



# Chair's Correspondence

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MIDKC District Board

September 2022

Official Newsletter

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Ashika Gangur  
MIDKC LTG Chair

# September Tasks



## Send out Fall Rally Info

Send out the date, location, theme, and all the forms on the [mikeyclub.org](http://mikeyclub.org) website under the Fall Rally tab to your clubs.



## Fill out September LTG MRF

Fill out your LTG specific MRF so we know what's been going on in your division and if you need help.



## 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.



## September Newsletter

The Sep. Newsletter is due on Sep. 15th. Send it out in reflector and to all your clubs. Add it to the wix website as well. The topics you should include are in Marwa's Newsletter.

# District Board Applications

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As of right now, we've filled up all spots on Executive Board and all committee chair positions. Great work! However, we have many LTG positions open. Let's work on getting those filled before school lets out. I want you to send text messages to the presidents of all the active clubs in your division. Have them recommend people who would be good for the role of LTG. If anyone at all is interested, provide them with the application AND let me know so I can help them fill it out. Thanks for your hard work!



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Access Links

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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 responsibilities of your position are.

[TRANSITION GUIDE](#)

# Officer Training Conferences

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I hope your OTC planning is going well! Again, feel free to use any of the resources linked below and make sure you ask me if you need help preparing. You can use the presentations linked below as inspiration for you own or if you'd like you can just use them in your OTCs.

[OTC Planning Guide Link](#)

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# RFL Distinguished Award

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The Robert F. Lucas Outstanding Lieutenant Governor's Award has been established to recognize outstanding work and exceptional character in district lieutenant governors. An evaluation will be made on the basis of the criteria set forth below. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 1000 points out of the 1250 possible points. If a nominee accumulated less than 1000 points and still feels that they should be considered for the award because of extenuating circumstances, they must submit in writing why they have not accumulated the total number of points along with their other requirements.

[RFL Award Criteria](#)

[Score Sheet](#)

If you're interested in the award, let me know. It's important you read through the attached criteria & it's your responsibility save documents/communications and put together your portfolio. Let me know if you need help though!

# ERF'S

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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](#)



INSTAGRAM

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@LTG.CHAIR

# 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

Please be sure to join the LTG Google Classroom. There will be submission pages for newsletters, report forms, and OTC's in the future. I'll be sending out reminders using Google Classroom, and you can also contact me using the platform.