



## District News Editor Application | 2019-2020

**Please read the information and directions on the right!**

### TERMS & CONDITIONS:

By submitting this application, I agree to fulfill the terms and conditions stated in the CNH District Leadership Team Service Agreement 2019-2020. This service agreement can be found on the CyberKey.

### REGISTER:

Go to the CyberKey, go to "Member" section, then go to "Special Applications and Contests," and register as a candidate for this position.

### APPLICATION OVERVIEW:

#### IDENTIFY THE POSITIONS

In your application, please specify the following on your first page:

Full Name  
Club, Division, Region, Graduation Year  
Any Current Position (serving for the 2019-2020 term)  
Cell Phone Number & Text Capability | Home Phone Number  
Email

#### INTERNATIONAL CONVENTION

Although highly recommended, ICON attendance is not required. Will you be attending?

#### PROGRAMS & SKILLS

Identify the programs on your computer that you know how to use and your skill level.

#### PERSONAL REFERENCES

Please provide three personal references to be used for final recommendation purposes.

#### PROMPTS

1. Why are you applying for this position? Please explain.
2. The District Newsletter is promoted on the Cyberkey and on issuu.com, what are some of the ideas that you have to expand the promotion of the District Newsletter and improve readership?
3. As DNE, you will be asking various District Board members for publications and articles. These individuals will also have other submissions that must be submitted. How will you communicate effectively to these District Board members to receive submissions on-time?
4. Do you have any past leadership experiences which will enhance your ability to serve as the DNE and on the District Board? If not, do you think it is important to hold a previous office in Key Club before running or applying for a position; why or why not?
5. What is one area of improvement for the District Newsletter and District resources and how will you address it during your term?
6. Many divisions do not promote the District Newsletter. How will you address this issue?

#### PUBLICATION SAMPLES

Samples must be in PDF-format. Send samples in your application email but as separate attachments using the following file names: DNE\_Name\_Sample1; DNE\_Name\_Sample2; DNE\_Name\_Sample3.

1. Please create a sample newsletter spread(5-9 pages) of what you envision the District News to look like. You must include a cover page, table of contents, and a few pages of the newsletter with different features. This submission will be "DNE\_Name\_Sample1."
2. Provide 2 samples of previously published work, one of which must be a newsletter. These submissions will be "DNE\_Name\_Sample2" and "DNE\_Name\_Sample3."

### DESCRIPTION

The District News Editor is responsible for publishing the monthly District News Publication; provide training and support on publishing effective publications; and promote the proper use of graphic standards, adherence to copyright laws, and protection of the organization and its partners.

Before applying for this position, please ensure that you will be able to attend all Board training conferences and meetings.

### DIRECTIONS

You must PDF your document with all the personal information and answers to the prompts requested on the application.

File name: DNE\_YourName

### PERSONAL REFERENCES

You are required to provide only three personal references, not letters. You need to provide their names, position, phone and email.

1. Adult (Faculty, Kiwanis, Region Advisor)
2. Club Leader
3. Division or District Leader

### DEADLINE

The application is due by Saturday, May 4th, 2019 by 6:00 P.M.  
No exceptions

### SUBMISSION

File name: DNE\_YourName

Email to: cnhkc.app@gmail.com

Subject: DNE | Your Name

### INTERVIEW

If needed, a phone interview will be requested of personal references and/or the candidates and will be conducted by the Governor.

### ONLINE REGISTRATION

IMPORTANT: Visit the CNH Cyberkey and register online as a candidate for this position.

### DISCLAIMER

Submission of this application will allow the governor to consider your application for any other position. Please keep in mind that if you are appointed, you will be required to resign from any other positions that you may hold on the club, division, or district level.

Good luck! If you have any questions, please contact the District Governor at cnhkc.gov@gmail.com.