



West Virginia District

KEY CLUB

Richard M. Yurko, Jr., Administrator
400 White Oaks Boulevard, Bridgeport, WV 26330
Phone: (304) 933-8103 Fax: (304) 933-8732
E-Mail: Richard.Yurko@steptoe-johnson.com

MEMORANDUM

To: Key Club Presidents and Faculty Advisors
From: Richard M. Yurko, Jr., Administrator
Date: January 29, 2015
Re: Pre-convention mailing

Ladies and Gentlemen:

The District Convention is March 20 – March 22, 2015 at the Lakeview Resort in Morgantown, West Virginia. This pre-convention mailing contains information that is important for your clubs, and is being sent to club presidents, faculty advisors, and District Board members. I will email the contents to those advisors for whom I have email addresses. I will also be asking the Board officers to email the packets to their corresponding club officers. These documents will also be on our website in the next few weeks. If you do not receive the mailing by email, that means that I do not have your email address. Please send me your email address so that I can update my records and so that I can ensure that you timely receive important information by email. Convention registration materials, contest information, and other information will be mailed in approximately two weeks. Registration is due on or before February 20, 2015. I know that is early, but Lakeview would like the registration by then. I will work with you if you have problems, but please make every effort to send in your registrations by that date.

Because we have a new venue this year, there are significant changes that you should know. First, we will provide pizza to everyone on Friday night between the Meet and Greet and Opening Session. Second, we will have a continental breakfast on Saturday morning. As a result, there will be an increase in registration to cover these additional costs.

Additionally, we have decided to waive registration fees for an adult who accompanies the students – one adult per club. To make this work, we need to have additional clubs and club members attend the Convention to offset the lost revenue.

One of the ways we try to keep our convention costs down is to sell advertisements for the convention programs. I ask that your club consider placing an ad in the convention program, and that you ask your Kiwanis Club and local businesses to place an ad in the program. I must have these ads by March 2, 2015 so that I can have the programs printed in a timely manner.

a Kiwanis-family member
keyclub.org

If there are outstanding underclass members that you believe would make good District Board members, please encourage them to either run for an elected office or seek an appointed office. The elected positions are Governor, Secretary-Treasurer, and Lt. Governor. Lt. Governors are elected by division, while the other officers are elected state-wide. Applications for appointed positions are also enclosed. I would be glad to talk to any student who is interested in a position. Information related to each of the elected positions is included in this mailing. The Consent and Assurance Agreements are agreements that each board member will be asked to execute during the training weekend. The appointed positions have similar agreements.

Scholarship applications for both the District Scholarship and the Bennett Scholarship are included in this mailing. Please encourage your ACTIVE senior members to apply.

Also, included is information related to the Charles E. McCallister Award. The McCallister Award is the most prestigious award given by the West Virginia Key Club District. If you have an outstanding individual or entity who is deserving of this honor, please submit your recommendation.

This year's convention will follow the same format as last year, with a meet and greet at 5:30 p.m. on Friday, an opening session, division caucuses, and entertainment. Steve Meade, award winning hypnotist, will be performing. The remaining weekend events will be similar to last year's events.

I am also including an officer information sheet for next year's officers. Officers should be elected in February, and you should encourage the new officers to attend the convention. You can either mail the directory form with your registration materials, email the form to me, or bring it with you to convention.

Enclosed you will find copies of the following documents:

1. Convention at a Glance
2. Program Ads for Key Club Convention Program
3. District Convention Cost Sheet
4. Memo relating to officer elections and officer information form
5. Memo and application for Thomas Bennett Scholarship at West Virginia University
6. Memo and application for District Scholarship
7. Memo relating to District Officer Elections, Consent Agreements, and Biographical Data
8. Memo relating to the Charles E. McCallister Award
9. Board position applications
10. Important Dates

All forms that you mail to me should be sent to the following address:

Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

I hope to see everyone in Morgantown.

CONVENTION AT A GLANCE

Friday, March 20, 2015

| | |
|------------------|-------------------------------------|
| 3:00 - 5:00 p.m. | Convention and Contest Registration |
| 5:00 p.m. | Adults Meeting |
| 5:00 p.m. | Candidates Meeting |
| 5:00 p.m. | Sergeant-at-Arms |
| 5:30 p.m. | Meet and Greet |
| 5:45 p.m. | Oratorical Contest |
| 6:00 p.m. | Impromptu Essay Contest |
| 7:30 p.m. | Opening Session |
| 8:30 p.m. | Division Caucuses |
| 10:00 p.m. | Steve Meade (hypnotist) |
| 12:00 a.m. | Curfew until 7:00 a.m. |

Saturday, March 21, 2015

| | |
|------------|-------------------------------------|
| 8:30 a.m. | Workshops Begin |
| 9:30 a.m. | Adults Forum |
| 12:30 p.m. | Lunch |
| 2:00 p.m. | House of Delegates/Service Projects |
| 6:00 p.m. | Recognition Dinner |
| 8:30 p.m. | Charity Walk |
| 9:30 p.m. | Key Club Dance |
| 11:00 p.m. | Key Club Vespers |
| 12:00 a.m. | Curfew until 7:00 a.m. |

Sunday, March 22, 2015

| | |
|------------|---|
| 8:00 a.m. | Devotional Service |
| 9:00 a.m. | Governor's Farewell Brunch |
| 12:00 p.m. | Joint Meeting of the 2014-2015 and the 2015-2016 Key Club District Board |

The above is a broad tentative schedule of events for the 69th Annual West Virginia Key Club District Convention

*Registration will not open until 3:00 p.m. on Friday afternoon
It is not possible for your club to register before that time*

Enter the Various Contests!!

Run for Office!

Bring Your Club's Banner To The Convention!



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E-Mail: Richard.Yurko@steptoe-johnson.com

January 29, 2015

MEMO TO: **Key Club Officers, Faculty Advisors, Kiwanians,
Parents, Friends of Key Club**

SUBJECT: **Program Ads for the Key Club Convention Program**

The highlight of the Key Club year is the Annual West Virginia Key Club District convention. During the convention, each participant is given a souvenir program.

THIS IS AN OPPORTUNITY FOR YOU TO:

1. Pay tribute to your Key Club.
2. Pay tribute to your Kiwanis Club.
3. Salute a local Key Club officer.
4. Salute a member of the district board.
5. Advertise your club's activities.
6. Advertise your business or profession.
7. Support the Key Club program.

TWO SIZES OF ADS ARE BEING OFFERED:

1. A full page Ad is: \$100.00
2. A half page Ad is: \$75.00

If you wish to place an Ad in the Key Club District Convention Program, the Ad copy must be received by **MARCH 2, 2015**. Camera ready art work is preferred in a “.JPG” (JPEG) file format, but if you wish, we can design your Ad. Simply indicate your wishes.

a Kiwanis-family member
keyclub.org

Developing competent, capable, and caring leaders since 1925.

I wish to purchase an advertisement in the West Virginia Key Club District Convention Program.
I am enclosing a check or money order in the amount of (check appropriate place):

_____ \$100.00 for a full page Ad

_____ \$ 75.00 for a half page Ad

**PLEASE USE THE SPACE BELOW FOR YOUR ADVERTISING COPY OR SUBMIT
CAMERA READY ART WORK.**

Name: _____

Address: _____

Phone Number: _____

PLEASE REMEMBER: The cutoff date for Ads is March 2, 2015.
Send your Ad copy and check to

Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330



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DISTRICT CONVENTION **2015**

The cost of the 2015 West Virginia Key Club District Convention is as follows:

| | |
|--------------------------|----------|
| Single Room: | \$310.00 |
| Double Room, per person: | \$285.00 |
| Triple Room, per person: | \$255.00 |
| Quad Room, per person: | \$210.00 |

Convention packets will be mailed in about 2 weeks.

Each club will receive 2 packets: Presidents and Advisors

Board members will receive a packet at the same time as the clubs

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January 29, 2015

Dear Key Club President and Faculty Advisor:

IT IS THAT TIME OF YEAR AGAIN!

Key Club International and West Virginia Key Club District policy requires that clubs elect officers for the coming year in February.

The idea behind this policy is simple: clubs elect officers in February, giving the new officers the opportunity to work with current officers until the end of the school year. New club officers assume their duties in May.

I urge you to hold elections as soon as possible. Please be certain to report the results of your Key Club's election to me by March 12, 2015, at the above address.

BEFORE YOU ELECT OFFICERS:

1. Explain to potential candidates the responsibilities attached to each office.
2. Explain the time factor involved in being an officer. Being a good Key Club officer does take time.
3. Make every effort to get a commitment from newly elected officers to attend the upcoming West Virginia Key Club District Convention.

I hope that you have a successful conclusion to your year, and I look forward to seeing you at the West Virginia Key Club District Convention.

Very truly yours,

Richard M. Yurko, Jr.
Administrator
West Virginia Key Club

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keyclub.org

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KEY CLUB

West Virginia District

Key Club of _____ High School

President Elect: _____ E-mail: _____

Address: _____
(Street Address) (City, State, Zip)

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Vice President Elect: _____ E-mail: _____

Address: _____
(Street Address) (City, State, Zip)

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Secretary Elect: _____ E-mail: _____

Address: _____
(Street Address) (City, State, Zip)

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Treasurer Elect: _____ E-mail: _____

Address: _____
(Street Address) (City, State, Zip)

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Editor Elect: _____ E-mail: _____

Address: _____
(Street Address) (City, State, Zip)

Home Phone: _____ Graduation Year: _____ MALE / FEMALE

Faculty Advisor(s) Name(s): _____ E-mail: _____

School Address: _____
(Street Address) (City, State, Zip)Home Address: _____
(Street Address) (City, State, Zip)

School Phone: _____ Home Phone: _____

Note: Club Officers are to be elected in February, *but they take office in May.*



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E-Mail: Richard.Yurko@steptoe-johnson.com

January 29, 2015

Dear Key Club President and Faculty Advisor:

**PLEASE SHARE THIS WITH YOUR SENIOR KEY CLUB
MEMBERS PLANNING TO ATTEND WEST VIRGINIA
UNIVERSITY IN THE FALL OF 2015**

The West Virginia Key Club District is proud to offer a scholarship to a graduating Key Club member planning to attend West Virginia University this Fall. The "Thomas W. Bennett" Scholarship is named after a Key Club Governor from Morgantown High School who was killed in Vietnam while serving with the United States Army. He was awarded the Congressional Medal of Honor.

The amount of the scholarship is \$1,000.00. West Virginia University will deposit that amount in the student's account in August, 2015. The recipient will be announced during a reception banquet and the Key Club District Convention.

Please use the enclosed application form. Make certain it is mailed by March 12, 2015.

Thank you.

Very truly yours,



Richard M. Yurko, Jr.
Administrator
West Virginia Key Club

a Kiwanis-family member
keyclub.org



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THOMAS W. BENNETT SCHOLARSHIP APPLICATION

This scholarship is for a senior Key Club member planning to attend West Virginia University.

Please complete and mail by March 12, 2015 to:

**Mr. Richard Yurko
400 White Oaks Boulevard
Bridgeport, WV 26330**

Name _____ Key Club Member Number _____
first middle last

Social Security Number _____

Birth Date (mo/day/year) _____ Gender: ☐ Female ☐ Male

Permanent Address _____
street address

city _____ state/province _____ postal code _____ nation _____

Home Phone with Area Code _____ / _____ E-mail Address _____

Class Rank _____ Class Size _____ Grade-point Average/Scale _____

SAT Scores: Verbal _____ Math _____ Combined _____ ACT Score _____

Parents' Names _____

High School _____ Did you attend Fall Rally 2014 _____ yes _____ no

Key Club Faculty Advisor Name _____ Will you attend District Convention 2015 _____ yes _____ no

Advisor Phone with Area Code _____ / _____ E-mail Address _____

****SERVICE HOURS REQUIREMENT****

As separate Exhibit 4, list all Key Club community service projects and activities you have completed. The projects should be organized by year, the activity and the number of community service hours you have completed. You must also have this exhibit signed by your Key Club Faculty Advisor to verify that you have participated in these activities. Key Club defines Service Hours in the following manner:

- a. A service project is a voluntary act by one or more members of a Key Club for the sole benefit of an individual or group of individuals who possess a basic need for said services. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser to be considered a service project.
- b. Preparation and travel time for service projects are considered service hours, not administrative hours.

a Kiwanis-family member
keyclub.org

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UNIVERSITY INFORMATION

☐ I have applied, been accepted, and will be attending West Virginia University.

HOMETOWN NEWSPAPER ADDRESS

Name of Hometown Newspaper _____

Address: _____
campus address

city state/province postal cards nation

SIGNATURES

Applicant _____ Printed Name _____

Key Club Faculty Advisor _____ Printed Name _____

Applicant's Parent _____ Printed Name _____

- Exhibit 1.** Key Club Activities - list in chronological order, with dates, the elected positions you have held within Key Club on the club, District or International level. Also list any District/International conventions, training conferences, or leadership events you have attended.
- Exhibit 2.** High School Organizations and Activities - list in chronological order, with dates, any organizations or activities to which you have contributed or participated.
- Exhibit 3.** Religious and Community Activities - list in chronological order, with dates, any religious and community activities (including community service work) to which you have contributed or participated.
- Exhibit 4.** Key Club Service Hours - list by year, the activity and the number of community service hours you have completed. You must also have this exhibit signed by your Key Club Faculty Advisor to verify that you have participated in those activities. Please total the hours (must total 100 Key Club service hours).
- Exhibit 5.** Honors, Awards, and Special Recognition - list in chronological order, with dates, any honors, awards, and/or special recognition that you have received during your high school career.
- Exhibit 6.** Attach a 500-word essay describing a Key Club service project that you have participated in that has had the greatest impact on you.
- Exhibit 7.** Attach two recommendation letters that describe your leadership ability: one from a Kiwanis club member or the Key Club faculty advisor, and one from a community or religious leader. The reference letters must be no more than two pages in length, and they must be original letters that are dated and signed by your references.
- Exhibit 8.** Attach a certified copy of your official high school transcript showing your **calculated grade point average** with an explanation of the grading process utilized at the school. If a calculated grade point average is not supplied, the application will not be accepted.



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January 29, 2015

Dear Key Club President and Faculty Advisor:

PLEASE SHARE THIS INFORMATION WITH SENIORS

This year, we will offer one scholarship to a graduating Key Club senior. The scholarship is for \$1,000.00. There are no restrictions as to college or university the applicant wishes to attend.

The recipient of the \$1,000.00 scholarships will be announced during a recognition banquet at the Key Club District convention. Please mail the completed form by March 12, 2015 to:

Mr. Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

Thank you.

Very truly yours,

Richard M. Yurko, Jr.
Administrator
West Virginia Key Club

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DISTRICT SCHOLARSHIP APPLICATION \$1,000.00 Scholarship

RETURN BY MARCH 12, 2015 TO:

Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

Name _____ Key Club Member Number _____
first middle last

Social Security Number _____

Birth Date (mo/day/year) _____ Gender: ☐ Female ☐ Male

Permanent Address _____
street address

city _____ state/province _____ postal code _____ nation _____

Home Phone with Area Code _____ / _____ E-mail Address _____

Class Rank _____ Class Size _____ Grade-point Average/Scale _____

SAT Scores: Verbal _____ Math _____ Combined _____ ACT Score _____

Parents' Names _____

High School _____ Did you attend Fall Rally 2014 _____ yes _____ no

Key Club Faculty Advisor Name _____ Will you attend District Convention 2015 _____ yes _____ no

Advisor Phone with Area Code _____ / _____ E-mail Address _____

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- b. Preparation and travel time for service projects are considered service hours, not administrative hours.

a Kiwanis-family member

keyclub.org

4842054

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UNIVERSITY INFORMATION

- ☐ I have not finalized my decision as to which school I will be attending in the fall.
☐ I have applied, been accepted, and will be attending the following school:
(The scholarship check will be mailed directly to the school's Financial Aid or Scholarship Office.
Please secure the address of this office.)

University Name: _____

To which office the check should be mailed: _____

Address: _____

campus address

city state/province postal code nation

Phone with Area Code ____/____ E-mail _____

HOMETOWN NEWSPAPER ADDRESS

Name of Hometown Newspaper _____

Address: _____

campus address

city state/province postal code nation

SIGNATURES

Applicant _____ Printed Name _____

Key Club Faculty Advisor _____ Printed Name _____

Applicant's Parent _____ Printed Name _____

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- Exhibit 7.** Attach two recommendation letters that describe your leadership ability: one from a Kiwanis club member or the Key Club faculty advisor, and one from a community or religious leader. The reference letters must be no more than two pages in length, and they must be original letters that are dated and signed by your references.
- Exhibit 8.** Attach a certified copy of your official high school transcript showing your calculated grade point average with an explanation of the grading process utilized at the school. If a calculated grade point average is not supplied, the application will not be accepted.



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DISTRICT OFFICER ELECTIONS

******PLEASE SHARE THIS WITH INTERESTED STUDENTS******

The Key Club District Board is composed of a Governor, Secretary-Treasurer, Editor, and Lieutenant Governors elected from various areas of West Virginia.

Lieutenant Governors are a link between the district level and the local clubs.

In West Virginia, we elect our District Officers during the annual Key Club District Convention. They are installed on Sunday morning. Shortly after the convention, the entire Key Club District Board is trained extensively in the responsibilities of office.

There can be only 1 candidate for Governor, Secretary-Treasurer or Lieutenant Governor from each club. If there is more than 1 candidate from a club, the local club must determine by a vote which candidate will represent the club.

Governor, Secretary-Treasurer and Lieutenant Governor candidates should be prepared for the election by having a brief and prepared speech. The speech should include their background, experience, why they are seeking the office, what they hope to accomplish, etc.

PLEASE REMIND ALL CANDIDATES FOR DISTRICT OFFICE THAT, IF ELECTED, THEY MUST ATTEND THE APRIL TRAINER AND THE KEY CLUB INTERNATIONAL CONVENTION DURING THE SUMMER. EACH ELECTED OFFICER WILL BE EXPECTED TO SIGN A CONSENT AND ASSURANCE AGREEMENT, COPIES OF WHICH ARE ENCLOSED.

Serving on the Key Club District Board is a wonderful experience.

I encourage you to actively encourage qualified young people from your club to seek a District Office during the convention.

Thank you for your assistance.

Candidates for office may submit candidacy papers when they register at the convention. Candidacy papers submitted during the convention must be complete with required signatures.

a Kiwanis-family member
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E-Mail: Richard.Yurko@steptoe-johnson.com

CONSENT AND ASSURANCE **AGREEMENT**

District Governor

Having been informed of the duties and responsibilities of the office of Governor of the West Virginia Key Club District, I agree to the following conditions of office, realizing that failure to perform these conditions may cause me to be removed from office.

I agree to the following:

- 1. Preside over all Board Meetings, over the Key Club District Convention and other official board functions.**
- 2. Prepare an agenda for every meeting of the board, subject to the approval of the District Administrator.**
- 3. Carry on extensive communication with the Key Club District Board through newsletters, personal written correspondence, memos, phone calls, and email.**
- 4. Oversee the duties and responsibilities of the members of the District Board, and shall see that members carry out their duties.**

a Kiwanis-family member
keyclub.org

- 5. Attend the Key Club District Convention, the International Convention, the Fall Rally, all board meetings, the Governors and Administrative Training Conference, the Indianapolis Conference after International Convention, the Kiwanis Family Conference, division trainer, and all home division meetings.**
- 6. Publish a monthly newsletter to the West Virginia Key Club District Board, the Kiwanis Key Club Committee and the Kiwanis Governor.**
- 7. Publish a Governor's Newsletter to each Key Club President and Faculty Advisor 5 times during the year, with copies to the Kiwanis Key Club Committee and the Kiwanis Governor.**
- 8. Mail a Governor's newsletter to the Kiwanis Clubs of the West Virginia District on a quarterly basis. Copies are to be mailed to the Kiwanis District Board, the Key Club District Board, and to the Kiwanis Key Club Committee.**
- 9. Correspond by mail on at least a monthly basis with the International board member assigned to the West Virginia District.**
- 10. Correspond on a monthly basis with the West Virginia District Circle K Governor.**
- 11. Assist members of the board with their responsibilities.**
- 12. Attend the Kiwanis District Convention and the Kiwanis Mid Year Conference.**
- 13. Carry on extensive correspondence with the Kiwanis Governor, other Key Club Governors, and the International office.**
- 14. Make new Key Club building a priority.**
- 15. Make membership growth a priority.**
- 16. Answer all correspondence in a timely manner.**
- 17. Appoint Key Club Board Chairs in accordance with Key Club International and West Virginia Key Club District policy.**

18. Issue "Committee Directives" in a timely manner.
19. Abide by all of the guidelines contained in the Key Club Code of Conduct.
20. Abide by the West Virginia Key Club District Dress Code and the appearance code for West Virginia Key Club District Board Members.
21. Perform a minimum of 50 hours of school and community service, and have the performance of service hours verified, realizing that failure to do this will result in not being able to attend the Key Club District Convention as a board member.
22. Personally sell a minimum of \$300.00 in convention advertisements for the Key Club Convention Program.
23. Abide by the West Virginia Key Club District Board Policy regarding dating, that is, board members are not allowed to date other board members during their term of office.
24. Have a written report of activities prepared for each meeting of the Key Club District Board.
25. Have home club timely pay dues.
26. Have home club attend Fall Rally and District Convention.

Signature of District Governor

Signature of Witness

Date



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E-Mail: Richard.Yurko@steptoe-johnson.com

CONSENT AND ASSURANCE **AGREEMENT**

District Secretary-Treasurer

Having been informed of the duties and responsibilities of the office of Secretary-Treasurer of the West Virginia Key Club District, I agree to the following conditions of office, realizing that failure to perform these conditions may cause me to be removed from office.

I agree to the following:

- 1. Keep all records of the West Virginia Key Club District pertaining to the history of the West Virginia District, the District Convention, Board meetings, and other official board functions.**
- 2. Maintain the records of the District in order, up-to-date, and in good condition. Make such records ready and available for inspection by the Key Club Governor and the District Administrator.**
- 3. Work closely with the Key Club District Governor, Editor, Governor's Administrative Assistant, and the Key Club District Board Committees in areas of dues collection, the district bulletin, club reporting, and on all publications of the West Virginia District.**
- 4. Keep all minutes of the Key Club District Board of Trustees meetings and publish these to the Key Club District Board, the Kiwanis Key Club Committee, the Kiwanis Governor, Key Club International, and specified others within 15 days after each board meeting or other official board function.**

a Kiwanis-family member
keyclub.org

5. **Publish a directory by October 15 containing the following information:**
 - a. **Listing of all clubs**
 - b. **Listing of all club officers, addresses, phone numbers and email addresses**
 - c. **The current Key Club District Board**
 - d. **The Key Club International Board**
 - e. **The Kiwanis Key Club Committee**
 - f. **The Kiwanis District Board**
 - g. **The Circle K District Board**
 - h. **The inclusion of other information as directed by the Key Club District Board**
6. **Attend the Key Club District Convention, the International Convention, the Fall Rally, all board meetings, home division trainer, and all home division meetings.**
7. **Publish a monthly newsletter to the West Virginia Key Club District Board, the Kiwanis Key Club Committee, the Kiwanis District Secretary, and the Kiwanis District Treasurer.**
8. **Publish a Secretary-Treasurer newsletter to each Key Club Secretary, Treasurer and Faculty Advisor 5 times a year, with copies to the Key Club District Board, Kiwanis Key Club Committee, and the Kiwanis Director Secretary.**
9. **Devise a system of club reporting.**
10. **Answer all correspondence in a timely manner.**
11. **Abide by all of the guidelines contained in the Key Club Code of Conduct.**
12. **Abide by the West Virginia Key Club District Dress Code and the appearance code for West Virginia Key Club District Board members.**
13. **Perform a minimum of 50 hours of school and community service, and have the performance of service hours verified, realizing that failure to do this will result in not being able to attend the Key Club District Convention as a board member.**

14. **Personally sell a minimum of \$300.00 in convention advertisements for the Key Club Convention Program.**
15. **Serve on District Committees as appointed by the Governor.**
16. **Abide by the West Virginia Key Club District Board Policy regarding dating, that is, board members are not allowed to date other board members during their term of office.**
17. **Have a written report of activities prepared for each meeting of the Key Club District Board.**
18. **Have home club timely pay dues.**
19. **Have home club attend Fall Rally and District Convention.**
20. **Upon notification from the District Administrator that the Key Club has paid dues, send an appropriate acknowledgement letter.**
21. **Assist in the building of new Key Clubs, the strengthening of existing clubs, and the reactivation of suspended clubs.**
22. **Accept other assignments from the Key Club District Governor.**
23. **Assist other members of the board in the carrying out of their responsibilities.**
24. **By the assigned dates send out the appropriate delinquent notices to the appropriate people.**

Signature of District Secretary-Treasurer

Signature of Witness

Date



West Virginia District

KEY CLUB

Richard M. Yurko, Jr., Administrator
400 White Oaks Boulevard, Bridgeport, WV 26330
Phone: (304) 933-8103 Fax: (304) 933-8732
E-Mail: Richard.Yurko@steptoe-johnson.com

CONSENT AND ASSURANCE **AGREEMENT**

Key Club Lieutenant Governor

Having been informed of the duties and responsibilities of the office of Lieutenant Governor of the West Virginia Key Club District, I agree to the following conditions of office, realizing that failure to perform these conditions may cause me to be removed from office.

I agree to the following:

- 1. Attend the Key Club International Convention after election.**
- 2. Attend the Key Club District Convention at the conclusion of my term.**
- 3. Attend all meetings of the Key Club District Board, including the Fall Rally.**
- 4. Assist the Key Club District Secretary by turning in all local Key Club directory information.**
- 5. File monthly reports, as detailed during the District Board Trainer.**
- 6. Visit each local club in my division.**
- 7. Correspond with each President in my division at least on a monthly basis.**

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- 8. Form a Presidents' Council and hold meetings on a regular basis.**
- 9. Organize and conduct a Divisional Trainer.**
- 10. Serve on such committees as appointed by the Governor.**
- 11. Correspond with Kiwanis Clubs sponsoring Key Clubs within the division, and keep them posted regarding any important news.**
- 12. Assist in the organization of new Key Clubs wherever possible, and assist in the reactivation of delinquent Key Clubs, and try to reorganize Key Clubs whose charters have been revoked.**
- 13. Publish a newsletter each month to the Key Club District Board, the Kiwanis Key Club Committee, the Kiwanis Governor, and the Kiwanis Lieutenant Governor counterpart.**
- 14. Work closely with the Kiwanis Key Club Committee member assigned to my division, and my Kiwanis Lieutenant Governor.**
- 15. Meet regularly with the member of the Kiwanis Key Club Committee assigned to my division.**
- 16. Publish a divisional directory for my clubs.**
- 17. Notify my clubs at least 7 days in advance of all division functions such as division meetings, presidents' council meetings, trainers, etc.**
- 18. In cooperation with the clubs of my division, establish a division project.**
- 19. Complete all of my assigned committee work on the approved date.**
- 20. Assist the Key Club Governor in reaching his/her goals for the district.**
- 21. Assist the Key Club Treasurer in the collection of dues, and assist the Bulletin Editor in the publication of a district bulletin.**
- 22. Answer all correspondence in a timely manner.**

23. Abide by all of the guidelines contained in the Key Club Code of Conduct.
24. Abide by the West Virginia Key Club District Dress Code and the appearance code for West Virginia Key Club District Board Members.
25. Perform a minimum of 50 hours of school and community service through my Key Club, and have the performance of service hours verified, realizing that failure to do this will result in not being able to attend the Key Club District Convention as a board member.
26. Personally sell a minimum of \$300.00 in convention advertisements for the Key Club Convention Program.
27. Abide by the West Virginia Key Club District Board Policy regarding dating, that is, board members are not allowed to date other board members during their term of office.
28. Have a written report of activities prepared for each meeting of the Key Club District Board.
29. Have home club timely pay dues.
30. Have home club attend Fall Rally and District Convention.

Signature of Lt. Governor

Signature of Witness

Date



West Virginia District

KEY CLUB

Richard M. Yurko, Jr., Administrator
400 White Oaks Boulevard, Bridgeport, WV 26330
Phone: (304) 933-8103 Fax: (304) 933-8732
E-Mail: Richard.Yurko@steptoe-johnson.com

BIOGRAPHICAL DATA **Candidates For Office**

Name: _____

Home address: _____
(Street Address or P.O. Box)

(City, State, Zip)

Home phone: _____ Cell phone: _____

Email address (PLEASE PRINT): _____

Name of Key Club: _____

Name of Key Club Office you are seeking: _____

What class are you in now? _____

Date of birth: _____

List of any offices you have held in Key Club: _____

List of any honors you have received: _____

List other extracurricular activities: _____

Particular interests: (please list any skills you have, interests, etc.) _____

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West Virginia District

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January 29, 2015

MEMO TO: **Key Club Presidents
Key Club District Board
Kiwanis Key Club Committee**

FROM: **Richard M. Yurko, Jr., Administrator**

SUBJECT: **Charles E. McCallister Award**

Please review the attached information. This is a wonderful way to honor someone who has made outstanding contributions to the Key Club program in West Virginia.

The recipient can be an organization or an individual such as a Key Club Advisor, Kiwanis Advisor to Key Club – anyone who has gone above and beyond the call of duty in service to youth in general and/or Key Club in particular.

In submitting a nomination, it is recommended that the person not be informed.

All nominations must be submitted by March 12, 2015.

Send all nominations to:

**Richard M. Yurko, Jr., Administrator
West Virginia Key Club District
400 White Oaks Boulevard
Bridgeport, WV 26330**

a Kiwanis-family member
keyclub.org

CHARLES E. McCALLISTER AWARD

The “Charles E. McCallister Award” is the highest recognition award presented by the West Virginia Key Club District. The recipient shall be 1) an individual who has made a life-long positive impact upon youth in general and Key Club in particular, or 2) an organization that should be so honored for a long-term support of youth and the Key Club program in West Virginia. The award will be presented during the West Virginia Key Club Convention.

Nominations of the award shall be made from individual Key Clubs, or the Key Club District Board, and shall be according to the following criteria:

- A. All nominations must be in notebook or portfolio form.
- B. All nominations must contain the following:
 - 1. **Letter of Nomination**: This letter should be written by an individual or committee of individuals, and should provide a nomination statement, basic overview of the candidate, and the reason for the nomination.
 - 2. **Biographical Information**: This information should include schools/colleges attended, community involvements, occupation/businesses, interests, Kiwanis family and other youth service affiliations, and other pertinent biographical information.
 - 3. **Letters of Recommendation**: A minimum of 10 and a maximum of 15 letters may be submitted. The letters may be divided into any category desired.
 - 4. **Letter of Summation**: This letter should be written by the individual Key Club member or Key Club committee who made the nomination. It should summarize the letters of recommendation and the applicant’s personal history. It should also include reasons why the nominee is deserving of highest honor.
- C. No more than two awards shall be awarded in any year.
- D. The selection of the recipient will be made solely upon the presentation received, rather than the Key Club District Board’s knowledge of the nominee.

Important Dates

1. Convention Program Ads – March 2, 2015
2. Convention Registration – February 20, 2015
3. Officer Information – March 12, 2015
4. Scholarship Applications – March 12, 2015
5. McCallister Award – March 12, 2015
6. Distinguished Officer Awards – March 5, 2015

Appointed District Board Position Application

Name: _____ School: _____

Check one (1):

- | | |
|---|---|
| <input type="checkbox"/> Bulletin Editor | <input type="checkbox"/> Kiwanis Family Relations Chair |
| <input type="checkbox"/> Communication Chair | <input type="checkbox"/> Presidents' Liaison |
| <input type="checkbox"/> Convention Chair | <input type="checkbox"/> Special Activities Director |
| <input type="checkbox"/> District Project Chair | |

Why are you seeking a position on the District Board of Trustees?

What makes you qualified for this selected position?

What is your past experience as a Key Club officer/member?

How long have you been in Key Club? Why did you join?

What is your accessibility to internet/email?

What responsibilities other than Key Club do you have? (i.e. jobs, clubs, sports)

What is something unique that you will bring to the District Board of Trustees?

If appointed, will you make attendance at ALL District Board Meetings, the West Virginia Fall Rally, and the District convention a high priority? _____

If you are selected for this position, what would your goals for the year be?

What additional information should we know about you when selecting this position?

Your contact information:

Name: _____ Phone Number: _____

Email address: _____

Please confine your answers to the space provided on this application.

Please email or mail this to the District Governor and District Administrator by March 1st.

Governor:
Mallary Rinker
124 Ashford Drive
Bridgeport, WV 26330
wvkcgovernor@gmail.com

Administrator:
Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330
richard.yurko@steptoe-johnson.com

Get More Involved in the WV Key Club!



"Like" The West Virginia Key Club
District Facebook Page!



Follow the @wvkeyclub on Twitter!



Watch videos from YouTube for
upcoming events in the WV District!



Visit the WV District official Webpage
www.wvkeyclub.com!