



Chair's Correspondence



MIDKC District Board

March. 2022

Official Newsletter



KEY CLUB HISTORY

Apr, 2021 - Mar, 2022

LIEUTENANT GOVERNOR

Division 13

- District Board Member of the Month (July 2021)
- Newsletter of the Month (August 2021)
- K-Fam Committee Member
- Zippity Doo Dah Award (SLC 71)

Mar 2022 - Present

LIEUTENANT GOVERNOR CHAIR

Ashika Gangur MIDKC LTG Chair

Hi! I'm Ashika, and I'm the LTG Chair this term. I'm a junior at Salem High School, and my home club is the PCEP Key Club in Division 13. Outside of Key Club, I'm also on my school's quiz bowl team and I'm a volunteer at my local library. I'm a huge book and movie fan too.

I'm stoked to work with all of you this year. You can count on me to get all of my work done and to be on top of communications. I expect the same from all of you in return.

Thanks for your patience in starting the new term, and I hope you have an awesome time on board. You can come to me with any questions or concerns. Good luck!

District Board Applications

Right now, there are many open spots on district board. As LTG Chair, I've taken on the empty LTG roles for the time being, but please understand it's important to get these spots filled as soon as possible. Any Key Clubber can be on district board, so please contact me if you know of anyone who'd like to and have them send in their application. More information at https://www.mikeyclub.org/applications.

District Bulletin Editor Application

HEY MIGHTY MICHIGAL

Thank you for your interest in a District Bu district board. This position is going it dedication. However, in return you will mai lost for a lifetime, the ability to serve the leadership to Holding a district board position offers yo important role. In order for you to hold any

be able to attend all district board meetin found on the following pages, along wit duties may alter throughout the year, and Applications are dee April 15th, so g applications to governore mikeyolub org. F and thoroughly. The appointing of Distric process. Unfortunately, not everyone fit. Despite the outcome, please continue to appreciate everything you do for Key Clul your interest, and if you have any question.

SINCERELY YOURS

MARWA ABDEL-HAK · 202: GOVERNOR@MIKEYCLUB.

Lieutenant Governor Application

HEY MIGHTY MICHIGAN KEY CLUBBERS!

Thank you for your interest in a Lieutenant Governonhip on the 2022-2025 district board. This position is going to require a lot of effort and declacation. However, in return you will make memorizes, fineably in the will last for a lifetime, the ability to serve the district, and a humbling service-leadership role. Divisions 1, 2, 3, 4, 5, 6, 9, 10, 11, 14, and 15 are open to all high school students (excluding allub officers) in the pertinent division. Holding a district board position offers you a fulfilling experience and an important role. In order for you to hold any one of these positions, you must be able to attend all district board meetings and events. These dates are found on the following pages, along with your duties. In addition, your duties may alter throughout the year, and the last given isn't fully extensive. Applications are due April 13th, so got them in an time! Email all applications to governoremiseyolub ong. Fill out your application corefully and throughly. The appointing of LTGs is an unbiased process.

Unifortunately, not everyone that will apply will get a position. Despite the outcome, please continue to postate in Key Club. I genurally appreciate everything you do for Key Club betwentoned. I final you all for your interest, and if you have any questions, please text, call, or email me!

SINCERELY YOURS IN SERVICE,

MARWA ABDEL-HAK • 2022-2023 GOVERNOR GOVERNOR«MIKEYCLUB.ORG • (313) 502-3111

District Treasurer Application

IGHTY MICHIGAN KEY CLUBBI

your interest in the District Treasurer position on board. This position is going to require a lot of a server, in return you will make memories, freedish rie, the ability to serie the district, and a humbli leadership role.

ict board position offers you a fulfilling experier in order for you to hold any one of these position and ill district board meetings and events. These following pages, along with your duties. In addit of throughout the year, and the last given soft fulfilling are due April 55th, as get them in an time! Er a governoremiskyolub ang. Fill out your applicate pilly. The appointing of Danriet Treasurer is an until your place of the properties of particularly and the properties of Danriet Treasurer is an until your everyone that will apply will get a noone, please continue to pointies in Key Club. International, that is rything you do for Eey Club International, that is you have any questions, please test, call, a

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Committee Chair Application

Access Links

HEY MIGHTY MICHIGAN KEY CLUBBERS!

RELATIONS, MEMBERSHIP DEVELOPMENT, PROJECTS, NEW CLUB BUILDING, INTERNATIONAL PARTNERS AND PROMOTION, EVENTS CO-CHAIRS.

Holding a district board position offers you a fulfilling experience and an important role. In order for you to hold any one of these positions, you must be able to attend all district board meetings and events. These dates are found on the following pages, along with your duties. In addition, your duties do alter throughout the year, and the last given insi fully extensive. Please note all applications are due April 15th, so get them in an time! Email all applications are due April 15th, so get them in an time! Email all applications to governoremikeyolub, ang. Fill out your application corefully and thoroughly. The appointing of chairs is an unbiased process. Unfortunately, not everyone that will apply will get a position. Despite the outcome, please continue to partake in Key Club. I genuruely appreciate everything you do for Key Club International. Thank you all for your interest, and if you have any questions, please text, call, or email me!

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Transition Guide

The transition guide is a comprehensive set of resources and documents that will help you this year. Read it fully, and ask questions once you're done. I think it will help you understand what's expected of you this year, and what the responsibilies of your position are.

TRANSITION GUIDE

SKF

Run For Key Club Board!



President

As the president of your key club, you are in charge of generally running the club's affairs, attending meetings regularly, evaluating club meetings and club officers to make sure they are all doing their jobs, set goals for your term, monitor the club's progress, motivate members, stay organized, and when the time comes makes use to prepare next year's president for duties as your club's next chief officer.

Vice President

A well organized and properly operating Key Club should have a properly trained vice-president who is prepared to administer the Key Club in the absence of the president. To do this effectively, you must be in contact with the work and policies of the club. You are responsible as the president to make sure that the president's functions are executed properly. That means that you must know Key Club inside and out and the duties of each officer and member, and be able to lead your club with the other afficer and members.





A Key Club can't operate without a responsible and honest treasurer. The treasurer is responsible for collect member dues in coordination with the secretary and forwarding dues to the International Office. They should prepare the club's budget, present it to the board for approval, and ensure that club activities adhere to the budget. They should also maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration.

Secretary

The office of the secretary is one of the most demanding in the Kay Club organization because the secretary manages all of the club's records, files, and details. The secretary should take attendance at every meeting, turn in an MRF on the 10th of every month, and update roster forms based on dues collected. They are responsible for keeping a nice, clean, organized record of what your key club has done all year!





The editor is the advertiser, the communicator, and general publicity person of the club. The editor makes sure the club, and even the public, is informed of the service Key Club renders. The club editor works alongside the secretary to be an informed officer and to use the correct and necessary information for newsletters, fliers, bulletins, and other publicity pieces. Club editors have the responsibility of making Key Club known within their school and their community.

Webmaster

The webmaster works alongside the editor and secretary to promote their Key Clubs online. A webmaster's duties include creating a club website, maintaining accurate and up-to-date information on your club's website, share your club's activities on social media, helping recruit members by sharing your club's story through online outlets, and engage with members through web-based outlets.



Click Image to Access Graphic

Getting ERF's from each of your clubs is one of the most important tasks of the term.

An ERF is an election report form. It includes the results club elections and information about the new club board. ERF's from each school are essential for district board because we cannot communicate with clubs otherwise. Last term, ERF's were turned in very late, near January, and we didn't have any updated contacts. This term, I want your goal to be to get ERF's before the end of summer. ERF's are due on October 1st, so please complete collect your clubs' ERF's before then. Feel free to use this graphic I made a while back to the right to advertise elections, and send out the ERF form along with it when it's sent out.

ERF Link Coming Soon

MRF

MRF's (Monthly Report Forms) need to be filled out by club secretaries. MRF's are about monthly club happenings.
They are due the first of every month.
Send them out to club advisors, secretaries, and presidents.

MRF Link Coming Soon



Position Specific Forms to Send



TRF

TRF's (Treasurer Report Forms) need to be filled out by the club treasurers.

TRF's are about a club's financial standing. They are due the first of every month. Send them out to club advisors, treasurers, and presidents.

TRF Link Coming Soon

March Tasks



Edit Accounts & Profiles

Change the names, passwords, and the profile pictures on your LTG Instagram and email.



Send Intro Emails to Clubs

Send an intro email with your personal info, ERFs, MRFs, TRFs, and EMPHASIZE DISTRICT BOARD APPLICATIONS.



Introductory Post

Make an introductory post on your LTG Instagram. Include your name and a picture.



Create Division Page

Create a Google Classroom or Remind and add your clubs to it. Communicate and delegate tasks using your division page.

March Tasks



Advertise Open District Board Positions

Advertise the open district board positions on all platforms and in email. There are many open LTG spots that need to get filled ASAP



Create Group Chats w/ Club Officers

Make a group chat with the club board of each of your clubs. You may need to change the contacts later when a new board is elected

Also complete Marwa's introductory tasks in her email by April 3. Please send your personal info to Richa as well.

Task Completion Confirmation Form: https://forms.gle/PaoUtTe@kx57AH
<a href="https://www.scaler.com/www.scale



INSTAGRAM

@LTGCHAIR

Contact

EMAIL

LTGCHAIR@MIKEYCLUB.ORG





PHONE / MESSAGE

734-773-9273

MIKEYCLUB.ORG

Google Classroom Code: ct64zir

It's required that all LTG's join the LTG Google Classroom. There will be submission pages for newsletters, report forms, and OTC's. I'll be sending out reminders using Google Classroom, and you can also contact me using the platform.