



Texas-Oklahoma District of Key Club international

# 2018-2019 Texas-Oklahoma District

## Appointed Staff Candidacy Form

Circle Office Applying for: Editor Convention Liaison

Name: \_\_\_\_\_ Gender: M F  
First Middle Last Circle One

Mailing Address: \_\_\_\_\_ TX OK \_\_\_\_\_  
Street City State (circle one) Zip

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell Parent

I am a member of \_\_\_\_\_ Key Club Division: \_\_\_\_\_

2017-2018 Grade Level: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

### Requirements of Office:

I am aware that if appointed, I am **required** to attend the following:

- A. District Convention (April 12-15, 2018)
- B. District Staff Officer Training and Retreat (STAR) (June 8-10, 2018)
- C. International Convention (Jul 4-8, 2018) Chicago, IL
- D. Summer Board Meeting (July 20-22 , 2018)
- E. Fall Staff Meeting (TBD)
- F. Winter Board Meeting (Jan 4-6, 2019)
- G. Lt. Governor Training (Feb 22-24, 2019)
- H. District Convention (April 24-28, 2019)

Meetings are at the DFW Marriott Hotel, 8440 Freeport Parkway, Irving TX. Dallas Sheraton, 400 N. Olive Street, Dallas Tx. Other location and dates TBD.

**Failure to attend any required meeting/event without prior consent by the District Key Club Governor and District Administrator will result in immediate loss of the appointed staff position.**

I must submit a signed Medical Release, Service and Code of Conduct agreement with this candidacy form that more specifically outlines my responsibilities to the Texas-Oklahoma Key Club District.

Transportation to all required meetings will be provided by a Regional Advisor; commercial plane; or personal vehicle driven by an approved adult chaperone with mileage reimbursed at the rate set forth at the beginning of each Key Club year. Travel by personal vehicle driven by the officer may be approved when other options are not available. The method of transportation must have prior approval of the District Administrator. Permission of parents and a release of Liability are required for travel by personal vehicle driven by the officer.

You must complete and submit the application form for your desired office with this Candidacy form.

**Computer access is vital to the position.** I understand that I must have an email account that accepts attachments, and must have daily access to said account. Internet access is my responsibility and is not reimbursable. I will check my Key Club email account daily and respond to all emails requiring my action within 24 hours of receipt unless a prior exception have been granted by the Key Club District Governor.

**I understand that prior to my nomination it is my responsibility to cover the duties and requirements of the office with my parents, faculty advisor and school principal including the days I expect to miss with an excused absence.**

**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 this position.**

**PARENT/GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ENDORSEMENT OF CLUB:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FACULTY ADVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***Provide these completed forms by email to the District Administrator Kenyon Black administrator@tokeyclub.com by April 2, 2018.***