



# Saumya's Summary

## K-T Board

### *Calendar Of Events*

October 1, 2022  
Annual Dues Become  
Payable

October 15, 2022  
Dollywood Fall Rally

November 7-11, 2022  
Key Club Week

December 1, 2022  
Annual Dues Become  
Delinquent

February 1, 2023  
Unpaid Clubs Become  
Suspended

### About myself



Hello K-T district!  
I'm Saumya Sikwal, and  
I'm the new district  
secretary for the year 2022-  
23. I would like to tell you  
a bit more about myself.  
I'm an upcoming junior at

South Warren High School from Division 14.  
And this is my second year on the K-T board  
as the past year I was the lieutenant governor  
of Division 14. And I am so happy and excited  
to serve as your new Secretary this year.

### Contact Me:



[saumya@ktkey.org](mailto:saumya@ktkey.org)



[@saumya\\_swhs](https://www.instagram.com/saumya_swhs)

# Duties of Secretary



## **Organization:**

It is our job to be an organized person. Always file documents and minutes in an organized way so that it will be easier to sort them out later. Also, keep the track of the old documents.



## **Communication:**

Remember to always communicate with your fellow officers, members, and advisors timely. Make sure that they are well written, free of mistakes. Contact can be done via email or apps like Remind.



## **Monthly Reports:**

Remember, Monthly reports should be submitted by 10th of every month and these will allow your club activities to be recorded. Also, awards can be received at DCON for secretaries.



## **Minutes:**

Yes, taking minutes can be hard and stressful at first, but don't worry it will get better. Minutes are a way to look back at that certain meeting. They should be summarized and easy to read. Always take attendance and record the events that took place.

## District Convention Recap

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DCON was held March 18th- 20th in Franklin, Tennessee. The theme was celebrating the superheroes of service.

It was a great convention with over 200 attendees from all across the district. The guest was Judson Laipply to teach all the key clubbers about the evolution of dance.



Photos from DCON

## Successful Spring Board/Excited for the year

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I'm excited to work with a new board and all the Key clubbers. I'm also looking forward to bringing back new clubs and working with them as well as our district project (Ronald McDonald House), and lastly improving the communication from the district through the clubs as communication is the bridge between clarity and confusion.

So please feel free to contact me if you have questions.

# International Convention

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ICON Registration is now open! This year, International Convention will be held in Washington D.C from July 5th-12th, 2022. The K-T district is offering a tour of the convention. This is a great opportunity for you all to enjoy the convention as well as enjoy Washington D.C as a group. Information and registration forms will be posted on the district website at [ktkey.org](http://ktkey.org) very soon! If you have any questions please feel free to reach out to me.

