

# Key Club

## Louisiana-Mississippi-West Tennessee District

### DISTRICT BULLETIN EDITOR SERVICE AGREEMENT

Please include a portfolio and two letters of recommendation, one of which must be from your Faculty Advisor. Candidates must be full-time, full-year high school student. While candidates may be in dual enrollment classes, the majority of the candidate's time must be spent on a high school campus.

I, \_\_\_\_\_ (hereinafter referred to as District Bulletin Editor),  
of \_\_\_\_\_, (Address)  
\_\_\_\_\_, (City, State, & Zip)

agree to faithfully perform the following duties as District Bulletin Editor:

1. **To operate under the direction and leadership of the District Administrator;**
2. **To attend the following required meetings:**
  - a. **the official District Training Conference for District Board Members;**
  - b. **all District Key Club Board Meetings;**
  - c. **the Key Club International Convention;**
  - d. **the District Key Club Conventions, both at the beginning and at the end of the term of office;**
3. To attend all possible Divisional Training Conferences and Regional Rallies when held, and any other official or unofficial meeting;
4. To publish a production calendar of deadlines for *Crawfish Tales* and other District publications/articles and elicit articles from the District Board, clubs and Administrative Team;
5. To create monthly issues of *Crawfish Tales*, to be distributed via email and posted on District website. These issues will be sent one week prior to publication date to Executive Committee for proofreading prior to distribution;
6. To produce and distribute articles for District Board Members with suggestions on how to write articles, use of graphic standards (Key Club Brand Guide) and other related topics;
7. To report monthly to District Board the progress of communication and public relations within the District;
8. To submit articles to LaMissTenn Kiwanis District Bulletin and Key Club International for the "Keynoter;"
9. To conduct a Club Bulletin Editor workshop at DCON;
10. To keep in contact with club editors and provide advice, assistance and resources when needed;
11. To collaborate with Webmaster and collect news articles from the individual clubs of the District (via club bulletin, club website/social media) to include in upcoming editions of *Crawfish Tales*;
12. To take photos at Key Club events for District publications and share with District Webmaster;
13. To strive to make all communications timely, well written and free of mistakes and follow the Key Club graphics standards;
14. To secure at least two potential candidates for **BULLETIN EDITOR** for the following year;
15. To keep permanent District files to be passed on to my successor;
16. To possess necessary computer/graphic design skills, have access to Internet and email on a regular basis;
17. To respond to all forms of correspondence promptly;
18. To abide by the accepted rules of conduct at all Key Club functions.

#### PORTFOLIO OF WORK

All candidates wishing to be interviewed for the position of **BULLETIN EDITOR** should email the following items to the District Administration at [districtadmlmtkcjudi@gmail.com](mailto:districtadmlmtkcjudi@gmail.com) by March 4<sup>th</sup>, 2023. Candidates will have their resume and portfolio reviewed and may be contacted for a further interview during DCON. Each item of the portfolio should be on a new page and shall include:

1. Cover letter stating their qualification for the position;

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2. Resume (including experience and skill level in computer and/or graphic design software);
3. Up to five (5) samples of newsletters or other publications you created;
4. Answer/elaborate on the following statements and keep each response under 250 words:
  - a. "Key Club is built upon student-led leadership. How has your previous Key Club capacity and accompanying experiences prepared you for the undertaking of **BULLETIN EDITOR**?"
  - b. "What improvements or additions would you make to enhance *Crawfish Tales*?"
5. If there is any other information or supporting documents you would like us to consider, please explain or attach.

### INTERVIEW

All completed applications will be reviewed, and applicants will be narrowed down prior to an interview process conducted online, so try your best to showcase your personality and skillsets in your portfolio. You will be informed via email about the status of your application and date/time of online interview.

The **DISTRICT**, in consideration of the **BULLETIN EDITOR** faithfully performing all of the above listed duties and responsibilities, agrees to the payment of the following **BULLETIN EDITOR** expenses (LIMITED to the amounts set in the APPROVED DISTRICT BUDGET during the **BULLETIN EDITOR'S** current Key Club year):

1. For office supplies as is needed to send newsletters, club correspondence, and district reports;
2. Internet access is my responsibility and is not reimbursable;
3. For the budgeted amount to attend the Key Club International Convention;
4. For the cost of accommodations for each overnight District Board meeting, provided the **BULLETIN EDITOR** stays in the accommodations assigned to them by the District Administrator;
5. For reasonable mileage for travel to and from all official meetings of the District Board;
6. For the cost of registration and housing at the District Convention, provided the **BULLETIN EDITOR** stays in the room assigned by the District Administrator.

**PLEASE NOTE: Should your Key Club, your sponsoring KIWANIS Club or the LaMissTenn Key Club District pay any fees on your behalf for accommodations for meetings or trips, you must reimburse the fees as appropriate should you cancel attendance at any District related mandatory functions.**

I have read this service agreement, understand it, agree with it, and pledge to perform the duties of **DISTRICT BULLETIN EDITOR** for the betterment of Key Club, the schools, and the communities they serve.

**BULLETIN EDITOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

As Parent (and/or Guardian), I have read this Service Agreement, understand and agree with the terms. I also understand the commitment of time and energy that will be required of my son/daughter and am supportive of this opportunity for my son/daughter to grow, to learn, and to be challenged.

**PARENT/GUARDIAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

As Faculty Advisor for this student's Key Club, I have read this Service Agreement, understand and agree with the terms. I also understand the commitment of time and energy that will be required of this Key Clubber and our school and club are supportive of this opportunity for this member to grow, to learn, and to be challenged.

**FACULTY ADVISOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

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### STATEMENT OF CANDIDACY FOR LAMISSTENN DISTRICT OFFICE

I, *(full name)* \_\_\_\_\_, do hereby declare myself willing to perform the duties and responsibilities of *(office sought)* \_\_\_\_\_ of the Louisiana-Mississippi-West Tennessee District of Key Club International. I fully realize that if I am elected, I will be obligated and expected to carry out all of the duties of my office (as listed on the respective official District Office Service Agreement) to the best of my ability.

- 1) Maintain the quality of my schoolwork and keep it up to date so that permission may be obtained from my parents and school for absences due to Key Club business.
- 2) Attend ALL officially called District Board Meetings. (There are normally six (6) such meetings during the course of the Key Club Administrative Year.)

**PLEASE NOTE: Should your Key Club, your sponsoring KIWANIS Club or the LaMissTenn Key Club District pay any fees on your behalf for accommodations for meetings or trips, you must reimburse the fees as appropriate should you cancel attendance at any District related mandatory functions.**

- 3) Submit monthly reports for each month (for a total of twelve); in addition to evaluation reports for each officially called District Board Meeting and at such times when the District Administrator and Key Club Governor may request these evaluation reports.

My failure in any one of these duties of my office will result in my dismissal from said office.

Signed: \_\_\_\_\_  
CANDIDATE DATE

Home Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Approval:** Signed: \_\_\_\_\_  
CANDIDATE'S PARENT DATE

Signed: \_\_\_\_\_  
FACULTY ADVISOR DATE

Signed: \_\_\_\_\_  
KIWANIS ADVISOR DATE

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### DISTRICT OFFICER CANDIDATE BIOGRAPHICAL INFORMATION

Candidate for Office of: \_\_\_\_\_

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

*(if different from above)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Key Club of: \_\_\_\_\_ High School, Division \_\_\_\_\_

Year(s) in Key Club: \_\_\_\_\_ Positions Held in Key Club: \_\_\_\_\_

Positions held in other school organizations and activities: \_\_\_\_\_

How could you, as a member of the LaMissTenn District Board, add strength to the Board: \_\_\_\_\_

#### General Facts:

CURRENT (2022-2023) GRADE:  SENIOR  JUNIOR  SOPHOMORE  FRESHMAN

ACADEMIC GRADE POINT AVERAGE: \_\_\_\_\_

NON-WEIGHTED 4.0 SYSTEM: \_\_\_\_\_

PROBABLE CHOICE IN COLLEGE: \_\_\_\_\_

OTHER EXTRA-CURRICULAR ACTIVITIES (not listed above): \_\_\_\_\_