

Lt. Governor Service Agreement | 2016-2017

District Office Address: 8360 Red Oak Street #201, Rancho Cucamonga, CA 91730-0608
Bruce Hennings, Director of Service Leadership: bruce@cnhkiwanis.org

The Lieutenant Governor of the California-Nevada-Hawaii District of Key Club International agrees upon the following. It is understood that failure to meet any of the criterion of this agreement indicates that the Lieutenant Governor is failing to perform his /her duties and appropriate interventions and, if necessary, appropriate actions to remove the Lieutenant Governor from office will be undertaken.

Section 1: Personal Information

Name _____ Region _____ Division _____
Last First M. I.

Gender Female Male

Home Club _____ Club # _____ Member # _____

Address _____
Street City State Zip Code

Phone _____ Email _____
Home Cell

Section 2: Rules and Regulations

The following are a list of rules and regulations for the election of a district officer serving the division. A violation of any of the following rules may result in disqualification from pursuing any district or international office, appointment or endorsement.

1. **Attendance at the Lt. Governor Candidate Training Conference:** Attendance at this conference that is held in various locations on December 5, 2015 is optional but highly recommended.
 2. **Intent to File Candidacy:** Complete the online registration to register your intention to declare candidacy (submission of Service Agreement) using the CyberKey link at least **TWO (2) WEEKS** before the conclave date.
 3. **Declaration of Candidacy:**
 - a. **OPTION 1:** Submit this completed form in hard copy format to the CNH District Office to the attention of **Bruce Hennings**. It must be received **AT LEAST ONE (1) WEEK** before the conclave date.
OPTION 2: Submit this completed form in electronic format to **Bruce Hennings** **AT LEAST ONE (1) WEEK** before the conclave date **AND** submit the original documents postmarked **AT LEAST ONE (1) WEEK** before conclave date to the CNH District Office to the attention of **Bruce Hennings**.
 - b. Submit a copy of this form to the Region Advisor **AT LEAST (1) ONE WEEK** before the conclave date.
 4. **Campaign Material:** The only permissible campaign material as per Key Club District Policy 142.3 is one two-sided or two one-sided 8.5 x 11" literature published by the Lt. Governor or Region Advisor (if the current Lt. Governor is running) in the Division Candidate Booklet. Misuse of social media may result in disqualification.
 5. **Candidate Endorsement:** Candidates may only solicit and advertise an endorsement from their own Key Club.
 6. **Caucus Conduct:** Rude or inappropriate behavior of any nature will not be tolerated.
- The undersigned have read, understand, and agree to comply with all of the terms set forth above.
- All of the undersigned confirm the candidate is qualified to serve as a District leader.
- All of the undersigned acknowledge that this Service Agreement may be used for other district leadership positions.

Key Club Candidate _____

Parent/Guardian _____

Region Advisor _____

Kiwanis Advisor _____

Faculty Advisor _____

School Principal _____

Position _____ Print Name _____ Signature _____ Date _____

Section 3: Service Agreement

The following basic criterion is mandatory; however, if extenuating circumstances shall arise, the current District Administrator and District Governor will evaluate the situation on a case-by-case scenario.

- ✓ Be a Key Club member in good standing
- ✓ Perform AT LEAST 50 hours of service
- ✓ Be a liaison to and representative of each club in the division
- ✓ Prepare and submit the division directory, budget, and all reports ON TIME
- ✓ Contribute to the district publication with AT LEAST TEN monthly submissions
- ✓ Hold AT LEAST TEN division council meetings (DCMs)
- ✓ Organize and conduct an officer training, a leadership conference (LC), a region training conference (RTC), and a division conclave during my term
- ✓ Encourage ON TIME dues payment by each club in the division
- ✓ Visit each club in the division AT LEAST ONCE
- ✓ Diligently participate in any assigned district committee
- ✓ Actively promote the Kiwanis Family organization and the Key Club core values
- ✓ Communicate with my Region Advisor AT LEAST TWICE each month and with my Region Team AT LEAST ONCE each month
- ✓ Abide by and comply with all Key Club & Kiwanis District & International policies, procedures and codes of conduct
- ✓ Maintain high academic standards and comply with all school policies, procedures, and codes of conduct
- ✓ Attend the following MANDATORY board meetings and conventions:
 - ✓
 - Key Club District Convention: **April 7-10, 2016**; Sacramento Convention Center, Sacramento, CA
 - Board Training & Meeting: **May 27-29, 2016**; Kiwanis Professional Center, Rancho Cucamonga, CA
 - International Convention (optional, recommended): **July 6-10, 2016**, Atlanta, Georgia
 - Board Training & Meeting: **August 5-7, 2016**; Kiwanis Professional Center, Rancho Cucamonga, CA
 - Board Training & Meeting: **January 6-8, 2017**; Historic Santa Maria Inn, Santa Maria, CA
 - Key Club District Convention: **April 6-9, 2017**; Anaheim, CA
- ✓ Non-performance of these and other mandated responsibilities may result in removal from the office to which I am elected or appointed.
- ✓ It is understood the conduct of Key Club business by any electronic means, including web sites, electronic messaging, text and video conferencing, and so forth must be conducted with Key Club integrity.
- ✓ It is understood that there is no Key Club division or region treasury and that any orders made or funds collected on behalf of a division or region may not be handled or processed by Key Club members; they will be handled by adults with proper documentation.
- ✓ It is understood that in return for strong efforts, the Cali-Nev-Ha District will reimburse the Lt. Governor, in part, for expenses incurred. It is understood that discounts or allowances potentially received as a result of the office held may be forfeited should the Lt. Governor fail to perform the duties of office, or violate the Code of Conduct.
- This section has been read and the commitment is understood

Key Club Candidate
Position

Print Name

Signature

Date

Section 4: Meeting with Region Advisor Team

The following section needs to be completed by the Region Advisor.

- ✓ For the purposes of this required task, a meeting may be completed in a live setting or in a teleconference format only.
- ✓ The candidate and the Region Advisor have met to discuss the following
 - The optional attendance at the Lt. Governor Candidate Training Conference and what was learned
 - the entire “Service Agreement”
 - qualifications of the position
 - the basic duties to the division, the region, the district
 - the code of conduct
 - the commitment being made by the Key Club member
 - Key Club member must be in good standing and perform AT LEAST 50 hours of service during the term
 - Key Club member must pay dues and the home club must pay dues on time
 - the role of the Kiwanis Region Advisor Team and the entire Region Team
 - the importance of school support, adherence to school policies and maintenance of academic standards
 - the importance of home support
- The candidate is qualified and willing to serve as a District leader
- The candidate has the support of the Region Advisor Team.

Region Advisor

Position

Print Name

Signature

Date

Section 5: Kiwanis Support

The following section needs to be completed by the sponsoring Kiwanis club advisor. The Region Advisor Team may complete this section for clubs without a sponsoring Kiwanis club.

- ✓ The “Service Agreement” section has been read and the commitment being made by the Key Club member is understood
 - ✓ It is understood that the Key Club member must be in good standing and perform AT LEAST 50 hours of service during the Key Club term.
 - ✓ It is understood that the Key Club member must pay dues and the home club must pay dues on time
 - ✓ It is understood that the student leader’s duties will interfere to a minimal extent with his/her attendance at school and he/she will be responsible to maintain his/her school and family responsibilities in addition to his/her Key Club responsibilities.
 - ✓ It is understood that the student leader will maintain high academic standards and comply with all school policies, procedures, and codes of conduct
 - ✓ It is understood that the student leader needs support from his/her home club and school
 - ✓ It is understood that the student leader will have Kiwanis advisors who should be contacted with any concerns
- The candidate is qualified and willing to serve as a District leader
 - The candidate has the support of the home club and school.

Kiwanis Advisor

Position

Print Name

Signature

Date

Section 6: School Support

The following section needs to be completed by the home club advisor and school principal. All signatures are required.

- ✓ The “Service Agreement” section has been read and the commitment being made by the Key Club member is understood
 - ✓ It is understood that the Key Club member must be in good standing and perform AT LEAST 50 hours of service during the Key Club term.
 - ✓ It is understood that the Key Club member must pay dues and the home club must pay dues on time
 - ✓ It is understood that the student leader’s duties will interfere to a minimal extent with his/her attendance at school and he/she will be responsible to maintain his/her school in addition to his/her Key Club responsibilities.
 - ✓ It is understood that the student leader will maintain high academic standards and comply with all school policies, procedures, and codes of conduct
 - ✓ It is understood that the student leader needs support from his/her home club and school
 - ✓ It is understood that the student leader will have Kiwanis advisors who should be contacted with any concerns
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- The candidate is qualified and willing to serve as a District leader
 - The candidate has the support of the home club and school.

Faculty Advisor

School Principal
Position

Print Name

Signature

Date

Section 7: Home Support

The following section needs to be completed by the parent.

- ✓ The “Service Agreement” section has been read and the commitment being made by the Key Club member is understood
 - ✓ It is understood that the student leader or any Key Club member may not sign contracts, make orders or be handling money
 - ✓ It is understood that the student leader’s duties will interfere to some extent with his/her attendance at school and he/she will be responsible to maintain his/her school and family responsibilities in addition to his/her Key Club responsibilities.
 - ✓ It is understood that the student leader will maintain high academic standards and comply with all school policies, procedures, and codes of conduct
 - ✓ It is understood that regarding housing arrangements up to four student leaders shall be assigned per room.
 - ✓ It is understood that student leader needs support from his/her home
 - ✓ It is understood that the student leader will have Kiwanis advisors who should be contacted with any concerns
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- The candidate is qualified and willing to serve as a District leader
 - The candidate has the support from home for the duration of his/her term or Office.

Parent/Guardian
Position

Print Name

Signature

Date

Section 8: Code of Conduct

The following section needs to be completed by the Key Club member, parent/guardian, and Region Advisor.

- A. Key Club at all levels has built and maintained an image of quality membership, sponsorship and professionalism. This is a reputation that every member, advisor and sponsor must uphold. For this reason, all District Board members and Kiwanis Committee members have been asked to behave professionally.
- B. We hereby consent to a warrantless search of any sleeping room occupied at any time with reasonable suspicion, at the sole discretion of the District Administrator or Director of Service Leadership Programs; (appropriate hotel employees will be involved) and furthermore the attendance of each person at Key Club District Board events, conferences, and meetings is expressly conditioned upon his or her agreement in writing to this provision.
- C. No alcoholic beverages or drugs, with the exception of prescribed medication or over the counter medication, will be permitted in the possession of anyone attending district events. Use of tobacco by Key Clubbers is prohibited.
- D. A retiring hour of no later than 12:00 midnight will be observed and enforced. Key Clubbers are expected to be in their own rooms at this retiring hour and they are expected to remain there. Curfew shall be from 12:00 midnight until 5:00 a.m. unnecessary noises at any hour are prohibited.
- E. No female shall be allowed in the room of any male Key Clubber and no male shall be allowed in the room of any female Key Clubber. No Key Club member, regardless of gender, shall be allowed in the room of any adult, Kiwanis or faculty advisor. Members violating this rule are subject to removal from any leadership position and/or the event. Kiwanians violating this rule, with the exception of married couples and/or immediate family members, are subject to removal from the committee and/or event. Parents, School & Kiwanis will be notified.
- F. Key Club members shall abstain from romantic activities while in attendance at district events, conferences, and meetings.
- G. A "Zero Tolerance" for any violation shall be in effect for the District Convention and violator(s) will be sent home at parents' expense, at the discretion of the District Administrator. If no one is home I need to keep the violator(s) at my side and return home with their home Key Club.
- H. These rules are in effect from April 10, 2016 to April 9, 2017.

<i>Key Club Candidate</i>			
<i>Club or Region Advisor</i>			
<i>Parent/Guardian</i>			
Position	Print Name	Signature	Date

Section 9: Kiwanis Release

The following section needs to be completed by the parent.

The Service Leadership Program group known as the _____; hereinafter "Service Leadership Program," from time to time at meetings, service projects and promotional events of Kiwanis and of our Service Leadership Program, will take photographs of the Service Leadership Program members and guests for publication in Kiwanis/Service Leadership Programs newsletters, bulletins, web sites and promotional material for Kiwanis Service Leadership Program organizations and other community based organizations and groups.

I, the undersigned, hereby agree to allow Kiwanis to use my picture, image, name, business name, logo, service mark and/or name for any Kiwanis promotion and activity. I may withdraw this authorization at any time and Kiwanis will have thirty (30) days to remove my picture, image, name or other reference to me and/or my business.

I hereby release Kiwanis, Kiwanis **Service Leadership Program** groups, its agents, representatives, directors, officers and members from all liability from any and all injuries that may occur by the use of my picture, image, name or other material stated herein. It is understood and agreed that all rights under *Section 1542 of the California Civil Code* are hereby waived. Said Code reads as follows: "*a general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.*"

I have read and agree to all terms and conditions stated herein.

<i>Parent/Guardian</i>			
Position	Print Name	Signature	Date

