
- District Appointed Officer Packet
- Lt. Governor Elections Packet
- Convention Delegate Form
- 22-23 Club Officer Elections Report Form

Enclosed is an Advisor checklist to help with registration, contests, and elections!!

We hope to see you all Virtually April 23, 2022 at the 73nd Annual Ohio District Key Club Leadership Conference for fun and fellowship!!!!!!!!!!!!!!

Ohio District of Key Club International
District Leadership Conference General Information
April 23, 2022

DLC Registration: there will be no cost to attend. Registration link will be posted on the website (ohkc.org) by Monday February 1 and registration should be completed by April 1, 2022.

Delegate Information Sheet: Each Key Club should select two (2) members in good standing to be delegates so they can attend the House of Delegates by using the Delegate Registration Form. Each Key Club attending the conference must be represented at the House of Delegates. Contact Administrator Jeff Eble for details. Jeff.email117@gmail.com Email the delegate form by March 11, 2022.

District and International Dues: Key Club dues are to be paid current by the member's key club in order to run for office or to be a delegate. If the Key Club is inactive due to Covid, Delegates and candidates may pay dues \$7, to a "District Key Club" individually through Ohio Key Club to be in good standing with Key Club International. Contact Administrator Jeff Eble for details. Jeff.email117@gmail.com

Contest and Awards: The Ohio District Board encourages each Key Club and its members to participate in contests. Since there are several contests and awards to participate in, please read the enclosed rules carefully. Email the contest forms to the correct people indicated at the bottom of the contest form. Please note that many of the contests will be judged prior to the Conference. Please make sure they are Emailed in on time.

OFFICIAL DECLARATION OF CANDIDACY FORM: All Key Club members intending to run for a District Office or International Endorsement must fill out a declaration of candidacy packet in its entirety enclosed with this Conference mailing. Due 3/11/22

**OHIO DISTRICT KEY CLUB
DELEGATE REGISTRATION FORM**

Each Ohio Key Club in good standing (current in payment of District and International Dues) is entitled to two (2) delegates to the House of Delegates (To be held the evening of April 1. **Please complete this form and email to the district office at: Sarah@ohiokiwanis.org no later than March 11, 2022**

Please note: Key Club District Board members and Lt. Governor Elects are considered Delegates-at-large.

Key Club of: _ Division: _

School Address: _

City: _ Zip: _

School Phone Number: _

Advisor e-mail: _

Delegate Name: _

Delegate Name: _

Alternate Name: _

Alternate Name: _

I certify that these are the official delegates and alternates of our Key Club to the Ohio Key Club House of Delegates:

Key Club President Signature: _

Key Club Advisor Signature: _

Email to Sarah@ohiokiwanis.org

Please do not write below this line. Office use only.

KEY CLUB OFFICER INFORMATION FOR 2022 - 2023

Accurate officer information is necessary for club leaders to receive leadership information all year long. Please provide contact information that can be used for the summer through next spring. **Please note: The Ohio District of Key Club does not sell or share mailing lists or officer information with outside organizations.** Please include city and zip code information in mailing address.

Key Club(school) Name: _____ Division: _____

Address: _____

Phone #: () _____ Email: _____

President: _____ *Email:* _____

Address: _____

City/Zip: _____ Phone #: _____

VicePresident: _____ *Email:* _____

Address: _____

City/Zip: _____ Phone #: _____

Secretary: _____ *Email:* _____

Address: _____

City/Zip: _____ Phone #: _____

Treasurer: _____ *Email:* _____

Address: _____

City/Zip: _____ Phone #: _____

Advisor: _____ *Email:* _____

Address: _____

City/Zip: _____ Phone #: _____

Kiwanis Advisor: _____ *Email:* _____

Address: _____

City/Zip: _____ Phone #: _____

Please email completed form to: Sarah@ohiokiwanis.org no later than May 31, 2022.

Thank you.

Please note deadlines:

Last day to register
Delegates/candidates
March 11, 2022

Convention at a Glance April 23, 2022

1pm Opening session

2pm Key Club Homecoming Forum

3pm Awards, Retirement/Installation of Board/Adjourn

Ohio District Key Club Advisor Check List

[] Go to OHKC.ORG to obtain the information packets for the District Convention.

A: Registration

B: Elections

C: Contests

[] Determine attendees for the
conference

[] Review the instructions in the packet

A: REGISTRATION

- [] Attendance registration between Feb. 1 and April 1 no cost
(individual members may register themselves)

- [] Select two Key Clubbers to be Club Delegates, complete the delegate form, and email it to district office By **3/11/22** in order to participate in the House of Delegates. **Participation will be by Zoom the evening of April 1, 2022**

B: ELECTIONS

- [] Review the Elections packet and determine if any of your Key Clubbers will be running for any executive offices. If so, complete the election forms, include a one page campaign flyer (front and back), and email no later than **March 11, 2022** to the District administrator (all information in packet)

C: Contests

- [] Review the contest and awards packet
- [] Determine if you will have Key Clubbers participating in any of the contests
- [] Print the forms you may need to enter any of the contests/awards. (Follow instructions in the packet as some forms are on line at Key Club International.)
- [] Review the list of due dates in the packet for the forms: contests emailed by **March 11, 2022** to Chad Gardner, the Scholarship forms emailed by **March 11, 2022** to Jeff Eble. All information included on the forms with email addresses.