

**65<sup>th</sup> Annual**  
**Michigan District of Key Club**  
**Service Leadership Conference**  
March 11-13, 2016  
Grand Traverse Resort and Spa  
Acme, MI

**District Board**  
**Candidates Packet**

**Section B:**

Candidacy Information  
Rules and Procedures  
Required Signatures  
Service Agreements  
Biographical Sketch Guidelines  
Tentative 2016-2017 Calendar

**Grand Traverse Resort and Spa**  
100 Grand Travers Village Boulevard  
Acme, MI 49610

# Candidacy Information

All Key Club members in good standing interested in running for a district-level position or for International Endorsement at the Service Leadership Conference should review the candidate procedures outlined in the following pages. This packet will guide you through the steps necessary to make your candidacy official, and will briefly describe the responsibilities you must fulfill in order to serve in a district-level or international position.

To be recognized as a candidate at the 2016 Michigan District Key Club Service Leadership Conference, you must submit the following information to District Administrator Bryan L. Crenshaw by **February 5, 2016**:

- ☒ The Required Signatures Form (this will serve as your statement of candidacy)
- ☒ Signed General Service Agreement
- ☒ Signed Service Agreement for office you are seeking
- ☒ A One-page Biographical Sketch (via email in pdf or jpeg format)

Running for a district or international level Key Club position is an incredibly rewarding experience; however, it is merely the beginning of the story. If elected as a district or international leader, you will have the opportunity to take your commitment to the next level, experiencing first-hand the personal growth that comes with leading others in community service. You will make friends with dynamic people across the state and around the world, united with them under the banner of service. But most importantly, you will join a handful of other committed individuals to shape the future of our organization, in Michigan and throughout all of Key Club International.


A candidates meeting will be held on **Friday, March 11**, at 6:00 p.m. to answer any questions you may have about running for office. The location of this meeting will be announced in your convention program. This meeting is *mandatory* for all declared candidates. If you have a more immediate question, please feel free to call me at (c) 517-256-6573 or write me at [administrator@mikeyclub.org](mailto:administrator@mikeyclub.org). In the meantime, please thoroughly review this packet and submit all the required forms with the required signatures by the **February 5, 2016** deadline. Good luck as you embark upon the journey of a lifetime!

Yours in Kiwanis Family Service and Spirit,

***Bryan L. Crenshaw***

Bryan L. Crenshaw  
District Administrator  
Michigan District of Key Club International

# Candidate Rules and Procedures



Key Clubbers must have the necessary paperwork postmarked by **February 5, 2016** in order to be considered candidates for a district office or international endorsement. This includes the Office Statement of Candidacy, the required service agreement and signature form, and a biographical sketch. Also, please review the responsibilities of each position to make sure you are prepared and willing to fulfill the agreement.

**Pre-convention campaigning is strictly prohibited, for both candidates and anyone acting on a candidate's behalf.** This includes any campaigning via social media websites/applications. In addition, candidates may not seek support of district or international board members. Official campaigning will only be permitted after nominations have been made after the close of the Opening Session on Friday, March 11, 2016.

In order to qualify for candidacy, you must do the following:

- ★ Sign the attached candidacy agreement and acquire the required signatures of your Kiwanis Advisor, Faculty Advisor, School Principal, and Parent/Guardian.
- ★ Turn in a biographical sketch that includes your Key Club history, goals for the 2016-2017 term, platform for candidacy, and a photograph.
- ★ Attend the candidates meeting held on **Friday, March 11** following the Opening Session. Refer to your convention program for the specific location.
- ★ Agree to follow all outlined candidate rules and procedures as well as the Michigan District and Key Club International Bylaws.

Lieutenant Governor Candidates will caucus in their zone caucus on Saturday afternoon. Each candidate will be allowed 2 minutes to address the caucus. Candidates for International Endorsement, Governor, Treasurer, Secretary, and Bulletin Editor will caucus Saturday afternoon in each zone caucus. Each candidate will have 5 minutes to address the caucus.

In addition, candidates for Lt. Governor will be allotted one (1) minute to deliver closing campaign remarks, candidates for Executive Board (Secretary, Treasurer, and Bulletin Editor) will be allotted two (2) minutes, and candidates for International Endorsement and Governor will be allotted three (3) minutes to address the Delegates at the House of Delegates Session on Sunday.

**All forms must be sent to Bryan L. Crenshaw by February 5, 2016.**

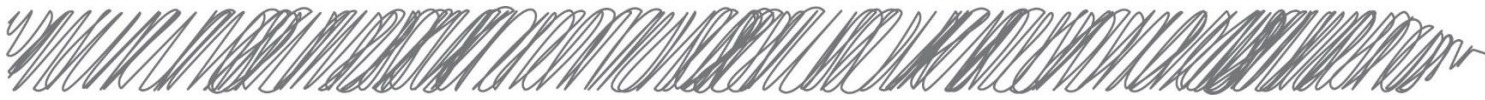
**Bryan L. Crenshaw, District Administrator**

**Michigan District of Key Club**

**213 East Harris Street**

**Lansing, MI 48906**

# General Service Agreement



## **If elected to any position on the Michigan District Board, I agree to:**

- ❖ Do all that I can to strengthen and build new Key Clubs within the Michigan District.
- ❖ Study and follow the Key Club Guidebook, Objects, and Bylaws in order to further my knowledge of the organization.
- ❖ Act in accordance with provisions of the Code of Conduct set forth by Key Club International.
- ❖ Promote all international programs such as the Service Partners, Key Club Week, and Service Initiative.
- ❖ Maintain quality schoolwork so that permission may possibly be secured by parents and officials for occasional absences on Key Club business.
- ❖ Be ready to make occasional appearances within the limits set by the District Administrator, and have several good, well-developed, and informative speeches prepared.
- ❖ Attend district convention during my term in office and international convention, if financially possible.
- ❖ Attend every district board meeting and Fall Rally unless the District Governor and Administrator excuse me.
- ❖ If you are unable to attend a scheduled meeting of the District Board, you must let the District Governor and Administrator at least 2 weeks in advance of the meeting taking place.
- ❖ Understand the expectations that are upon my office, and fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s). Failure to comply may result in my immediate dismissal from the district board.
- ❖ Pledge my efforts to recruit new Key Club members at all levels and facilitate the collection of dues and Election Report Forms as well as work my hardest to find a successor and prepare them for the year.
- ❖ Continue to be a member in good standing with 50 hours of service and my dues paid.
- ❖ Keep an open line of communication with the Key Club Governor and District Administrator.
- ❖ Be computer literate and have access to a computer to assist you in your work and to receive e-mails from the district board members or administrators. I will send replies to questions and requests within seven (7) days.
- ❖ Remain at the board meeting site unless prior permission from my legal guardian has been granted and I am in a group of three (3) or more.
- ❖ Endeavor to sell \$100 of ads for the Convention Book and acknowledge that I will be responsible for the cost to attend the convention if I do not sell the required ads.
- ❖ Understand that most financial items can be taken care of by the District with request and approval by the board member to the District Treasurer with the Michigan District budget in mind. If failure to take part in the proper process occurs, I understand that extra spending will come out of my pocket. I will submit expense reimbursement requests to the District Treasurer and Assistant District Administrator within thirty (30) days of incurring the expense.
- ❖ Go above and beyond outline duties and make the most of my term in office and all I have to offer the Michigan District and the entire Key Club International organization.
- ❖ **My legal guardian and I both understand that the above agreement covers all positions on the District Board and will now continue to the more specific Service Agreement for my desired position in the pages to follow.**

Please obtain the following signatures:

Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

# 2016-2017 Lieutenant Governor Service Agreement

The following contract is to be signed by all who wish to serve as a Lieutenant Governor. This contract outlines the minimum performance requirements that the LTG must maintain to remain in office and must be paired with the previous service agreement for all District Board Members. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Key Club International Constitution and Bylaws and the Standard Form of District Bylaws.

The Lieutenant Governor agrees to do the following during his/her term of office:

1. Publish a newsletter every month you are in office, to be distributed to the clubs in your division, District Governor, District Administrator, District Assistant Administrator, Zone Advisors, and fellow board members by the 15<sup>th</sup> of every month.
2. Send in your monthly report form to the District Governor, District Secretary, District Administrator, and respective Zone Advisor by the 15<sup>th</sup> of every month.
3. Visit all of the clubs in your division and send in the Club Visitation Report Form to the Governor and Administrator, no more than 15 days after your visit.
4. Hold two divisional rallies during your term, one pertaining to service, and the other may be a social event pertaining to fundraising.
5. Hold a training conference for all club offices in your division, no later than September 1<sup>st</sup>.
6. Produce a typed report at every board meeting with information regarding the performance and progress of yourself and the clubs in your division. This report must be submitted to the Governor and District Administrator.
7. Aid in the collection of division information of club officers to the District Secretary to be used for district mailings, e-mail, and communication.
8. Encourage dues payment by your clubs and facilitate collection of dues.

I have read the Lieutenant Governor Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2016-2017 Key Club year.

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date



# 2016-2017 District Bulletin Editor Service Agreement

The following contract is to be signed by all who wish to serve as District Bulletin Editor. This contract outlines the minimum performance requirements that the editor must maintain to remain in office and must be paired with the previous service agreement for all District Board Members. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Key Club International Constitution and Bylaws and the Standard Form of District Bylaws.

The District Bulletin Editor agrees to do the following during his/her term of office:

1. Publish a minimum of four issues of *The Wolverine Key*, including but not limited to issues to be distributed in September, November, January, and March. Have the District Governor and District Administrator proofread the publication before it is sent to press.
2. Publish a newsletter to be distributed to all club editors at least four times during your term in office.
3. Given a month in which no publication is being processed and no club bulletin editor information needs to be sent out, the bulletin editor should then publish a newsletter to the District Board covering the progress of communication and public relations within the District.
4. Conduct a club bulletin editor workshop at the District Convention.
5. Send in your Executive Board monthly report form to the District Governor, District Administrator, and International Trustee by the 15<sup>th</sup> of every month.
6. Produce a typed report at every board meeting on what you have been doing and the progress of *The Wolverine Key* and the club bulletin editors. This is to be given to the Governor and District Administrator.

I have read the District Bulletin Editor Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2016-2017 Key Club year.

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Candidate

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Date

# 2016-2017 District Treasurer Service Agreement

The following contract is to be signed by all who wish to serve as District Treasurer. This contract outlines the minimum performance requirements that the treasurer must maintain to remain in office and must be paired with the previous service agreement for all District Board Members. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Key Club International Constitution and Bylaws and the Standard Form of District Bylaws.

The District Treasurer agrees to do the following during his/her term of office:

1. Publish a newsletter consisting of financial dues update on a monthly basis to all members of the Michigan District Board beginning in May.
2. Work with the Assistant District Administrator to develop a the following budgets: General, Fall Rally and Service Leadership Conference, by the summer board meeting for review and approval of the District Board.
3. Organize the reimbursement of district board members for their Key Club related expenses.
4. Publish a newsletter to be distributed to all club treasurers at least four times during your term in office.
5. Produce a quarterly financial report to the board members concerning the budget.
6. Conduct a club treasurer workshop at the District Convention.
7. Send in your Executive Board monthly report form to the District Governor, District Administrator, and International Trustee by the 15<sup>th</sup> of every month.
8. Create and send dues warnings in December, January, and March to all clubs who are delinquent in dues to District and International.

I have read the District Treasurer Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2016-2017 Key Club year.

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

# 2016-2017 District Secretary Service Agreement

The following contract is to be signed by all who wish to serve as District Secretary. This contract outlines the minimum performance requirements that the secretary must maintain to remain in office and must be paired with the previous service agreement for all District Board Members. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Key Club International Constitution and Bylaws and the Standard Form of District Bylaws.

The District Secretary agrees to do the following during his/her term of office:

1. Attend all board meetings of the 2016-2017 Key Club year and keep accurate minutes of these meetings.
2. Publish newsletters on a monthly basis to members of the Michigan District Board and beginning in May.
3. Facilitate the collection of election report forms during the beginning of your term.
4. Publish a newsletter to be distributed to all club secretaries at least four times during your term in office.
5. Conduct a club secretary workshop at the District Convention.
6. Send in your Executive Board monthly report to the District Governor, District Administrator, and International Trustee by the 15<sup>th</sup> of every month.
7. Produce a typed report at every board meeting with information regarding the performance and progress of club secretaries.
8. Produce a district directory which should include names and contact information of Michigan District Board Members, divisional clubs and officers, and general information as it pertains to the District. This directory should be completed by October 1, 2016.

I have read the District Secretary Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2016-2017 Key Club year.

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Candidate

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Date



# 2016-2017 District Governor Service Agreement




The following contract is to be signed by all who wish to serve as Governor. This contract outlines the minimum performance requirements that the governor must maintain to remain in office and must be paired with the previous service agreement for all District Board Members. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Key Club International Constitution and Bylaws and the Standard Form of District Bylaws.

The Governor agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Key Club International Constitution and Bylaws, Policy Code, District Bylaws, and any Kiwanis District Procedures pertaining to the operation of the Key Club District.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 6 and the current form of District Bylaws.
3. Attend the International Governor and Administrator Training Conference (GATC), the Key Club International Leadership Conference, and the Kiwanis district convention, in addition to all Key Club District events and/or meetings. The dates for GATC will be April 28-May 1, 2016 in San Antonio, TX. Key Club International will pay for your flight and lodging for this event.
4. Make the attempt, if financially able, to visit each division in the home district no less than one time throughout the term.
5. Coordinate and facilitate the training conference for incoming district officers.
6. Preside at the District Board meetings in May, August, November, January, and March.
7. Produce and distribute a newsletter to all district board members on a monthly basis.
8. Produce and ensure distribution of a governor's newsletter or an article in the *Wolverine Key* at least once each quarter.
9. Ensure the submission of an article for the Kiwanis district publication by his or herself or an able District Board member.
10. Structure committees, assign committee chairs, and supervise all district committee activities. Provide a written committee directive for each.
11. Complete and submit all reports required by the Key Club International Board including monthly governor's reports and Visit Assessment Forms.
12. Monitor progress of all district board members and offer advice and counsel, as appropriate.

# 2016-2017 District Governor Service Agreement con't

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13. Communicate with the board of officers, the Counseling International Trustee, the District Administrator, and the Key Club International Administrator to keep each fully informed of the district activities.
  15. Assist the newly-elected Lt. Governor's in the training of the new board of officers.
  16. Work with the District Treasurer and the District Administrator in preparing the annual budget, the convention budget, and all other necessary budgets of the district.
  17. Within the first month of office, correspond with Kiwanis Family counterparts.
  18. Ensure that plans for the district convention are made and executed including advising district officers of their responsibilities.
  19. Ensure that other district officers are satisfactorily performing their assigned duties.
  20. Work with the District Administrator to select Robert F. Lucas nominees.
  21. Do everything within your power to strengthen the Michigan District of Key Club International over the course of the year and make decisions that will positively impact the future of the organization.
  22. Work with the District Administrator at the International Governor and Administrator Training Conference and the International Trustee at the Key Club International Leadership Conference to specify expectations and sign a contract between each other.

I have read the District Governor Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2016-2017 Key Club year.

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Candidate

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Date

# Required Signatures Form



I, the undersigned, do hereby signify that this candidate is a qualified individual able to serve as \_\_\_\_\_ for the 2016-2017 term. I have read the service agreement for all District Board members as well as the specific \_\_\_\_\_ Service Agreement and support the candidate's decision to run for this office. I sign with confidence that this Key Clubber will be an exceptional asset to our district's leadership, will abide by district and international bylaws, and will be a model member and leader of Key Club International.

Please obtain the following signatures:

Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Kiwanis Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

This form, the District Board Member Service Agreement, the specific position Service Agreement, and biographical sketch (via email in jpeg or PDF format) must be sent to

Bryan L. Crenshaw by **February 5, 2016.**

Email: [administrator@mikeyclub.org](mailto:administrator@mikeyclub.org)

Bryan L. Crenshaw, District Administrator  
Michigan District of Key Club  
213 East Harris Street  
Lansing, MI 48906

# Biographical Sketch

The Candidates Packet is distributed to every delegate and contains the biographical sketch of each registered candidate for district office or international endorsement. In order to have your sketch published, you must send it to District Administrator, Bryan L. Crenshaw by February 5, 2016. **Please send this via email in jpeg or pdf formats.** This will ensure that the delegates have your background and your platform for easy reference.

Your publication should be addressed to the delegates, and will be printed as submitted (make sure to proofread and spell check). Candidates for Lieutenant Governor will receive 8.5" x 11" of space – one side of a standard sheet of paper. Candidates for an Executive Board position or for International Endorsement will be allotted two pages, or one page front and back. Though the format is up to you, a typical biographical sketch will include the following information:

- The office you are seeking
- Key Club attendance (events)
- Campaign platform points
- A personal message
- Your picture
- Key Club experience (offices held)
- Contact Information
- Other activities you are involved in

Since the Michigan District has a **\$0 campaign policy**, this publication is the only allowable campaign material. No stickers, buttons, signs, pamphlets, or other published works will be permitted. **Campaigning via social media (Facebook, Twitter, websites, etc.) is also prohibited.**

## 2016-2017 Tentative District Schedule

***These dates may change based on meeting space availability***

April 28-May 1	GATC (Governor only)	San Antonio, TX
May 13-15	District Board Training	Jackson, MI
April 22-24	Key Leader	Grass Lake, MI
July 5-11 <small>dates may change due to district tour</small>	Int'l Convention	Atlanta, GA
August 5-6	Summer Board	TBD
August 25-27	Kiwanis Convention	East Lansing, MI
October 21-23	Fall Board	TBD
November 12 or 19	Fall Rally	TBD
January 13-15, 2017	Winter Board	Lansing, MI
March 9-12, 2017	Service Leadership Conference	Lansing, MI