

# CNH KEY CLUB

## TREASURER'S AGREEMENT TO SERVE FORM

As a Key Club Officer candidate for Treasurer of my high school Key Club, I understand that some of the mandated requirements of the office are as follows:

- To complete at least 50 hours of service to remain a member in good standing.
- To become well acquainted with my fellow club officers and to work together as a team with them to plan club social, fundraiser and community service events and promote club member participation.
- To get to know my club members and to address their questions and concerns.
- To cooperate and work closely with our division Lieutenant Governor and Sponsoring Kiwanis Club to plan division-wide social, fundraiser and community service events and to promote attendance at these events by our club members.
- To provide my and my Key Club Board's current contact information (e-mail addresses and phone numbers) to fellow club members, club officers, the Faculty Advisor, Kiwanis Advisor, Lieutenant Governor and Regional Advisor, and to update them on changes.
- To have extensive knowledge of Key Club International and our CNH District.
- To work with the Club Treasurer and Advisors to collect and turn in annual club dues online with the names of at least 15 club members by December 1 (Regular Dues Deadline).
- To emphasize the importance of paying club dues to club membership and explain to members where club dues are being sent, and how it benefits them.
- To work with the club secretary and advisors to update the membership roster online when submitting dues.
- To encourage membership recruitment through Key Club publicity throughout the year.
- To record revenue / expenses throughout the year, including receipts.
- To ensure club fundraisers are not just for the club, but for charities as well.
- To collect, count, and store money (unless required by school rules for school account to be used). As the financial officer, money-related matters are my responsibility.
- To abide by the school rules and supply all necessary paperwork according to school policy in making financial transactions and planning fundraisers.
- To prepare and continually update a club budget.
- Be prepared to update club advisors, officers, and Kiwanians on my club's financial status.
- To train my succeeding treasurer on my duties and responsibilities of office.
- To lead in favor of the best interests of the public or of members and /or the Kiwanis Family as stated in *KCI Policy I. Conduct of Unbecoming a Key Club Member*.
- To not threaten the standing reputation of Key Club and/or Kiwanis through the use of any inappropriate substances (i.e. unprescribed drugs, alcohol) or any other illegal or inappropriate practices as deemed in *KCI Policy I. Conduct of Unbecoming a Key Club Member*.

To attend the following **MANDATORY** meetings and conventions:

- Key Club regular and board meetings at my school (attend all meetings with rare exceptions)
- Monthly Division Council Meetings (DCMs) – attend a majority of the 8
- DCMs held each year, and ensure that at least two officers from my club attend every DCM (including summer) – unless my DCMs are held 1 hour or more away from my home.
- Officer Training Conference (OTC), held in our division by the Lt. Governor on any date between April, after the beginning of my term, and August.
- Regional Training Conference (RTC), held for our region by our region's Lt. Governors on any date between mid-September and early November.

The following are **HIGHLY RECOMMENDED** events to attend

- Key Club District Convention (DCON), April 2011 (Anaheim Convention Center) – unless you are from Hawaii. Fall Rally North or South both held in November of each year – unless you are from Hawaii.
- Have a club officer present at each of the Kiwanis Sponsoring Club Meetings.

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Non-performance of these mandated responsibilities may result in removal from the office to which I am elected by the club officer board 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, chat rooms, etc., must be conducted with Key Club integrity.

\_\_\_\_\_  
[CANDIDATE'S SIGNATURE]

\_\_\_\_\_  
[DATE]

As this student's advisor, I feel that he / she is qualified and willing to serve as the next **treasurer** of this club.

\_\_\_\_\_  
[KIWANIS OR FACULTY ADVISOR'S SIGNATURE]

\_\_\_\_\_  
[PRINTED NAME]

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

\_\_\_\_\_  
[PARENT OR GUARDIAN'S SIGNATURE]

\_\_\_\_\_  
[PRINTED NAME]

## General Information

\_\_\_\_\_  
[PRINTED NAME]

\_\_\_\_\_  
[BIRTH DATE]

\_\_\_\_\_  
[EMAIL ADDRESS]

\_\_\_\_\_  
[MEMBER ID #]

\_\_\_\_\_  
[PREFERRED PHONE NUMBER]

PLEASE CIRCLE ONE

MALE

FEMALE

\_\_\_\_\_  
[ADDRESS]

\_\_\_\_\_  
[CITY]

\_\_\_\_\_  
[STATE]

\_\_\_\_\_  
[HOME CLUB]

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[DIVISION]