



# Chair's Correspondence



MIDKC District Board

March, 2022

Official Newsletter



## 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!

### 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

# 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>.

Click Image to  
Access Links

The image displays four application forms for District Board positions, arranged in a 2x2 grid. Each form has a blue border and a white background. The forms are for the following positions:

- District Bulletin Editor Application**: The text is partially obscured but mentions "HEY MIGHTY MICHIGAN" and "Thank you for your interest in a District Board position".
- District Treasurer Application**: The text is partially obscured but mentions "HEY MIGHTY MICHIGAN KEY CLUBBERS!" and "Thank you for your interest in the District Treasurer position".
- Lieutenant Governor Application**: The text is partially obscured but mentions "HEY MIGHTY MICHIGAN KEY CLUBBERS!" and "Thank you for your interest in a Lieutenant Governorship on the 2022-2023 district board".
- Committee Chair Application**: The text is partially obscured but mentions "HEY MIGHTY MICHIGAN KEY CLUBBERS!" and "Thank you for your interest in a committee chair position on the 2022-2023 district board".

Each form includes a "Sincerely Yours" section with the name "MARWA ABDEL-HAK" and the year "2022-2023". The contact information "GOVERNOR@MIKEYCLUB.ORG" and the phone number "(313) 502-3111" are also present.

## 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 responsibilities of your position are.

[TRANSITION GUIDE](#)

# ERF'S

Click Image to  
Access Graphic

## 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 make sure 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 officer and members.



### Treasurer

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 Key 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!



### Editor

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.



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/PaoUtTeQkx57AHWCA>



INSTAGRAM

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@LTGCHAIR

# Contact

EMAIL

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LTGCHAIR@MIKEYCLUB.ORG



PHONE / MESSAGE

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734-773-9273



[MIKEYCLUB.ORG](https://www.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.