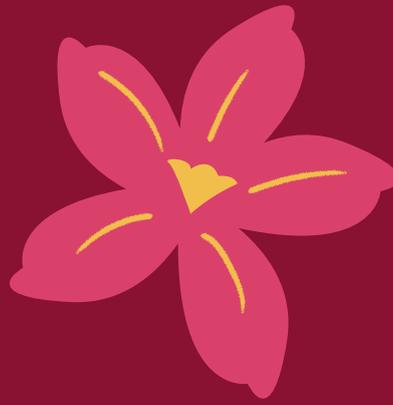


MICHIGAN DISTRICT OF
KEY CLUB



Chair's Correspondence



MIDKC District Board

April, 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, and also to be open when you need help because that's what I'm here for.

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 cards for various roles on the District Board. Each card is white with a blue border and contains specific instructions and contact information. A yellow arrow points from the text 'Click Image to Access Links' to the top right corner of the 'District Treasurer Application' card.

- District Bulletin Editor Application**

HEY MIGHTY MICHIGAN KEY CLUBBERS!
Thank you for your interest in a District Bulletin Editor position on the 2022-2025 district board. This position is going to require a lot of effort and dedication. However, in return you will make memories, friendships that will last for a lifetime, the ability to serve the district, and a humbling service-leadership role.
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 list given isn't fully extensive.
Applications are **due April 15th**, so get them in on time! Email all applications to governor@mikeyclub.org. Fill out your application carefully and thoroughly. The appointing of District Bulletin Editors 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 genuinely 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!

SINCERELY YOURS
MARWA ABDEL-HAK • 2022-2025 GOVERNOR
GOVERNOR@MIKEYCLUB.ORG
- District Treasurer Application**

HEY MIGHTY MICHIGAN KEY CLUBBERS!
Thank you for your interest in a District Treasurer position on the 2022-2025 district board. This position is going to require a lot of effort and dedication. However, in return you will make memories, friendships that will last for a lifetime, the ability to serve the district, and a humbling service-leadership role.
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 list given isn't fully extensive.
Applications are **due April 15th**, so get them in on time! Email all applications to governor@mikeyclub.org. Fill out your application carefully and thoroughly. The appointing of District Treasurers 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 genuinely 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!

SINCERELY YOURS IN SERVICE,
MARWA ABDEL-HAK • 2022-2025 GOVERNOR
GOVERNOR@MIKEYCLUB.ORG • (313) 502-3111
- Lieutenant Governor Application**

HEY MIGHTY MICHIGAN KEY CLUBBERS!
Thank you for your interest in a Lieutenant Governorship on the 2022-2025 district board. This position is going to require a lot of effort and dedication. However, in return you will make memories, friendships that 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 club 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 list given isn't fully extensive.
Applications are **due April 15th**, so get them in on time! Email all applications to governor@mikeyclub.org. Fill out your application carefully and thoroughly. The appointing of LTGs 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 genuinely 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!

SINCERELY YOURS IN SERVICE,
MARWA ABDEL-HAK • 2022-2025 GOVERNOR
GOVERNOR@MIKEYCLUB.ORG • (313) 502-3111
- Committee Chair Application**

HEY MIGHTY MICHIGAN KEY CLUBBERS!
Thank you for your interest in a committee chair position on the 2022-2025 district board. This position is going to require a lot of effort and dedication. However, in return you will make memories, friendships that will last for a lifetime, the ability to serve the district, and a humbling service-leadership role. The following chairs are open to all high school students (including current club officers) from any division: **KIWANIS FAMILY 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 list given isn't fully extensive.
Applications are **due April 15th**, so get them in on time! Email all applications to governor@mikeyclub.org. Fill out your application carefully 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 genuinely 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!

SINCERELY YOURS IN SERVICE,
MARWA ABDEL-HAK • 2022-2025 GOVERNOR
GOVERNOR@MIKEYCLUB.ORG • (313) 502-3111

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](#)

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](#)

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](#)

April Tasks



Create Division Page

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



Send Intro Emails to Clubs

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



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 April Newsletter

The April Newsletter is Due on April 20th. 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.





INSTAGRAM

@LTGCHAIR

Contact

EMAIL

LTGCHAIR@MIKEYCLUB.ORG



PHONE / MESSAGE

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.