

KEY CLUB®

2024 T-O District Higher Office and International Endorsement

This document pertains to individuals who have submitted the required Candidacy Forms and Waivers for the Texas-Oklahoma District Executive Staff or International Endorsement Positions by February 15th. Please review the document below for the required steps moving forward, which are due by March 1st at 11:59 PM! For more information regarding the campaign and election procedures during LEDCON, please review the [LEDCON 2024 Candidates Manual](#).

All required materials must be emailed to REC Lead and Regional Advisor Clarence, the District Administrators, and District Governor Nidhi by March 1st at 11:59 PM.

1. REC Lead and Regional Advisor Clarence Manglal-lan: clarencemanglallan@gmail.com
2. District Administrator Adrian Thompson: adrianthekiwanian@gmail.com
3. Assistant District Administrator Corey Nieman: coreyniemankeyclub@gmail.com
4. District Governor Nidhi Rao: governor@tokeyclub.com

Important Candidate Information:

1. The Candidates Orientation Meeting will take place on Tuesday, April 9th from 6:00-7:00 PM
 - a. Candidates will be given information regarding their schedule during LEDCON and reminders on election rules
2. The Office of District Governor, Secretary, Treasurer, and Editor require you to campaign and prepare speeches during LEDCON (attendance at convention is required)
 - a. More details will be provided during the Candidates Orientation Meeting, but we highly recommend you review the [LEDCON 2024 Candidates Manual](#) to gain more insight on the process of running for Higher Office

3. The Office of Convention Liaison and Technology Producer do not enable you to campaign or present speeches during LEDCON, as both roles are appointed positions by the newly elected District Governor
 4. Please review the requirements below which are specific to each District Staff and International Endorsement Position
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Office of International Endorsement:

1. One Candidacy Flier
 - a. Appropriate graphics and information including but not limited to your past experience, platform, and goals
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Office of District Governor:

1. One Candidacy Flier
 - a. Appropriate graphics and information including but not limited to your past experience, platform, and goals
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Office of District Secretary:

1. One Candidacy Flier
 - b. Appropriate graphics and information including but not limited to your past experience, platform, and goals
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Office of District Treasurer:

1. One Candidacy Flier
 - c. Appropriate graphics and information including but not limited to your past experience, platform, and goals
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Office of District Editor:

1. One Candidacy Flier
 - d. Appropriate graphics and information including but not limited to your past experience, platform, and goals
 2. One Sample Newsletter
 - a. Please review the [Sample Newsletter Instructions & Resources](#) Document to fulfill all requirements when creating the newsletter
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Office of Convention Liaison:

1. Please upload all required materials to a centralized Google Drive Folder
 - a. One document which includes the following:
 - i. Past experience
 - ii. Specific goals
 - iii. Ideas for organizing LEDCON
 - b. One LEDCON Theme Proposal Presentation
 - i. You must complete this individually on Google Slides or Canva
 - ii. Required Components for Theme Proposal:
 1. Must be an appropriate theme for LEDCON 2025
 2. Detailed description of the theme
 3. Purpose of the theme
 4. General decoration ideas that correspond to the theme
 5. Main Stage (during General Sessions) and Room Design Ideas (during forums)
 6. Forum Names based around your theme
 - a. [Here](#) is a list of sample forum topics during LEDCON
 7. T-Shirt and Badge Design
 8. Other giveaway items or additional components for your theme

Office of Technology Producer:

1. Please upload all required materials to a centralized Google Drive Folder
 - a. One document which includes the following:
 - i. Past experience
 - ii. Specific goals
 - iii. Ideas for the Texas-Oklahoma District Social Media Platforms
 - iv. The video topic you selected to create (see list below)
 - b. 1-2 Minute Video relating to one Key Club topic from the following list:
 - i. “What is Key Club?”
 - ii. “What does Key Club mean to you?”
 - iii. “How does Key Club impact its members and the community?”
 - iv. “Can you share some success stories or impactful projects carried out by Key Club?”
 - v. “How does Key Club collaborate with other organizations or partners in the community?”
 - vi. “What opportunities does Key Club provide for members to make a difference locally and globally?”
 - vii. “How does Key Club adapt to address the evolving needs of communities and society?”

- viii. “How does Key Club empower students to become advocates for social change and civic engagement?”
- ix. “What role does Key Club play in promoting diversity, equity, and inclusion within its organization and the community?”
- x. “How does Key Club encourage members to take on roles of responsibility and initiative within their own communities?”
- c. Five Photos
 - i. Please provide five high-quality, appropriate photos you have taken from Key Club-related projects and/or events
- d. 3 Sample Posts
 - i. Create three original post ideas for the T-O Instagram Page
 - 1. Post ideas include but are not limited to:
 - a. Officer Training
 - b. Key Club International Partnerships and Preferred Charities
 - c. LEDCON Informational Post
 - d. Highlight of Club Service Projects