

NEW JERSEY DISTRICT KEY CLUB INTERNATIONAL



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CARING - OUR WAY OF LIFE

To: Regional Training Conferences Committee
From: Sam Levisay, New Jersey District Governor
RE: Committee Directives

Co-Chairs: District Secretary **Jacqueline Dragon**
Lieutenant Governor Division 13 **Nathaniel Silberman**

Members: Lieutenant Governor Division 2 **Dianna Torres**
Lieutenant Governor Division 22 **Monica Gallagher**
Lieutenant Governor Division 11 **Farwa Shakeel**
Lieutenant Governor Division 3 **Charmaine Chew**
Lieutenant Governor Division 4 **Tommy Michael**
Lieutenant Governor Division 10 **Brooke Willemstyn**
Lieutenant Governor Division 18 **Ricky Thompson**

1. Review the 2013/2014 Regional Training Conferences Final Report.
2. Find host clubs for Spring Regional Training Conferences.
3. Choose a theme.
4. Work with committee members to make a decorations check list for host clubs' knowledge.
5. Talk with Chairpersons about due dates for work assignments. (Reminder: RTCS are quickly approaching.)
6. Chairperson should double check stable contact has been made with the respective host clubs, sent contracts, and ensured that they understand their duties. Also, she has informed them of the \$100 spending budget for decorations and food, which can be later vouched. (Note: If signed contract has yet to be received, please call the club President and Advisor as soon as possible.)
7. Create appealing workshop names.
8. Draft Tentative Agendas for the Regional Training Conferences.
9. Assign someone to make a flyer for the August mailing.
10. Create a sample letter that host clubs can use to receive food or monetary donations for their respective RTCs.
11. Assign someone to write up an article for lieutenant governor newsletters and send it out immediately. (Note: Article should include the RTC's theme.)

12. Begin looking for September RTC locations and start the contacting process.

13. Write articles about the Regional Training Conferences for the following publications: Lieutenant Governor Newsletters, the *Jersey Key*, and the *KEYping Up* newsletter. These should be kept informative but to the point.

CC: District Secretary
District Administrator
International Trustee