

CANDIDATE TRAINING CONFERENCE

manual

NAME: _____

DIVISION: _____

CNH Key Club District Training Centers
ANAHEIM | BAY AREA | BURBANK | CENTRAL VALLEY | HAWAI'I
LAS VEGAS | RANCHO CUCAMONGA | SACRAMENTO | VISTA

TABLE OF CONTENTS

Table of Contents and Training Schedule.....	2
Introduction.....	3
Supplemental #1: Leadership.....	4-5
Workshop #1: A Lieutenant Governor's Role in Key Club.....	6
Workshop #2: Challenges & Rewards of Being a Lieutenant Governor.....	7
Workshop #3: Duties of a Lieutenant Governor.....	8-11
Supplemental #2: Breakout Session Topics.....	12
Workshop #4: Preparing for Conclave.....	13
Supplemental #3: The Conclave Process.....	14
Supplemental #4: Sample Conclave Speech.....	15
Supplemental #5: Possible Caucus Questions.....	16
Workshop #5: Effective Communication & Key Club Basics.....	17-18
Workshop #6: Key Club Ethics.....	19
Supplemental #7: General Checklist & Tips for Success.....	20
Supplemental #8: Sample Literature.....	21

TRAINING SCHEDULE

Target Times for Training Conference: 9:00 AM - 5:00 PM

**This is a tentative schedule. Actual schedule with times will vary by individual sites and number of candidates present.*

1. Arrival
2. Registration
3. Icebreaker
4. Introductions by Presenters & Volunteers
5. Workshop 1: A Lieutenant Governor's Role in Key Club
6. Workshop 2: Challenges & Rewards of Being a Lieutenant Governor
7. Workshop 3: Duties of a Lieutenant Governor
8. Breakout Session 1
9. Workshop 4: Preparing for Conclave
10. Workshop 5: Effective Communication & Key Club Basics
11. Workshop 6: Key Club Ethics
12. Breakout Session 2
13. Practice Time & Feedback: Speeches and/or Caucus Questions
14. Open Forum (Lieutenant Governor Panel)
15. Group Photo
16. Departure

MEETING WITH REGION ADVISOR

To be eligible to run for Lieutenant Governor, candidates must meet with their Region Advisor to discuss the position, its responsibilities, and be confirmed as a qualified candidate.

**Schedule an
appointment today.**

INTRODUCTION

Good morning, Lieutenant Governor Candidate!

The CNH District Board welcomes you to the 2022 Lieutenant Governor Candidate Training Conference!

Our goal is to provide you with the proper information regarding the one year leadership commitment a Lieutenant Governor makes not only to the members of a Division, but also to the members of our District. We urge you to recognize that this is not a leadership title to simply be added to your resume; this is an opportunity to serve others through an administrative, mentor, liaison, and leadership role. It demands responsibility and hard work. Although we will share a glimpse of the journey ahead and give you a guideline of what you should expect, the experience of being a Lieutenant Governor is different for everyone. We would like you to make an informed decision when you choose to sign the service agreement and run for this position.

Only a select few of you will be elected to serve in a position of Lieutenant Governor. Remember that all Key Club members are leaders; whether serving as an officer, committee chair, task coordinator, or as an active member, Key Club members are leaders of change. Seeking a leadership role such as Lieutenant Governor is taking a risk, one that few are willing to take. Regardless of any election results, we would like to thank you for taking an interest in further developing your leadership skills by attending this event.

Despite all the hard work, the challenge of being a Lieutenant Governor and the experiences you will encounter are worth it. This training program has been developed by members of the CNH District Board and administration so that you will better understand this commitment, learn from our experiences, and appreciate the opportunity that awaits you.

Thank you for serving our organization and best wishes on the next step of your Key Club journey!

Supplying Slices of Service,

Miah Chao
2022-2023 Policy, International Business, & Elections Chair



SUPPLEMENTAL #1: LEADERSHIP

WHAT WE LOOK FOR IN A LEADER

Leadership is a difficult concept to grasp and even more difficult to measure. Perhaps the success of a leader can be gauged by the results of the task and the successes of the people being led. Look to mentors and followers to gauge the results.

*Here are four essential **leadership characteristics** to be measured by:*

COMPETENCE

A leader must be able to convince others that are capable and effective. Competence means not simply technical abilities, but the capacity to get things done on time. Ask yourself: can I produce timely results? Do I have a record of accomplishments? Do I lead by example?

FORWARD THINKING

The domain of leadership is the future. The most significant contribution leaders make is to the long-term development of people and institutions. Leaders have a vision of where we are headed. Ask yourself: am I concerned about my Division? Do I have a destination in mind for this year?

INSPIRATION

It is not enough for a leader to have a dream for the future. This dream must be communicated in a way to inspire all of Key Club. Ask yourself: do I exude excitement when I talk about Key Club? Do I have the stamina and energy to see the year through and be a strong leader for the Division?

HONESTY

In most surveys conducted, honesty has been selected more often than any other as the most important leadership characteristic. As you present yourself to the delegates, ask yourself: can I be trusted? Do I have integrity? Am I consistent in word and deed? Do I have strong moral character?

PRINCIPLES OF LEADERSHIP EXCELLENCE

Service

Serve your members. Know and meet the needs of the members of the organization.

Commitment

Do what you say you are going to do. Follow the rules or change them. Be consistent.

Communication

Let members and advisors know what is going on. Keep them informed. Accept responsibility.

Ethics

Respect individuals and society. Act and behave with integrity.

Support

Work cooperatively with your team to achieve results.

SUPPLEMENTAL #1: LEADERSHIP

WHY DO WE HAVE DIVISION LEADERS?

Key Club is successful because it is a unified organization that not only does service, which is the binding agent, but because there is also an opportunity to gain leadership experience, learn civic values, associate with adult Kiwanians on a peer level, and have fun. The glue that holds all this together is the basic organization structure: Club, Division, District, and International levels. The youth of this organization are *responsible for its total operation* and this is what makes for more effective citizens and leaders.

PRIMARY TASKS OF A LIEUTENANT GOVERNOR:

- Maintain integrity and fairness within the Division
- Assist and train the clubs and officers to perform leadership and service activities
- Act as a liaison between members and the District
- Develop comprehensive plans to promote organizational growth
- Serve as a member of the District Board of Trustees and advocate for the interests of your members

BEING A DIVISION LEADER MEANS TRYING OUT NEW THINGS:

- Meeting new people and going to unfamiliar places
- Speaking in front of large groups
- Organizing events and conducting meetings
- Leading a Division Leadership Team and delegating tasks
- Spending evenings and weekends away from friends and family
- Accepting disappointment when things do not go as planned

COMMUNICATION

As a Lieutenant Governor, you will receive large amounts of communication, as well as be responsible for sending out mass messages that you have never done previously. Most communication received will require some action in response; this may be a phone call, text, email, formal letter, or a report. It could also be a requirement for you to plan or address an issue that you have never considered!

HAVING SECOND THOUGHTS?

Good! That's precisely what you need to consider before taking this huge step. Think about it, and think about it again. Key Club wants you, but Key Club doesn't need you if you are not going to carry out your responsibilities to the best of your ability. Are you willing to make the commitment to serve as the leader of your Division?

WORKSHOP #1: A LIEUTENANT GOVERNOR'S ROLE IN KEY CLUB

PIECE OF THE KIWANIS FAMILY PUZZLE

Each Lieutenant Governor is responsible for being a liaison, trainer, mentor, data collector, supporter, and promoter of District and International service initiatives, programs, and events for the clubs within the Division they serve. Each Lieutenant Governor also serves as a member of the CNH District Team to provide training, resources, and support for District membership.

A brief sampling of duties include conducting training conferences and Division meetings, providing education and support to the members through effective and regular communication, contributing to District publications and promotions, and serving on one or more of the District committees.

VITAL LINK ON ALL LEVELS

To Members

Foremost, you have a significant responsibility to the membership—the members who elected you to the position. Most members have little or no connection to the District, much less Key Club International, so you are often their only representative/ambassador. Make sure that you share opportunities for service and leadership with them; seek and gather their opinions on various topics; represent them at District Board meetings and International Convention; and remember that your position is to serve the members through leadership.

To Officers

Perhaps your greatest responsibility lies with training club officers and providing them with resources. As Lieutenant Governor, you need to promote and share information from District and International with the officers, organize training conferences, and support club officers as they manage the clubs they serve.

To the District

It's incredibly important you work well with the rest of the District Board. Lieutenant Governors and rely on each other to plan Region events, plan District Convention, present workshops, complete committee work, and most importantly, provide moral support. You'll create strong bonds with your fellow Board Members. District Executives lead the District and train and support the Lieutenant Governors. Submissions and reports from each Division also help the Executives lead the District more effectively.

To International

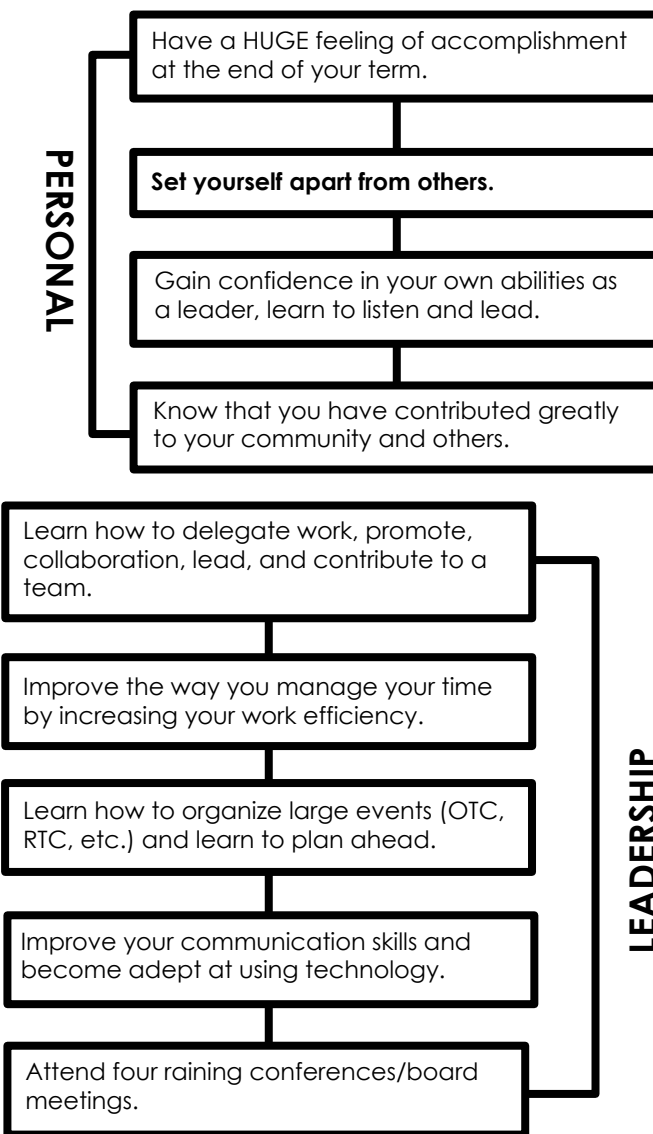
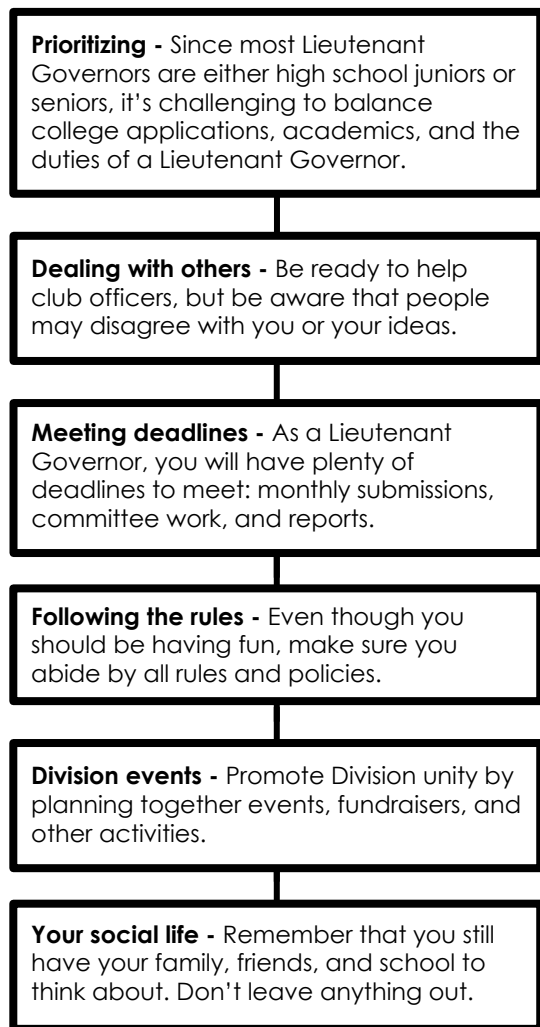
International Trustees have a duty to serve as a liaison between International and Districts, much like Lieutenant Governors are liaisons between the District and Divisions. Lieutenant Governors can personally contact and speak with their International Trustee to get updates on Key Club International and ask any questions they may have from members. While it might be best to communicate with the Trustee, Lieutenant Governors can speak with and contact the International President to ask for help. More importantly, the Lieutenant Governor should read updates from the International President to learn about the current Key Club International happenings.

*Remember...it is **your** duty to serve the members through leadership!*

WORKSHOP #2: CHALLENGES & REWARDS OF BEING A LIEUTENANT GOVERNOR

WHY BE A LIEUTENANT GOVERNOR?

Being a Lieutenant Governor is a challenging but rewarding experience. The role of Lieutenant Governor tests one's management skills when it comes to prioritizing academics, social life, and family duties. Though it may seem all the Lieutenant Governor does is comprised of work obligations, there are many opportunities one has to meet new people, travel, and serve.



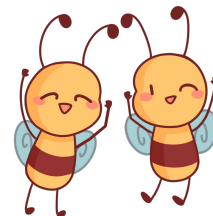
BEING A LIEUTENANT GOVERNOR IS A LIFE-CHANGING EXPERIENCE

The bonds you will form during your term are unbreakable. At the District level, you are surrounded by people like yourself who have dedicated themselves to Key Club for the rest of their high school years. While the journey of being a Lieutenant Governor may be challenging, it is also highly rewarding.

WORKSHOP #3: DUTIES OF A LIEUTENANT GOVERNOR

WHAT ARE THE DUTIES OF A LIEUTENANT GOVERNOR?

Your **basic tasks** as Lieutenant Governor are to serve as a liaison between the District and the Division (the clubs); to communicate and disseminate information from the District and International level to the clubs you serve (and vice versa); to provide training; to promote leadership development, to represent the interests and needs of the clubs at the District and International level; to promote the organization; and to serve.



SERVING THE CLUBS

Trainer

- Provide support and training on a wide range of topics
- Leave a legacy

Club Visitations

- Visit each club at least once during the 1st-2nd quarter of your term **(Required)**
 - Visit each club a second time during the 3rd-4th quarter of your term **(Recommended)**
- Visit a club meeting or board meeting (preferred) or a service project
- Visit by physically attending or utilizing technology (Zoom, Google Meet, Skype, etc.)
- Plan club visits with officers and advisors ahead of time

Service Opportunities

- Encourage clubs to use city websites to learn about upcoming community events
- Ask local Kiwanis clubs to see if clubs can partner in any community service projects
- Check local news, media, and businesses in town about upcoming events that may need help
- Encourage clubs to participate in the District Project, Major Emphasis, Preferred Charities, and Programs

Fundraising

- Share fundraising ideas at Division Council Meetings
- Encourage clubs to fundraise for service and to offset the cost of attending District events and club items
- Provide and/or organize fundraisers to support District and International programs

Recruiting New Members & Building New Clubs

- Expand our family; promote dues collection and submission, club growth, and club building
- Share recruitment ideas among the clubs and assist with setting new membership goals
- Encourage clubs to share their accomplished recruiting goals and seek ideas from other organizations as well

WORKSHOP #3: DUTIES OF A LIEUTENANT GOVERNOR

- Use purposeful icebreakers, games, and other fun activities at DCMs to involve and train new members
- Recognize outstanding members and clubs within the Division and reward them

Spirit

- Spirit at the club and Division level is a great way for members to feel a part of something positive and encourage them to get more involved
- Seek designs for Division items and spirit attire to build unity and to inspire spirit
- Create and practice Division cheers to show off at Fall Rally and DCON
- Advertise the Division mascot and keep your members interested

SERVING THE DIVISION



Training Conferences

- Host an Officer Training Conference to train club officers during the 1st quarter
 - Invite the past Lieutenant Governor & past officers to act as guest speakers
 - Encourage officers to build bonds with each other
- Work with the other Lieutenant Governors in your Region to host a Region Training Conference
- Work with the Lieutenant Governor CTC Chair to plan the Lieutenant Governor Training Conference

Division Council Meetings

- Conduct at least ten (10) monthly Division Council Meetings open to **all** members and advisors
- Share club, Division, District, & International information
- Allow club members to bond with one another while sharing club information and having fun

Division Leadership Team

- The basic Division Leadership Team is comprised of the following positions:
 - Executive Assistants: Each Lieutenant Governor may appoint one assistant for every five (5) dues-paid clubs
 - Division News Editor
 - Additional individuals to participate on the Division Leadership Team as needed
- Conduct at least ONE meeting per month in a format best suited to the members of the Division Leadership Team (format may be in person or electronic)
- Focus on event pre-planning and promotions
- Focus on getting more Kiwanis involved with the clubs and division
- Focus on how the Division can work together to bring each club, the Division, and the Key Club program to new levels

WORKSHOP #3: DUTIES OF A LIEUTENANT GOVERNOR

Kiwanis Meetings

- Visit Kiwanis club meetings and Division Council meetings
- Work with your Kiwanis Lieutenant Governor counterpart and maintain a strong relationship with them
- Invite Kiwanis members to the DCMs you lead and offer your help

Conclave/Transition

- Plan a Division Conclave to elect the next Lieutenant Governor
- Support the Lieutenant Governor Elect: introduce to the clubs, assist with transition training, assist with event planning (DCON, OTC, term closing activities)



SERVING THE DISTRICT

International Convention

- Attend International Convention (**Recommended**)
- Attend workshops to gather training material to bring back to the clubs

Monthly Submissions

- Submit your report submissions by the 10th of each month by 6 PM PST
- Monthly Report Forms report the previous month's activities
- Training Conference Reports from any training conference conducted in the previous month (OTC, RTC, LTC)
- Submit your publication submissions by the 20th of each month by 6 PM PST
 - Division Update Form: online submission of DCM information for next month (BEE proactive), Member of the Month for the past month (reflective), Officer of the Month for the past month (reflective), Club of the Month for the past month (reflective), Faculty & Kiwanis Advisor for the past month (reflective), and any other items requested by News Editor/Executives Committee/Leadership Team contributions
- Division newsletter (submitted by Division News Editor)
- DCM agenda for the next month (BEE proactive)

Board Training Conferences & Meetings

- Attend 4 official board training conferences & meetings: Spring, Summer, Winter, and DCON
- Includes informational presentations from District Team members, Kiwanians and special speakers
- Workshops for Lieutenant Governor including but not limited to conducting training conferences, vouching, club visitations, MRFs, and effective leadership skills
- Chance to bond with the entire CNH Team (Key Club Board and Kiwanis Committee) and have fun

WORKSHOP #3: DUTIES OF A LIEUTENANT GOVERNOR

SERVING DISTRICT COMMITTEES

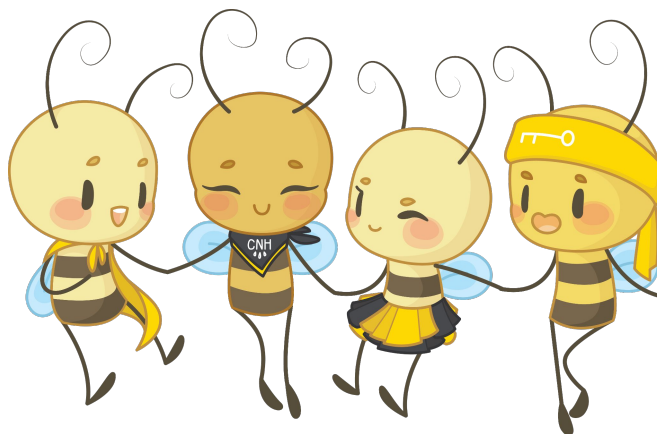
Types of Committees

You will be assigned to one of the following District Committees:

- **Communications & Marketing** - promotes effective communication and marketing for events, recruitment, and promotions; provides training guides, and manuals
- **District Convention** - plans every element of District Convention, including scheduling, entertainment, the DCON program, theme implementation, and alternative activities
- **Kiwanis Family & Foundation** - promotes all levels of the Kiwanis family and CNH Key Club's role in Kiwanis; promotes and supports the programs of the CNH Kiwanis Foundation; connects Key Club to the rest of the Kiwanis Family
- **Member Recognition** - provides resources and promotes recognition programs of members, officers, clubs, and advisors throughout the year; coordinates District recognition at DCON
- **Member Development & Education** - informs and provides Key Club education materials and resources to the members of the CNH District; plan workshops presented at training conferences and DCON
- **Policy, International Business, & Elections** - reviews both District and International policies; promotes the business Key Club International; oversees CNH elections
- **Service Projects** - promotes service and philanthropy; promotes and provides resources for International and District service initiatives including the Major Emphasis and the District Project
- **Membership Growth** - works to produce materials to support the growth of the District and how to better achieve short and long-term membership goals

Committee Responsibilities

- Committee tasks to complete: all tasks will have deadlines as set by the Committee Chair
- Monthly committee meetings via teleconference
- Committee meeting during each Board Training Conference
- Committee leadership: each committee will have a Secretary; some committees utilize task groups



SUPPLEMENTAL #2: BREAKOUT SESSION TOPICS

BREAKOUT SESSION #1:

Possible topics for discussion...

- Why are you running for Lieutenant Governor?
 - *Is it because you love Key Club? Because you want a position of power? Do you want to look good on college applications? Because you want to serve others?*
- What are strengths of the Division? Areas for development? What are some possible changes for the Division?
 - *As a future leader of your Division, you must have legitimate, new ideas that will foster Division growth*
- What sacrifices are you willing to make in order to be an effective Lieutenant Governor?
 - *Will you be willing to sacrifice your free time? You won't be able to spend as much time with your friends, on schoolwork, or even with your own family.*
- What do you hope to gain from becoming Lieutenant Governor?
 - *You should enjoy serving as a Lieutenant Governor. It shouldn't just be for college apps!*
- Why do you think you would be a good Lieutenant Governor?
 - *Are you organized? Do you have good ideas? What makes you stand out compared to others?*
- What qualities do you possess that would make you a good leader?
 - *Are you good with working with other people? Can you delegate tasks and handle criticism when things don't go well? How well can you communicate and what can you do to improve?*

BREAKOUT SESSION #2:

Possible topics for discussion...

- Describe what it means to be dedicated to something.
 - *How do you prove your dedication? Is it with time, actions, or both?*
- How can you inspire people? What are you like when placed in a situation that requires motivation?
 - *As a leader, many of your members look up to you. Be the example and try to turn them into servants for their communities, as well as leaders ready to make change!*
- How are you responsible for your behavior? How will you ensure you are responsible for your actions and behavior at all times?
 - *Be a role model as you are representing your club, Division, District, and even Kiwanis and Key Club as a whole. Your actions can influence someone's perception of Key Club as an organization.*
- What does it mean to serve your members? What does service mean to you?
 - *Listen to your members' opinions and make it known that they are HEARD!*
- What can you do to create new opportunities for your members? Events? Positions?
 - *Develop new leadership opportunities or better promote those that already exist.*
- How will you encourage members to go for recognition and positions on the Division, District, and even International level?
 - *Help out officers and give them personal insight based on your experiences alongside the formal training they receive.*

WORKSHOP #4: PREPARING FOR CONCLAVE

WHAT IS CONCLAVE?

Conclave is a Division meeting typically held in January (but no later than the date of DCON registration) in which the next Lieutenant Governor is elected. Some are held as a Region or multi-Division event. 50% of dues-paid clubs must be in attendance with at least 1 delegate (2 at most) per club. After each candidate's 3-5 minute speech, there are 4 minutes allotted for caucus.

DO's:

- 3-5 minute speech - practiced and memorized
- Literature - one piece of paper (front and back) highlighting your goals, qualifications, and other introductory information. Follows graphic standards.
- Possible questions? Prepare for them!
- Dress to impress - business professional attire
- BEE confident, enthusiastic, honest, and above all, YOU!

DON'T's:

- **NO** campaigning to any members or friends
- **NO** notices on social network of your candidacy
- **NO** social networking "support teams" related to elections
- **NO** goody bags, giveaways, or incentives
- **NO** dressing unprofessionally
- **NO** going over your time or rambling

Below is a list of required forms and recommended procedures that you should follow. Failure to complete some of these items may result in your ineligibility to run for Lieutenant Governor:

Required Items:

- Register your intent to run at least two weeks prior to your Division's Conclave via the online form.
- Submit your Lieutenant Governor's Service Agreement to Mr. Timothy Cunning and your Region Advisor no later than one week prior to your Division's Conclave.
- Create a platform. What do you want to accomplish this term? What will you focus on? Make realistic but appealing goals.
- Create your literature adhering to the CNH graphic standards. Submit to your current Lt. Governor and Region Advisor and declare your candidacy at least one week prior to your Division's Conclave.
- Write and prepare your main speech and a second speech (in the event that there are more than two candidates running)

Optional Items (but highly recommended):

- Ask for your home club's endorsement at a club meeting
- Attend a Candidate Training Conference
- Practice giving your speech and answering caucus questions in front of others. Ask your home club or sponsoring Kiwanis club to act as an audience for you. They can both give great feedback
- Ask your current Lieutenant Governor questions - what does their position entail, their experiences as Lt. Governor, information regarding clubs, etc.

SUPPLEMENTAL #3: THE CONCLAVE PROCESS

THE ELECTION

DELEGATES

- At most, there are two delegates from each club in good standing. However, there can be an unlimited number of members in the audience.

SPEECHES

- Each candidate will speak about their qualifications for 3-5 minutes in front of the delegates. The other candidates may not be in the room.

CAUCUS

- After the speech, delegates and the members in attendance have an opportunity to ask the candidates questions for a time period pre-determined by the presiding Lieutenant Governor.
- Questions must be relevant and purposeful to Key Club and the selection process. The presiding Lieutenant Governor and/or the Region Advisor may deem questions inappropriate.

VOTING

- If there are one or two candidates, there is no need for a nominating conference.
 - If there are more than two candidates, a nominating conference will be held to bring the final number of candidates to two.
 - The delegates vote for one candidate, the two candidates with the most votes proceed to the final voting.
- If there is no candidate with a majority (50% +1), there is no winner. A second round of caucusing may be called allowing the delegates a final opportunity to ask questions to reach a final decision.
 - The delegates vote for one candidate.
- If there is a tie, one delegate from each club will participate in a new vote. The presiding Lieutenant Governor will cast a vote and give this tie-breaking vote to the Region Advisor to hold in case it is needed.
 - The delegates will vote for one candidate. If another tie occurs, the presiding Lt. Governor's ballot is counted.

RESULTS

- Note: Ballots are counted by the Region Advisor and another adult
- If there is a candidate with a majority (50% +1), there is a winner.
- The winner is announced in the proper time in the agenda.

SUPPLEMENTAL #4: SAMPLE CONCLAVE SPEECH

TIP #1:

Make sure that you start off strong. Your delegates will make a quick first impression from how you begin your speech.

Show them why YOU love Key Club!

TIP #3:

Rather than just stating ideas/goals, identify specific ways you will reach the goals. Remember to be concise in your actual speech. Make your goals unique and impressive, but also make sure that they are reasonable.

Explain how your skill set and past experience will help you attain your goals. Use language to directly appeal to your audience.

TIP #5:

Should I put it in my speech or in my literature? If it's wordy, or hard to explain, you should probably put it in your literature. However, if it's something personal, or something that's you're really passionate about, it'll have a much stronger effect if you put it in your speech.

TIP #7:

Don't make your speech cliché. Make it short, but personal and unique.

Hello, Key Clubbers! My name is Busy Bee and I am running to be YOUR next Lieutenant Governor!

I stepped into Key Club in my freshman year ready to participate in service. I knew that I wanted to join a volunteering organization and give back to my community. However, Key Club gave me so much more than just that. I remember one of my very first service events in which I served free meals at a local community center.

Even though I was shy, my fellow Key Club members welcomed me with open arms and helped me learn how to perform the tasks at hand; these members eventually became my mentors and are still my friends today. Ever since, I have fallen in love with the caring and inclusive environment that Key Club provides.

Through serving as an Executive Assistant under our current Lieutenant Governor, the strengths and weaknesses of our Division have become evident. I aim to help our Division continue to grow

and improve by using the acronym RISE. The R in RISE stands for member retention, because what is Key Club without its members?

I seek to instill motivation in our members, and I will do this by implementing a monthly recognition system, as well as hold various Division bonding activities to make Key Club feel more like the ohana that it is.

The I in RISE stands for inclusiveness, one of Key Club's core values. Some of the most well-known Key Club events are Fall Rally North and District Convention. These events can unquestionably shape one's Key Club experience. However, they can become very expensive and lie outside of one's financial boundaries. I want

to make Key Club as financially inclusive as possible because money shouldn't limit the extent of the Key Club journey that you were promised. Using my past experience as a club Treasurer, I will provide guidance to clubs in organizing fundraisers which will go to subsidizing event costs.

This leads me to the next letter, S. The S in RISE stands for service. Key Club is a service organization, but at times, events can become repetitive and dull. So, to make service events more engaging, I will work with the Service Projects Coordinator to create a detailed Service Projects Masterlist with various local organizations that clubs can connect with. If clubs are still struggling with organizing service projects, I will work with them to create a personalized service plan that takes the club's challenges and advantages into account.

Lastly, the E in RISE stands for education. I will work with the individual officer boards of clubs to help spread information regarding the Division level, District level, and above to all Key Club members. At DCMs, I will also highlight one level of Key Club or one preferred charity so that members can slowly and thoroughly digest information to help them become more involved. By using these methods along with building on the foundation set by our previous Lieutenant Governors, I know that we can RISE to the occasion.

I see a bright and brilliant future for our Division and leading you all to pursue that future would be an incredible honor to me. Together, let's RISE to soaring heights!

Introduce yourself. Be friendly and allow the delegates to get to know you personally.

TIP #2:

Don't forget to prepare a second speech, just in the case that there is a nomination conference and you have to speak again. The second speech is shorter.

You may want to further explain your platform, although you have plenty of space on your literature as well.

TIP #4:

You can talk big, but can you back it up? Talk about some experiences where you have proved your worthiness, or events in Key Club that have changed you as a person.

TIP #6:

Memorize your speech if you have time. It'll show that you're committed to what you're doing, and you put time into preparing for Conclave, instead of just pulling everything together last minute.

Incorporate your platform throughout your speech and leave delegates with an impactful message.

SUPPLEMENTAL #5: POSSIBLE CAUCUS QUESTIONS

Questions used during caucusing should be focused on identifying the most qualified candidate. Since the caucus time is limited, delegates should be asking pertinent questions; however, you should be prepared for a wide spectrum of questions. These are merely a sample. The answers to these questions and more can be found with some research on the CNH CyberKey, Key Club International website, and a little creativity.

1. Why do you want to be Lt. Governor?
2. How can you promote and encourage CNH Ohana?
3. Who has most influenced you to become a leader?
4. What's your favorite service project?
5. What will be your focus as Lt. Governor?
6. What plans do you have to better unite the Division?
7. What is the Division's greatest strength?
8. What is the Division's greatest weakness?
9. How will you collaborate with the Region?
10. What major Key Club events have you attended?
11. What is your favorite service event? Why?
12. What is your favorite part of District Convention?
13. What is your favorite Key Club service event?
14. What is your favorite Key Club memory?
15. What is the role of a Lt. Governor?
16. What is the most unique thing about you?
17. What is the most important quality of a leader?
18. What is the importance of paying dues on time?
19. What is the importance of fundraising for the Pediatric Trauma Program?
20. What is one thing you would change for your division?
21. What ideas for Division service projects do you have?
22. What experiences do you have in Key Club?
23. What experience do you have as a leader?
24. What does community service mean to you?
25. How will you improve and build Kiwanis Family bonds?
26. What are your plans after being Lieutenant Governor?
27. What are your best and worst qualities?
28. What are things you would sacrifice as Lt. Governor?
29. Explain the importance of Key Club spirit.
30. Name three things that you love about your Division.
31. Name three important people in your life.
32. How will you utilize your assistants?
33. How will you utilize your Division News Editor?
34. How will you alter the composition of the Division Leadership Team to better serve your Division?
35. How will you delegate tasks to your Division Leadership Team?
36. How will you promote District and International opportunities to your members?
37. As a District Board, how will you represent the interests of your members?
38. How will you keep yourself accountable throughout the term?
39. How will you welcome and incorporate member feedback?
40. What is one strategy that you will use to promote membership growth?
41. How will you maintain transparency throughout the term?
42. How will you stay motivated towards the end of your term?
43. How will you recover from your mistakes as a leader?
44. How will you recognize outstanding members?
45. How will you proactively plan Division events?
46. How will you increase Kiwanis Family bonds?
47. How will you increase Division spirit?
48. What will you do if an officer is unresponsive?
49. How will you promote the core values of Key Club?
50. How will you increase DCM attendance?
51. How will you increase unity between the clubs of the Division?
52. How will you cater to both strong and weak clubs?
53. How will you help your officers get distinguished awards?
54. How will you handle criticism?
55. How will you effectively voice your Division's concerns?
56. How will you be a role model for the rest of the Division?
57. How will you balance Key Club and a social life/family/school?
58. How will you avoid procrastination?
59. How will you assist your weakest clubs?
60. How well can you work with other people?
61. How proficient are you at using computer programs?
62. How has Key Club impacted your life?
63. How do you plan to enhance the member experience at Division events?
64. How do you plan on connecting with the clubs?
65. What platforms will you use to maintain consistent communication with the Division?
66. How do you deal with an officer that is not performing their duties?
67. How can social networks help our Division?
68. How can social networks hurt our Division?
69. Do you think that clubs should focus on getting awards?
70. How can you provide and promote balance between the social and service aspect of Key Club?
71. Describe the structure of the Key Club organization.
72. Describe Key Club in a single word and explain.
73. Define how to be a good Key Clubber.
74. As a leader, how will you motivate people?
75. How will you assist club officers with their monthly submissions?
76. What tools will you use to motivate members?
77. How will you help officers take advantage of club rush to recruit new members?
78. How will you revive inactive clubs?
79. Why should we vote for you?
- 80.

WORKSHOP #5: EFFECTIVE COMMUNICATION & KEY CLUB BASICS

BEE THE AUDIENCE

- Are you talking to Key Clubbers or Kiwanians? Adjust so your audience understands your message and topic. What's your setting? Adjust your formality depending on your situation.
- You should be respectful to everyone in your audience, Kiwanis and peers alike.
- Avoid slang and colloquialisms as much as you can.
- Have confidence. You are the leader in this situation and your members will listen to what you have to say.

YOUR VOICE

- Make sure your tone is appropriate for the audience.
- BEE yourself and show your personality.
- BEE excited or your audience will get bored.

BEE EXPRESSIVE

- Smile when you are talking to people.
- Show that you are passionate about your topic.
- Make eye contact with your audience.
- Make a personal connection to the members and make each member feel unique.

AWKWARD SILENCE

- Use pauses after speaking to emphasize certain point.
- When asking a question, repeat it twice to make sure the audience understands it.
- Repeat important points in a conclusion.

HEARING vs. LISTENING

- You can talk, but does your audience listen and absorb the information provided?

- Hearing is just noise, but an audience that is listening will leave with a new purpose.
- When you write an email or make a phone call, was it worth your audience's time?
- Ask for suggestions from the members you serve and make sure that you listen to and incorporate their ideas.

COMMUNICATION WITH OFFICERS & MEMBERS

- Phone calls: more personal but easy to do. Calls are more personal than emails because you get to hear the tone in the people's voices but should always be followed with an email recap of the conversation for later recall.
- Emails: thoughtful, consistent message; provides documentation for later reference. Drafts should be reviewed before sending to ensure quality details and a purposeful message is being set.
- Professionalism: try not to be intimidating. You are a representative of the District at all times.
- Use social media for marketing and promotion, but DO NOT conduct official Key Club business on social networking sites.
- Marketing vs. Event Planning: You are allowed to advertise events such as fundraisers and DCMs.

COMMUNICATION WITH ADULTS

- Be straightforward and to the point.
- Discuss what times are convenient to call.
- Find out what is their preferred method of communication.
- Discuss how funds and orders will be handled for division expenditures so that the procedures are followed.
- We must be respectful of their time.
- Never be afraid to ask for help.

WORKSHOP #5: EFFECTIVE COMMUNICATION & KEY CLUB BASICS

THE FOUNDING FIVE

The first five clubs to be officially chartered as Key Clubs were Sacramento, Monterey, Oakland, Hemet, and Edison. Key Club continued to grow by chartering neighboring high schools. By 1947, Key Clubs were forming in Nevada, prompting the formation of the first District.

DISTRICT

The District Board is made up of the Executives (Governor, Secretary, and Treasurer), Editors, Committee Chairs, and the Lieutenant Governors. Together, they provide training, resources, plan rallies, plan District Convention, and serve the members. There are 33 districts that make up Key Club International.

CALI-NEV-HA FORMATION

The first District Convention was held in Oakland, California in 1948, and was attended by 80 members from 23 clubs. John Cooper of Oakland Technical became the first District Governor.

INTERNATIONAL

The Key Club International Board is made up of the International President, Vice President, and 11 International Trustees. They bid for endorsement at their home District Conventions and then move on to campaign at International Convention.

STRUCTURE

Six organizational structures used by CNH Key Club:

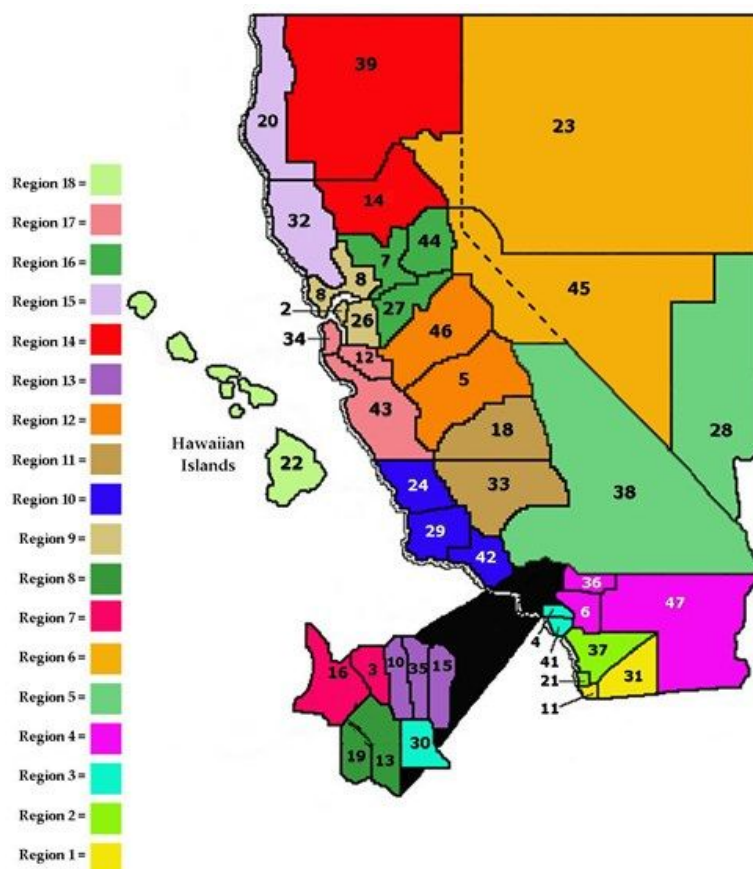
- Membership: everyone
- Club: individual school or Institution
- Division: 2-16 clubs
- Region: multiple Divisions
- District: 3 states
- International: ALL Districts and territories

DIVISIONS

A Division is comprised of anywhere from 2 to 16 Key Clubs in a close geographic area. The Division is served by a Lieutenant Governor, Executive Assistants (number based on clubs in the division), and a Division News Editor, along with other DLT members as needed. Each Division has a number correlating to a Kiwanis Division. Some of the Divisions also have extensions. The Divisions use color schemes and a mascot to identify themselves and promote unity. The Lieutenant Governor of a Division conducts Division Council Meetings (DCMs), lends support to officers/members, and serves as a liaison between the clubs and the District. They represent the clubs at District Board meetings.

REGIONS

Regions are made up of one or more Divisions in the same geographic area. The Division leaders host a Region Training Conference in the fall. Some plan other trainings and events for the members.



WORKSHOP #6: KEY CLUB ETHICS

WHAT ARE KEY CLUB “ETHICS?”

Key Club ethics entail understanding of what is right from wrong, deciding to follow the right path, and following through with decisions whilst handling any repercussions.

Key Club is a community service organization at its core, so our dedication and purpose should always be to help the community. While social aspects and competition incentives exist, Lieutenant Governors should not lose focus on why they are a member in a service organization.

The **Key Club vision** is to develop competent, capable, and caring leaders. Furthermore, the core values of Key Club are:

- Leadership
- Character building
- Caring
- Inclusiveness

What are some ways that we can promote these ideals as leaders?



Lieutenant Governors must follow these guidelines to lead lives with a moral obligation to others and themselves. Key Club International was created to help our communities, so we must choose to follow laws, rules, and regulations and encourage their members to do the same.

Lieutenant Governors must be ethical and honest in all of their work, including reports, records, and service. They must remember that every action reflects Key Club, so Lieutenant Governors must develop a filter to take in information and act accordingly by remaining unbiased and selecting the best option that neither harms anyone nor violates rules. Every action of a District officer should be in furtherance of the objects of Key Club and Kiwanis International.

The correct way to problem solve is to work collaboratively with other people, which consists of the Region Advisors, Kiwanis Advisors, and all other members involved. Sometimes it will be difficult to see what is “right” or “wrong,” and you might have to ask for help. Situations may arise where you have to choose between keeping your integrity and helping yourself or friends.

WHY ARE ETHICS IMPORTANT IN KEY CLUB?

As a Lieutenant Governor, one is not only a role model to one's division, but also a representative of Key Club. Therefore, one must make sure to embody the Key Club core values in whatever one does. Individually, none of these qualities are superior. They are all equally important, contributing to the basis of ethics.

GENERAL TASKS CHECKLIST

DAILY

Check your email for updates and tasks

WEEKLY

Communicate with your Region Advisor
Complete service: 50 service hours minimum
Complete your committee work
Support club presidents and officers
Meet members from your Division
Update & delegate tasks to the Division Leadership Team
Communicate with club officers

MONTHLY

Attend committee meetings/conferences
Attend your local Kiwanis DCM
Fundraise for the Pediatric Trauma Program
Hold DCMs—all are welcome
Hold other Division level events (fundraisers, service events)
Recognize outstanding Key Clubbers & officers
Submit vouchers for your expenses
Submit monthly submissions (MRF, DCM agenda, Division Update Form)
Keep track of Article & Visuals and Division Newsletter submissions
Promote the Kiwanis Family; grow clubs

ANNUALLY

Conduct club visitations
Plan a Division OTC in the first quarter
Attend District Board Training Conferences
Attend District Board Meetings
Attend District Convention, twice
Attend Fall Rally
Attend International Convention
Encourage clubs to submit dues
Host Division Conclave
Work with your Region to host RTC
Put together a Division Judging Committee

TIPS TO SUCCEED

BE PROACTIVE

Be PROACTIVE and think ahead. Do NOT put tasks off till the last minute.

COMMUNICATE

COMMUNICATE and work as a team. Develop strong relationships in all of your teams: District, Region, Division Leadership, Committees, Kiwanians, and members.

PRIORITIZE

Stay organized and PRIORITIZE, make a checklist.

SET GOALS

SET GOALS to be a guide for the year, make a yearlong plan to reach those goals.

PROMOTE

PROMOTE events, service projects, and fundraisers to maintain unity.

REPRESENT

REPRESENT others—get input from members and officers. Remember, you are a representative, not a dictator.

INSPIRE

INSPIRE and motivate the members.

RESPECT

RESPECT all the procedures and protocols of a Lieutenant Governor and remember your deadlines.

LEARN

LEARN from your mistakes throughout your term. This is a growing process; you're not perfect coming into your term.

ENJOY

Be open to the possibilities. ENJOY the process. This is a once in a lifetime experience.



Busy Bee

FOR D99 LIEUTENANT GOVERNOR

my goals + plans

- Host Core Calls with Officers
- 3,000 Service Hours
- \$3,000 raise for Pediatric Trauma Program
- 600 Dues Paid Members
- Win at Fall Rally
- Create YouTube series for Division
- Charter a Builders Club

what's buzzin' bees!

My name is Busy Bee and I'm elated to be running so that I have a chance at becoming **YOUR** next Lieutenant Governor! I am *insanely* passionate about Key Club and there's no doubt that I will continue service no *matter* what. This organization has given me the most amazing opportunities; whether it be meeting people across the country, helping my community, or serving amazing individuals like **YOU**. After being graced with so many influential experiences, I want to give back to our members by opening the door of opportunities for them! I'm excited to see what the future holds for both you and me. Hopefully, I will be **WOWING YOU** and become your next Lieutenant Governor.

HOPING TO
WOW YOU,
busy bee

qualifications

- 2020-21 Busy BEE Club Secretary
 - On-Time MRFs
- 2020-21 Spirit Committee Member
 - Won at Fall Rally
- 2019-20 Key Club Member
 - Bronze MRP

D99, I HOPE TO MAKE YOU GO...

W

ANDERING TO NEW HORIZONS. As Lieutenant Governor, I will BEE sure that our Division reaches new heights! ...Explain how you will accomplish your goals.

O

VER ANY CHALLENGE. With my problem solving skills, I'm sure there is no challenge that we will not BEE able to solve together!...Explain the qualities you have.

W

ORK ON KIWANIS FAMILY. I will make it my priority this term to focus on strengthening bonds within our Kiwanis Family....Explain what your goals are.



UNANIMOUSLY ENDORSED BY BUSY BEE KEY CLUB

**THANK
YOU FOR
READING**

best of luck!

