

## The Georgia District of Key Club International

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities for the office of Lieutenant Governor for the Georgia District of Key Club International.

I FULLY AGREE TO:

1. Attend all scheduled board meetings, the District Convention and International Convention.
2. Make adequate arrangements for my transportation to carry out the duties of Lieutenant Governor.
3. Hold a division training conference for all club officers in the division by October 1 or by the date of the Georgia Leadership Training Conference – whichever is later.
4. Conduct a division rally for the purpose of electing a lieutenant governor for the division between January 1 and February 28. The rally must incorporate a service project.
5. Hold a Divisional Council Meeting (DCM) at least five times throughout the year. The Georgia Leadership Training Conference and division rally may also serve as a DCM.
6. Personally visit all of the clubs in my division at least once (visit must correspond with an official club meeting or service project).
7. Prepare and distribute a division newsletter by the **5<sup>th</sup>** of the month to all clubs in my division, the District Governor, the District Administrator, Assistant Administrators and the International Trustee.
8. Complete a monthly report to the Governor, Secretary, Administrator, and my counseling administrator by the **10<sup>th</sup>** of each month (for the preceding month).
9. Correspond with each Key Club in my division through email or phone calls at least once per month.
10. Be a member in good standing with my local club and not seek or hold club offices while serving on the District Board.
11. Assist the Governor at all times by working to reach personal, divisional, and district goals.
12. Submit a completed list of all schools in the division with officer information to the District Secretary and District Administrator by **June 1**.
13. Serve actively on the committees as assigned by the District Governor.
14. Start at least one new Key Club in my division.
15. Ensure all clubs in my division have submitted and paid dues by December 1.
16. To receive reimbursement, all receipts must be presented at official District Board meetings and be approved by the District Treasurer and District Administrator.
17. Failure to complete my assigned duties may result in my budget being cut and/or my removal from the district board.
18. Reimbursement will be paid for the following: postage, certain travel within the District, supplies and materials (and other consumables), printing, and training expenses. Reimbursement requests must be submitted on the prescribed District form and be accompanied by documentation (receipt, bills, etc).

19. Maintain quality school work and keep up-to-date so that permission may be obtained from my parents and school authorities for occasional absences for Key Club business, i.e. occasional appearances within the limits as set by the Georgia District of Kiwanis.
20. Submit a written notice to the District Administrator and Governor at least sixty (60) days prior to any District Board Meetings or Conventions requesting approval of your necessary absence from any event.

I UNDERSTAND THAT:

Georgia District Bylaws (Article 5, Section 5) states: "Failure to comply with any part of this service agreement may result in the removal of the Officer from the Board of Trustees."

I believe that my experience in Key Club and other school organizations is such that I can adequately perform my duties and responsibilities as a District Officer.

The above agreement is entered into by \_\_\_\_\_.  
(Signature/Date)

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

HOME CLUB: \_\_\_\_\_

The above agreements have been REVIEWED and UNDERSTOOD and APPROVED by the following:

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

\_\_\_\_\_  
(Key Club Faculty Advisor)

\_\_\_\_\_  
(School Principal)

\_\_\_\_\_  
(Sponsoring Kiwanis Club President)