

NEW JERSEY DISTRICT KEY CLUB INTERNATIONAL



Sam Levisay
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CARING - OUR WAY OF LIFE

To: Fall Rally Registration Committee
From: Sam Levisay, New Jersey District Governor
RE: Committee Directives

<u>Chairs:</u>	District Treasurer	Dan McCormack
<u>Members:</u>	Lieutenant Governor Division 5	Becca Lordon
	Lieutenant Governor Division 21	Harsh Patel
	Lieutenant Governor Division 9	Tara Engelken
	Lieutenant Governor Division 19	Bobbie Boettinger
	Lieutenant Governor Division 12	Devin Sun
	Lieutenant Governor Division 6	Jeffrey Maziarz
	Lieutenant Governor Division 8	Rebecca Austin

1. Review the 2013/2014 Fall Rally Registration Committee Final Report.
2. Talk with previous District Board members and committee to discuss the clarity of last year's registration packet.
3. Develop a Fall Rally Registration Packet to be distributed to Clubs in the August Mailing. This should be completed **by the August Board Meeting** and should include the following:
 - a. Letter to Club Advisors and Presidents
 - b. Tentative Agenda (from the Fall Rally Program Committee)
 - c. Contact Form
 - d. Registration Form
 - e. Late Registration Form
4. Produce attendance goals for each Division and the District as a whole. Post this information on the District Website and distribute to Lieutenant Governors by the August Board Meeting. The NJ District Board of Trustees at the May Board Meeting must approve the District Goal.
5. Set registration deadline for Fall Rally.
6. Discuss reasons why attendance is low and how to gain more people. (We must reach 3,000 again!)
7. Develop a budget for Fall Rally by discussing the fees and necessary money for scholarships with District Administrator Ms. Kaitlin McCann and Key Club Financial Advisor Mr. Peter Mollo.
8. Assign a committee member to write an article with the Fall Rally Program Committee about what Key Clubbers may expect at Fall Rally, its costs, etc. This article should be distributed to Lieutenant Governors to publish in their newsletters.

9. Assign someone to create a flyer by the August Board Meeting.

10. Assign a Committee Member to work with the Fall Rally Program Committee to write an article for the District Website.

CC: District Secretary
District Administrator
International Trustee