

# How to Run for Lieutenant Governor

Division Level

## What is a Lieutenant Governor (LTG)?

A Lieutenant Governor is elected to lead and represent each of the divisions in a district. The Lieutenant Governor serves as a liaison between the clubs in their division, and the district board. They must also visit each of their clubs, publish a monthly divisional newsletter, hold a monthly Divisional Council Meeting, contact their clubs, district executive board, and Kiwanians. In addition, a Lieutenant Governor may initiate community service projects to help the members become more involved.

The Lt. Governor is responsible for overseeing four to sixteen high school Key Clubs. They are elected near the end of the incumbent Lt. Governor's term at a conclave of all the clubs in the division.

The Lt. Governor's role on the District Board is to act as a representative of his or her governing division. They make up the majority composition of the board with up to sixty plus members. Changes and adoption of policies are debated by the board and can be approved by a simple majority vote.



**Before Running for Lieutenant Governor, be aware of all the duties and responsibilities that come with this position!**

## Steps to Run (Overview):

1. Declare that you want to run for LTG
2. Attend a CTC (Candidate Training Conference)
  - You will have a more in depth training and you will leave with more knowledge of how to run for LTG.
3. Complete Online Registration on the CNH Cyberkey
4. Complete "Lt. Governor's Service Agreement" Form
5. Send in all forms a week prior to Conclave
6. Make a literature
7. Attend Conclave

You can also find all this information on the cyberkey <http://cnhkeyclub.org/officers/running-for-office>

# How to Run for Lieutenant Governor

## Candidate Training Conference

The Candidate Training Conferences(CTC) are for Key Club Members who are interested in being a candidate or a potential candidate for an office above the club level. It is not mandatory to attend any of the Candidate Training Conferences to be able to run for an office above the club level, but the paper work must be turned in on time and to the proper place to be able to run.

Get a better understanding and what being a LTG entails and the responsibilities that come with it.  
Learn how to improve your speeches and prepare for questioning!





## Online Registration & Forms

To register online, go to <http://cnhkeyclub.org/officers/running-for-office>  
Then Click on the link in Step 2



**Complete the forms in Step 3.  
To download, click the link.**

 **How to Run for Lieutenant Governor** 

Step 1: Contact your Lt. Governor for more information and RSVP your attendance at any of the [CTC-LTG events](#). CTC-LTG attendance is not mandatory to be able to run for office.

Step 2: [Click on this link to access the on-line Registration system.](#) Anyone intending to run for a Lt. Governor position needs to complete this online registration process. The information submitted is used for proper planning for elections, and for the new term. Completing this process is NOT enough. The official paperwork with all necessary signatures needs to be submitted to the CNH District Office (attention Mr. Hennings) and received by the designated deadline.

Step 3: Complete "Lt. Governor's Service Agreement"—Adobe fillable form

Includes: Section 1 - Personal Information

Section 2 - Kiwanis Release

Section 3 - Service Agreement

Section 4 - School Support

Section 5 - Home Support

Section 6 - Code of Conduct

Section 7 - Consent to Attend Key Club Events  
and Medical Authorization

You must fill out the forms  
a WEEK BEFORE conclave  
to run for LTG.



**\*\*All Forms are now in one file - download the Adobe fillable form here\*\***

# How to Run for Lieutenant Governor

## Literatures

### What is a Literature?

It's like a resume, but more creative. It should include some information about yourself, your goals, and reasons why you are qualified to be a Lieutenant Governor. This is a way to advertise yourself and get out all the extra information that you don't have time for during a speech.

### What should it include?

1. Name
2. Little excerpt about yourself
  - Grade level, school, extra curricular activities, etc.
3. Picture
  - Keep it appropriate, and not too large.
4. Platform
  - Include goals that you would like to achieve during your term.
5. Endorsement
  - If you asked for endorsement (support) of your home club.
6. Contact Information
  - Name, Cell Phone, Home Phone, Email, Instant Messenger etc.
7. Qualifications/Credentials
  - What makes you eligible to run?
  - What qualities do you have that will make you stand out?
8. Key Club Logo

**Find out more about literatures at:**

[http://  
cnhkeyclub.org/  
events/candidate-  
training-conference](http://cnhkeyclub.org/events/candidate-training-conference)

Click the link about literatures for guidelines



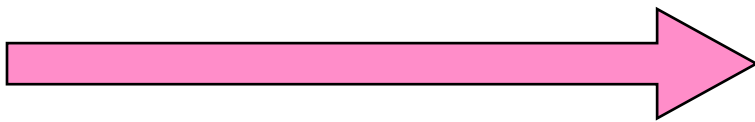
## TIPS!

- Remember that you can always use graphics to spice it up a bit, but remember GRAPHIC STANDARDS.
- DO NOT print out more literatures than necessary. BEE green!
- Make a creative acronym that applies to you
- Recognize the people who have helped you and put a "Special Thanks to..." somewhere on your literature.
- DO NOT write too much. Too much text will discourage people from reading.
- Make things clear and precise
- Make sure everything on your literature is TRUE and LEGITIMATE.
- Ask someone to PROOFREAD your literature

# How to Run for Lieutenant Governor

## Speech

To run for LTG, like many other positions in Key Club, you must have a speech prepared. Make sure your speech engages the audience. Your audience can see the time and effort you put into the speech when you present it. Also, people are more likely to use your speech, and literature as ways to decide who they are voting for. After the speech, the audience will be given a chance to ask you questions that can range from Key Club trivia, to comparison questions. For example, "Compare Key Club to a Beehive." Also be ready for clarification questions about your literature and speech. Good Luck!



## TIPS!

- Keep your speech around 5 minutes long
- Type your speech out, and ask someone to proof read it for you so you can improve it
- PRACTICE, PRACTICE, PRACTICE. Preparation is vital.
- Bring note cards with you. You might feel like you memorized your speech, but it's a whole different experience up there. Take them with you just in case!
- DO NOT read off of your note cards, use them to help you out when you need it.
- When you state your goals, also EXPLAIN how you will reach them

## Additional Information



The day of conclave, two delegates from each school in your division are selected to vote.

- Remember to get a good night sleep the night before Conclave!
- Be prepared and have everything ready the day before
- Dress to impress. Business attire. Look like you are ready to lead.
- Make sure you turn in all necessary paperwork, & literature AT LEAST a week before conclave
- If you have any questions, do not hesitate to ask your current LTG or Region Advisor for assistance.

**Good Luck!**