

Elections and Campaigning Packet 2019-2020

*Information for Key Clubbers seeking to be
elected to District or International Office*

Interested in running for a District Board position?

Review the information and complete the Information Form in this packet!

Direct Questions to:

Lauren Quadir
Elections Chairperson
ltg4.quadir@njkeyclub.org
856-994-5610

Advisors and Presidents

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



KEY CLUB®

Chairperson's Welcome:

Dear Potential District Officer Candidate,

Congratulations on wanting to become a District Officer for the New Jersey District of Key Club International! We thank you in advance for showing interest in these positions and your commitment to the organization thus far. Key Club is the largest international 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 11,000 Key Clubbers in New Jersey. As a District Officer, your job is to teach others to be leaders. Although the work is intensive, the impact you will make on others is amazing.

There are three different types of District Officers: Lieutenant Governors (LTGs), District Webmaster, and District Executives. Lieutenant Governors are regional liaisons to the District and are elected by the student delegates in their respective divisions. Their job is to update individual clubs on District affairs and provide support to their clubs. District Webmaster is in charge of keeping the website updated with district happenings and assisting in any technical issues the District Board may have. This position is appointed and by application. District Executives such as the District Governor, Secretary, Treasurer, and Editor serve the entire state of New Jersey and oversee the LTGs and the Key Clubs. Because of the great responsibility of these positions, District Executives are elected into office by delegates at District Convention.

Generally, most students tend to run for LTG 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 not only a leader but, as a person. Even though it is difficult and will be extremely time consuming, it is a very rewarding position. 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 2019-2020 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 dependent on how well you will lead them, and there have been officers removed from the District Board for not fulfilling their duties.

Before considering the position, please consult with your current LTG and your parents to see if this is for you. Also, don't hesitate to contact the people who are currently in the position to ask them about what the job entails. 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 February 22-24.**

Use this packet as a guide for your elections.

Lauren Quadir

Elections Chairperson

Lieutenant Governor Candidates

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

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 Midwinter Training Conferences, District and International Convention, all Board Meetings, three Regional Training Conferences, and Fall Rally**
- **Serve on District committees**
- **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 divisions. 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. There will also be an additional two minutes of either speech or caucus questions as well as two pre selected questions from the Elections Committee. The official Lieutenant Governor Elect for the 2019-2020 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 February 22-24 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 formal training.

If you are interested, please 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!

KEY CLUB®

District Board Schedule

Key Club District Calendar 2019-2020

Date	Meeting	Location
February 22-24, 2019	Midwinter Training Conference	Ocean Place Resort, Long Branch
March 29-31, 2019	73rd Annual District Convention	Ocean Place Resort, Long Branch
April 13-14, 2019	Spring Board Meeting	TBD
May 2-5, 2019	GATC (Governor/ Administrator Only)	San Francisco, CA
May 18, 2019	Spring RTC	Southern Regional High School
June 2, 2019	Spring RTC	Livingston High School
July 1-7, 2019	International Convention	Baltimore, MD
August 23, 2019	August Board Meeting	Princeton Marriott, Princeton
September 14, 2019	Fall RTC	
September 15, 2019	Fall RTC	
September 21, 2019	Fall RTC	West Deptford High School
October 12, 2019	Fall Rally Board Meeting	Hampton Inn, Robbinsville, NJ
October 13, 2019	Fall Rally	Great Adventure, Jackson, NJ
November 15-16, 2019	November Board Meeting	Hampton Inn, Robbinsville, NJ
December 6-8, 2019	Key Leader (Optional)	Port Murray, NJ
January 17-18, 2020	January Board Meeting	Hampton Inn, Robbinsville, NJ
February 28-March 1, 2020	Midwinter Training Conference	Ocean Place Resort, Long Branch
March 27-29, 2020	74th Annual District Convention	Ocean Place Resort, Long Branch

KEY CLUB®

Board of Trustees Schedule

If you are aware of a conflict with a date, talk to District Administrator McCann prior to your election (kmccann@njkeyclub.org). **You must attend Midwinter 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 potential 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. Inability to attend a board meeting without more than a week's notice, will also result in a cancellation charge of \$50 for your hotel room, as rooms are submitted prior to this time. With my signature, I confirm that this schedule is a part of the service agreement.

Signature of Candidate: _____

Date: _____

KEY CLUB®

Attendance and Responsibility Requirements

Members of the 2019 – 2020 New Jersey District Board will have the opportunity to attend amazing conferences, conventions, and leadership events. These conferences are motivational, educational, and often life changing experiences. Historically, board members that become better educated and motivated about community service and Key Club impact gain the most from the experience as a District Board Member. For this reason, attendance at these activities is a substantial part of the requirement to remain a district board member. Dues from each member in the district help to support board education and inspiration, and help to fund huge discounts to events attended by the district board member. All District Board Meetings are **100% funded** by the district, with **no cost** to the board member for attendance. The New Jersey District provides a minimum of **\$2,500** of Leadership Training and event price reductions for all members of the New Jersey District Board.

Each event attended, and service agreement requirements are accomplished, earns points; minimum point level are required by certain dates to continue in the elected position. Please note that most events are “expected” attendance and cannot be missed without approval by the District Administrator PRIOR to election. Failure to obtain prior approval for any needed absence could result in forfeiture of the elected position.

1st Quarter Leadership opportunities and points earning potential

- Mid-Winter Training Conference (February 22 – 24, 2019) – **10 points**
- District Convention (prior to your term) (March 29 – 31, 2019) – **10 points (PAID BY INDIVIDUAL)**
- Spring District Board Meeting (April 13 – 14, 2019) – **7 points**
- Spring Regional Training Conference (May 18, 2019 and June 2, 2019) – **5 points (for 1) & 7 points (for 2)**
- Monthly Newsletters – **2 points each month completed**
- Divisional Council Meeting - **2 points**
- Officer Training Conference (at least 1) - **5 points**

2nd Quarter Leadership opportunities and points earning potential

(To remain on the District Board, minimum of 50 points must be earned by the end of the 2nd Quarter – September 30, 2019)

- International Convention (ICON) (July 1 - 7, 2019) – **10 points**
- Summer District Board Meeting (August 23, 2019) – **7 points**
- Fall Regional Training Conference (September 14, 15, or 21, 2019) – **5 points (for 1) & 7 points (for 2) & 9 points (for 3)**
- Monthly Newsletters – **2 points each month completed**
- Divisional Council Meeting - **2 points**

3rd Quarter Leadership opportunities and points earning potential

(To remain on the District Board, minimum of 65 points must be earned by the end of the 3rd Quarter – December 31st, 2019)

- Fall Rally & prep meeting (October 12 – 13, 2019) – **7 points**
- Fall District Board Meeting (November 15 - 16, 2019) – **7 points**
- Key Leader Conference (December 6-8, 2019) – **BONUS 5 points (not required but recommended)**
- Monthly Newsletters – **2 points each month completed**
- Divisional Council Meeting - **2 points**

4th Quarter Leadership opportunities and points earning potential

- Winter District Board Meeting (January 17 – 18, 2020) – **7 points**
- Mid-Winter Training Conference (February 28 – March 1, 2020) – **10 points**
- District Convention and pre-convention board meeting (March 27 – 29, 2020) – **10 points**
- Monthly Newsletters – **2 points each month completed**
- Divisional Council Meeting - **2 points**

Leadership Training and Incentives Provided

Mid-Winter Training Conference (prior to term), Spring, Summer, Fall Rally, Fall, Winter, and Mid-Winter Training Conference – **FREE (around \$200 value per event)**

Key Leader - **\$220.00 discount** towards registration fee

International Convention 2019 (ICON) – **(\$350.00 discount)** with one other regular price Key Club member attendee from home club OR 3 other regular price Key Club members attendees from home division*

District Convention Registration (at end of term) – **FREE (\$290.00 minimum discount), provided that the district board member has attended: Spring, Summer, Fall, Winter, and Mid-Winter Board Meetings. If any of these events are missed, the district board member must pay a 50% portion of the District Convention.**

ICON 2020 - **\$400.00 discount** for all 2019-2020 Board Members that acquired **125+ points** during the year.

*Special form must be submitted noting each Key Club member attending that board member is credited with for recruitment. Attendees for credit towards incentives cannot be “shared” by board members.

NEW JERSEY DISTRICT OF KEY CLUB INTERNATIONAL DISTRICT LIEUTENANT GOVERNOR SERVICE AGREEMENT

The following service agreement is entered into by

_____, Key Club Lieutenant Governor, and by the New Jersey District Key Club International with the District Administrator as representative. It is understood that failure to perform the duties of the position and adhere to the provisions in this agreement will result in the declaration by the District Administrator that the office is vacant. It is further understood that the provisions of engagement, as outlined in this document, take precedence over any other document, agreement, or understanding should there be any ambiguity in terms, definitions, or policies.

The duties which the Lieutenant Governor hereby agrees to faithfully perform shall be as follows:

- Attend all events and meetings, and honor all agreements, as outlined in the previously completed and signed Candidate Commitment form. Only a portion of the costs of some of the events are covered by the New Jersey District of Key Club International, and the student will be required to provide or raise the remainder of the required funds for these events. Attendance is defined as presence at 75% of the board meeting.
- Send out a letter of introduction within two weeks after DCON to the New Jersey District Board of Trustees, Kiwanis Committee and the club officers within your division.
- Complete and submit all divisional club officer and advisor contact information.
- File monthly report forms with the District Governor, District Secretary, District Administrator, Assistant District Administrator, and Zone Administrator by the 20th of each month.
- Correspond with club officers in his/her division at least monthly.
- Abide by the accepted bylaws of Key Club International while in office.
- Publish a minimum of 10 newsletters to clubs while in office.
- Not hold an elected Key Club office during your term as Lieutenant Governor.
- Submit a Lieutenant Governor's Board Report at each Official Board Meeting.
- Hold at least 1 Officers Training Conference before International Convention and others as necessary until 100% are trained.
- Communicate with your District Governor, Zone Administrator, and club officers at least twice a month.

- Keep in touch with your counterpart on the Kiwanis District Board.
- Make certain that both District and International dues are paid on time by each of the clubs in your division.
- 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.
- Organize at least one divisional project or function.
- Hold at least 5 Divisional Council Meetings during your term.
- Attend a general meeting at each one of the clubs in your division during your term.
- Keep permanent files, which are to be passed on to your successor.
- Serve on District Committees as appointed by the District Governor.
- Produce committee correspondence (including report forms) as needed.
- Attempt to build at least one new Kiwanis Family Club within your division.
- Work to strengthen weak or inactive clubs.
- Submit all assignments by the established deadlines.
- Conduct officer training by a given date designated by the Governor.
- Help to create, organize, and reactivate clubs within Division.
- Actively assist in the collection of both District and International dues.
- Provide for the election of a competent successor.
- Turn over all files and records to his/her successor, immediately upon the election or appointment of successor.
- Be willing to complete other tasks assigned by the Governor and Administrator as they deem necessary.
- Abide by the Code of Conduct at all functions and events (Kiwanis, Circle K, Key Club, etc) functions.
- Report any inappropriate activity to the Administrator.
- Each Lt. Governor shall, at the end of their term, prepare a Robert F. Lucas Outstanding Lt. Governor's Award 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 Saturday Night.

In consideration of faithfully performing all of the duties and responsibilities of the office of Lieutenant Governor, the New Jersey Key Club District hereby agrees to do the following:

- (1). Provide leadership skills, training and experience that can be used throughout high school, college, career and life.*
- (2). Provide the opportunity to be eligible for district board member only college scholarships.*
- (3). Reimburse the Lieutenant Governor for travel to the New Jersey District Board Meeting events at the rate set forth in the New Jersey District Budget for the current year. (Please note that the cost of transportation to the International Tour starting location, Fall Rally, and the District Convention at the end of the board member's term is not reimbursed).*
- (4). Pay for the cost of the students shared housing for each overnight Board Meeting, Fall Rally planning meeting, and the 2020 District Convention, provided that the student stays in the room reserved for and allotted to him/her by the District Administrator. All rooming for Key Club functions will be based on up to 4 same gender students per sleeping room, and roommates will be chosen for the student. Sharing a bed, or sleeping on the floor will be necessary.*

I have read this agreement, understand the minimum duties/responsibilities, and will fully and faithfully execute the duties of the office as outlined above. I understand that although I have been elected by my peers, as a student volunteer I serve at the pleasure of the New Jersey District of Kiwanis International, and at any time, for any reason or for no reason at all, I may be required to relinquish my position if deemed necessary by the District Administrator and/or a 50% plus 1 majority of the Kiwanis District Key Club Committee. I understand that my willingness to serve in this capacity is expressly conditioned upon my agreement in writing to this provision.

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.*****

KEY CLUB®

Lieutenant Governor Election Schedule

<p><u>Division 1</u> Date: 1/5/2018 Time: 12:00pm Snow Date: 1/13/2018, 4:00pm</p>	<p>Location: Kiwanis Club of Cape May Club House 1041 Beach Ave, Cape May, NJ 08204 Contact Person: Alexis Faison, ltg1.faison@njkeyclub.org <i>Clubs: Lower Cape May, Cape May Tech, Middle Twp, Ocean City, Mainland</i></p>
<p><u>Division 2</u> Date: 1/5/2018 Time: 10:00am Snow Date: 1/12/2018, 12:00pm</p>	<p>Location: Egg Harbor Township Public Library 1 Swift Drive, Egg Harbor Township, NJ 08234 Contact Person: Jarod Wille, ltg2.wille@njkeyclub.org <i>Clubs: Atlantic City, ACIT, Cedar Creek, Egg Harbor Township</i></p>
<p><u>Division 3</u> Date: 2/4/2018 Time: 6:30pm Snow Date: 2/9/2018 at 11:00am</p>	<p>Location: Milville Senior High School Library 200 N Wade Blvd, Millville, NJ 08332 Contact Person: Julianna Blair, ltg3.blair@njkeyclub.org <i>Clubs: Millville, Hammonton, Vineland, Woodstown, St. Augustine Prep</i></p>
<p><u>Division 4</u> Date: 1/12/2018 Time: 10:00am Snow Date: 2/2/2018, 10:00am</p>	<p>Location: Logan Township Library, 498 Beckett Rd, Swedesboro, NJ 08085 Contact Person: Lauren Quadir, ltg4.quadir@njkeyclub.org <i>Clubs: Kingsway, Clearview, West Deptford, GCIT, Triton, Paulsboro, Gateway, Pitman, Highland, Winslow</i></p>
<p><u>Division 5</u> Date: 1/26/2018 Time: 1:00pm Snow Date: 2/2/2018, 1:00pm</p>	<p>Location: Haddonfield Public Library 60 Haddon Avenue, Haddonfield, NJ 08033 Contact Person: Ellie Hulit, ltg5.hulit@njkeyclub.org <i>Clubs: BCIT, Burlington Township, Cherry Hill East, Eastern, Haddonfield, Rancocas Valley, South Jersey Home School</i></p>
<p><u>Division 6</u> Date: 1/20/2018 Time: 1:30pm Snow Date: 1/27/2018, 11:00am</p>	<p>Location: New Jersey PTA, 8 Quakerbridge Plaza, Suite F, Mercerville, NJ 08619 Contact Person: Emma Ke, ltg6.ke@njkeyclub.com <i>Clubs: Bordentown, Ewing, Hamilton West, Hopewell, Nottingham, Steinert</i></p>
<p><u>Division 7</u> Date: 1/5/2018 Time: 1:00pm Snow Date: 1/12/2018, 11:00am</p>	<p>Location: Ocean County Library - Toms River Branch 101 Washington St, Toms River, NJ 08753 Contact Person: Abbie Chan, ltg7.chan@njkeyclub.org <i>Clubs: Southern, MATEs, Toms River North, Manchester, Central Regional, Toms River East, Donovan Catholic</i></p>
<p><u>Division 8</u> Date: 1/12/2018 Time: 11:00am Snow Date: 1/26/2018, 11:00am</p>	<p>Location: Ocean County Library - Brick Branch 301 Chambersbridge Rd, Brick, NJ 08723 Contact Person: Sarah Jacob ltg8.jacob@njkeyclub.org <i>Clubs: Brick Memorial, Brick Township, Howell, Jackson Liberty, Jackson Memorial, Manasquan, Point Pleasant Beach, Point Pleasant Boro, Wall Township</i></p>

KEY CLUB®

LTG Election Schedule

<p><u>Division 9</u> Date: 1/12/2018 Time: 2:30pm Snow Date: 1/26/2018, 2:30pm</p>	<p>Location: Red Bank Public Library 84 W Front St, Red Bank, NJ 07701 Contact Person: Katie Lynch, ltg9.lynch@nikeyclub.org <i>Clubs: MAST, High Tech, Red Bank Regional, Rumson-Fair Haven, Ocean Township, Henry Hudson, Middletown South, Monmouth Regional</i></p>
<p><u>Division 10</u> Date: 1/18/2018 Time: 3:45pm Snow Date: 2/1/2018, 3:45 pm</p>	<p>Location: Holmdel Public Library 101 Crawfords Corner Rd, Holmdel, NJ 07733 Contact Person: Surabhi Karambelkar, ltg10.karambelkar@nikeyclub.org <i>Clubs: Marlboro, Saint John Vianney, Raritan, Keyport, Holmdel, Matawan</i></p>
<p><u>Division 11</u> Date: 1/8/2018 Time: 5:00pm Snow Date: 1/15/2018, 5:00 pm</p>	<p>Location: East Brunswick Public Library 2 Jean Walling, Civic Center Dr, East Brunswick, NJ 08816 Contact Person: Maiya Dabare, ltg11.dabare@nikeyclub.org <i>Clubs: Piscataway, North Brunswick, Highland Park, Old Bridge, East Brunswick, New Brunswick, Monroe, Perth Amboy</i></p>
<p><u>Division 12</u> Date: 1/26/2018 Time: 1:00pm Snow Date: 2/2/2018, 1:00pm</p>	<p>Location: Hillsborough Library 379 S Branch Rd, Hillsborough Township, NJ 08844 Contact Person: Ian Fischer, ltg12.fischer@nikeyclub.org <i>Clubs: Ridge, Manville, Middlesex, Franklin, Bernards, Bridgewater-Raritan, Somerville</i></p>
<p><u>Division 13</u> Date: 1/13/2018 Time: 12:00pm Snow Date: 1/27/2018, 12:00pm</p>	<p>Location: Norwescap Food Bank 201 Broad St, Phillipsburg, NJ 08865 Contact Person: Gillian Bayne, ltg13.bayne@nikeyclub.org <i>Clubs: Voorhees, Phillipsburg, Warren Hills, Warren County Tech, Hunterdon Central, North Hunterdon, Delaware Valley</i></p>
<p><u>Division 14</u> Date: 1/26/2018 Time: 2:00pm Snow Date: 2/2/2018, 2:00pm</p>	<p>Location: Arthur L. Johnson High School 365 Westfield Ave, Clark, NJ 07066 Contact Person: Hemani Patel, ltg14.patel@nikeyclub.org <i>Clubs: Arthur L Johnson, Edison, JP Stevens, Elizabeth, JFK Memorial</i></p>
<p><u>Division 15</u> Date: 1/13/2018 Time: 3:00pm Snow Date: 1/27/2018, 3:00pm</p>	<p>Location: Library of the Chathams 214 Main St, Chatham, NJ 07928 Contact Person: April Wang, ltg15.awang@nikeyclub.org <i>Clubs: Millburn, Union, Madison, ECLC, Chatham, Columbia</i></p>
<p><u>Division 16</u> Date: 1/5/2018 Time: 1:00pm Snow Date: 1/12/2018, 1:00pm</p>	<p>Location: County Prep High School 525 Montgomery St, Jersey City, NJ 07302 Contact Person: Ed Hou, ltg16.hou@nikeyclub.org <i>Clubs: A. Harry Moore, Academic, Dickinson, County Prep, Liberty</i></p>

KEY CLUB®

LTG Election Schedule

<p><u>Division 17</u> Date: 1/26/2018 Time: 12:30pm Snow Date: 2/2/2018, 12:30pm</p>	<p>Location: Johnson Public Library 274 Main St, Hackensack, NJ 07601 Contact Person: Summer Ahmed, ltg17.ahmed@njkeyclub.org <i>Clubs: North Bergen, Tenafly, Fusion, Fort Lee, Secaucus, Glen Rock, Bergen Academics, Emerson</i></p>
<p><u>Division 18</u> Date: 1/5/2018 Time: 10:00 AM Snow Date: 2/9/2018, 10:00am</p>	<p>Location: Nutley Public Library 93 Booth Dr, Nutley, NJ 07110 Contact Person: Joseph Kajon, ltg18.kajon@njkeyclub.org <i>Clubs: Belleville, Bloomfield, Clifton, Glen Ridge, Becton, Nutley, Saint Mary's</i></p>
<p><u>Division 19</u> Date: 1/11/2018 Time: 4:00pm Snow Date: 1/17/2018 , 4:00pm</p>	<p>Location: James Caldwell High School 265 Westville Ave, West Caldwell, NJ 07006 Contact Person: Katrina Pham, ltg19.pham@njkeyclub.org <i>Clubs: Livingston, James Caldwell, Mt. Saint Dominic, Montclair, Verona, West Essex</i></p>
<p><u>Division 20</u> Date: 1/8/2018 Time: 5:30pm Snow Date: 1/15/2018, 5:30pm</p>	<p>Location: Parsippany Troy Hills Library 449 Halsey Rd, Parsippany, NJ 07054 Contact Person: Kyla Hunter, ltg20.hunter@njkeyclub.org <i>Clubs: Montville, Morristown, Mountain Lakes, Parsippany Hills, Parsippany</i></p>
<p><u>Division 21</u> Date: 1/12/2018 Time: 2:00pm Snow Date: 2/2/2018, 2:00pm</p>	<p>Location: Randolph Township Free Public Library 28 Calais Rd, Randolph, NJ 07869 Contact Person: Eliana Koenigsberg, ltg21.koenigsberg@njkeyclub.org <i>Clubs: Dover, Morris County Tech, Morris Catholic, Morris Hills, Morris Knolls, Randolph, Roxbury</i></p>
<p><u>Division 22</u> Date: 1/12/2018 Time: 1:00pm Snow Date: 1/27/18, 1:00pm</p>	<p>Location: Jefferson Township Public Library 1031 Weldon Rd, Oak Ridge, NJ 07438 Contact Person: Cindy Lam, ltg22.lam@njkeyclub.org <i>Clubs: Hackettstown, High Point, Mount Olive, Pope John, Sussex VoTech, Sparta, Vernon</i></p>

KEY CLUB®

LTG 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 2019-2020 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!

KEY CLUB®

LTG 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 counted.
- 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, congratulations! You are now the official Lieutenant Governor-Elect of your division. You will be expected to attend Midwinter Training Conference on February 22-24, to be officially trained. During DCON 2019, 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.

KEY CLUB®

Sample Caucus Questions

During the election, you will have 5 minutes of caucus questions from the audience. Delegates are not limited to these questions, but it is useful to look these 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, and 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, District Webmaster, Club President, Club Vice-President, Club Secretary, Club Treasurer, Club Editor, Club Webmaster 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?

Frank D'Agostino— District Governor, Chiara Fune – District Secretary, Kaitlin Cirillo – District Treasurer, Eric Wang – District Editor

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

The Jersey Key

14. What is the 2018-2019 New Jersey District Project?

Hunger in New Jersey

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 2019 International Convention?

Baltimore, Maryland

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 2019 New Jersey District Convention going to be held? What is the convention theme?

Ocean Place in Long Branch, NJ. The theme is Toy Story.

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— Mr. Bill Seeman and Circle-K— Michael Vitti

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?

Lamiya Kudrati, Florida District

25. What are the four Preferred Charities of Key Club International?

March of Dimes, UNICEF, Thirst Project, 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®

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 February 22-24** 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 who aren't on the board currently.

If you are interested in running please **FILL OUT AND SEND** the Information Request Sheet included in this packet to the listed address **by February 9th**. This form will serve as your reservation for 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.

KEY CLUB®

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 Board 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
- Publish communication to all clubs
- Arrange training of all Lieutenant Governor-Elects
- Appoint Board members to committees
- Maintain constant communication with the District Board, Kiwanis committee, and International Trustee
- Evaluate District Board Members performances and offer guidance
- Ensure all activities are being completed correctly
- Improve K-family relations by attending as many Kiwanis Family 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 Gubernatorial 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 11,000 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.

KEY CLUB®

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.

KEY CLUB®

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 District,
- 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.

KEY CLUB®

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 newsletter, 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.

KEY CLUB[®]

District Webmaster*

**The District Webmaster is an appointed position by application only and is not an Executive.*

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, Fall Rally, 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.

KEY CLUB®

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 House of Delegates at DCON or by the 2019-2020 New Jersey District Board in order to run.

Once you are endorsed, you will be expected to go through International Caucusing at the 2019 Key Club International Convention in Baltimore, Maryland in July, 2019. 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 Information Request Sheet & Midwinter 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 Lauren Quadir by February 9th!

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 Quadir by **February 5th, 2018**. Non-board members must **pay \$50** to attend Mid-Winter to offset our expenses.

Name _____ Division _____

School: _____ Phone Number (____)-____-_____

Address: _____

City _____ State: NJ Zip code: _____

Email: _____
(list one 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 MidWinter Training
Conferences from February 23-25 at Ocean Place _____
Resort in Long Branch, New Jersey?

Have you attended District Convention before? _____

If yes, What years? _____

Signature: _____

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

Please mail this form to:

Lauren Quadir
Elections Committee Chairperson
27 Valley Forge Dr.
Woolwich, NJ 08085

KEY CLUB®

District Webmaster 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 2019 and is not an elected position.

This position entails maintaining the New Jersey District Key Club website, www.njkeyclub.org, for the 2019-2020 service year, holding website-building workshops at the Regional Training Conferences and District Convention 2019, 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 Ciara Clarkin will conduct a short interview with you at District Convention 2019. 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 9th. Please mail it to Elections Chairperson, Lauren Quadir (27 Valley Forge Dr. Woolwich, NJ 08085).**

Name _____ Division _____

School: _____ 2019-2020 Grade Level: _____

Faculty Advisor: _____

Candidates Phone Number (_____) - _____ - _____

Address: _____

City _____ State: NJ Zip Code: _____

Email: _____

Links to websites you created in the past:

Will you be able to attend Midwinter Training Conferences from February 22-24 at Ocean Place Resort in Long Branch, New Jersey? _____

Will you be attending District Convention 2018? _____

Please answer the following question on a sheet of paper and include it with your application.

1. Why do you want to be the 2018-2019 District Webmaster? What do you envision for the future of njkeyclub.org?
2. What experience do you have working with maintaining websites?

Candidate's Signature: _____

Faculty Advisor Signature: _____

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