



EDITOR'S SERVICE AGREEMENT

DUTIES

As a candidate for Editor of my high school's Key Club, I understand that some of the duties of the office are as follows:

- To complete at least 50 hours of service
- To serve as a leader and representative of my club
- To complete assignments as delegated by my Club President
- To create flyers, graphics, or other promotional materials
- To update my club's website and social media accounts on a regular basis
- To become well acquainted with my fellow club officers, working together as a team to plan club meetings, socials, fundraisers, and service projects
- To consult my fellow club officers and consider all my members before making a major decision
- To address all questions and concerns of my members
- To promote member participation and attendance at events on all levels of Key Club
- To promote Key Club in my school and community and recruit new members to my club
- To cooperate and work closely with my Division Lieutenant Governor and Sponsoring Kiwanis Club
- To represent my club at Kiwanis Meetings
- To provide my current contact information (e-mail address and phone number) to the club members, club officers, Faculty Advisor, Kiwanis Advisor, Lieutenant Governor, and Region Advisor, and to update them on important changes
- To work with my fellow club officers to hold elections, according to District Policy, for the new club officers of the following year
- To train my succeeding Editor about the duties and responsibilities of the office
- To follow my club bylaws in governing my club
- To conduct Key Club business by electronic means (websites, e-mail, social media, etc.) with integrity

ATTENDANCE

As a candidate for Editor of my high school's Key Club, I understand that I am **highly recommended** to attend the following events:

- All Key Club board and club meetings at my school
- Majority of monthly Division Council Meetings (DCMs)
- Officer Training Conference (OTC)
- Region Training Conference (RTC)
- District Convention (DCON)
- Fall Rally North (FRN) or Fall Rally South (FRS)

I understand that non-performance of these duties may result in removal from the office to which I am elected, as specified in the club bylaws.

Candidate's Name

Signature

Date

As this student's advisor, I feel that they are qualified and willing to serve as the next Editor of this club.

Faculty/Kiwanis Advisor's Name

Signature

Date

As the parent or guardian of this student, I have read this Service Agreement and am ready to support them throughout their term of office.

Parent/Guardian's Name

Signature

Date

CANDIDATE'S INFORMATION

Email Address

Birth Date

Preferred Phone Number

Member ID #

Street Address

City

State

Zip Code

Home Club

Division



BEST OF LUCK!

All forms must be submitted to your Key Club President or Faculty Advisor at least one week prior to the club election. Failure to do so will invalidate the candidacy.