



ROCKY MOUNTAIN DISTRICT - KEY CLUB INTERNATIONAL  
**APPOINTED CHAIR CANDIDACY FORM**  
2024-2025 SERVICE YEAR

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Cell phone \_\_\_\_\_

Grade during the 2024-25 Service year (circle one):      Sophomore      Junior      Senior

Home club \_\_\_\_\_ Division \_\_\_\_\_

Home club Faculty Advisor \_\_\_\_\_

Parent/guardian name \_\_\_\_\_ Parent/guardian phone \_\_\_\_\_

Parent/guardian email address \_\_\_\_\_

Chair Sought (circle one):

Governance<sup>1</sup>    Technology/Webmaster    Convention    Co-Convention/Fundraising

Chair positions in the Rocky Mountain District of Key Club involve significant commitment. In declaring my candidacy, I understand that Key Club will be my primary extracurricular activity outside of academic (i.e. in a graded class) and family responsibilities.

As a candidate for the above circled Chair in the Rocky Mountain District of Key Club, I understand and agree to the following requirements and expectations:

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<sup>1</sup> Responsibilities include oversight of bylaws, policy, elections, and awards.

**Meeting attendance:** I understand that I am required attend the following in their entirety<sup>2</sup>:

1. 2024 District Convention, April 5-7, 2024; YMCA of the Rockies, Estes Park, CO<sup>3</sup>
2. June Board Meeting and Training, June 7-9, 2024; Colorado State University Mountain Campus, Pingree Park, CO
3. Key Club International Convention, July 9-14, 2024 Atlanta, GA<sup>4</sup>
4. August Board meeting (held via Zoom), August 2-4, 2024
5. November Board meeting (held via Zoom), November 8-10, 2024
6. February Board meeting, February 2-4, 2025, YMCA of the Rockies, Estes Park, CO
7. 2025 District Convention, April 3-6, 2025, YMCA of the Rockies, Estes Park, CO

**I understand that failure to attend a required meeting or event without the prior approval of the District Administrator will result in the loss of my position.**

**Transportation:** Officers are expected to arrange transportation to and from all events. If there are difficulties in securing transportation, this should be discussed with the administrator team to make arrangements. Mileage reimbursement may be provided for those traveling more than 100 miles roundtrip. Officers must secure advance approval from the District Administrator to drive themselves to meetings or events, and **under no circumstances** are youth permitted to transport other youth to or from meetings or events.

**Required Agreements:** I understand that if elected I must submit a signed District Board Service Agreement; Waiver, Release and Hold Harmless Agreement and Code of Conduct acknowledgement; Transportation Release; and Authorization to Attend Rocky Mountain Key Club Event and Emergency Medical Treatment Authorization Form to the District Administrator within ten (10) days of election.

**Communication: Computer access is essential to all Key Club District Board roles.** I understand that I will be assigned a Rocky Mountain Key Club District email address and that I must have access to, and check, this account daily. I understand that internet access is my responsibility and is not reimbursable. I will respond to all email and communication requiring my action timely. I will notify the District Administrator in advance if I know I will be away.

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<sup>2</sup> Officers are expected to attend the entirety of events. Permission to arrive late or leave early must be arranged with the District Administrator **in advance**.

<sup>3</sup> Note: Candidates are responsible for their own registration and fees at the 2024 District Convention. If elected, registration and fees for all required events during 2024-2025 service year will be provided by the Rocky Mountain District and/or Key Club International.

<sup>4</sup> Attendance at the Key Club International Convention is not required, but is *strongly encouraged* for all District Board members.

**I understand and agree to the requirements outlined in this candidacy form and that prior to the election it is my responsibility to discuss these duties and requirements with my parents/guardians, faculty advisor, and school principal – including any class days I expect to miss.**

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval:** I have read and understand this information regarding this office and hereby give my unconditional consent to the above-named individual to become a candidate for the Chair sought in the Rocky Mountain District of Key Club.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty advisor signature \_\_\_\_\_ Date \_\_\_\_\_

School principal signature \_\_\_\_\_ Date \_\_\_\_\_

Any question regarding this form, the position, or responsibilities and expectations should be directed to the District Administrator, Shane Miller, at [admin@rmdkeyclub.org](mailto:admin@rmdkeyclub.org).