

2021-2022 Elections and Campaigning Packet

*Information for any New Jersey Key Club Member seeking to
be elected to District or International Office*

Interested in running for a District Board position?

No District Board experience necessary for ANY position!

Review the information and complete the information form in this packet!

Direct Questions to:

Matthew Yuro

Elections Chairperson

ltg11.yuro@njkeyclub.org

Robert Acerra

District Administrator

racerra@njkeyclub.org



Advisors and Presidents

Please ensure this packet is
made available to
all potential candidates.

***All online forms with
signatures
must be signed and
submitted at least 60 minutes
before scheduled elections.***

KEY CLUB®

Chairperson's Welcome:

Dear Potential District Officer and Lieutenant Governor Candidate,

Congratulations on wanting to become a District Officer for the New Jersey District of Key Club International! We thank you in advance for showing interest in these positions and your commitment to the organization thus far. Key Club is the largest international student-led organization in which the District Board oversees all club affairs, organizes District Events, such as Fall Rally and the District Education Conference, and forms a support system for over 10,000 Key Clubbers in New Jersey. As a District Officer, your job is to teach others to be leaders. Although the work is intensive, the impact you will make on others is amazing.

There are three different types of District Officers: Lieutenant Governors (LTGs), District Webmaster, and District Executives. Lieutenant Governors are regional liaisons to the District and are elected by the student delegates in their respective divisions. Their job is to update individual clubs on District affairs and provide support to their clubs. District Webmaster is in charge of keeping the website updated with district happenings and assisting in any technical issues the District Board may have. This position is appointed and by application. District Executives such as the District Governor, Secretary, Treasurer, and Editor serve the entire state of New Jersey and oversee the LTGs and the Key Clubs. Because of the great responsibility of these positions, District Executives are elected into office by delegates at the District Education Conference. (*Note: Executive Candidates are not required to have prior experience on the District Board to run*).

The experience you will receive as a District Officer will really change the way you will think and act as not only a leader but, as a person. Even though it is difficult and will be extremely time consuming, it is a very rewarding position. There is a lot of work involved, and this position is not for people who already have a lot of stress. You will be expected to attend **ALL** of the events listed in the 2021-2022 District Schedule and other travel commitments. You must be committed to your work and be willing to do what needs to be done to help your clubs and/or the New Jersey District. The success of your clubs is dependent on how well you will lead them, and there have been officers removed from the District Board for not fulfilling their duties.

Before considering the position, please consult with your current LTG and your parents to see if this is for you. Also, don't hesitate to contact the people who are currently in the position to ask them about what the job entails. Once you are sure you want to run for office, contact your Lieutenant Governor and prepare for your election.

All District Executive and International Candidates MUST attend a mandatory meeting on February 27th. All Lieutenant Governor Elects and District Executive Candidates MUST attend Midwinter Training Conferences on March 12th - 14th.

Use this packet as a guide for your elections.

Once again, Congratulations and Good Luck on the journey!

Matthew Yoro
Elections and Credentials Chairperson
2020 - 2021

Sarah Jacob
District Governor
2020 - 2021

Robert Acerra
District Administrator

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Lieutenant Governor Candidates

There are twenty-one divisional Lieutenant Governors on the New Jersey District Board, each of which serve as a liaison between the clubs in his or her respective division and the District. They work to strengthen their division by communicating with individual officers and organizing events that will involve students in service. This position requires a great amount of time and communication skills, but it can be very rewarding if done correctly.

A Lieutenant Governor is expected to do the following:

- **Represent each of the twenty-one divisions in the New Jersey District**
- **Serve as a liaison between the clubs in his or her division and the District Board**
- **Be present at Midwinter Training Conferences, the District Education Conference, and International Convention, all Board Meetings, Regional Training Conferences, and Fall Rally**
- **Serve on District committees**
- **Hold Officers Training Conferences until all officers are trained**
- **Organize divisional service projects**
- **Hold Divisional Council Meetings**
- **Visit each club in his or her division**
- **Publish at least ten newsletters for his or her clubs**
- **File monthly club and board reports**
- **Be in constant contact with his or her clubs, the executive board, and the Kiwanis Board**
- ***New For 2021- Candidates for Lieutenant Governor will incur no expenses in seeking election.***

Lieutenant Governors are elected into office by the club members of their respective divisions. Before running, candidates must REVIEW AND SUBMIT the **Virtual Lieutenant Governor's Service Agreement** and the **District Schedule** listed in this packet. ***These must be submitted at least 60 minutes prior to the election.*** This also includes ensuring that your Parent/Guardian, Advisor, and Principal/Guidance Counselor complete the verification forms. Candidates are expected to attend their Virtual Divisional Elections (the list of dates and locations is listed in this packet) and give a three-minute speech. The club officers present will also subject each candidate to five minutes of caucus questions. There will also be an additional two minutes of either speech or caucus questions as well as two pre selected questions from the Elections Committee. The official Lieutenant Governor Elect for the 2021-2022 NJ District Board will be voted on by a simple majority of club officers, of which each club will receive two votes through a virtual format.

Once you are elected as the next Lieutenant Governor, you will receive an invitation to **Midwinter Training Conferences on March 12th - 14th** where you will be officially trained for your position. The virtual training is free to Lieutenant Governor-Elects.

This is a requirement for all incoming District Board Members, as you will not be permitted to serve on the Board without formal training.

If you are interested, please contact your Lieutenant Governor. We will be glad to answer any questions and guide you through the elections process. Best of luck on your election!

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Lieutenant Governor Election Schedule

The 2021-2022 Division Structure is slightly different from previous years. Please take a look at the schedule and be sure you are attending and running in the correct elections.

<p><u>Division 1</u> Date: 2/19/21 Time: 4:00 pm</p>	<p>Link: https://us02web.zoom.us/j/86977101461?pwd=cEhMRWRlOXZyMVk0c1pvc2dpMTBYQT09 Meeting ID: 869 7710 1461; Password: KeyClub</p> <p>Contact Person: Natasha Iqbal, ltg2.iqbal@njkeyclub.org. <i>Clubs: Lower Cape May Regional High School, Cape May County Technical High School, Middle Township High School, Ocean City High School, Millville Senior High School, & Vineland High School</i></p>
<p><u>Division 2</u> Date: 1/29/21 Time: 4:00 pm</p>	<p>Link: https://us02web.zoom.us/j/81969783452?pwd=M0FSeGpkdW90ckhucjJrUmlsZjNhZz09 Meeting ID: 819 6978 3452; Password: KeyClub</p> <p>Contact Person: Natasha Iqbal, ltg2.iqbal@njkeyclub.org. <i>Clubs: Atlantic City High School, Mainland Regional High School, Egg Harbor Township High School, Atlantic County Institute of Technology, & Cedar Creek High School</i></p>
<p><u>Division 3</u> Date: 1/30/21 Time: 3:00 pm</p>	<p>Link: https://us02web.zoom.us/j/82543151505?pwd=eENRTmVhK0NValFmMnhCdDUrV3pjQT09 Meeting ID: 825 4315 1505; Password: KeyClub</p> <p>Contact Person: Jonathan Tager-Geffner, ltg.tager-geffner@njkeyclub.org. <i>Clubs: Hammonton High School, Pitman High School, Timber Creek Regional High School, Clearview Regional High School, Gloucester County Institute of Technology, & Kingsway Regional High School</i></p>
<p><u>Division 4</u> Date: 2/7/21 Time: 1:00 pm</p>	<p>Link: https://zoom.us/j/94669888841?pwd=Y0ZLWlVhc0ld3ZnR3JiQkg3WXBsUT09 Meeting ID: 946 6988 8841; Password: KeyClub</p> <p>Contact Person: Pooja Patel, ltg.patel@njkeyclub.org & Hana Hamid, ltg5.hamid@njkeyclub.org. <i>Clubs: Paulsboro High School, Gateway Regional High School, Highland Regional High School, Triton High School, West Deptford High School, Eastern Regional High School, Haddonfield Memorial High School, BCIT Medford Campus, Rancocas Valley Regional High School, & Cherry Hill East High School</i></p>
<p><u>Division 5</u> Date: 2/6/21 Time: 11:00 am</p>	<p>Link: https://us02web.zoom.us/j/85276907887?pwd=UWh3SUt2bVVRNzRSd1pjRWFSb2FrZz09 Meeting ID: 852 7690 7887; Password: KeyClub</p> <p>Contact Person: Lexi Pereira, ltg7.pereira@njkeyclub.org. <i>Clubs: Central Regional High School, Donovan Catholic High School, Manchester Township High School, (MATES) Marine Academy of Technology and Environmental Sciences, OCVTS Performing Arts Academy, Southern Regional High School, Toms River East High School, Toms River North High School, & Toms River South High School</i></p>
<p><u>Division 6</u> Date: 1/31/21 Time: 12:45 pm</p>	<p>Link: https://us02web.zoom.us/j/81849898817?pwd=cmtTOGZuWU9qTHV0MlJlR0NkcUhVUT09 Meeting ID: 818 4989 8817; Password: KeyClub</p> <p>Contact Person: Simran Bhathal, ltg6.bhathal@njkeyclub.org. <i>Clubs: Burlington Township High School, Bordentown Regional High School, Ewing High School, Hamilton High School West, Hightstown High School, Hopewell Valley Central High School, Nottingham High School, Steinert High School, The Lawrenceville School, & Foundation Collegiate Academy</i></p>

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LTG Election Schedule

<p><u>Division 7</u> Date: 1/30/21 Time: 3:00 pm</p>	<p>Link: https://zoom.us/j/96082716402?pwd=eUxwajBEa2VnOUtWakNsZXdfY2NzZz09 Meeting ID: 960 8271 6402; Password: KeyClub</p> <p>Contact Person: Clarice Fune, ltg8.cfune@njkeyclub.org. <i>Clubs: Brick Memorial High School, Brick Township High School, Jackson Liberty High School, Jackson Memorial High School, Manasquan High School, Point Pleasant Beach High School, & Point Pleasant High School</i></p>
<p><u>Division 8</u> Date: 2/19/21 Time: 7:30 pm</p>	<p>Link: https://us02web.zoom.us/j/84567556676?pwd=Ozg2WmNzNjZXMIbVNUV3S2tZ2EzQT09 Meeting ID: 845 6755 6676; Password: KeyClub</p> <p>Contact Person: Matthew Yuro, ltg11.yuro@njkeyclub.org. <i>Clubs: East Brunswick High School, Highland Park High School, Monroe Township High School, North Brunswick Township High School, New Brunswick High School, Old Bridge High School, & Piscataway High School</i></p>
<p><u>Division 9</u> Date: 2/12/21 Time: 3:30 pm</p>	<p>Link: https://us02web.zoom.us/j/88278440052?pwd=NzAyanBibG5ZZmFOL3JZRmdCOVdJQT09 Meeting ID: 882 7844 0052; Password: KeyClub</p> <p>Contact Person: Kaitlyn Lee, ltg10.lee@njkeyclub.org. <i>Clubs: Middletown High School South, Colts Neck High School, Holmdel High School, Keyport High School, Marlboro High School, Matawan Regional High School, Raritan High School, & Saint John Vianney High School</i></p>
<p><u>Division 10</u> Date: 2/6/21 Time: 11:00 am</p>	<p>Link: https://us02web.zoom.us/j/83376615249?pwd=USthNC9FcidPeVUvZXRxTzRsZVh0Zz09 Meeting ID: 833 7661 5249; Password: KeyClub</p> <p>Contact Person: Alyssa Cohen, ltg9.cohen@njkeyclub.org. <i>Clubs: Academy of Allied Health & Science, Henry Hudson Regional High School, High Technology High School, Marine Academy of Science and Technology, Monmouth Regional High School, Ocean Township High School, Red Bank Regional High School, Rumson-Fair Haven High School, & Ranney School</i></p>
<p><u>Division 11</u> Date: 2/4/21 Time: 7:00 pm</p>	<p>Link: https://us02web.zoom.us/j/86531831163?pwd=YjNsRlBtMHP2dEZOeHINbTd6UUhSZz09 Meeting ID: 865 3183 1163; Password: KeyClub</p> <p>Contact Person: Renee Procaccini, ltg13.procaccini@njkeyclub.org. <i>Clubs: Delaware Valley High School, North Hunterdon Regional High School, Hunterdon Central Regional High School, South Hunterdon Regional High School, Phillipsburg High School, Voorhees High School, Warren County Technical School, & Warren Hills Regional High School</i></p>
<p><u>Division 12</u> Date: 2/13/21 Time: 10:00 am</p>	<p>Link: https://us02web.zoom.us/j/84466185157?pwd=SnRjcG9MMURXUmx2RG1HRExRa3VKZz09 Meeting ID: 844 6618 5157; Password: KeyClub</p> <p>Contact Person: Brianna Colelli, ltg12.colelli@njkeyclub.org. <i>Clubs: Bernards High School, Bridgewater-Raritan High School, Franklin High School, Manville High School, Middlesex High School, Ridge High School, & Somersville High School</i></p>

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LTG Election Schedule

<p><u>Division 13</u> Date: 2/13/21 Time: 3:00 pm</p>	<p>Link: https://us02web.zoom.us/j/82170124272?pwd=K0JWd293bjN6UnBOYWVSNu9SY1Q5QT09 Meeting ID: 821 7012 4272; Password: KeyClub</p> <p>Contact Person: Parth Harish, ltg14.harish@njkeyclub.org. <i>Clubs: Arthur L. Johnson High School, Academy for Allied Health and Biomedical Sciences, Edison High School, Elizabeth High School, John. F Kennedy Memorial High School, J.P. Stevens High School, & Westfield High School</i></p>
<p><u>Division 14</u> Date: 2/7/21 Time: 1:00 pm</p>	<p>Link: https://zoom.us/j/92430019154?pwd=czJXMENxc1B1SmF1YVdEWkNsMEQxUT09 Meeting ID: 924 3001 9154; Password: KeyClub</p> <p>Contact Person: Mikko McGregor Corson, ltg15.mcgregorcorson@njkeyclub.org <i>Clubs: Chatham High School, Columbia High School, ECLC of New Jersey Chatham, Madison High School, Millburn High School, & Union High School</i></p>
<p><u>Division 15</u> Date: 1/30/21 Time: 1:00 pm</p>	<p>Link: https://zoom.us/j/95735007245?pwd=ZlJzbThoa0trVFVvcHFkCjdMS1NzZz09 Meeting ID: 957 3500 7245; Password: KeyClub</p> <p>Contact Person: Rebekah Yorker, ltg16.yorker@njkeyclub.org. <i>Clubs: County Prep High School, Liberty High School, McNair Academic High School, North Bergen High School, & Secaucus High School</i></p>
<p><u>Division 16</u> Date: 2/13/21 Time: 10:00 am</p>	<p>Link: https://zoom.us/j/92462673366?pwd=elhjQ1p4ZGx0OHp3ZTRTcTBKcFp3Zz09 Meeting ID: 924 6267 3366; Password: KeyClub</p> <p>Contact Person: Sienna Yannotti, ltg21.yannotti@njkeyclub.org. <i>Clubs: Dover Public High School, Morris Catholic High School, Morris County School of Technology, Morris Hills High School, Morris Knolls High School, Randolph High School, & Mount Olive High School</i></p>
<p><u>Division 17</u> Date: 2/10/21 Time: 7:00 pm</p>	<p>Link: https://zoom.us/j/99934687782?pwd=enVYcWpGS0NKUUZsaVVOODhlaTlTUT09 Meeting ID: 999 3468 7782; Password: KeyClub</p> <p>Contact Person: Maya Kalapatapu, ltg20.kalapatapu@njkeyclub.org. <i>Clubs: Montville Township High School, Morristown High School, Mountain Lakes High School, Parsippany High School, & Parsippany Hills High School</i></p>
<p><u>Division 18</u> Date: 2/6/21 Time: 11:00 am</p>	<p>Link: https://us02web.zoom.us/j/89106262323?pwd=aWRQSzNBcGNUaHQ3cVRXa1ZLUytHdz09 Meeting ID: 891 0626 2323; Password: KeyClub</p> <p>Contact Person: Aidan Baris, ltg19.baris@njkeyclub.org. <i>Clubs: Cedar Grove High School, James Caldwell High School, Livingston High School, Montclair High School, Mount St. Dominic Academy, Verona High School, Essex County Vocational-Technical School, & West Essex High School</i></p>

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LTG Election Schedule

<p><u>Division 19</u> Date: 2/6/21 Time: 2:00 pm</p>	<p>Link: https://us02web.zoom.us/j/83632673421?pwd=YUtwczBLSjhIUUMyT2FFeWVGy3QvZz09 Meeting ID: 836 3267 3421; Password: KeyClub</p> <p>Contact Person: Abigail Loeb, ltg18.loeb@njkeyclub.org. <i>Clubs: Henry P. Becton Regional High School, Belleville High School, Bloomfield High School, Clifton High School, Glen Ridge High School, Nutley High School, & St. Mary High School</i></p>
<p><u>Division 20</u> Date: 2/6/21 Time: 1:00 pm</p>	<p>Link: https://zoom.us/j/91964148895?pwd=aS9MemRwcXIUWVUvMHhNQj9rMTILUT09 Meeting ID: 919 6414 8895; Passcode: KeyClub</p> <p>Contact Person: Irene Kim, ltg17.ikim@njkeyclub.org. <i>Clubs: Bergen County Academies, ECLC of New Jersey, Emerson Junior-Senior High School, Fort Lee High School, Fusion Academy Englewood, Glen Rock High School, & Tenafly High School</i></p>
<p><u>Division 21</u> Date: 2/6/21 Time: 11:00 am</p>	<p>Link: https://zoom.us/j/95257394361?pwd=cHV5ZjdKNHBENW5sbEQ3aWk4NW4vQT09 Meeting ID: 952 5739 4361; Passcode: KeyClub</p> <p>Contact Person: Noor Elhamouly, ltg22.elhamouly@njkeyclub.org. <i>Clubs: Hackettstown High School, High Point Regional High School, Pope John XXIII Regional High School, Sparta High School, Sussex County Vocational-Technical School & Vernon Township High School</i></p>

Lieutenant Governor Election Checklist

- Make sure you are 100% ready for your election beforehand!
- Speak with your current Lieutenant Governor to receive insight into the position and ask any questions you may have.
- Ensure that your **dues are paid** to your club and that your club has paid dues to Key Club International. If your club is not paying in 2020 - 2021 Service Year, please contact Mr. Robert Acerra at racerra@njkeyclub.org.
- Review and submit the **Lieutenant Governor Service Agreement and 2021 - 2022 Schedule** with your parents/guardians. Complete the online form at <https://forms.gle/Pks1iCVQXjaI7rMh8>.
- Ensure that your parent/guardian, principal/guidance counselor, & advisor complete the verification forms at least 60 minutes prior to the election.
- Look over the **Elections Procedure for Lieutenant Governor Elections** to get comfortable with the election process.
- Prepare a three minute speech.**
- Review the **Caucus Questions for LTG Candidates in the New Jersey District of Key Club International**. Be prepared to answer those questions along with others not listed.
- Show up **15 minutes early** and **dress in business casual attire** to the Virtual LTG Election!

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Lieutenant Governor Election Tips

BEFORE THE ELECTION:

- Memorize all caucus questions.
- Write and practice a 3 minute speech. Make sure that it is not your first time reading it when you are up there!
- Fill out and submit the electronic Lieutenant Governor Service Agreement. You will not be able to run if you do not have these papers submitted at least **60 minutes prior** to the election.
- Make sure that the verification forms are completed by your parent, school principal/guidance counselor, and faculty advisor at least **60 minutes prior** to the election.

DAY OF THE ELECTION:

- Arrive 15 minutes early, with all necessary papers/materials already submitted and in business casual attire.
- The procedure of the election will go as follows:
 - Recite a speech for 3 minutes.
 - Answer caucus questions for 5 minutes.
 - The votes will then be counted.
- In the event of a tie, you will:
 - Recite a 1 minute speech,
 - Answer caucus questions for 1 more minute.

AFTER THE ELECTION:

- If you won, *congratulations!* You are now the official Lieutenant Governor-Elect of your division. You will be expected to attend **Midwinter Training Conference on March 12 - 14th**, to be officially trained. During DECON 2021, you will be officially installed as a member of the New Jersey District Board of Key Club International. Complete all duties as LTG, and work diligently to bring your division to greater heights!
- If you did not win, don't worry! There are plenty of other opportunities to lead in your Key Club, so keep on serving your homes, schools, and communities.

2021 - 2022 Lieutenant Governor Service Agreement

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The following agreement is to be signed by all Lieutenant Governors. This agreement outlines the minimum performance requirements that the Lieutenant Governor must maintain to remain in office. Failure to observe the following agreement may result in removal from office in accordance with the Key Club International Bylaws and New Jersey District Bylaws.

I agree to do the following during my term as Lieutenant Governor:

1. Publish a minimum of 10 newsletters during my term in office and distribute it by the tenth of each month to the Key Clubs in my Division, the District Board, and the District Administrator.
2. Submit my monthly report forms by the fifteenth of each month.
3. Visit all of the Key Clubs in my Division at least once.
4. Hold up to five Divisional meetings during the year, at least one pertaining to service.
5. Train all officers in your division by Fall Rally.
6. Encourage Key Clubs in my Division to pay dues before the December 1st deadline and submit the Key Club Officer Directory form shortly after the Key Club officer elections.
7. Attend all events and meetings, and honor all agreements. Attendance is defined as presence at 75% of the board meeting. You must attend the following unless excused by the District Administrator and the District Governor: the Mid Winter Training Conference (before your term), the District Educational Conference (before and during term), the Spring District Board Meeting, the Summer District Board Meeting, the Fall District Board Meeting, the Winter District Board Meeting, and the Mid Winter Training Conference. (All dates are listed and must be signed off of on District Board Schedule)
8. If financially feasible, attend Key Club International Convention in Orlando, FL with the District tour.
9. Serve District Board committees and fulfill duties as assigned by committee chairs.
10. Abide by the Code of Conduct at all functions and events (Kiwanis, Circle K, Key Club, etc).
11. Represent Key Club and the District as needed at Kiwanis meetings, Key Club meetings, and other events as outlined by the District Governor.
12. Attempt to build at least one new Kiwanis Family Club within your division and work to strengthen weak or inactive clubs.
13. Hold a Divisional Election to elect the 2022 - 2023 Lieutenant Governor by a date to be set by the District Administrator. Mentor my successor and help them prepare for their term.
14. Keep an open line of communication with the Governor, Administrator, and Kiwanis Committee.
15. Have computer access to produce monthly newsletters using E-Mail Program, Microsoft Word, Apple Pages, or Google Docs.
16. Check my Key Club email regularly and respond to emails within three (3) days.
17. Consult with the District Financial Counselor to determine if the District will reimburse expenses prior to making the expense. Maintain receipts to be reimbursed by the District.
18. Continue to be a dues-paid and active member of my Key Club with 50 hours of service.
19. Hold myself to a high standard of service leadership; serve as a role model to my peers at the club, Division, and District level; and be an enthusiastic and engaged ambassador of the Key Club District. Report any inappropriate activity to the Administrator.

I have read the Lieutenant Governor Service Agreement, which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2021-2022 Key Club year.

Please complete the virtual Lieutenant Governor Service Agreement Form attached here:

<https://forms.gle/iphWyMBvVcHv2w7J8>

2021 - 2022 Lieutenant Governor Service Agreement

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District Board Calendar - 2021 - 2022

Date	Meeting	Location
February 27, 2021	District Executive/International Candidate Mandatory Meeting	Virtual meeting
March 12 - 14, 2021	Mid Winter Training Conference	Virtual
**** MARCH 13 is an SAT DATE - PLEASE PLAN NOT TO TAKE THEM ON THIS DATE		
April 9 - 11, 2021	75th Annual District Convention	Virtual
April 29 - May 2, 2021	Governor and Administrator Training Conference*	Washington, D.C.
May 14, 2021	Executive Board Meeting^	Doubletree Somerset Hotel
May 15 - 16, 2021	Spring District Board Meeting	Doubletree Somerset Hotel
June 5, 2021	Regional Training Conference	
June 6, 2021	Regional Training Conference	
July 6 - 13, 2021	International Convention***	Disney World, Florida
July 29 - August 1, 2021	KCI Leadership Conference*	Kiwanis International Indianapolis, IN
August 6, 2021	Executive Board Meeting^	
August 7, 2021	Summer District Board Meeting	Middletown Public Library, Middletown, NJ
August 27 - 29, 2021	Kiwanis District Convention^	Valley Forge Casino Resort, King of Prussia, PA
September 18, 2021	Regional Training Conference	
September 19, 2021	Regional Training Conference	
October 9, 2021	Fall Rally District Board Meeting	Hampton Inn and Suites, Robbinsville, NJ
October 10, 2021	Fall Rally	Six Flags Great Adventure Jackson, NJ
November 12 - 14, 2021	Key Leader***	Baptist Camp & Conference Center Lebanon, NJ
December 3, 2021	Executive Board Meeting^	Hampton Inn and Suites, Robbinsville, NJ
December 4 - 5, 2021	Fall District Board Meeting	Hampton Inn and Suites, Robbinsville, NJ
**** DECEMBER 4 is an SAT DATE - EXECS PLEASE PLAN NOT TO TAKE THEM ON THIS DATE LTGs may take the SAT this day and then arrive at the board meeting that will begin after.		
January 21, 2022	Executive Board Meeting^	Hampton Inn and Suites, Robbinsville, NJ
January 22 - 23, 2022	Winter District Board Meeting	Hampton Inn and Suites, Robbinsville, NJ
January 24 - February 21, 2022	Divisional Election Conferences	Varied
March 11 - 13, 2022	Mid Winter Training Conference	Somerset Doubletree Hotel, Somerset, NJ
**** MARCH 12 is an SAT DATE - PLEASE PLAN NOT TO TAKE THEM ON THIS DATE		
April 8 - 10, 2022	76th Annual District Convention	Somerset Doubletree Hotel, Somerset, NJ
*Governor Only	**By Invitation Only	***Highly Recommended
^ Executive Board Only		

2021 - 2022 Lieutenant Governor Service Agreement

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Holding a District-level Key Club position is an incredibly rewarding experience. You will have the opportunity to take your commitment to the next level, experiencing first-hand the personal growth that comes with leading others in community service. You will make friends with dynamic people across the District and around the world, united under the banner of service. Most importantly, you will join a handful of other committed individuals to shape the future of our organization in New Jersey.

If you are aware of a conflict with a date (as listed on page 2 of the service agreement), talk to District Administrator Robert Acerra prior to your election (racerra@njkeyclub.org). **You must attend Midwinter Training Conferences, or you cannot run.**

By signing, I, _____, a potential member of the New Jersey District Board, understand that I must attend all required events during my term. I also know that absence from any one event may result in removal from office. Inability to attend a board meeting without more than a two-week's notice, will also result in a cancellation charge of \$50 for your hotel room, as rooms are submitted prior to this time. With my signature, I confirm that this schedule is a part of the service agreement.

Leadership Training and Incentives Provided

- Mid-Winter Training Conference (prior to term), Spring, Summer, Fall Rally, Fall, Winter, and Mid-Winter Training Conference – **FREE (around \$200 value per event)**
- Key Leader - **\$220.00 discount** towards registration fee
- International Convention 2021 (ICON) – **(Discount amount to be discussed)**
- District Education Conference Registration (at end of term) – **FREE (\$290.00 minimum discount), provided that the district board member has attended: Spring, Summer, Fall, Winter, and Mid-Winter Board Meetings. If any of these events are missed, the district board member must pay a 50% portion of the District Education Conference.**

Required Signatures

We, the undersigned, certify that this candidate is qualified and able to serve as a Lieutenant Governor for the New Jersey District of Key Club International for the 2021-2022 term. We have read this Service Agreement and support the candidate's decision to run for this office. We sign with confidence that this Key Clubber will be an exceptional asset to the District, will abide by District and International bylaws, and will be a model member and leader within Key Club International.

Please share the below links with the following individuals. They must submit a verification form at least one-hour prior to the start of the Lieutenant Governor Election:

Parent/Guardian: <https://forms.gle/HLXzx6sgxEEBMy1AA>

Faculty or Kiwanis Advisor: <https://forms.gle/RviGFSyMZezKkos69>

Principal or Guidance Counselor: <https://forms.gle/eF8HqC9K9svGktXz5>

*****The Candidate Information Sheet, Parent/Guardian Verification Form, Faculty or Kiwanis Advisor Verification Form, and the Principal or Guidance Counselor Verification Forms must be submitted at least 60 minutes prior to the election in order for the candidate to run.*****

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Sample Caucus Questions

During the election, you will have 5 minutes of caucus questions from the audience. Delegates are not limited to these questions, but it is useful to look these over before the election.

General Knowledge Questions

1. Why, where, and under what circumstances was the first Key Club begun?
A Kiwanis Club in Sacramento, California wanted to provide vocational guidance to high school students in May 1925.
2. What is the Key Club motto?
“Caring...our way of life.”
3. Recite the Key Club Pledge?
“I pledge, on my honor, to uphold the objects of Key Club International, to build my home, school, and community, to serve my nation and world, and to combat all forces which tend to undermine these institutions.”
4. What are the colors of Key Club International, and what do they symbolize?
Blue—unwavering character, Gold—service, and White—purity
5. When is Key Club Week?
It is the first full week of November.
6. How does one start a new club?
Obtain a charter kit, find a sponsoring Kiwanis club, gain school administration approval, and a faculty advisor, solicit members, and send in paperwork to KCI.
7. How many divisions are there in New Jersey?
There are 21 divisions in New Jersey. (Beginning in 2021 - 2022 Service Year)
8. Who is the District Administrator? What is the highest position that he has held in Kiwanis Family?
Robert Acerra, International Trustee - Circle K International
9. What organizations make up the K-Family?
Kiwanis, Circle-K, Key Club, Builder’s Club, K-Kids, and Aktion Club.
10. How is the Key Club leadership structured?
International President, International Vice-President, International Trustee, District Governor, District Secretary, District Treasurer, District Editor, Lieutenant Governor, District Webmaster, Club President, Club Vice-President, Club Secretary, Club Treasurer, Club Editor, Club Webmaster and General Member.
11. What is Fall Rally?
The largest gathering of Key Clubbers in New Jersey at Six Flags Great Adventure.
12. Which individuals currently sit on the New Jersey District Executive Board and in what capacity?
Sarah Jacob- District Governor, Jeremy Zoller- District Secretary, Grace Pluemacher- District Treasurer, Taner Drexler – District Editor
13. What is the official publication of the New Jersey District called?
The Jersey Key

14. What is the 2020 - 2021 New Jersey District Project?
Keeping the Garden State Green
15. Where is the 2021 International Convention?
Orlando, Florida
16. What is our Major Emphasis Focus?
"Children: Their Future, Our Focus."
17. What is advocacy?
Speaking on behalf of those who cannot speak for themselves.
18. What is the 2021 New Jersey District Education Conference theme?
The theme is Olympics.
19. What is the deadline for dues, and how many paid members must a club have?
Normally December 1; 11 members.
20. Who are the current District Governors of the New Jersey Districts of Kiwanis and Circle-K?
Kiwanis— Mr. Joseph Giordano and Circle K— Kyle Lank
21. What are the 4 core values of Key Club?
Leadership, Inclusiveness, Caring, and Character Building.
22. What are the four Preferred Charities of Key Club International?
March of Dimes, UNICEF, Thirst Project, and Children's Miracle Network

Sample Thought-Based Questions:

1. Why did you join Key Club?
2. Why is Key Club important to you?
3. Who is the most important member of Key Club and why?
4. Of what importance is Kiwanis to Key Club?
5. Why should anyone join Key Club?
6. What do you feel will be the most important aspect of your job if elected?
7. What sets you apart from the other candidates?
8. What benefits have you gained from Key Club and what do you expect to gain as Lieutenant Governor?
9. What is your greatest strength?
10. What inspired you to run for higher office?
11. What is most important to you as a person?
12. Do you feel a leader should bow down to public opinion?
13. What is your vision for the future of your division?
14. What past experiences have prepared you to be a Lieutenant Governor?
15. What do you feel are the most important qualities of leaders, and how will you utilize these qualities during your term?
16. Describe your favorite service project and how you contributed.
17. If you could add a core value, what would it be and why?
18. Besides the minimum job requirements for this position, what do you think you can bring to the table that would raise the bar for your successors?
19. What are some of your weaknesses as a leader that you can improve on?
20. Describe one potential divisional service project that you hope to organize if elected.
21. What experience do you have working on a team or on a committee?
22. What is your best leadership characteristic?

KEY CLUB®

District Executive Positions

District Executives serve the entire New Jersey District of Key Club. The District Governor, Secretary, Treasurer, Editor, and Webmaster work together to collect all forms and dues, publish District mailings and materials (including The Jersey Key and our district website), and generally maintain order in the District. These positions are very work-intensive and require a lot of prior experience before running.

Unlike Lieutenant Governors, District Executive Candidates (except candidates for District Webmaster) are voted into office at the District Education Conference by a delegation of student officers (up to two from each school). District Executive Candidates will be subject to several rounds of Caucusing before the official election. Prior to and at District Education Conference, candidates will be expected to do the following:

- Prepare a campaign, which will include a general flyer, up to five (5) members in a campaign team, and a campaign slogan.
- Prepare a set of two-minute speeches to be used in Caucusing and the Meet-the-Candidates sessions of District Education Conference.
- Be prepared to answer Caucus Questions from student officers and a set of Committee Questions at the Meet-the-Candidates session. If you are running for District Governor, also be prepared for a debate-style questioning session with the other candidates.

District Webmaster candidates are interviewed and chosen by the outgoing District Governor and the District Administrator.

All district executive candidates **MUST** attend the **Executive Candidate and International Endorsement Meeting on Saturday, February 27th (information on next page) and the Mid Winter Training Conference on March 12th - 14th** in order to run. This is where you will be trained for your position and learn how to build a campaign. A parent and/or guardian must also attend. *District Webmaster candidates are not required to attend this meeting.*

If you are interested in running please **FILL OUT** the **Information Request Sheet** at <https://forms.gle/iA3JZyunJmZm2Nka7> by **February 20th at 11:59 PM.**

After your Information Request Sheet has been received, you will be sent an official Executive Campaigning Packet with more information on caucusing at the District Education Conference. It will also include the registration link for you and your parent/guardian to attend the February 27th meeting. Members of the current District Board will be available to guide you in preparation but will not be permitted to help you in your campaign.

KEY CLUB®

Pre-District Education Conference Executive Candidate and International Endorsement Meeting

When and Where

Saturday, February 27th, 2021, 1:00 PM - 3:30 PM - Virtual

Purpose

The purpose of the Pre-District Education Conference Orientation Meeting is to have an opportunity to meet the candidates, their parents and advisors; to allow candidates time to ask any questions, and to cover the election process at DECON. This will be a very informative meeting. You will have the opportunity to meet the current District Executive Committee as well as the Key Club Administrative Team, and they will be available to answer any questions. We will cover in-depth what is required from each executive and international officer position.

This meeting will give you, your parents, and your advisors a clear understanding of the job that you are seeking to undertake, the time commitment involved, and what is expected from you in that position. Your parents and advisors will have time to ask their questions about Key Club and your possible role.

Agenda

A final agenda will be emailed to all candidates who have submitted the proper papers for office. The following is a tentative schedule:

- 1:00 PM - Introductions
- 1:30 PM - Role of the Officers
- 2:00 PM - Caucusing
 - House of Delegates
 - Preparing Yourself
 - Overview of DECON 2021
- 3:00 PM - Questions/Answers
- 3:30 PM - Adjourn

Serving on the District Executive Committee or International Board is a very rewarding experience, but it requires you to sacrifice other activities in the interest of furthering the goals of Key Club.