Hi there!

Thank you for your interest in holding a leadership position! Your leadership, initiative, and drive will be paramount to the future of the Kentucky-Tennessee Key Club District.

The application for **Bulletin Editor** is attached. DocHub and Google Docs will be the most convenient methods of completing them. I ask you all to read the commitments and duties carefully to ensure you will be present for all that are listed.

As you complete this application, please be as thorough as possible withstanding time constraints. In addition, as you submit your applications, I will be scheduling phone interviews with you all. Therefore, completing your application early would be preferred.

All applications are **due by Thursday, April 4th at 3pm *central time***, **4pm *eastern* time.** Please send the completed applications to aashleysong@yahoo.com.

I look forward to receiving your applications, and I hope you all will be eager to apply for these appointed positions. Once again, thank you for your commitment to the objects, values, and purposes of Key Club. I am anticipating a wonderful year!

Yours in service,

Ashley Song

KT District Governor

**Duties of Bulletin Editor:**

- Compile and distribute 4 copies (one every 2 months) of the K-T Key outlining individual club, division, and district wide news

- Attend the District Bulletin Editors Workshop at the international convention.

- Work closely with Lieutenant Governors as they compile their newsletters for news from the individual divisions

- Distribute 7 pieces of correspondences to board members (newsletters, memos, reports)

- Attend all board meetings

- Keep in touch with clubs, board members, advisors, and officers.

- Help manage the district website by serving as a student webmaster and coordinate technology needs alongside Mr. Hillhouse (Kiwanian Webmaster)

- Serve as chair for the technology committee and work to add info/project ideas on international projects to the website.

- Seek to find articles and newsworthy stories that would interest the district and benefit the readers of the K-T Key.

- Be an active member of your local club and perform at least 50 hours of service

- Be an example to your home, school, and community and act in a manner that will exemplify the core values of Key Club and the K-T District

**Required Meetings and Events:**

1. Attend the Spring Board Meeting. (April 12th-14th, 2019, Knoxville, TN)
2. Attend the Summer Board Meeting. (June 21st-23rd, 2019, Knoxville, TN) - Tentative
3. *If possible, attend the International Convention (July 1st-7th, Baltimore, MD)*
4. *If possible, attend Dollywood Fall Rally. (October 2019)*
5. Attend the Winter Board Meeting (November 22nd-24th, 2019, Lexington, KY)
6. Attend the 2020 District Convention, at the end of your year (March 19th-22nd, 2020, Lexington, KY)

**I need to know if you will be unable to attend any of the above dates. These events are crucial.**

**Application:**

**Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Advisor’s Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**General Information:**

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years in Key Club: \_\_\_\_\_\_ years

Offices held in Key Club (include both club and district): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other extracurricular activities **(please list top 5 and include office positions**):

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5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions:**

**1. Why do you feel you are qualified for this position?**

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**2. What experience have you had in leadership and how do you believe it will help you fulfill your duties if appointed to this position?**

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**3. Describe the impact that Key Club has had on you.**

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**4. What is your favorite service project that you have participated in and why?**

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**5. If appointed this position, what would you like to do while you are in office?**

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**6. What do you believe is the best part of this organization and why?**

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**7. A key thing in our organization is unity. How will you work towards improving that if appointed this position?**

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**8. How have you, as an individual, made a difference in your home club and/or community?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**9. What will you add (positive attributes, strengths, etc.) to this year’s board, if you are appointed to this position?**

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**10. Please describe your experience in social networking, and how well you work with technology.**

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**11. What was your biggest failure, and how did you grow from it?**

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**12. If any, what are some things I should know about you that were not noted in the questions above?**

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