



Texas-Oklahoma District of Key Club international

# 2018-2019 Texas-Oklahoma District

## Technology Producer Candidacy Form

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:

- A. Be skilled and experienced in making various graphics and videos.
- B. Be exceedingly computer literate.
- C. Be able to multi-task, creative, reliable and have good organizational skills
- D. Attend Summer Board Meeting (July 27-29, 2018)
- E. Attend Fall Staff Meeting (To Be Determined)
- F. Attend Winter Board Meeting (Jan 4-6, 2019)
- G. Attend District Convention (April 24-28, 2019)
- H. Attend any other meeting as requested by the Governor and District Administrator

### Submissions Required

In order to be considered for the Technology Producer position please submit along with your completed Candidacy form:

- A. A signed Medical Release as well as a Service and Code of Conduct agreement.
- B. At least one graphic promoting the ELIMINATE Project
- C. At least one graphic promoting this year's Governor's Project
- D. A short video detailing the dress code and rules of DCON.
- E. On a separate document, list positions held in Key Club, other clubs, and any other activities.
- F. On a separate document, list any video/audio/graphic software you would use and your training/experience and skill level in using it
- G. On a separate document, write a paragraph detailing why you want to be the Technology Producer and what makes you the best choice.

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.**

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.

**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.**

*Provide these completed forms to Texas-Oklahoma Governor, at [governor@tokeyclub.com](mailto:governor@tokeyclub.com) and Kelly Poland, Assistant District Administrator, at [aaevents@tokeyclub.com](mailto:aaevents@tokeyclub.com) not later than April 2, 2018.*

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

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

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

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