



## Vice President's Service Agreement

*All forms must be submitted to your Key Club Faculty Advisor or President at least one week prior to the club election. Failure to do so will invalidate the candidacy.*

As a Key Club Officer candidate for Vice-President of my high school's Key Club, I understand that some of the **duties** of the office are as follows:

- To complete at least 50 hours of service
- To serve as a leader and representative of my club, assisting the Club President with tasks as requested and taking his/her place in the case the president is absent for a function
- To consult my board before making major decisions, consider all my home Key Club members' ideas, and make these decisions clear to my Key Club Members
- To become well acquainted with my fellow club officers and to work together as a team with them to plan club socials, fundraisers, and service projects
- 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 promote member participation and attendance at events on all levels of Key Club
- To represent my club at Kiwanis Meetings
- To provide my current contact information (e-mail address and phone number) to the club members, club officers, Faculty Advisor, Kiwanis Advisor, Lieutenant Governor and Region Advisor, and to update them on changes
- To work with my fellow club officers to hold elections, according to the District Policy, for the new club officers of the following year and to submit a new board roster to my Lieutenant Governor after elections
- To promote Key Club in my school and community, and recruit new members to my club
- To have extensive knowledge of Key Club International and our District
- To train my succeeding vice-president about my duties and responsibilities of office
- To follow my club bylaws in governing my club

To attend the following **mandatory** meetings and trainings:

- All Key Club board and club meetings at my school
- Majority or all of monthly Division Council Meetings (DCMs)
- Officer Training Conference (OTC), held between the time after District Convention and August
- Region Training Conference (RTC), held between August and October

The following are **highly recommended** events to attend:

- The Key Club District Convention (DCON) following the election
- Fall Rally North in October or Fall Rally South in November

Non-performance of these duties 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.

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[CANDIDATE'S SIGNATURE]

[DATE]

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

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[KIWANIS OR FACULTY ADVISOR'S SIGNATURE]

[PRINTED NAME]

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

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[PARENT OR GUARDIAN'S SIGNATURE]

[PRINTED NAME]

## General Information

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[PRINTED NAME]

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[BIRTH DATE]

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[EMAIL ADDRESS]

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[MEMBER ID #]

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[PREFERRED PHONE NUMBER]

PLEASE CIRCLE ONE

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[ADDRESS]

**MALE**      **FEMALE**

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[CITY]

[STATE]

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[HOME CLUB]

[DIVISION]

This must be completed and submitted to the Club President at least one week prior to the election.