

How will you serve and contribute as an Executive Board member?

List one or two committees that you are applying for, and explain why you are most qualified to serve on your desired committee.

List ALL AP/Honor classes you will be taking next year.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

List ALL extra-curricular activities that you are involved in.

(This includes clubs, sports, performing arts, church, work, *other leadership positions, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

How will be able to manage your time with academics, extra-curricular activities, and your personal life? Please provide examples that your show time-managing skills.

What does Key Club mean to you? What was your "Key Club Moment?"

What issues and problems have you noticed this year, and how will you – as an Executive Board member- work to improve and fix those problems?

What is the importance of meeting attendance to you?

As you know, all Board members are committed to serving their Buddy Group. How will you effectively inspire, motivate, educate, and inform a group?
(List clear examples and ideas! This is an important section of your application.)

What measures will you take to effectively recruit new/returning/inactive members next year? List clear examples and ideas that the Board can use.

BURBANK KEY CLUB EXECUTIVE BOARD SERVICE AGREEMENT

Your application must be submitted to your Key Club Faculty Advisor (Mr. Barberia) or President (Louise) on March 21st, 2016. Failure to do so will terminate your opportunity to join the Executive Board.

As a Key Club member of Burbank High School Key Club, I understand that some of the duties of the Executive Board are as follows:

- ✓ To serve as a leader and representative of my club, participate in several club activities and to complete tasks given by all club officers
- ✓ To become well acquainted with my fellow club officers and to work together as a team with them to train and inform Buddy Groups about all Key Club activities
- ✓ To get to know my club members and to address their questions and concerns
- ✓ To promote member participation and attendance at events on all levels of Key Club
- ✓ To represent my club at Kiwanis Meetings
- ✓ To complete a requirement of attend two service events a month
- ✓ To chair service events when asked by a club Officer
- ✓ To complete after-school recycling according to monthly calendars created by the Vice-President
- ✓ To respond to ALL Remind texts and emails sent by the club Officers
- ✓ To enforce an updated MEETING ATTENDANCE POLICY to Buddy Group members
- ✓ To complete ALL committee tasks given by a club Officer and/or a Committee Chair
- ✓ To consistently communicate ALL announcements and reminder to your Buddy Group
- ✓ To provide my current contact information (e-mail address and phone number) to the club members, club officers, Faculty Advisor, Kiwanis Advisor, Lieutenant Governor and Region Advisor, and to update them on changes
- ✓ To follow club policies regarding Junior and Senior Stole and meeting attendance
- ✓ To promote Key Club in my school and community, and recruit new members to my club
- ✓ To have extensive knowledge of Key Club International and our District

To attend the following mandatory meetings, events and trainings:

- ✓ All Key Club board and club meetings at my school
- ✓ A required minimum of three monthly Division Council Meetings (DCMs)
- ✓ Burbank Kiwanis Takeover Meeting
- ✓ Burbank High School Key Club Teacher's Appreciation Breakfast
- ✓ End of year Key Club Installment Banquet
- ✓ Summer Executive Board Training Conference

The following are highly recommended events to attend:

- ✓ Key Club International Convention (ICON) on July 6-10th
- ✓ Officer Training Conference (OTC) held in May or June
- ✓ Region 7 Training Conference (RTC) held in September
- ✓ Fall Rally South in November
- ✓ Various Division 16 South and Region 7 Key Club events
- ✓ Wednesday's Burbank Kiwanis Lunch Meetings
- ✓ CNH District Convention 2017 (DCON) held in Anaheim

Non-performance of these duties may result in removal from the Executive Board to which I am appointed by the club officers and advisors as specified in the club bylaws.

In addition, I understand that the conduct of Key Club business by any electronic means, such as websites, reflectors, e-mail, messaging, etc., must be conducted with Key Club integrity.

SIGNATURE: _____

As the parent or guardian of this member, I have read this Service Agreement and am ready to support him / her throughout his/her term.

PARENT SIGNATURE: _____

EXECUTIVE BOARD COMMITTEES

❖ **MEMBER RELATIONS:**

Organizes and provides service projects to the club. This committee focuses on service projects that benefit Key Club International's Preferred Charities and philanthropic needs of the community. In addition, this committee focuses on member recruitment. MR Committee will be required to recruit more members through club rush and other recruitment opportunities. MR Committee will also provide educational resources about Key Club related-topics, so that new/returning members are educated about all things Key Club. MR Committee must have the "Service Project Ideas" form and work together to create service projects for the whole club.

❖ **HISTORIANS:**

Three historians will work directly with the Bulletin Editor. It is an important for Historians to take copious pictures at Key Club events and meetings. Historians will post them on social media and send them to our Webmaster. Historians will work with the Bulletin Editor to compile a KC Scrapbook that will be submitted to DCON. Historians must have a professional quality camera to take photos, and they will be required to attend more events as necessary to take several photos.

❖ **K-FAMILY RELATIONS:**

Attends weekly Kiwanis meetings on Wednesday's at the YMCA. You will need to leave 4th period class 15 minutes early. K-Family establishes strong relationship with our sponsoring Kiwanians, and brainstorms ideas for joint-service projects. K-Family Committee must be educated of the each level in our Kiwanis Families, and they can brainstorm ideas about creating joint K-Family events with K-Kids, Builders Club, Circle K, and Kiwanis!

❖ **PUBLICITY:**

Creates several posters, signs, and flyers to promote and advertise Key Club activities! Publicity is in charge of promoting Key Club on social media, in the newspaper, and in the community. This committee will work together to create our t-shirt design. Publicity Committee must know CNH Graphic Standards and be trained with software such as Photoshop to create flyers and advertisements.

❖ **SPIRIT AND SKIT:**

This committee must be the most spirited members of the whole club!! You are REQUIRED to attend all Fall Rally spirit sessions AND Fall Rally! You will also brainstorm and create skits that will be made into videos AND performed at club meetings. They will be teaching our club White Tiger cheers and recruiting members to attend Fall Rally. Overall, S & S must motivate members and spread positivity at club meetings and events throughout the year.

❖ **FUNDRAISING:**

You will work directly with our club treasurer to organize and plan fundraisers throughout the year. Fundraisers will be towards our club budget, Project EliMiNaTe, PTP, and more. A fundraising guide is available on the CNH CyberKey. You will be responsible for contacting local businesses and communicating with our club treasurer to plan fundraisers such as dinner nights. Fundraising Committee will be required to stay throughout the whole duration of dinner night fundraisers in order to check member attendance.

❖ **WEBMASTER:**

A webmaster will work with the Officer to update our club website at any time.

DO YOU KNOW YOUR KEY CLUB FACTS?

Please answer each of the following questions. For resources, use cnhkeyclub.org, keyclub.org, and bhskc.com.

1) List this year's Club Officers and their duties for each position.

a) **President:**

b) **Vice President:**

c) **Secretary:**

d) **Treasurer:**

e) **Bulletin Editor:**

2) List our three Club Advisors and their responsibilities.

a) **Faculty Advisor:**

b) **Kiwanis Advisors (2):**

3) What is Key Club International? How many Districts do we have?

4) What District is Burbank Key Club a part of? _____

5) What Division is Burbank Key Club part of? Who is our Lieutenant Governor?

6) What are the duties and responsibilities of a Lieutenant Governor?

7) Explain the structure of Key Club?

a) **Club:**

b) **Division:**

c) **Region:**

d) **District:**

e) **International:**

8) What is Kiwanis International? What Kiwanis club sponsors us?

9) List all the branches of our Kiwanis Family

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

10) What is our Key Club Motto? _____

11) What are the Core Values of Key Club? _____

12) What does KEY in Key Club stand for? _____

13) What are the three official colors in Key Club and what do they stand for?

- a) _____
- b) _____
- c) _____

14) What is the Key Club Pledge?

15) What are the Objects of Key Club International?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____
- i) _____
- j) _____
- k) _____
- l) _____

16) What is the Major Emphasis?

17) What is the Key Club Mission statement?

18) What is the Pediatric Trauma Program?

19) What is the EliMiNaTe Project?

20) What is the March of Dimes?

21) What is District Convention, and why should members attend?

22) You're finished! Review all of your questions. How many did you actually know?
Why do you think it's important to be educated of your Key Club facts?

REFERENCE

Please include two or three people closely related to you for reference. This can be one of your teachers, your Buddy Group Leader, a friend, etc.)

CONTACT NAME:
PHONE NUMBER:
EMAIL ADDRESS:

CONTACT NAME:
PHONE NUMBER:
EMAIL ADDRESS:

CONTACT NAME:
PHONE NUMBER:
EMAIL ADDRESS:

