



CNH Division Elections Guide





There are many prerequisites required in order to run for Lieutenant Governor. This guide will help you with the steps necessary to run. Begin by informing your LTG and Region Advisor on interest to run

- Please note that the dates presented in this publication may vary by division. Check with your Lieutenant Governor!

Candidate Training Conference!

➤ December 9

Highly recommended for all Lt. Governor Candidates

- ☐ Conclave Voting rules in the District Policy Manual
- ☐ Information on duties from an LTG
- ☐ Personal input from your LTGs on their job
- ☐ Receive tips and strategies on how to run a successful campaign
- ☐ Register and view locations (and dates) for CTC at this link - <http://www.cnhkeyclub.org/events/ctc>

Paperwork

➤ At Least One Week Prior to Conclave

Intent To Run Candidate Registration Form

Available under the CNH CyberKey > Officers > Running for Office > How to Run for Lt. Governor

- ☐ This information is used for proper planning for elections and for the new term



Service Agreement

Use as Temporary Checklist!

Personal Information

- o General things that need to be known about the candidate

- ☐ Rules and Regulations

- ☐ Service Agreement

- o Agree to do the required amount of service as a member

- ☐ Interview with Region Advisor

- o Must receive permission from Region Advisor to run

- ☐ Kiwanis support

- o Kiwanis advisor and club president must sign

- ☐ School Support

- o Principal must know the commitment of an LTG and must be approve to run

- ☐ Home Support

- o Parent/Guardian must know the commitment of an LTG and must approve to run

- ☐ Kiwanis Release

- o Gives permission to release information about the candidate as well as use of publications of the candidate

- ☐ Consent to attend Key Club events/Medical Authorization

- o Allows student to attend district events – board meetings and transportation for board meetings

- o Medical information for emergencies

- ☐ Forms will be available on the CyberKey – ask your Lieutenant Governor if you need help!



Conclave

Preparing for Elections

Write a speech that contains your

- o Goals
 - o Qualifications
 - o Benefits
 - o Relate these to the division that you have the opportunity serve
 - o Stand out from other candidates
 - o Show what you are willing to do for your division through service
- ☐ Prepare yourself for questions that may be asked during caucus session; grab a friend and have him ask you questions for a mock caucus

Campaign Literature

- ☐ Create a one-page, two-sided literature that contains your:
 - o Qualifications
 - o Goals
 - o Anything else that is appropriate
- ☐ If you receive an endorsement from your home club, you should also include this
- ☐ Follow graphic standards – they are available to view on the CNH CyberKey
- ☐ Submission deadline varies per division





Work on Speech

Be sure to mention why you want to be the next Lt. Governor

- ☐ Go into more details regarding your goals, qualifications and past experiences
- ☐ Emphasize your plans for the division
- ☐ Practice, practice, practice
- ☐ Remember to dress to impress!



No Campaigning outside of Conclave!!!