

I am Interested in Being on the Key Club Board!

Elections Application for 2020-2021

Lewis-Palmer High School

Name _____

Grade in 2020-2021 _____

1. Key Club positions you are willing to serve in (**CIRCLE ALL THAT APPLY**): You must be a student in “good standing” with School District 38 to apply. If you are unsure about which position(s) you would like to run for, please refer to the included list of KEY CLUB BOARD POSITIONS. This will provide a brief description about each position to help you decide.

*President

Project Manager

Vice President

Treasurer

Secretary

Publicity/Newsletter

Activities Director

Webmaster

2. Please put a star by your top two choices. The positions with an asterisk* beside them require one year previous board experience.

3. Provide a brief biography that tells us what attributes you would bring to the board and why you are qualified for a board position. This biography will show up on the ballot for your fellow Key Club peers to read on election day. **It MUST be 75 words or less!!!** *Please email an attachment to Ms. Coates by the deadline shown below.*

****Email DUE: March 10, 2020 at 2:00 P.M. to Ms. Coates****

Job Requirements

President: The President is in charge of running the Tuesday board meetings as well as the Thursday club meetings. This person is also in charge of leading and supporting the board members and motivating the club members toward achievement. This person must be very organized and a great leader by being friendly, objective, tactful, and know how to communicate well with others. Attention to deadlines and details is also important.

*Prerequisite: Prior Key Club Board Experience and above characteristics

**Currently held by: Summer Town

Vice President: This person is responsible for the major fundraising events and service projects for the club. Acquiring and developing fundraising efforts is necessary to sustain the club's ability to provide funding for select organizations. This person will also be responsible for keeping track of and applying for awards within Key Club. VP completes the weekly Events Sheet (using Excel) and emailing it to all board members, Max Williams, and Mrs. Coates, and all Club members. This person is also responsible for running the Tuesday board meetings and the Thursday club meetings should the President be unable to attend.

*Prerequisite: Must have a clear understanding of Key Club structure and funding opportunities, a reliable computer and Microsoft Excel, and access to the internet**Currently held by: Henry Taylor

Activities Director: This person is in charge of ALL of the events the Key Club helps with. This person prepares all of the event sign-up sheets. This person coordinates events with event organizers to obtain volunteer requirements.. The

Activities Director also works hand-in-hand with the project chairs and helps recruit new project chairs when needed. The Activities Director and the Secretary work closely as a team.

*Prerequisite: Must be highly organized and have a reliable computer and access to the internet

**Currently held by: Elena Phillips

Project Manager: This person uses the sign-up sheets the Activities Director has compiled and uses them to remind the volunteers of their commitment. The Project manager attends events or assigns someone to check in the volunteers to verify they are present. This person works with the event organizer on site to see that our volunteers are in place and have a function. This person provides attendance records to the Secretary after the event.

** Currently held by: Emilie Brooks

Secretary: This person must be very organized, be a 'self-starter', and responsible. The Secretary is in charge of keeping track of important data in order to submit documents and electronic reports to the Key Club International Headquarters and document Lettering requirements. This person is in charge of keeping track of members & attendance, logging contract information on an Excel spreadsheet, and recording service hours. The Secretary is responsible for working with Ms. Coates to generate the on-line/electronic dues invoice to Key Club International and see that the Club Dues are paid for each member in a timely fashion.

*Prerequisite: Must be highly organized and have a reliable computer. Must be proficient with Microsoft Excel and the internet.

**Currently held by: Tian Yu Melzer

Treasurer: The Treasurer is in charge of all the funds for the club. It is the responsibility of the Treasurer to deposit money from contracts and donations into the Key Club accounts. This person works closely with the school's accountant as well as updates the Key Club Advisors. The Treasurer is responsible to work with the Secretary and Faculty Advisor and for overseeing the on-line/electronic dues payment to Key Club International. Working closely with the Club Secretary is necessary to obtain correct membership information.

*Prerequisite: Must be trustworthy, organized and have a reliable computer and access to the internet

**Currently held by: Anita Gichuki

Publicity/Newsletter: This person is responsible for the Auditorium display case and producing at least three newsletters per semester for the Key Club members and writing articles periodically for the community newspapers to inform the general public what the Key Club is doing. Because of the writing involved, this person must be comfortable with formal writing conventions: good grammar, spelling, punctuation, idea development, and structure. This job is important because it lets the Key Club members know what is going on in the future and reflects on the past. Direct communication with local newspaper editors and tracking and working with publicity deadlines is necessary.

*Prerequisite: Must be a good writer, be able to meet deadlines, talk professionally to people in the community, have a reliable computer and access to the internet

**Currently held by: Luke Bettner

Webmaster: The Webmaster is solely responsible for the upkeep of the Key Club website. It is a unique job because it takes a skilled person to do it. The Key Club website utilizes the LPHS website. Webmaster maintains current documents on the website. Things like web site Event Calendar, pictures, and club information are displayed and maintained on the Key Club website.

*Prerequisite: Knowledge of computers, school web site administration, and internet access.

**Currently held by: Alyssa Murphy

Class Representative: Class Representatives are required if Board members from each class are not already represented on the Board. Class reps are to attend all meetings, complete tasks as assigned/requested, and learn more about how the LPHS Key Club runs. They are to communicate Key Club activities, needs, and events to the Freshman Class. Elected in 1st Semester.

**Currently held by: Quinn Ferguson - Freshman

***All board members are expected to:**

- **attend both Tuesday and Thursday morning meetings regularly and on time**
- **check email regularly and keep up with communication with Max Williams, Mrs. Coates, and all Board members**
- **attend at least 1 Kiwanis Club meeting per semester; these meetings are held Saturday mornings at District 38 Administration Building at 8:00 am**
- **Sign the Board Member Contract.**