



ELECTIONS AND CAMPAIGNING PACKET 2015-2016

Essential information for Key Clubbers seeking to be elected to
District or International Office



If interested in running for a position other than lieutenant governor, please complete the **Information Request Sheet** on p. 25

ADVISERS AND CLUB PRESIDENTS

Please ensure that this packet is made available to all potential candidates

DIRECT QUESTIONS TO

Charmaine Chew

Elections Chairperson

charmaine.chew.ltg3@gmail.com

(609) 457-7129

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*Indicates form must be SIGNED before running for office

KEY CLUB®

About the District Board

Chairperson's Welcome: **Becoming a District Officer for the New Jersey District of Key Club International**

Hello Potential District Officer Candidate,

Congratulations in wanting to become a District Officer for the New Jersey District of Key Club International! Key Club is a student-led organization in which the District Board oversees all club affairs, organizes District Events such as Fall Rally and District Convention, and form a support system for over 14,000 Key Clubbers in New Jersey. As a District Officer, your job as a leader is to teach others to be leaders. Although the work is intensive, the impact you will make on others is amazing.

There are two categories of District Officers: ***Lieutenant Governors*** and ***District Executives***. Lieutenant Governors are regional liaisons to the District and are elected by the student officers in their respective divisions. Their job is to update individual clubs on District affairs and provide support to struggling clubs. District Executives such as the District Governor, Secretary, Treasurer, and Editor serve the entire state of New Jersey to oversee the Lieutenant Governors and the 144 Key Clubs. Because of the great responsibility of these positions, District Executives are elected into office at by members at District Convention. Generally most students tend to run for Lieutenant Governor first and then move up.

The experience you will receive as a District Officer will really change the way you will think and act as a leader. However, it will be extremely time consuming. There is a lot of work involved, and this position is not for people who already have a lot of stress. You will be expected to attend ALL of the events listed in the **2015-16 District Schedule** and other travel commitments. You must be committed to your work and be willing to do what needs to be done to help your clubs and/or the New Jersey District. The success of your clubs is riding on how well you will lead them, and there have been some student officers that have been forcibly removed from the District Board for not living up to their position. Before considering the position, please consult with your current Lieutenant Governor and your parents to see if this is for you.

Once you are sure you want to run for office, contact your Lieutenant Governor and prepare for your election. **All Lieutenant Governor Elects and District Executive Candidates MUST attend Midwinter Training Conferences on Feb 27th - March 1st, 2015, or you will not be able to run.** Please use this packet as a guide for your elections. Best of luck in your campaign!

CHARMAINE CHEW
Elections Chairperson



KEY CLUB®

About the District Board

Schedule for the 2015-16 New Jersey District Board

Attendance to the following meetings is MANDATORY for all District Board Members unless otherwise noted.

<i>Feb. 27th- Mar. 1st , 2015</i>	<i>Midwinter Training Conference</i>	<i>Ocean Place, Long Branch</i>
March 27-29, 2015	69th Annual District Convention	Ocean Place, Long Branch
April 18-19, 2015	April Board Meeting	Doubletree Hotel, Somerset
April 30-May 3, 2015*	GATC	Atlanta, GA
May 9, 2015 (South)	Regional Training Conference (Spring)	TBA
May 16, 2015 (North)	Regional Training Conference (Spring)	TBA
June 23-30, 2015	International Convention	Indianapolis, Indiana
August 15, 2015	August Board Meeting	TBA
Sept. 12, 2015 (South)	Regional Training Conference (Fall)	TBA
Sept. 13, 2015 (Central)	Regional Training Conference (Fall)	TBA
Sept. 19, 2015 (North)	Regional Training Conference (Fall)	TBA
October 10, 2015	Fall Rally Unofficial Board Meeting	TBA
October 11, 2015	Fall Rally	Great Adventure Jackson, NJ
November 6-8, 2015**	Kiwanis Family Conference	Black Mountain, North Carolina
November 14-15, 2015	November Board Meeting	TBA
December 2015***	Key Leader	Camp Lebanon, Lebanon, NJ
January 16-17, 2016	January Board Meeting	TBA
March 4-6, 2016	Midwinter Training Conference	Ocean Place, Long Branch
April 1-3, 2016	70th Annual District Convention	Ocean Place, Long Branch

All Lieutenant Governor's must attend three (3) RTCs a year. Executive Board Candidates must attend all RTCs.

*GATC (Governors' and Administrators' Training Conference) is for Governors Only.

** Optional, though highly recommended. Registration fee is \$195.00. District pays for airfare

*** Optional, though highly recommended. Cost is \$140.00 to Key Clubbers.

If you are aware of a conflict with a date, talk to your LTG or District Administrator Hutchinson prior to your election. **You must attend Mid-Winter Training Conferences, or you cannot run.** The Executive Board will arrive the evening before most District Board Meetings for the Executive Board Meeting.

By signing, I, _____, a member of the New Jersey District Board, understand that I must attend all required events during my term. I also know that absence from any one event may result in removal from office. With my signature, I confirm that this schedule is a part of the service agreement.

Signature of Board Member: _____ Date: _____

Running for Lieutenant Governor Positions

There are twenty-two Lieutenant Governors on the New Jersey District Board, each of which serve as liaisons between the clubs in their respective divisions and the District. They work to strengthen their division by communicating with individual officers and organizing events that will involve students in service. The position requires a great amount of time and communication skills, but it can be very rewarding if done correctly.

Generally, a Lieutenant Governor is expected to do the following:

- Represent each of the twenty-two divisions in the New Jersey District
- Serve as a liaison between the clubs in his or her division and the District Board
- Be present at Mid-Winter Training Conferences, District and International Convention, all Board Meetings, three (3) Regional Training Conferences, and Fall Rally
- Serve on District committees as needed
- Hold Officers Training Conferences until all officers are trained
- Organize divisional service projects
- Hold Divisional Council Meetings,
- Visit each club in his or her division
- Publish at least ten newsletters for his or her clubs
- File monthly club and board reports
- Be in constant contact with his or her clubs, the executive board, and the Kiwanis Board

Lieutenant Governors are elected into office by the club officers of their respective division. Before running, candidates must REVIEW AND SIGN the **Lieutenant Governor's Service Agreement** and the **District Schedule** listed in this packet. Candidates are expected to attend their *Divisional Elections* (the list of dates and locations is listed in this packet) and *recite a three-minute speech*. The club officers present will also subject each candidate to *five minutes of caucus questions*. The official Lieutenant Governor Elect for the 2015-16 NJ District Board will be voted on by a simple majority of club officers, of which each club will receive two votes.

Once you are elected as the next Lieutenant Governor, you will receive an invitation to Midwinter Training Conferences at Ocean Place Resort in Long Branch, NJ on Feb 27th – March 1st, 2015. This is where you will be officially trained for your position. *The training is free to Lieutenant Governor-Elects.* This is a requirement for all incoming District Board Members, as you will not be permitted to serve on the Board without former training.

If you are interested, contact your Lieutenant Governor. We will be glad to answer any questions and guide you through the elections process. Best of luck on your election!

Lieutenant Governor Service Agreement

The Lieutenant Governor of the New Jersey District of Key Club International agrees upon the following. It is understood that failure to meet any of the criteria of this agreement indicates that the Lieutenant Governor is failing to perform his/her duties, and appropriate action to remove the Lieutenant Governor from office will be undertaken.

The following criteria are mandatory; however, if extenuating circumstances shall arise, the current District Administrator and District Governor will evaluate the situation on a case-by-case basis.

Mandatory Criteria

As Lieutenant Governor, you must:

1. Attend the following:
 - A. Mid-Winter Training Conference before you take office
 - B. District Convention at the beginning and end of your term
 - C. International Convention while in office
 - D. The Lieutenant Governor Forum at International Convention
 - E. All District Board Meetings
 - F. Fall Rally
 - G. Three (3) out of five Regional Training Conferences
2. Attend all five Official District Board meetings and the unofficial board meeting at District Convention. One excused absence is permitted with adequate notification to the Governor and Administrator, but two absences could result in removal from the board. Attendance is defined as presence at 75% of the board meeting.
3. Not hold an elected club office during your term as Lieutenant Governor.
4. Abide by the accepted bylaws of Key Club International while in office.
5. Send out a letter of introduction by the Spring Board Meeting to the New Jersey District Board of Trustees, Kiwanis Committee and the club officers within your division.
6. Publish a minimum of 10 newsletters to club presidents while in office.

7. File monthly report forms with the District Governor, District Secretary, District Administrator, and Zone Administrator by the 20th of each month.
8. Submit a Lieutenant Governor's Board Report at each Official Board Meeting.
9. Hold at least 1 Officers Training Conference before International Convention and others as necessary until 100% are trained.
10. Submit a Divisional Roster to the District Secretary by the Spring Board Meeting and update as needed.
11. Communicate with your District Governor, Zone Administrator, and Club Presidents at least twice a month.
12. Keep in touch with your counterpart on the Kiwanis District Board.
13. Make certain that both District and International dues are paid on time by each of the clubs in your division.
14. Make certain that club monthly report forms are filed by the 10th of each month by the clubs in your division and sent to the Lieutenant Governor, District Secretary, Zone Administrator, and the club's Kiwanis Advisor.
15. Organize at least one divisional project or function.
16. Plan a Governor's Visit if requested.
17. Hold at least 5 Divisional Council Meetings during your term.
18. Attend a general meeting at each one of the clubs in your division during your term.
19. Keep permanent files, which are to be passed on to your successor.
20. Serve on District Committees as appointed by the District Governor.
21. Produce committee correspondence (including report forms) as needed.
22. Attempt to build at least one new Key Club within your division.
23. Work to strengthen weak or inactive clubs.
24. Submit Jersey Key articles by the established deadlines.
25. Hold an election for your successor by February 15, 2016 at a location other than your home school.

26. Each Lt. Governor shall, at the end of their term, prepare a Robert F. Lucas Distinguished Lt. Governor binder. This binder shall meet the criteria that are given out by the current Key Club Governor at the August Board Meeting. The binder is due the Thursday prior to District Convention. This binder will be judged during the course of the weekend and the winners will be announced on Sunday morning.

If the above criteria have been met, the Lieutenant Governor will receive the following:

- First half subsidy to International Convention if the Lieutenant Governor has:
 - ❖ Sent out a letter of introduction
 - ❖ Filed April and May report forms
 - ❖ Published a Divisional Roster and submitted it to the District Secretary
 - ❖ Held an Officers Training Conference
 - ❖ Published at least two newsletters
- Second half subsidy to International Convention if the Lieutenant Governor has:
 - ❖ 100% District and International dues collected by February 1st.
 - ❖ 100% Lieutenant Governor report forms filed (monthly, committee, OTC, DCM, etc.)
 - ❖ Had at least (9) newsletters published
 - ❖ Attended the Regional Training Conference in his/her region
 - ❖ Attended all District Board Meetings
 - ❖ Attended District Fall Rally
 - ❖ Participated in all District Functions.
- Subsidy to all overnight Board Meetings, District Convention, and Fall Rally.
- An expense account per club in the division to cover the costs of travel, phone bills, postage, and materials.

** The amount of subsidy is based upon the annual budget and varies from year to year depending on the location of the event. Additional expenses may be necessary and they are the responsibility of the Lieutenant Governor.

Name	Telephone Number
_____	(_____) _____
Address	

Lieutenant Governor's Signature	Date
_____	_____
Lieutenant Governor's Parent's Signature	Date
_____	_____
Principal's Signature	Date
_____	_____
Faculty Advisor's Signature	Date
_____	_____

All three pages of this Service Agreement (signed), the Board of Trustees Schedule (signed), and the Expense Report must be turned in at the Lieutenant Governor Elections in order for the candidate to run.

Lieutenant Governor Election Dates and Venues

Lieutenant Governors are elected within their divisions by a delegation of divisional club officers.

Division 1 Date: 1/24/15 Snow Date: 2/7/15 Time: 2:00PM	Location: Cape May Clubhouse 1041 Beach Ave, Cape May Contact Person: Angela Becker angelaltg1@gmail.com
Division 2 Date: 1/31/15 Snow Date: 2/7/15 Time: 1:00PM	Location: Atlantic County Library, EHT Branch 1 Swift Ave, Egg Harbor Township Contact Person: Dianna Torres dianna.ltg2@gmail.com
Division 3 Date: 2/3/14 Snow Date: Time: 6:30PM	Location: Millville Senior High School 200 N Wade Blvd, Millville Contact Person: Charmaine Chew charmaine.chew.ltg3@gmail.com
Division 4 Date: 1/22/15 Snow Date: Time: 7:00PM	Location: McCowan Memorial Library 15 Pitman Ave, Pitman Contact Person: Thomas Michael tommichael.ltg.div4@gmail.com
Division 5 Date: 2/2/15 Snow Date: Time: 6:00PM	Location: Burlington County Institute of Technology 695 Woodlane Rd, West Ampton Contact Person: Becca Lordon beccaltg@gmail.com
Division 6 Date: 1/23/15 Snow Date: 1/26/15 Time: 6:30PM	Location: Dan Benson's Office, Hamilton 3691A Nottingham Way, Hamilton Contact Person: Jeff Maziarz jmaziarzltg6@gmail.com
Division 7 Date: Jan. 25, 2015 Snow Date: Feb. 1, 2015 Time: 2:00PM	Location: Stafford Library 129 N Main St. Manahawkin Contact Person: Josie Suddeth jsuddethltgdiv7@gmail.com
Division 8 Date: 1/29/15 Snow Date: 2/5/15 Time: 6:30PM	Location: Jackson Liberty High School 125 N Hope Chapel Rd, Jackson Contact Person: Pearl Polito pearlpolitoltg8@gmail.com
Division 9 Date: 1/20/15 Snow Date: 1/27/15 Time: 7:30PM	Location: Monmouth County Library East Avenue at the Common, Shrewsbury Contact Person: Tara Engelken tengelken.ltg.div9@gmail.com

Division 10 Date: 1/27/15 Snow Date: Time: 4:00PM	Location: 165 Main St., Matawan Contact Person: Brooke Willemstyn ltg.brooke.div.10@gmail.com
Division 11 Date: 1/27/15 Snow Date: 2/3/15 Time: 7:00PM	Location: Westergard Public Library 20 Murray Ave, Piscataway Contact Person: Farwa Shakeel ltg.farwa.shakeel@gmail.com
Division 12 Date: 1/25/15 Snow Date: 2/1/15 Time: 1:15PM	Location: Franklin Library 485 DeMott Ln, Somerset Contact Person: Devin Sun devin.sun.ltg12@gmail.com
Division 13 Date: 1/31/15 Snow Date: 2/7/15 Time: 10:00AM	Location: Hunterdon Central High School, Auditorium 84 Route 31, Flemington Contact Person: Nathaniel Silberman natesilbermanltgdiv13@gmail.com
Division 14 Date: 1/31/15 Snow Date: 2/7/15 Time: 11:00AM	Location: JP Stevens High School 855 Grove Ave, Edison Contact Person: Latifa Ali latifa.ltgdiv14@gmail.com
Division 15 Date: 1/31/15 Snow Date: Time: 2:00PM	Location: Maplewood Library 51 Baker St, Maplewood Contact Person: Darren Khong darren.ltg15@gmail.com
Division 16 Date: 1/16/15 Snow Date: Time: 4:30PM	Location: County Prep High School 525 Montgomery St, Jersey City Contact Person: David Guirgis davidguirgis.ltg16@gmail.com
Division 17 Date: 1/10/15 Snow Date: Time: 2:30PM	Location: Fairview Library 213 Anderson Ave, Fairview Contact Person: Jae Shin ltgjshin@gmail.com
Division 18 Date: 1/15/15 Snow Date: 1/22/15 Time: 6:30PM	Location: Nutley High School, Rm. 116 300 Franklin Ave, Nutley Contact Person: Ricky Thompson ltgricky@gmail.com
Division 19 Date: 1/23/15 Snow Date: 1/30/15 Time: 6:30PM	Location: Livingston High School 30 Robert H Harp Dr, Livingston Contact Person: Bobbie Boettinger ltg19.bobbieboettinger@gmail.com
Division 20 Date: 1/20/15 Snow Date: 1/27/15 Time: 6:00PM	Location: Parsippany Library 449 Hasley Rd, Parsippany Contact Person: Aleena Kazmi aleenakazmi.ltg20@gmail.com
Division 21 Date: 1/20/15 Snow Date: Time: 7:00PM	Location: Denville Library 125 Diamond Spring Rd, Denville Contact Person: Harsh Patel harsh.ltg.div21@gmail.com

Division 22 Date: 1/11/15 Snow Date: 1/18/15 Time: 4:00PM	Location: Sparta Library 22 Woodport Rd, Sparta Twp. Contact Person: Monica Gallagher monicaltg22@gmail.com

*Note: If the election is to be rescheduled, you will be notified at least 24hrs in advance.

**Election Date and Time subject to change. You will be notified of these changes when time comes.

Lieutenant Governor Election Checklist

Make sure you are 100% ready for your election beforehand!

- ☐ Speak with your current Lieutenant Governor to receive insight into the position and ask any questions you may have.
- ☐ Review and Sign the **Lieutenant Governor Service Agreement** with your parents/guardians.
- ☐ Review and Sign the **Schedule for the 2015-2016 NJ District Board of Trustees** with your parents/guardians.
- ☐ Look over the **Elections Procedure for Lieutenant Governor Elections** to get comfortable with the election process.
- ☐ **Prepare a three minute speech. Make sure to prepare an additional 2-minute speech if need be.**
- ☐ Review the **Caucus Questions for LTG Candidates in the New Jersey District of Key Club International**. Be prepared to answer those questions along with others not listed.
- ☐ Prepare any posters/items needed for the election. If needed, fill out the **Expense Report** and submit it at the election.
- ☐ Show up **early** and dress in **business professional attire** at the LTG Election!

Lieutenant Governor Election Tips

BEFORE THE ELECTION:

- Memorize all caucus questions.
- Write and practice a 2-3 minute speech. Make sure that it won't be the first time you'll be reading it when you're up there!
- Fill out and sign the Lieutenant Governor Service Agreement and the Board of Trustees schedule. You will not be able to run if you do not have these papers.
- Make sure that your Lieutenant Governor Service Agreement is signed by your parent, school principal, and faculty adviser.
- Fill out the expense report if needed.

DAY OF THE ELECTION:

- Arrive 5-10 minutes early, with all necessary papers/materials, and in business professional attire.
- The procedure of the election will go as follows:
 - Recite a speech for 3 minutes.
 - Answer caucus questions for 5 minutes.
 - From here, you have 2 minutes to continue your speech, or answer questions
- The votes will then be tabulated.
- In the event of a tie, you will:
 - Recite a 1 minute speech,
 - Answer caucus questions for 1 more minute.

AFTER THE ELECTION:

- If you won, congrats! You are now the official Lieutenant Governor-Elect of your division. You will be expected to attend Midwinter Training Conferences on Feb 27th – March 1st, to be officially trained. During DCON 2015, you will be officially inducted as a member of the New Jersey District Board of Key Club International. Complete all duties as LTG, and work diligently to bring your division to greater heights!
- If you did not win, don't worry! There are plenty of other opportunities to lead in your Key Club, so keep on serving your homes, schools, and communities

Lt. Governor Elections Sample Caucus Questions

During the election, you will be subject to 5 minutes of caucus questions from the audience. Delegates are not limited to these questions, but it is useful to look them over before the election.

General Knowledge Questions

1. Why, where, and under what circumstances was the first Key Club begun?

Kiwanis in Sacramento, California wanted to provide vocational guidance to high school students in May 1925.

2. What is the Key Club motto?

“Caring...our way of life.”

3. What is the Key Club Pledge?

“I pledge, on my honor, to uphold the objects of Key Club International, to build my home, school, and community, to serve my nation and God, and to combat all forces which tend to undermine these institutions.”

4. What are the colors of Key Club International, and what do they symbolize?

Blue—unwavering character, Gold—service, and White—purity

5. When is Key Club Week?

It is the first full week of November.

6. How does one start a new club?

Obtain a charter kit, find a sponsoring Kiwanis club, gain school administration approval, find a faculty advisor, solicit members, and send in paperwork to KCI.

7. How many divisions are there in New Jersey?

There are 22 divisions in New Jersey.

8. Who is the District Administrator? What is the highest position that she has held in Kiwanis Family?

Kaitlin McCann, Circle K International Vice President

9. What organizations make up the K-Family?

Kiwanis, Circle-K, Key Club, Builder’s Club, K-Kids, and Aktion Club.

10. How is the Key Club leadership structured?

International President, International Vice-President, International Trustee, District Governor, District Secretary, District Treasurer, District Editor, Lieutenant Governor, Club President, Club Vice-President, Club Secretary, Club Treasurer, Club Editor, and General Member.

11. What is Fall Rally?

The largest gathering of Key Clubbers in New Jersey at Six Flags Great Adventure

12. Which individuals currently sit on the New Jersey District Executive Board and in what capacity?

Samantha Levisay – District Governor, Jacqueline Dragon – District Secretary, Daniel McCormack – District Treasurer, Patrick Quinn – District Editor

13. What is the official publication of the New Jersey District called?

The Jersey Key

14. What is the 2014-2015 New Jersey District Project?

To raise \$109,325.15 for The Eliminate Project.

15. Sing the New Jersey District Song

(To the tune of “Battle Hymn of the Republic”) “New Jersey is the District where the Key Clubs are the best, New Jersey is the District we’re the best of all the rest, we’ll take ‘em to the caucuses and when the night is done, you’ll know who’s number one! Glory, glory to New Jersey, glory, glory to New Jersey, glory glory to New Jersey, you’ll know who’s number one!

16. Where is the 2015 International Convention?

Indianapolis, Indiana

17. What is our Major Emphasis Focus?

“Children: Their Future, Our Focus.”

19. What is advocacy?

Speaking on behalf of those who cannot speak for themselves.

20. Where is the 2015 New Jersey District Convention going to be held? What is the convention theme?

Ocean Place in Long Branch, NJ. The theme is “Discover the Magic of Service”

21. What is the deadline for dues, and how many paid members must a club have?

December 1; 15 members.

22. Who are the current District Governors of the New Jersey Districts of Kiwanis and Circle-K?

Kiwanis– Mrs. Nancy Hart-Esposito, and Circle-K– Dawn Kreder

23. What are the 4 core values of Key Club?

Leadership, Inclusiveness, Caring, and Character Building.

24. Who is our International Trustee, and what district is he from?

Barry Seng, Pennsylvania District

25. What are the three service partners of Key Club International?

March of Dimes, UNICEF, and Children's Miracle Network

Thought-Based Questions:

1. Why is Key Club important to you?
2. Who is the most important member of Key Club and why?
3. Of what importance is Kiwanis to Key Club?
4. Why should anyone join Key Club?
5. What do you feel will be the most important aspect of your job if elected?
6. What sets you apart from the other candidates?
7. What benefits have you gained from Key Club and what do you expect to gain as Lieutenant Governor?
8. What is most important to you as a person?
9. Do you feel a leader should bow down to public opinion?
10. What is your vision for the future of your division?
11. What past experiences have prepared you to be a Lieutenant Governor?
12. What do you feel are the most important qualities of leaders, and how will you utilize these qualities during your term?
13. Describe your favorite service project and how you contributed.
14. If you could add a core value, what would it be and why?
15. Besides the minimum job requirements for this position, what do you think you can bring to the table that would raise the bar for your successors?
16. What are some of your weaknesses as a leader that you can improve on?
17. Describe one potential divisional service project that you hope to organize if elected.
18. What experience do you have working on a team or on a committee?
19. What is your best leadership characteristic?

KEY CLUB®

Lieutenant Governor Candidates

Lieutenant Governor Campaign Expense Report

In order to keep elections fair, campaigning materials (if any) are limited to a budget of \$25.

For Lieutenant Governor Candidates in the NJ District of Key Club International:

Name: _____ Division: _____

School: _____

Items Used for Campaign	Quantity	Donated/Purchased	Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<u>Total Cost</u>			

Your spending cannot exceed \$25. Please bring this form with you on the day of your election. If you do not buy an item specifically for this election, but still use it, (for example: markers for a poster) you still must approximate the cost of those items and include them in your expense report. Any donated materials must also be indicated long with the estimated cost. Please also be sure to include any receipts for materials purchased.

Running for District Executive Positions

District Executives serve the entire New Jersey District of Key Club. The District Governor, Secretary, Treasurer, Editor, and Webmaster work together to collect all forms and dues, publish District mailings and materials (including *The Jersey Key* and our district website), and generally maintain order in the District. These positions are very work-intensive and require a lot of prior experience before running.

Unlike Lieutenant Governors, District Executive Candidates are voted into office at District Convention by a delegation of student officers (up to two from each school). District Executive Candidates will be subject to several rounds of Caucusing before the official election. Prior to and at District Convention, candidates will be expected to do the following:

- Prepare a campaign, which will include a general flyer, up to five (5) members in a campaign team, up to four (4) large posters, and a campaign slogan.
- Prepare a set of two-minute speeches to be used in Caucusing and the Meet-the-Candidates sessions of District Convention.
- Be prepared to answer Caucus Questions from student officers and a set of Committee Questions at the Meet-the-Candidates session. If you are running for District Governor, also be prepared for a debate-style questioning session with the other candidates.
- Prepare a final statement and an acceptance speech in the event that you are elected.

All district executive candidates MUST attend Midwinter Training Conferences on Feb 27th – March 1st, in order to run. This is where you will be trained for your position and learn how to build a campaign. The cost for Midwinter Training is ***\$50 for District Executive Candidates.***

If you are interested in running please FILL OUT AND SEND the **Information Request Sheet** included in this packet to the listed address by Feb. 15th, 2015. This form will also serve as your reservation Midwinter Training Conferences. Please also include a check for \$50 for Midwinter.

Immediately after your Information Request Sheet has been received, you will be sent an official ***Executive Campaigning Packet*** with more information on caucusing at District Convention. Members of the current District Board will be available to guide you in preparation but will not be permitted to help you in your campaign.

If you are interested in running, please read over the next few position descriptions so you can see what you want to run for. Good luck, and we hope to see you at Midwinter.

District Governor

The District Governor is the highest ranking officer on the District Level. He or she will be responsible for overseeing the entire New Jersey District and the District Board, which will include training other District Officers, appointing committees and new officers as needed, overseeing dues collection and the publication of *The Jersey Key*, and delegating District tasks. It is the most labor-intensive position and requires great organization and leadership. There is a great travel and time commitment to many mandatory training events out of school. Communication skills should be well developed, and most District Governor Candidates often have prior District Experience.

Generally, the District Governor is expected to do the following:

- Preside over the District and each Board Meeting
- Publish ten newsletters to the Board
- Arrange training of all Lieutenant Governors-Elects
- Appoint Board members to committees
- Maintain communication with the District Board, Kiwanis committee, and International Trustee
- Improve K-family relations by attending as many Kiwanis events as possible
- Be present at Midwinter Training Conferences, the Governors' and Administrators' Training Conference, District and International Convention, all Board Meetings, all Regional Training Conferences, and Fall Rally

All District Governor Candidates are expected to attend Midwinter Training Conferences. You will be expected to form a campaign team and be well prepared to answer challenging caucus questions, as District Governors must be well qualified to lead the entire District. At District Convention, you will be subjected to a Governor's Debate with other District Governor Candidates during the Meet-the-Candidates Session. Your campaign should center on why you think you are qualified to lead over 13,000 Key Club members in the state of New Jersey. It is an extremely intensive position that really commands great passion and commitment, but it can be the most rewarding if done correctly.

District Secretary

The District Secretary is typically the most organized and the hardest worker. He or she is expected, not only to organize and keep all District Forms and Files from clubs and Board Members, but also has to publish the District Handbook and the District Newsletter *KEYping Up*. The District Secretary is also in charge of all District Mailings and has to publish official Meeting Minutes for all District Board Meetings. The work is extremely time consuming and requires accurate organization. It is highly recommended that District Secretary Candidates have experience on the club or District level.

Generally, the District Secretary is expected to do the following:

- Produce the District Handbook
- Take minutes for each District and Executive board meeting
- Publish ten newsletters to the District Board, and three to club secretaries.
- Be charge of all District mailings
- Publish KEYping Up
- Submit the District Convention report, including all contest winners, election results, and a report to the International Office
- Receive and record all District communication: Lieutenant Governor monthly reports, club reports, and other related reports,
- Be present at Midwinter Training Conferences, District and International Convention, all Board Meetings, all Regional Training Conferences, and Fall Rally.

All District Secretary Candidates must attend Midwinter Training Conferences in order to run. At District Convention, you are recommended to focus your campaign on how you intend to improve District organization and help other club secretaries with District forms. Keeping accurate files is one of the key components of the job, and it ensures the success of the next District Board. Not everyone can be a District Secretary, but it is very fulfilling for those who can handle it.

District Treasurer

The District Treasurer is not only responsible for collecting club dues, but also must balance the \$70,000 budget that the New Jersey District is awarded based on per-member Dues. He or she has to allocate certain parts of the budget to the various District Events and make sure all other funds and stipends are in order for the District Board. Often the District Treasurer will also serve on the District Project Steering Committee (the official fundraising committee for the District Board) and be responsible for Event Registration for Fall Rally and District Convention. The fiscal responsibilities of the position put a lot of pressure on the District Treasurer, and it is recommended that the candidates have experience in their club and in business or finance.

Generally, the District Treasurer is expected to do the following:

- Work to collect 100% dues from each Key Club in the state,
- Create monthly financial reports
- Publish ten newsletters to the District Board, and three to club treasurers,
- Handle all invoices and vouchers
- Be in constant communication with the board, especially with the Financial Counselor
- Be present at Mid-Winter Training Conferences, District and International Convention, all Board Meetings, all Regional Training Conferences, and Fall Rally

All District Treasurer Candidates must attend Midwinter Training Conferences. At District Convention, you will be expected to show how you plan on using District funds to grow the New Jersey District. The nature of the position puts a lot of pressure on the District Treasurer, and a bad job could spell disaster for years to come. However, it too can be very gratifying.

District Editor

The District Editor serves as the resident public relations expert for the New Jersey District. He or she will be responsible for publishing the District magazine, *The Jersey Key* three times a year. He or she is also expected to serve on the Public Relations Committee and publish official promotional flyers for various events. The work can be very time consuming and requires great artistic skill. Candidates should be skilled in digital editing software such as Publisher, Photoshop, and Illustrator, and should have some experience in publishing, editing, and/or journalism.

Generally, the District Editor is expected to do the following:

- Publish three issues of the Jersey Key, the official publication of the New Jersey District
- Create article logs for each issue
- Assign and collect articles
- Create additional newsletters to publish to the District Board
- Work with the Public Relations Committee to publish promotional materials for the District
- Must be present at Mid-Winter Training Conferences, District and International Convention, all Board Meetings, all Regional Training Conferences, and Fall Rally.

All District Editor Candidates must attend Midwinter Training Conferences in order to run. At District Convention, you will be expected to display your digital arts skills and show how you plan to use District publications to inform clubs and promote member enthusiasm. Potential candidates with backgrounds in graphic design are welcome to run. As this is one of the more public positions, you will be praised by over 13,000 general members.

District Webmaster*

**The District Webmaster is an appointed position by application only.*

The District Webmaster is in charge of maintaining the New Jersey District website and handling any electronic updates to clubs as needed. All official forms, publications, and updates must be posted on the website. Generally, it is the Webmaster's goal to make the website better than it was the previous year by adding new features and resources. District Webmaster Candidates should be very experienced in web design and computer coding. You will be asked to provide some links to previous websites that you have made and show any experience you have with technology and programming.

Generally, the District Webmaster is expected to do the following:

- Is in charge of updating the New Jersey District Key Club Website, www.njkeyclub.org
- Updates the website to include all current projects, committee information, registration for district events, and other important facts
- Must be present at District Convention, all Board Meetings, and the Regional Training Conferences

The District Webmaster is appointed by the incoming District Governor and the Kiwanis Committee by application only. All District Webmaster Candidates are encouraged to attend Midwinter Training Conferences so as to learn how to design the District Website as is and to be evaluated based on merit and digital experience. The District Webmaster will be appointed at District Convention. A good District Webmaster will be well praised for making the website more navigable and setting the bar high for the next District Webmaster to improve upon it.

International Positions

International Officers serve on the Key Club International Board as the face of Key Club International. The International President, Vice President, and Trustees work to make sure all official Key Club materials are in order and the Districts are running smoothly. They are voted on by a delegation of District officers at International Convention. These positions require a lot of prior experience and leadership skills. The time and travel commitment is very demanding; International Officers are often expected to fly to International Board Meetings. You must have a good track record in Key Club and have good communication skills. Most International Candidates have prior experience on their respective District Boards. The International Positions available are as follows:

The International President...

- Presides over International board meetings
- Represents and embodies Key Club at Kiwanis events
- Appoints the International Committees

The Vice President...

- Is in charge of constantly assisting the President
- Attends all International Board Meetings
- Serves on and oversees the Key Club International committees

The Trustee...

- Serves as a liaison between the District and International Level
- Must be present at all International Board Meetings
- Serve on International Committees
- Reports to his or her district about International events and decisions

All International Candidates are encouraged to attend Midwinter Training Conferences, though the information given at this event will not be specific to International Positions. **All International Candidates MUST be endorsed by the 2015-16 New Jersey District Board in order to run.** You will be asked to speak in front of the incoming Board in April, 2015, and they will vote on an official endorsement.

Once you are endorsed, you will be expected to go through International Caucusing at the 2015 Key Club International Convention in Indianapolis, Indiana in July, 2015. There you will be voted on by District Officers from all 34 Districts of Key Club International. If you are elected, you will be expected to serve ALL of Key Club International, which is a massive responsibility and time commitment. This position is only for those who are truly serious about student leadership and have experience to back it.

KEY CLUB®

District Executive Candidates

District Executive Candidates Information Request Sheet & Mid-Winter Training Conference Reservation Form

Interested in running for a New Jersey District Executive Office or an International Office? If so, please fill out this sheet and return it to Elections Chair Charmaine Chew ASAP!

You will be sent an information packet. Please contact any member of the elections committee with any questions or concerns.

This form must be RECEIVED by Chairperson Charmaine by February 15th, 2015. Non-board members must pay \$50 to attend Mid-Winter to offset our expenses.

Name: _____ Division: _____

School: _____ Phone #: (_____) _____

Address: _____

City: _____ State: NJ Zip: _____

Email Address: _____

(Please list an email address you check regularly. Mark zeros as Ø and ones as 1)

I am interested in running for: _____

Previous offices held in Key Club: _____

Will you be able to attend the Mid-Winter Training Conference from Feb. 28th – March 2nd, 2015 at the Ocean Place Resort and Spa in Long Branch, NJ? _____

Have you ever attended District Convention? _____

If so, which years:

Signature: _____

Please mail this form to:

Charmaine Chew

Elections Chairperson

38 Rocha Ct.

Hammonton, NJ, 08038

*If you will be attending Midwinter Training Conference, include a check for \$50 made out to "NJ District Key Club" with your name and "Mid-Winter" in the subject line.

KEY CLUB®

District Executive Candidates

Webmaster's Application

The New Jersey District of Key Club is currently looking for a new Webmaster! If you are a dedicated, computer-savvy, and friendly Key Clubber, you should apply for the position of District Webmaster. This position is appointed at District Convention 2015 and is not an elected position.

This position entails maintaining the New Jersey District Key Club website, www.njkeyclub.org, for the 2015-2016 service year, holding website-building workshops at the Regional Training Conferences and District Convention 2016, performing high-tech tasks like video editing, attending District Board Meetings, and more.

Along with this application, please submit a resume of your high school activities. After we receive your application, we will send you the hotel room number and time that District Governor Samantha Levisay will conduct a short interview with you at District Convention 2015. If you cannot attend District Convention, we will meet with you elsewhere or conduct a telephone interview. Not attending Convention will not have a negative impact on your application. **Applications must be postmarked by February 1st, 2015.** Please **mail it to Charmaine Chew, Elections Chairperson, 38 Rocha Ct., Hammonton, NJ, 08037.**

Name of Candidate _____ Division _____

School _____ 2015-2016 Grade Level _____

Address _____ City _____ State NJ Zip Code _____

Phone Number _____ E-mail address _____

Name Faculty Advisor _____

Sample links to websites you have created in the past (PLEASE PRINT CLEARLY)

Will you be attending District Convention 2015? (Circle One) YES NO

Midwinter Training Conference is a weekend during which all Lieutenant Governors Elect and Executive Board candidates are trained for their positions. It is highly recommended that Webmaster candidates attend Midwinter on Feb 28th - March 2nd. If you will be attending, please include a check for \$50 made out to "NJ District Key Club" with your name in the subject line.

Will you be attending Midwinter Training Conference (Circle One) YES NO

Please answer the following two questions on a separate sheet of paper and send it along with your application.

1. *Why do you want to be the 2015-2016 New Jersey District Webmaster? What do you envision for the future of njkeyclub.org?*

2. *What is your most meaningful/significant high school activity and why?*

X _____

Signature of Faculty Advisor

X _____

Signature of Candidate