



2024-2025 DISTRICT SECRETARY CANDIDACY FORM

Student name _____ Gender: M F

Address _____ City _____ TX OK Zip _____

Email address _____ Cell Phone _____

Home Club _____ Division _____ 2024-2025 Grade Level _____

Parent/guardian name _____ Parent/guardian phone _____

As a candidate for the office of Texas-Oklahoma District Key Club District Secretary, I understand and agree to the following requirements and expectations.

Meeting attendance: I understand that I am required to attend the following:

1. The 2024 District LEDCON, April 25-28, 2024 Embassy Suites Denton, Tx
2. District Staff Officer Training and Retreat (STAR), June 14-16, 2024 Broken Bow, Ok
3. Key Club International Con July 8-14, 2024 Atlanta Hilton / Atlanta, GA (RECOMMENDED)
4. Summer Board Meeting (SUMBO) July 26-28, 2024 Marriott DFW / Irving, Tx
5. Fall Board Meeting, November 8-10, 2024 Embassy Suites Denton, Tx
6. Winter Board Meeting (WINBO) January 10-12, 2025 Marriott DFW / Irving, Tx
7. Lt. Governor Training February 21-23, 2025 Marriott DFW / Irving, Tx
8. The 2025 District LEDCON, April 9-13, 2025 Embassy Suites Denton, Tx

District Board meetings and LTG training are held at the DFW Marriott Hotel, 8440 Freeport Parkway, Irving, TX. LEDCONs are held at the Embassy Suites Denton Convention Center Hotel; 3100 Town Center Trail; Denton, Texas 76201

I understand that failure to attend any required meeting or event without the prior approval of the District Administrator will result in the loss of the position of District Secretary.

I understand that I must submit a signed Board Service Agreement, Code of Conduct acknowledgement, Media Waiver, and Transportation Agreement with this candidacy form to run for office.

Transportation to all required meetings will be provided by a Regional Adviser, commercial transportation, or vehicle driven by an approved adult chaperone. Mileage reimbursement may be paid with the prior consent of the District Administration.



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Computer access is essential to any Key Club District Board role. I understand that I must have an email account that accepts attachments and that I must have access to, and check, this account daily. I understand that internet access is my responsibility and is not reimbursable. I will respond to all emails requiring my action within 24 hours of receipt. I will notify the District Administrator in advance if I will be away from internet access.

I understand and agree to the requirements outlined in this candidacy form and that prior to my election it is my responsibility to discuss these duties and requirements with my parents/guardians, faculty adviser, and school principal – including the class days I expect to miss.

Candidate signature _____ Date _____

Approval: I have read and understand the information regarding this office and hereby give my unconditional consent to the above-named individual to become a candidate for the role of Texas-Oklahoma District Key Club District Secretary.

Parent/guardian signature _____ Date _____

School Administration: We acknowledge that we have reviewed the requirements for this office, including required attendance. We further acknowledge that any required absence from school will be approved and excused.

Faculty adviser signature _____ Date _____

School principal signature _____ Date _____

Endorsement of Home Club: On behalf of the home Key Club and the school of the above-named candidate, I certify that our club has endorsed them to be a candidate for the office of Texas-Oklahoma Key Club District Secretary.

Signature _____ Position _____ Date _____