



## Key Club Officer Application for the 2013-2014 School Year



Name: \_\_\_\_\_

Current Grade Level \_\_\_\_\_

I would like to run for

\_\_\_\_\_ **President** – During the next year, you will be planning, organizing, and carrying out responsibilities associated with your role as the club's chief executive officer.

\_\_\_\_\_ **Vice President** – A well organized and properly operating Key Club should have a properly trained vice-president who is prepared to administer the Key Club in the absence of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the club.

\_\_\_\_\_ **Secretary** – The office of the secretary is the most demanding in the Key Club organization. In the hands of the secretary are all of the records, files, and details that are important for the smooth operation of the Key Club.

\_\_\_\_\_ **Historian** – The office of the historian requires that you attend most, if not all club activities to take pictures & collect mementos to arrange into the year's collage/scrapbook.

\_\_\_\_\_ **Creative Director** - The creative director is in charge of creating new events & working with the general membership to ensure they are run properly.

To run for a Key Club Officer position, you must be a full member & complete the following steps:

1. You must read and be prepared to perform the duties and responsibilities of the principal leadership positions of the Key Club office for which you are running.
2. You must find twenty Key Club Members to sign the attached form.
3. You and your parent/guardian must read and sign the attached statement.
4. You must find two teachers and an administrator to sign the attached statement.
5. On a *separate sheet of paper*, type the answer to each question below. Write one paragraph for each question.
  - Describe at least two ideas you have that will benefit the Potomac Falls Key Club.
  - Why should your peers vote for you?
  - How do you plan on balancing the responsibilities of an officer position with your academics and any other extracurricular activities you're involved in?
6. Meet all due dates.
7. You will be giving a brief speech on Wednesday, March 6, just before elections. You must explain what you are running for and what you hope to achieve in the coming year. Please have all ideas approved through Mrs. Rippa.

### Due Dates

- Application & written speech due to Mrs. Rippa - Wed., Feb. 27th.
- Make speech at March 6, 8:15am meeting.
- Elections at meeting on March 6<sup>th</sup>.

I agree that \_\_\_\_\_ would be a good candidate for Key Club Office.

**Only active Key Club members in good standing may sign this form!**


I plan on participating in the following extra-curricular clubs/teams during the 2013-2014 school year in addition to Key Club (please indicate if you plan on holding an officers' position in any other clubs):

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**Applicant's First and Last Name** \_\_\_\_\_

**Running for Key Club Office:**

\_\_\_ President    \_\_\_ Vice President    \_\_\_ Treasurer    \_\_\_ Secretary    \_\_\_ Historian    \_\_\_ Creative Director

**Parent/Student Signatures**

*If elected, I will set a positive example for my peers by completing **at least** the minimum service hours required for members and avoiding discipline problems. I understand & agree that administration will inform the sponsor of Key Club if I violate the PFHS Honor Code or have a discipline issue. Such violations may cause me to lose my position. I will devote time before and/or after school in order to perform my duties as club officer, including attending club activities.*

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**Administrative Signature**

*This student has not had any major disciplinary or honor code problems at this time. I will inform the Key Club sponsor if any of these issues arise during the school year.*

\_\_\_\_\_  
(Administrator's Signature)

\_\_\_\_\_  
(Date)

**Teacher Signatures**

I agree that this student would be a good candidate for a Key Club Office. I believe that he/she will be capable of

- Maintaining a 3.0 GPA or higher
- Devoting time before and after school to Key Club activities
- Setting a positive example for club members
- Organizing and facilitating Key Club activities
- Acting as a representative for the members of the Potomac Falls High School Key Club.

\_\_\_\_\_  
(Teacher Name)

\_\_\_\_\_  
(Teacher Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Teacher Name)

\_\_\_\_\_  
(Teacher Signature)

\_\_\_\_\_  
(Date)