

BHS KEY CLUB
OFFICER APPLICATION
2018-2019



DUE Wednesday, April 18th
to 342, Mr.Barfield's Room
NO LATE APPLICATIONS WILL BE ACCEPTED.

BAINBRIDGE HIGH SCHOOL

KEY CLUB

Dear Prospective Key Club Officer,

I would like to begin by saying that you have made an excellent choice in choosing to apply for a leadership position within Key Club. Being a part of the Key Club board is an extremely rewarding experience that is fun as well! Your actions will help to make a difference in the lives of people throughout our community, and ultimately, around the world.

Being a Key Club officer is a great deal of work, however; every minute of it is worthwhile. Between Bi-weekly planning meetings, numerous service events, and late nights trying to wrap up reports for district board, you will certainly be busy! On the other hand, I have found the most of the time the hours of work seem more like fun times hanging out with friends. Choosing to make Key Club a priority in your life will be both meaningful and enjoyable.

To decide what position is right for you, take a look at the descriptions of each role on the following pages. If you have any questions about the duties of any officer, don't hesitate to contact your officer board President, Delaney Wiggins. Use blue or black ink or type the application. This application is due April 18th.

As an officer, it is required that you will attend LTC. This is the main training session for new officers.

It is also highly recommended that you attend DCON in the spring. This is a great opportunity to network with other Key Clubs from around the west coast as well as attend inspirational and informative workshops.

On behalf of all of the officers, we are very excited that you want to become a part of our Key Club family. Throughout the next year, we will grow together in creating a club the truly makes a difference in the world around us.

Sincerely, Your Key Club Board

Bainbridge High School Key Club Officer Application Form

Name: _____

Grade Level: _____

Desired Position: (ONLY CHOOSE ONE)

- President
- Vice President
- Secretary
- Treasurer
- Editor
- Web-Master

Phone Number: () _____

E-Mail: _____

Address: _____

Age: _____

Officer Commitment

Have you held a leadership position in Key Club before?

- Yes
- No

If yes, what position was held? _____

If elected, would you be able to attend officer meetings?

- Yes
- No

If elected, would you be able to attend general meetings?

- Yes
- No

Please list any conflicts or involvements you will have throughout the next Key Club year including other clubs, sports, theatre, etc.:

Short Answers

List any achievements, honors, or awards:

What leadership positions have you previously held?

What are some of your hobbies or interests?

Key Club's foundation lies in teamwork. What could you contribute to this team?

PARENTAL CONSENT AND ACCEPTANCE

Please sign below to confirm your willingness to commit your time and effort to Bainbridge High School Key Club for the 2018-2019 school year shall you be elected/appointed as an officer.

I, _____, certify that the information provided is complete and accurate. I certify that I am the author of the answers provided and that they are true and of the utmost sincerity. I also certify that I am aware of the consequences for missed officer and membership meetings.

Student Signature: _____

Email: _____

Student Name: _____

Phone Number: _____

Sign below if you give your consent for the student above to run for office and commit the necessary time and effort to make Bainbridge High School Key Club a success if he/ she is elected/appointed as an officer.

Parent Signature: _____

Email: _____

Parent Name: _____

CLUB LEVEL

Each Key Club is led by a student board. The club president, club vice president, club secretary, club treasurer, club bulletin editor and club webmaster comprise the board. In some cases, one or more of these offices may be combined (i.e. secretary-treasurer or secretary-bulletin editor).

Club President

The club president is responsible for setting and monitoring the goals of the club, running club meetings, appointing committee chairs and delegating tasks as necessary, recruiting, training and retaining members and maintaining regular communication with the lieutenant governor of his or her division. Check out the Club Officer Guide - Be the [President](#).

Club Vice President

The role of the club vice president can be summarized in one word: service. The vice president serves the president, other club officers, committees and the general membership. He or she is also expected to learn the duties of the president in order to fill in or take over as necessary. Learn more about the role of the vice president, read the Club Officer Guide - Be the [Vice President](#).

Club Secretary

The office of secretary is one of the most demanding in the organization and a good secretary is essential to the proper functioning of any Key Club. The secretary is responsible for taking minutes, keeping records and maintaining all important files for the club. Check out the Club Officer Guide - Be the [Secretary](#)

Club Treasurer

The club treasurer controls the club's money, both its collection and disbursement. He or she collects member dues, prepares and monitors the budget and maintains accurate financial records. View the Club Officer Guide - Be the [Treasurer](#).

Club Bulletin Editor

The club editor is responsible for keeping the membership informed about important activities, opportunities and deadlines at the club, district and international level. The "bulletin" may be a printed piece or electronic update. To learn more about the role of the bulletin editor, read the Club Officer Guide - Be the [Editor](#).

Club Webmaster

A webmaster is responsible for the public image of the club as it relates to Internet-based mediums like a website or social media. He or she creates, updates, and maintains a club website where appropriate, and he or she manages the social media accounts for the club. View the Club Officer Guide - Be the [Webmaster](#).

RESPONSIBILITY

Being an officer requires tremendous personal and professional responsibility. You are more than just your position--you are the embodiment of the Key Club International's core values of leadership, character building, caring, and inclusiveness.

More is asked of you as an officer. You are expected to make your position and the well-being of the club a top priority in your life and to dedicate the time & effort commensurate to that priority.

You are expected to be at all general and officer meetings. Your presence and position are a valued part of Key Club's success. Failure to attend general and officer meetings will result in your removal from office and the re-election of your position.

As an officer, you are an ambassador for the BHS Key Club, Key Club International, and Kiwanis. Your conduct both in and outside of school needs to positively reflect the Key Club's core values. Behavior unbecoming to an officer may result in your removal from office and the re-election of your position.

Finally, as an officer, you are expected to maintain strong appropriate communication with your fellow officers, the members, and your advisor(s). Such communication is vital for the teamwork required to make Key Club leadership a success.