***ALLEN HIGH SCHOOL KEY CLUB***

***BOARD CANDIDATE APPLICATION 2018-2019***

**Name­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade: F So Jr Sr Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Job? Y or N AP/IB? Y or N Athlete? Y or N

 **\*\*\* REMINDER: Three Teacher Recommendations are REQUIRED \*\*\***

**1. Involvement in any extracurricular activities this year and next year? Y or N If yes, list below**

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**­­­­­­­­2. Do you plan to hold any positions in any other organizations this year and next? If so, what club(s) and what position(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. What board position(s) do you want to run for? (separate application form for required for each position)**

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**4. What characteristics and experience make you the best candidate for this position?**

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**5. Why do you want to be an officer in Key Club? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**6. What would you like to accomplish if you serve on the board?**

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**7. List your 4-5 ideas for NEW service projects and 2-3 NEW fundraisers you would like to do.**

***Needs To be completed and signed by Farhan Towhid (Sgt at Arms) prior to submitting***

**Member in Good Standing: Y or N SM1 Hours: \_\_\_\_\_\_ SM2 Hours so far: \_\_\_\_\_\_**

**Farhan Towhid Confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return completed form to Mrs. Hodson G254**

**by Thursday, February 28, 2019**

For the 2019-2020 school year, we will be implementing measures to hold officers accountable for their responsibilities. This is important so other officers and the SPC members do not have an unfair share of responsibilities.

Requirements:

* Officers should attend every board meeting, which takes place every week. If more than two board meetings are missed in a month, the officer will be placed on probation.
* Attend the business and large service meeting every month. Stay during the meeting to help clean up afterwards.
* No more than two general Key Club meetings skipped every semester.
* Must attend the service meetings you’re assigned to. Must help SPC members plan their projects a **month** before the meeting occurs.

The president and vice president will check on your status as an officer at the end of every month. Failure to complete tasks on a timely manner or attend meetings may result in immediate removal from the officer position. Key Club officers in their senior year of high school will also not be able to graduate with the Key Club senior cord. Extenuating circumstances will be considered by the Key Club sponsors.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) agree to the above requirements if I am elected as an officer. I understand that I may be removed from my position if I fail to complete my tasks. I understand that communicating with others is essential to making Key Club run smoothly.

Date:

Signature:

***KEY CLUB OFFICER DUTIES AND DESCRIPTION***

**PRESIDENT:**

The duties of the president include planning, organizing, and carrying out responsibilities associated with your role as the club’s chief executive officer. You are responsible for appointing and delegating tasks to the other board members as well as other members. You will ensure all tasks are completed. You may delegate duties but oversee the completion. You will create weekly agendas for the weekly board and club meetings. Calendar entries and signups are created for every event planned. You will plan and lead all meetings with the assistance of the board. You are responsible for discussing all topics in a timely manner. You will meet with the faculty advisors over issues or questions that arise. You are responsible for sending out information about service events and ensuring members attend the events who signed up. You are required to update the Key Club website. You will be in contact with Kiwanians so you must be knowledgeable about how the club is doing at all times. This commitment takes several hours each week, not just the one hour during the weekly meetings. More information can be found on: [http://tokeyclub.com/downloads/president-vp/Duties of the Club President.pdf](http://tokeyclub.com/downloads/president-vp/Duties%20of%20the%20Club%20President.pdf).

**VICE PRESIDENT:**

The vice president is second in line when it comes to leadership. If the president is unable to do something, you are the one who steps in. You assist the president and board with their duties. You are to assist the president in the agendas and running the meetings if needed. You are to make sure the calendar events and signups are available for members. You are to attend all club and board meetings. You should have good communication with the faculty advisors because you will be required to assist them in problems they may have. You should always know what is going on in the club and with the president. You are required to update the Key Club website. You coordinate the Allen Community Trash Pickups. More information can be found on: [http://tokeyclub.com/downloads/president-vp/Duties of the Club Vice President.pdf](http://tokeyclub.com/downloads/president-vp/Duties%20of%20the%20Club%20Vice%20President.pdf)

**SECRETARY:**

The secretary must be a very organized person and must not procrastinate. You are responsible for all record keeping within the club. At every meeting, you must record meeting minutes. These are typed and submitted to the District each month in a Monthly Report. Our club earns points and awards for the club based on the data that is submitted. The secretary must attend every Key Club meeting. You must have an up-to-date list of members and information of all officers for records, and answer questions from the district board. More information can be found on: <http://tokeyclub.com/resources/secretary/>

**TREASURER**

The treasurer must be organized and good with numbers. Knowledge of MS Excel is required. First semester is very busy and chaotic with money collections for dues, t-shirts and fundraisers. You must create and maintain a budget and report on the club finances each week to the board and club. You will have assistance from the faculty advisors and board. However, you must be familiar with the club budget at all times since you will confirm if funds are available for a service project. You will collect dues and enter all members into the Key Club International Membership system. More information can be found on: <http://tokeyclub.com/resources/treasurer/>

**EDITOR:**

Editor is responsible for creating a monthly newsletter and ensuring the AHS Key Club website is updated timely. You must follow the district guidelines for the newsletter and they are submitted to the district with our monthly report. You and other assistants will be interviewing members, faculty, Kiwanians, etc., in order to write the articles for the newsletter. Newsletters are also submitted at the District Convention. You must be able to talk to others, write newsletters, and be creative! More information can be found on: <http://tokeyclub.com/resources/editor/>

**HISTORIAN:**

Historian is responsible for taking pictures at the service events and meetings. At the end of the year, Traditional and Non-traditional Scrapbooks are created for contest submission at the District Convention contest. You should attend or delegate people to take photos at the events. You are responsible for creating the Traditional and Non-Traditional Scrapbooks following the district requirements. Supplies are funded through the club budget.

**SERGEANT-AT-ARMS:**

Sergeant-at-Arms has the responsibility of keeping order at the meetings. You must be must be assertive and vocal at the meetings. Knowledge of MS Excel is required. You are responsible for creating the Meeting Sign-in sheets each week. You also have the responsibility of collecting and recording all service hours for the members. Service Hour reports are given to members each month.

**Feedback Provided By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am running for the AHS Key Club Board position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Teachers: To maintain confidentiality, please put in Nancy Hodson or Corey Taylor’s mailbox by Friday, February 22nd**

Based on the student’s participation / activity in your class, please rate the following areas on a scale of 1 – 5 (with 5 the best):

|  |  |  |
| --- | --- | --- |
| Characteristic | Rating | Comments |
| Leadership  | 1 2 3 4 5  |  |
| Works with others | 1 2 3 4 5  |  |
| Dependability/Work ethic  | 1 2 3 4 5  |  |
| Self-discipline/Responsibility | 1 2 3 4 5  |  |
| Ability to work w/ minimal supervision | 1 2 3 4 5  |  |
| Consistent school attendance | 1 2 3 4 5  |  |

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