



**CALIFORNIA-NEVADA-HAWAII KIWIN'S DISTRICT  
Of KEY CLUB INTERNATIONAL**

**AGREEMENT TO SERVE FOR DISTRICT OFFICE  
(GOVERNOR-SECRETARY-TREASURER-EDITOR)**

**Name:** (last) \_\_\_\_\_ (middle) \_\_\_\_\_ (first) \_\_\_\_\_

**Candidate for:** \_\_\_\_\_

**Member ID:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Address:** (street) \_\_\_\_\_

(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

I am submitting my Declaration of Candidacy for the election to the district office set forth above.

Submission of these forms, fully completed must be made to the District Office:

550 Fesler Street #G-3, El Cajon, CA 92020

**March 12, 2008**

As a Candidate for election, I understand that the following are a few of the mandatory responsibilities of that office and that my inability to perform them will cause me to be ineligible for the office:

- To be familiar with the duties of the office which are set forth in the District Policy Manual and to perform them.
- To submit all required reports and newsletters on time.
- To attend both District Conventions, all of the Board Meetings and Training sessions, the Regional Training Conferences and such other meetings which may be called during the year by the District Administrator.
- To assist in the administration of the Cal-Nev-Ha KIWIN'S District of Key Club International.
- To aid in the development of Key Club and further the goals, programs and projects of the California-Nevada-Hawaii KIWIN'S District and Key Club International.

Non-performance of these and other mandated responsibilities might result in removal from the office to which I am elected.

In addition, it is understood that the conduct of Key Club business by any electronic means, such as websites, reflectors, email, chat rooms, etc., must be conducted with Key Club integrity.

I understand that my duties will interfere to some extent with my attendance at school and that I will be responsible to maintain my school and family responsibilities in addition to my Key Club responsibilities. I also understand that, while some expenses will be reimbursed, there will probably be a financial expense, which will be incurred, which may not be fully reimbursed.

I have read and agree to comply with all of the terms set forth above.

***All signatures are required:***

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Candidate's legal guardian

I CERTIFY THAT, IN MY OPINION, THE ABOVE KEY CLUB MEMBER IS QUALIFIED FOR AND CAPABLE OF FULFILLING THE DUTIES OF THE OFFICE THAT IS BEING SOUGHT.

\_\_\_\_\_  
*Candidate's home School Principal*

\_\_\_\_\_  
*Candidate's Sponsoring Kiwanis President*

\_\_\_\_\_  
*Candidate's home Kiwanis Advisor*

\_\_\_\_\_  
*Candidate's home Faculty Advisor*

# ***Key Club Election Process***

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## **CANDIDACY FORMS**

There are three forms that must be submitted to the District Office prior to the convention. The **Declaration of Candidacy and Agreement to Serve** must be submitted with the required signatures and must **arrive** at the District Office no later than Wednesday, March 12, 2008. If these forms are not **received** by the required dates, the person will not be allowed to campaign for office.

One week later, March 19<sup>th</sup>, the **Candidacy Profile** must **arrive** at the District Office. Failure to submit the Candidacy Profile will result in that candidate's name and information not appearing in the Candidate Profile Packet.

Postal mailings received by the deadline date are preferred but faxes will be accepted only if followed by the original forms postmarked the same day as the deadline.

## **CAMPAIGN MATERIAL**

No material, devices, or audio/visual matter will be allowed. The **Candidacy Profile** printed by the Elections Committee is the only permissible material.

## **CANDIDATES MEETING**

Each candidate must appear at the **mandatory** Candidates Meeting at 3PM on Friday afternoon of the convention weekend. No candidate will be permitted to campaign whose forms were not submitted on time. The rules of campaigning will be explained as well as the penalties for not adhering to them. Caucus rules will be described and schedules for the caucus will be distributed. **Failure to arrive at the meeting when it commences will result in disqualification of the candidate.**

## **INTERNATIONAL ENDORSEMENT**

Persons running for International office should campaign for District Endorsement. Endorsement by the District signifies that the District has evaluated all their candidates for International and finds that one is most worthy of endorsement by the entire District and is recommended by the District to International.

## **NOMINATING CONFERENCE**

The Nominating Conference will start immediately after the first caucus session on Friday evening. Since all candidates will have just presented themselves to the delegates in caucus, there will be no speeches or questions at the Nominating Conference when the vote is taken for the advertised positions.

## **HOUSE OF DELEGATES**

This forum presents an opportunity for the candidates to present their final message to the delegates. The membership of the House consists of two delegates from each club in attendance at the convention and the delegates-at-large (elected members of the District Board).

When the Governor convenes the House, delegate entry and exit will only be allowed during periods between candidate presentations. A delegate may only vote for those offices for which the delegate has heard all of the candidates' speeches.

When each candidate has completed the final presentation to the House, the candidate may remain in the House. The candidate may only sit in the delegate section if the candidate is a delegate and may vote for that office and any subsequent offices that remain to be voted on.

The proceedings for the House are as follows:

- Call to Order; Flag Salute; Invocation
- Candidates are called one at a time at the Governor's discretion in the following order: Governor, Secretary, Treasurer, Bulletin Editor, International Endorsement.
- Candidates make a short speech, answer 3 set questions and, at the Governor's discretion, answer delegate's questions.
- Delegates vote for each office after the candidates for that office have finished presentations. Ballots are collected and counted at a later time.
- Presentation and voting of proposed Bylaw changes
- Presentation and voting of Resolutions
- Announcements; Adjournment



Must be received at  
District Office by  
March 12, 2008

# Declaration of Candidacy

for the office of  
**GOVERNOR, SECRETARY, TREASURER**

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

Candidate for: \_\_\_\_\_ Div. \_\_\_\_\_ School: \_\_\_\_\_

Address \_\_\_\_\_  
(City) (State) (Zip)

The following are a list of rules and regulations for the election of a district officer. A violation of any of the following rules may result in the disqualification from running for any District Office.

(1) **Declaration of Candidacy**

- Submission of this form fully completed to the District Office (550 Fesler Street #G-3, El Cajon, CA 92020)  
**Received by Wednesday, March 12, 2008.**

(2) **Campaign Material**

- The only permissible campaign material is the Candidacy Profile published by the Elections Committee.
- A Candidate Profile with the information set forth in the separate CANDIDACY PROFILE should be submitted by **March 19, 2008** and, if submitted, will be used to compile a Candidate's profile which will be handed out at the Convention.

(3) **Candidate Endorsement**

- Candidates may only solicit and advertise an endorsement from their own Division.

(4) **Caucus Conduct**

- Rude Behavior of any nature will not be tolerated.

I have read and agree to comply with all of the terms set forth above.

Signatures:

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Candidate's legal guardian

\_\_\_\_\_  
Candidate's home Key Club President

\_\_\_\_\_  
Candidate's Sponsoring Kiwanis President

\_\_\_\_\_  
Candidate's home Kiwanis Advisor

\_\_\_\_\_  
Candidate's home Faculty Advisor



Must be received at  
District Office by  
March 19, 2008

## **Candidacy Profile**

*for the office of*  
**GOVERNOR, SECRETARY, TREASURER**

NAME:

\_\_\_\_\_ (Last) (Middle) (First)

Candidate For: \_\_\_\_\_ Div. \_\_\_\_\_ School: \_\_\_\_\_

Address

\_\_\_\_\_ (City) (State) (Zip)

Phone number: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

As a Candidate for a District Office in the CALIFORNIA-NEVADA-HAWAII KIWIN'S DISTRICT of KEY CLUB INTERNATIONAL, please provide the information requested. This information will be compiled with the information from the rest of the candidates and passed out to all of the Delegates at the District Convention in lieu of campaign fliers.

Number of years in the Kiwanis family: \_\_\_\_\_

Elected Key Club offices held: \_\_\_\_\_

Appointed Key Club offices held: \_\_\_\_\_

Positions in other school clubs: \_\_\_\_\_

Awards and Honors: \_\_\_\_\_

Please answer the following questions. Your answers to all of the questions must fit within a 5.5 x 4.25" space. There is no limit on the number of words for each answer, but the smallest font size permitted is 10 pt.

1. Why are you running for this particular office and how can you strengthen and influence the CNH District?
2. What was the most meaningful experience or service that you have experienced in Key Club? What made it so?

In addition to the above information, the material provided to the delegates will include an 8.5 x 11" space within which you may personally address the delegates. You may include anything that you desire in this space, including your photograph. The information that you provide for this space is to be camera ready. This information may be edited by the Elections Committee to conform to standards of good taste.

**Information Must Be Received By March 19, 2008**  
**Kiwanis District Office, 550 Fesler Street #G-3, El Cajon, CA 92020**

Any questions regarding the above or the procedures for running for District office shall be addressed to Mr. Bruce Hennings, Director, Service Leadership Programs (877) 562-7055 [bruce@cnhkiwanis.org](mailto:bruce@cnhkiwanis.org)



**CODE OF CONDUCT**  
(For All KIWIN'S District Officers and Kiwanis Committee Members)

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- A. **KIWIN'S at all levels has built and maintained an image of quality membership, sponsorship and professionalism. This is a reputation that every member, advisor and sponsor must uphold. For this reason, we ask all District Board members and Kiwanis Committee members to behave professionally.**
- B. We hereby consent to a warrantless search of any sleeping room occupied at any time with reasonable suspicion, at the sole discretion of the District Administrator or Coordinator of Sponsored Organizations; (appropriate hotel employees will be involved) and furthermore the attendance of each person at KIWIN'S District Board meetings is expressly conditioned upon his or her agreement in writing to this provision.
- C. No alcoholic beverages or drugs, with the exception of prescribed medication or over the counter medication, will be permitted in the possession of anyone attending board meetings. Use of tobacco by KIWIN'S officers is prohibited.
- D. A retiring hour of no later than 12:00 midnight will be observed and enforced. KIWIN'S officers are expected to be in their own rooms at this retiring hour and they are expected to remain there. Curfew shall be from 12:00 midnight until 5:00 am. Unnecessary noises at any hour are prohibited.
- E. **No females shall be allowed in the room of any male KIWIN'S member and no male may be in the room of any female KIWIN'S member. No female board member shall be allowed in the room of any male Kiwanis advisor and no male board member shall be allowed in the room of any female Kiwanis advisor. Students violating this rule are subject to removal from the board. Kiwanians violating this rule, with the exception of married couples and/or immediate family members, are subject to removal from the committee. Parents, School & Kiwanis will be notified.**
- F. These rules are in effect from April 10, 2008 to April 19, 2009.

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**THIS SECTION MUST BE COMPLETED!**

NAME (Student and Advisors) \_\_\_\_\_

DIVISION/REGION \_\_\_\_\_

I have read the foregoing Code of Conduct and I agree to abide by it. Further, we agree to release and indemnify the Cal-Nev-Ha KIWIN'S District of Key Club International and the Cal-Nev-Ha District of Kiwanis International from any liability for bodily injury or other damage arising out of my breach of this Code of Conduct.

SIGNED (KIWIN'S Officer) \_\_\_\_\_

KIWIN'S Advisor or REGIONAL ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN (Students only) \_\_\_\_\_ DATE \_\_\_\_\_



## Consent to Attendance at KIWIN'S Events and Medical Authorization

I am a parent or legal guardian of \_\_\_\_\_ (my child) and give my consent as follows:

1. for my son/daughter to attend all official functions of the California-Nevada-Hawaii KIWIN'S District Board during the 2008-09 Key Club year from April 10, 2008 to April 19, 2009. These official functions include District Board meetings, District Committee meetings, training sessions and such other events as specifically approved by the District Administrator.
2. my son/daughter to be transported to these events by scheduled commercial transportation or an adult operated vehicle. No other method of transportation is authorized without specific written approval from Regional Advisor/District Administrator and parent or legal guardian.
3. any responsible adult who is acting as a chaperone for my child is authorized to obtain any medical and/or dental treatment for my child which the chaperone in their sole discretion may deem necessary. Any medical doctor, dentist, hospital or other treatment facility is requested to cooperate with the chaperone if they request medical or dental treatment for my child. This medical authorization shall include but shall not necessarily be limited to hospitalization, out patient treatment, the giving of medications, injections, blood transfusions, surgery, x-rays, physical therapy or any other forms of medical or dental treatment whether or not specifically listed herein; provided however, that the adult consenting or authorizing such treatment shall have first attempted to contact me at the telephone number set forth below unless the need for treatment results from emergency situations that require immediate treatment such that a prior attempt to contact me is not practical or reasonable.

This consent shall be effective until revoked by a written notification to the Cal-Nev-Ha District Office, 550 Fesler Street #G-3, El Cajon, CA or until April 19, 2009, whichever occurs first.

My child has the following known allergies or medical conditions: (none) \_\_\_\_\_

\_\_\_\_\_

My child is taking the following medications: (none) \_\_\_\_\_

\_\_\_\_\_

Medical Insurance      Policy Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

Dated: \_\_\_\_\_

(parent) (legal guardian)

(emergency phone number)

Key Clubber: \_\_\_\_\_ Division: \_\_\_\_\_  
Printed Name

**KIWANIS RELEASE**  
Service Leadership Programs

The Service Leadership Programs group known as the \_\_\_\_\_ sponsored by the Kiwanis Club of \_\_\_\_\_, hereinafter "SERVICE LEADERSHIP PROGRAMS", from time to time at meetings, service projects and promotional events of Kiwanis and of our SERVICE LEADERSHIP PROGRAMS, will take photographs of the SERVICE LEADERSHIP PROGRAMS members and guests for publication in Kiwanis/SERVICE LEADERSHIP PROGRAMS newsletters, bulletins, web sites and promotional material for Kiwanis, SERVICE LEADERSHIP PROGRAMS organizations and other community based organizations and groups.

I, the undersigned, hereby agree to allow Kiwanis to use my picture, image, name, business name, logo, service mark and/or name for any Kiwanis promotion and activity. I may withdraw this authorization at any time and Kiwanis will have thirty (30) days to remove my picture, image, name or other reference to me and/or my business.

I hereby release Kiwanis, Kiwanis SERVICE LEADERSHIP PROGRAMS groups, its agents, representatives, directors, officers and members from all liability from any and all injuries that may occur by the use of my picture, image, name or other material stated herein. It is understood and agreed that all rights under *Section 1542 of the California Civil Code* are hereby waived. Said Code reads as follows: "A GENERAL RELEASE DOES NOT EXTEND TO THE CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR".

I have read and agree to all terms and conditions stated herein.

Dated \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Please Mail:**

Bruce Hennings, Coordinator  
Service Leadership Programs  
Cal-Nev-Ha Kiwanis District Office  
550 Fesler Street #G-3  
El Cajon, CA 92020

**Or Fax To:**

Cal-Nev-Ha District Office  
(510) 562-0688