



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 *rmj*
Date: February 10, 2014
Re: Pre-convention mailing

Ladies and Gentlemen:

The District Convention is March 28 – March 30, 2014. 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 March 10, 2014.

One of the ways we try to keep our convention costs down is to sell advertisements for the convention programs. I ask that you 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 7, 2014 so that I can have the programs printed in a timely manner.

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.

a Kiwanis-family member
keyclub.org

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 key note address. Our Key Note speaker is Michael Ammar, award winning magician. 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. Call to Convention
2. Convention Invitation
3. Convention Flyers
4. Program Ads for Key Club Convention Program
5. District Convention Cost Sheet
6. Memo relating to officer elections and officer information form
7. Memo and application for Thomas Bennett Scholarship at West Virginia University
8. Memo and application for District Scholarship
9. Memo relating to District Officer Elections, Consent Agreements, and Biographical Data
10. Memo relating to the Charles E. McCallister Award
11. Board position applications

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

Additionally, I am enclosing copies of newsletters, pamphlets, manuals, and most of our recent issue of the Key Connection. I hope you will find these materials informative and useful.

I hope to see everyone at Convention.

Important Dates

1. Convention Program Ads - March 7, 2014
2. Convention Registration - March 10, 2014
3. Officer Information - March 22, 2014
4. Scholarship Applications - March 10, 2014
5. McCallister Award - March 10, 2014

Call to Convention

West Virginia Key Club District

Kahlen Browning, Governor
West Virginia Key Club District
P.O. Box 369
Bolt, WV 25817
Email: wykcgovernor@gmail.com
www.wvkeyclub.com

Dear Key Club Advisor and President,

Once again the time has arrived for our annual West Virginia Key Club District Convention! As usual our conference will be in Charleston, West Virginia at the always amazing Marriott Town Centre. The 68th Annual District Convention will begin Friday, March 28th and conclude Sunday, March 30th.

The District Board is anxiously awaiting the date so that Key Clubbers from around the state can partake with us in the wonderful event. Our magical theme, "Spellbound By Service" , will show you just how magical service can be! We will accomplish fantastic things at District Convention, things just too amazing to believe! In addition to all the fun to be had and friends to be made, we will accomplish service for the community through our service project, stuffing trams dolls for the children's hospital . Our charity walk will benefit an outstanding project, The Eliminate Project, and this is only one of the opportunities we will offer attendants to donate to a worthy cause.

We will all be amazed by the magical powers of the Amazing Michael Ammar. Our district will also host numerous Kiwanis Family guests throughout the weekend. We will be thrilled to have our just as magical, Key Club International International Trustee Alberto Berrizbeitia, the Circle K District Governor, and Kiwanis District Governor Sherry Charles. These speakers are renowned in the Kiwanis Family and are passionate about Key Club.

This convention will be a celebration of the hard work and dedication of all Key Clubbers in West Virginia! I hope to see all of you there throughout the weekend as we make memories! If you should have any questions, please talk to me, Administrator Richard M. "Dink" Yurko, or your local Lieutenant Governor.

Yours in Friendship and Key Club Service,

Kahlen Browning

Kahlen Browning,
West Virginia Key Club Governor

KEY CLUB®

Amanda Assaley, Convention Promotion Chair
West Virginia Key Club District
117 Private Drive 255
Chesapeake, OH 45619
Phone: (304) 634-5125
Email: wykccconpromo@gmail.com
www.wvkeyclub.com

January 22, 2014

Dear Key Club Advisor and President,

My name is Amanda Assaley, and I am the 2013-2014 Convention Promotion Chair of the West Virginia District Board. This letter of invitation asks for your attendance at the upcoming and annual District Convention which will take place in Charleston, West Virginia, at the Town Center Marriott, March 28-30, 2014.

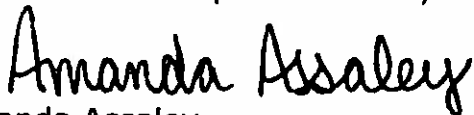
District Convention is held each spring to honor our successful Key Club year, retire the current District Board, elect a new District Board, train new officers, and prepare for the year of Key Club and service ahead. This year's District Convention will feature the world renown magician Michael Ammar, fun and educational workshops, a district dance, a meet and greet, service projects, an Eliminate Project charity walk, and so much more!

Our theme for District Convention this year is 'Spellbound by Service'. The magic themed weekend will illustrate how we are all enamored with serving others. Also, throughout the event you can partake in a magical quest scavenger hunt and have many opportunities to win fun prizes.

Other special guests attending the weekend include our Key Club International Trustee Alberto Berrizbeitia, Kiwanis Governor Sherry Charles, Immediate Past Kiwanis Governor Connie Baker, and Kiwanis International Trustee Kevin Dean.

The 2013-2014 District Board has been working hard all year to make this the best convention yet! We hope you can come join us in celebration on March 28-30, in Charleston, WV, at the Town Center Marriott!

Yours in friendship and service,



Amanda Assaley
2013-2014 Convention Promotion Chair
WV Key Club District



Kiwanis
Serving Leadership Programs

www.keyclub.org

Developing competent, capable, and caring leaders since 1925.

2014 WV Key Club

District Convention

Spellbound by Service

District Convention (DCON) is a great opportunity for Key Clubbers to make friends, reflect on their year of great service, build leadership, and plan for the year ahead.

District Convention will take place on the weekend of March 28-30th, 2014 at the Charleston Town Center Marriott in Charleston, WV.

What's happening at DCON?

- ★Both clubs and individuals can win awards for their hard work in Key Club
- ★There will be a service fair for clubs to display their best service project(s)
- ★There will be a service project for everyone to participate in.
- ★The new District Board will be elected and installed as the old District Board is retired
- ★A magic show from the world renown magician Michael Ammar
- ★A themed dance
- ★A charity walk for the Eliminate Project
- ★Fun yet educational workshops
- ★And so much more!

The weekend will be something every Key Clubber in attendance will have great, life-long memories of! See your faculty advisor for registration information and to sign-up for contests and awards.

Be sure to RSVP to the Facebook event and follow @wvkcdcon on twitter for all updates and announcements. Then, share it with your friends because the only thing that can make DCON even better is if your friends are there with you!

This DCON,
Bring a poster
displaying
a service project
from this year
that you are
proud of to the

SERVICE FAIR

March 29th

2-5:00pm

during the
service project



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

February 10, 2014

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 7, 2014**. 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 7, 2014.
Send your Ad copy and check to

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



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

DISTRICT CONVENTION **2014**

The cost of the 2014 West Virginia Key Club District Convention is as follows:

Single Room:	\$295.00
Double Room, per person:	\$270.00
Triple Room, per person:	\$240.00
Quad Room, per person:	\$195.00

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

a Kiwanis-family member
keyclub.org

Developing competent, capable, and caring leaders since 1925.



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

February 10, 2014

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 22, 2014, 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

a Kiwanis-family member
keyclub.org

Developing competent, capable, and caring leaders since 1925.

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.*



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

February 10, 2014

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 2014**

The West Virginia Key Club District is proud to offer one 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 varies each year, ranging from \$500.00 to \$1,000.00. The recipient is notified by the West Virginia University Foundation as to the amount.

Please use the enclosed application form. Make certain it is mailed by the requested date.

Thank you.

Very truly yours,

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

a Kiwanis-family member
keyclub.org



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

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 10, 2014 to:

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

Name _____ first _____ middle _____ last _____ Key Club Member Number _____

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 2013 _____ yes _____ no

Key Club Faculty Advisor Name _____ Will you attend District Convention 2014 _____ 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

Developing competent, capable, and caring leaders since 1925.

UNIVERSITY INFORMATION

- ☐ **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: West Virginia University

To which office the check should be mailed:

Address: _____
campus address

city state/province postal cards nation

Phone with Area Code ____ / ____ E-Mail _____

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.



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

February 10, 2014

Dear Key Club President and Faculty Advisor:

PLEASE SHARE THIS INFORMATION WITH SENIORS

This year, we will offer one, and maybe two scholarships to graduating Key Club seniors. Each scholarship is for \$1,000.00. There are no restrictions as to college or university the applicant wishes to attend.

The recipients 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 10, 2014 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

a Kiwanis-family member
keyclub.org

Developing competent, capable, and caring leaders since 1925.



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

DISTRICT SCHOLARSHIP APPLICATION \$1,000.00 Scholarship

RETURN BY MARCH 10, 2014 TO:

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

Name _____ first _____ middle _____ last _____ Key Club Member Number _____

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 2013 _____ yes _____ no

Key Club Faculty Advisor Name _____ Will you attend District Convention 2014 _____ 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

4842054

Developing competent, capable, and caring leaders since 1925.



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 _____

- 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.



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

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
keyclub.org

Developing competent, capable, and caring leaders since 1925.



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**

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, and shall mail a tentative agenda to the Key Club Board at least 1 week prior to all board meetings.
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 Governors' Retreat In The South, 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



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@stephoe-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.

a Kiwanis-family member
keyclub.org

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@step toe-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.) _____

a Kiwanis-family member
keyclub.org



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

February 10, 2014

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 10, 2014.

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.

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' Liason |
| <input type="checkbox"/> Bulletin Editor | <input type="checkbox"/> Special Activities Director |
| <input type="checkbox"/> Communication 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:
Kahlen Browning
P.O. Box 369
Bolt, WV 25817
kahlenbrowning@yahoo.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!