



# CORONADO KEY CLUB

## IN THIS PACKET, YOU WILL FIND:

- **ELECTIONS INFORMATION:** Requirements and other information regarding elections will be on this page.
- **IMPORTANT DATES TO REMEMBER:** Required events of attendance and election dates are listed on this page. Please be aware of these dates as they are important in the elections process!
- **OFFICER DUTIES AND RESPONSIBILITIES:** General Key Club officer duties and descriptions of each individual position are listed here.
- **CANDIDATE AND PARENT AGREEMENT:** To make sure that the candidate and his/her parent(s)/guardian(s) comprehend the responsibilities of being a Key Club officer, this form needs to be signed.
- **CANDIDATE BIOGRAPHY:** Please fill this page out so we can get to know you better as an individual and a candidate!
- **TEACHER SIGNATURE ENDORSEMENTS:** Please get signatures and endorsements from your current teachers.
- **COUNSELOR AND DEAN SIGNATURE ENDORSEMENTS:** Submit this page to your counselor and dean with enough time for them to get it back to you before the packet is due.
- **POTENTIAL CAUCUS QUESTIONS:** You will be asked a couple of these questions after your speech by the members of the club. Prepare the answers ahead of time!

If you have any questions regarding this packet or about elections in general, feel free to contact any of the officers. Board contact information is provided after the potential caucus questions.

**GOOD LUCK! 😊**

# CORONADO KEY CLUB

## ELECTIONS INFORMATION

### REQUIREMENTS:

- \_\_\_ Minimum 12 club hours completed
- \_\_\_ Attended a majority of the club meetings per quarter
- \_\_\_ Parent signed Agreement to Serve Form and Candidate/Parent Agreement
- \_\_\_ Thoroughly completed the Candidate Biography
- \_\_\_ Grades verified by Infinite Campus
- \_\_\_ GPA verified by Infinite Campus
- \_\_\_ Conduct approved by the Deans' Office

### GUIDELINES:

- **SPEECH:** Each candidate will say a speech in front of the club. Your speech must not be longer than three minutes; if you go past three minutes, we will stop you and proceed to the caucus session. Use your speech to introduce yourself, your motives for running, why you will be a good officer, what positive changes you will make to the club, etc. Convince them that you are the best person for the position!
- **CAUCUS:** After your speech, you will be asked a number of the potential caucus questions attached in this packet. Prepare the answers to these questions beforehand and you may ask any of the officers for help if you absolutely cannot find the answer on the CNH CyberKey ([cnhkeyclub.org](http://cnhkeyclub.org)), or the Key Club International website ([keyclub.org](http://keyclub.org)).

**SHOW YOUR KEY CLUB PASSION, PRIDE, AND SPIRIT!**

# CORONADO KEY CLUB

## IMPORTANT DATES TO REMEMBER

### **ELECTION PACKET DUE:**

Thursday, September 9, 2021

### **ELECTION DATES:**

**SPEECHES:** Thursday, September 16, 2021 (All Extended Board Positions)

Candidate will give a 2- to 3-minute speech at the general meeting. Members will then be given the chance to ask you any questions regarding your qualities towards the position at the time you give your speech.

**RESULTS:** At the end of the meeting!

You will give more than one speech if you are running for more than one position. **So, please speak MAINLY based on your qualifications and strengths towards that specific position!**

# CORONADO KEY CLUB

## **OFFICER DUTIES & RESPONSIBILITIES**

### **MANDATED REQUIREMENTS FOR ALL POSITIONS:**

- Attend Key Club regular and board meetings.
- Attend a majority of the Division Council Meetings (DCMs) each month.
- Attend Officer Training Conference (OTC), usually held in May with Region 5.
- Attend Regional Training Conference (RTC), usually held in October by our Region's Lieutenant Governors.
- Attend at least three Green Valley Kiwanis Club meetings.
- (Try to) Attend Fall Rally South held in November of every year at Six Flags Magic Mountain.
- (Try to) Attend California-Nevada-Hawaii District Convention (DCON).
- Complete at least 50 hours of service to remain a member in good standing.
- Become well acquainted with fellow club officers and work together as a team to plan club socials, fundraisers, and community service events.
- Get to know club members and address their questions and concerns.
- Cooperate and work closely with the Lieutenant Governor and Green Valley Kiwanis Club for guidance and to keep them updated with the club.
- Provide current contact information (e-mail address & phone number) to fellow club members, club officers, the Faculty Advisor, Kiwanis Advisor, Lieutenant Governor and Region Advisor, and inform them on club changes and/or updates.
- Contribute ideas during board meetings.
- Promote Key Club in school and the community, and recruit new members to the club.
- Have extensive knowledge of Key Club International and our California-Nevada-Hawaii District.
- Follow club bylaws in governing the club.
- Lead in favor of the best interests of the public or of members and/or the Kiwanis Family as stated in *KCI Policy I. Conduct of Unbecoming a Key Club Member*
- Not threaten the standing reputation of Key Club and/or Kiwanis through the use of any inappropriate substances (i.e. unprescribed drugs, alcohol) or any other illegal or inappropriate practices as deemed in *KCI Policy I. Conduct of Unbecoming a Key Club Member*
- Inspire club members to be the best servant leaders.
- Make life-long friends!

# CORONADO KEY CLUB

## REPRESENTATIVE DUTIES:

Attend all board meetings and general meetings of Key Club

- If you are unable to attend a meeting, notify the board AND advisors.
- Aid your Secretary when inputting new members or updating current member information in the Membership Update Center (MUC).
- Remind Bulletin Editor and Secretary to submit their monthly assignments to Division.
- Assist Director of Service with finding service events.
- Assist any other board officer with their tasks that need to be done.
- Research new icebreakers to use for each general meeting.
- Make sure that your class has a good role model at each meeting/event.
- Gather suggestions from class members to present at board meetings.
- Make sure your class knows they have a say in what goes on with your Key Club.
- Find ways to retain membership and attract more members.
- Always be on your best behavior when attending meetings and projects (be safekey).
- Provide input on how to make your club better; relay suggestions from members to the board.
- Take attendance of your class at each meeting or event, and submit your attendance roster to your Secretary.
- Aid your Secretary in updating attendance and hours every quarter.
- Communicate professionally (especially in emails) and publicize Key Club positively.
- Support decisions of the board and address any of your concerns.
- Help find chaperones for club events (either CCSD-approved or Kiwanis).
- Be punctual and arrive at designated locations before call time (helps with signing in all event attendees accurately).
- Remind members to call their rides prior to the event ending, and sign out every attendee (always have an officer stay at an event until all members leave).
- Help Sergeant-At-Arms with set-up and teardown of events.
- Try to attend as many service events as you can (Key Club is a service club)!
- Always communicate with the board and advisors!
- Train new elects at the end of your term.
  - Let them know what else can be done to better your role.
- You are entrusted with the happenings of the Key Club members in your class.

# CORONADO KEY CLUB

## **CANDIDATE & PARENT AGREEMENT**

By signing this agreement form, I understand my duties as a potential future Key Club officer. I also understand that falsifying any of the required information will result in immediate disqualification. I realize that I am committing myself to attend all the items listed as mandatory in the mandated requirements for all positions. I will do my best to serve this club and bring it to its fullest potential.

X \_\_\_\_\_  
(Candidate's signature)

X \_\_\_\_\_  
(Parent's signature)

### **NOTE TO PARENT:**

Holding an elected office requires an investment of time on the part of the student. Some activities will be at night or very early in the morning. Attendance at all meetings and activities is expected. If you believe, as we do, that this is a good experience for students, and you are willing to encourage good attendance and involvement during the next school year, please indicate your support by signing below.

X \_\_\_\_\_  
(Parent's signature)

# CORONADO KEY CLUB

## **CANDIDATE BIOGRAPHY**

This biography page is for informational purposes, which will assist the officers and advisors in knowing your leadership qualities, experience, and who you are. Keep each topic to no more than a paragraph—be brief and concise.

- Biography:

- Your Key Club Experience:

- Other Activities:

- Why are you running?

# CORONADO KEY CLUB

## TEACHER SIGNATURE ENDORSEMENTS

EB – Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Citizenship \_\_\_\_\_ Teacher sig. \_\_\_\_\_ Room \_\_\_\_\_  
Comments:

1 – Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Citizenship \_\_\_\_\_ Teacher sig. \_\_\_\_\_ Room \_\_\_\_\_  
Comments:

2 – Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Citizenship \_\_\_\_\_ Teacher sig. \_\_\_\_\_ Room \_\_\_\_\_  
Comments:

3 – Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Citizenship \_\_\_\_\_ Teacher sig. \_\_\_\_\_ Room \_\_\_\_\_  
Comments:

4 – Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Citizenship \_\_\_\_\_ Teacher sig. \_\_\_\_\_ Room \_\_\_\_\_  
Comments:

5 – Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Citizenship \_\_\_\_\_ Teacher sig. \_\_\_\_\_ Room \_\_\_\_\_  
Comments:

6 – Subject: \_\_\_\_\_ Grade: \_\_\_\_\_ Citizenship \_\_\_\_\_ Teacher sig. \_\_\_\_\_ Room \_\_\_\_\_  
Comments:



# CORONADO KEY CLUB

## COUNSELOR & DEANS' SIGNATURE ENDORSEMENTS

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

**COUNSELOR:** I hereby certify that the above listed candidate has a current **weighted** GPA of \_\_\_\_\_.

Signed: \_\_\_\_\_  
(Counselor's Signature)

Comments:

Thank you!

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**DEANS' OFFICE:** I hereby certify that the above listed candidate has not received **more than one RPC** for **tardiness/dress code** and **no RPCs for fighting, campus disruption, insubordination, absences, and possession of tobacco/drugs/alcohol** in the current school year.

Approved

Not Approved

Signed: \_\_\_\_\_  
(Dean of Students' Signature)

Comments:

Thank you!

# CORONADO KEY CLUB

## **BOARD CONTACT INFORMATION**

Have questions about this packet, the election process, or the election in general? Use the contact information below to ask the respective officer/adult!

**PRESIDENT** Emma Okamura

[coronadokc.president@gmail.com](mailto:coronadokc.president@gmail.com) | Instagram: @emma.okamura

**VICE PRESIDENT** Aidan Maynard

[coronadokc.vp@gmail.com](mailto:coronadokc.vp@gmail.com) | Instagram: @aidanmaynard05

**SECRETARY** Michael Ha

[coronadokc.sec1@gmail.com](mailto:coronadokc.sec1@gmail.com) | Instagram: @michaelhahhaa

**TREASURER** Freya Zhang

[coronadokc.treas@gmail.com](mailto:coronadokc.treas@gmail.com) | Instagram: @freyazhaang

**DIRECTOR OF SERVICE** Kayley Celaya

[coronadokc.service1@gmail.com](mailto:coronadokc.service1@gmail.com) | Instagram: @kayley0024

**BULLETIN EDITOR** Elaine Kang

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**TECH EDITOR** Taina Fonseca

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**SERGEANT-AT-ARMS** TBA

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**SENIOR REPRESENTATIVE** Braeden Patin

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**JUNIOR REPRESENTATIVE** Daniel Park

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**SOPHOMORE REPRESENTATIVE** Audrey Ellis

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**FRESHMAN REPRESENTATIVE** TBA

[coronadokc.freshmanrep@gmail.com](mailto:coronadokc.freshmanrep@gmail.com) | Instagram: TBA

**FACULTY ADVISOR** Mrs. Bolken | [riverjl@nv.ccsd.net](mailto:riverjl@nv.ccsd.net)

**FACULTY/KIWANIS ADVISOR** Ms. Chura | [churarm@nv.ccsd.net](mailto:churarm@nv.ccsd.net)

# CORONADO KEY CLUB

## PERSONAL QUESTIONS

1. What encouraged you to run for this position?
2. Who was your biggest influence as a leader?
3. What does service mean to you?
4. In your opinion, what is the most important quality a leader should have?
5. How will you handle criticism?
6. Where does your biggest source of motivation come from?
7. Describe your work ethic.
8. How can social media hurt or positively influence a club?
9. Why would being elected for this position be important to you?
10. If you are not elected, what are your plans as a Key Clubber?
11. What are some things you would be willing to sacrifice if elected?
12. What are your best and worst qualities?
13. Why is serving the community important?
14. How will you balance school, personal life, extracurricular activities, and Key Club duties?
15. How will you recover from your mistakes as a leader?
16. What is your primary reason for running?
17. If you ever become overwhelmed during your term, how will you handle it?
18. How well do you work with others?
19. What have you learned from observing the current member in office and how will this affect your term, if elected?

## YOUR VISION QUESTIONS

1. What is one major goal you wish to accomplish, if elected to serve in this position?
2. How will you encourage and motivate members?
3. What is one area of improvement for the club you serve and how will you address it?
4. How will you increase member attendance at meetings?
5. What are some ideas you have to increase communication?
6. How will you recognize outstanding members?
7. How will you increase club spirit?
8. How will you increase club unity?
9. How will you effectively voice the concerns of the club you serve?
10. How can you implement change within the club?
11. How will you increase service within your club?
12. What legacy will you carry on and what new legacy do you want to leave with your club?
13. What will you do if a club officer is not performing his/her duties?

**Remember that these are not ALL the possible questions members may ask.  
Some members will think of other questions to ask you!**

**Be prepared and be creative!**

**These questions will be provided to members on election day 😊**