**SUBMISSION** OVERVIEW

SUBMISSION **DEADLINE**

March 13th 2015 **11:59PM PST**

**E-MAIL** SUBMISSIONS TO

**cupertinohskeyclub@gmail.com**

**Subject:** Cupertino Key Club Officer App.

**Body Text:** Identify top position & list attachment(s)

**CC:** Copy yourself

**1.** Read and understand the Officer Application Guidelines (below)

**2.** Complete the e-portfolio. The e-portfolio must include a cover page, the attached nomination form (see below), and supporting documentation. All documentation must be in pdf form.

**3.** Email the application to your home club’s email address [cupertinohskeyclub@gmail.com](mailto:cupertinohskeyclub@gmail.com)and advisor’s email address (chris\_oswald@fuhsd.org). Contact your current club president for questions or concerns.

4. In addition to this application you will have an interview with our faculty advisor Chris Oswald and this year’s officer board. Date and time will be announced later.

**Cupertino Key Club Officer** GUIDELINES

**RULES SELECTING THE CUPERTINO KEY CLUB OFFICER BOARD MEMBERS**

1. The Cupertino Key Club Officer position of Region 17, Division 34 South, District Cali-Nev-Ha is given to outstanding, dues-paid, Key Club member who displays powerful ambitions of leading the Cupertino Key Club. The applicant may NOT hold an elected office during the district administrative year at the district or international level. Anyone may nominate a person, including oneself.
   1. Officers hold the expectation of holding a positive stance within the Cupertino Key Club, school, and community and wish to serve at a higher and more demanding position in the club.
   2. Cupertino Key Club officers will dedicate a sufficient amount of time towards the club to enhance the membership experience through their term.

**PLEASE TYPE ALL NECESSARY INFORMATION DIRECTLY ON THIS FORM.**

**CONTACT INFORMATION**

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| --- | --- | --- | --- | --- | --- |
| **Applicant**  **INFO** | 1. Applicant Name | | | | 2. KEY CLUB OF |
|  | | | |  |
| 3. Grade | 4. DISTRICT | 5. DIVISION | 6. REGION | 7. NOMINATED By (optional) |
|  |  |  |  |  |

**CATEGORY OF Application**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IDENTIFY THE APPROPRIATE POSITION (S) FOR THIS Application (SELECT TOP 3 WITH 1 BEING MOST DESIRED AND 3 BEING LEAST DESIRED) | | | | | | | | | |
|  | PRESIDENT |  | VICE PRESIDENT |  | SECRETARY (1) | |  | | TREASURER (1) |
|  | PUBLIC RELATIONS (2) |  | TECH EDITOR (1) | |  | PROJECT CHAIR (3) | |  | |

**STATEMENT OF Applicant**

Please keep each response/statement under 1,500 words.

* 1. Why do you want to be a Cupertino Key Club Officer?
  2. What is your prospective schedule for next year (including other clubs and sports)
  3. How have you contributed to Key Club this year?

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Why did you choose each of the 3 top positions in your application and how do you think you are qualified?

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| PRESIDENT- As President of Cupertino Key Club you are the glue of your entire officer board and membership. You will be responsible for delegating work in an effective way. It will be your responsibility to make sure all officers and members are active throughout the year. You will be the head of communication between faculty, Kiwanis, and divisional communication alongside the club secretary. Throughout the year you will set goals and do required steps to meet such goals. Throughout the year you will be responsible for planning weekly meetings.  VICE PRESIDENT- As Vice President of Cupertino Key Club you will be available to complete tasks when the President is not available including hosting club meetings and functions. You will be responsible for introducing new tasks and projects. You must support the President in delegating work to the rest of the club. You will be responsible for controlling and meeting deadlines of any major events.  TREASURER- As Treasurer of Cupertino Key Club you will be responsible for maintain all club finances. You must complete all membership dues in a timely manner. During larger projects such as Fall Rally North or District Convention, you must handle all costs by organizing and communicating with members. You will be responsible for introducing fundraisers. You will be responsible for completing the monthly treasurer’s report form that will be sent to the lieutenant governor.  SECRETARY- As Secretary of Cupertino Key Club you will be the key to communicating club achievements with the rest of the district, division, and club. You are responsible for recording membership hours and reporting them to the club.  PUBLIC RELATIONS- As Public Relations of Cupertino Key Club you will be the main coordinator of club and community relations. Each meeting day you must promote the meeting with the daily announcements form. You will be responsible for organizing club socials and membership outreach. You will be responsible for coordinating club apparel. You will be responsible for member recognition. Each month you will select a member of the month. You must handle membership training conference and new club elections. You must create weekly club sign ups and report them to the project chairs.  TECH EDITOR- As Tech Editor of Cupertino Key Club you will be responsible for maintaining a club website that includes all necessary aspects. You will be responsible for comprising an end of the year slideshow. You must be familiar with camera work to take pictures. You will introduce video presentations to the club.  PROJECT CHAIR- As Project Chair of Cupertino Key Club you will responsible for keeping the magic of service alive within the club. You must compose a monthly calendar of events for the members to view. You will be responsible reporting club community service events at the weekly meetings. You must contact outside parties or groups to organize such events. |

What would you fix or change for our key club next year in order to improve the club? Please be specific in your plans and ideas or in addressing any issues.

**CNH** KEY CLUB

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**THINGS TO FIX** IN KEY CLUB