Dear Candidate,

Each year the district board is responsible for the actions of Indiana District Circle K in promoting service, leadership, and fellowship throughout its clubs. Chair positions and committees are essential to the smooth operation of our district for the coming year by realizing the district’s full potential in needed areas.

All district board members must be official members of Indiana District of Circle K International for the 2017-2018 fiscal year. Note that you may only have one elected district officer or club officer position, but you MAY be additionally appointed to any district or club chair positions concurrently (provided you hold only one office on the district board). For example, club presidents and other club officers are more than welcome to apply for district chair positions. As a representative of Indiana District, you will be expected to adhere to all policies of the Indiana District as well as Circle K International. You will also be expected to attend as many district events and district board meetings as possible while staying active in your home Circle K club, and to submit reports of your activities by the 10th of each month. While it is near impossible to attend every event, the list of recommended events at the district and international level include:
(• denotes highly recommended/required)

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Start Dates and Locations</th>
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<tbody>
<tr>
<td>District Officer Training Conference (DOTC)*</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>President’s Retreat*</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>CKIx in San Antonio, Texas</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>Fall Rallies. Possibly in person board meeting*</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>Membership Development and Education Conference (MDEC).</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>Winter Board Meeting</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>Kiwanis Family Love. Possibly in person board meeting*</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>Kiwanis Midyear Conferences</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>Indiana District Circle K Convention (DCON)*</td>
<td>Flat Rock River YMCA Camp</td>
</tr>
<tr>
<td>Club Officer Training Conference (COTC)*</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>INCKI Pride Day</td>
<td>Flat Rock River YMCA Camp</td>
</tr>
<tr>
<td>District Officer Training Conference (DOTC)*</td>
<td>Flat Rock River YMCA Camp</td>
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<tr>
<td>Additional board meetings, online chats, interclubs, etc.</td>
<td>Flat Rock River YMCA Camp</td>
</tr>
</tbody>
</table>

Complete the following application as fully as possible. While not required, feel free to attach additional documents to your submission email that exemplify your leadership abilities or your ability to serve in your desired position (no more than 2 per position). Please answer the general questions, and then respond to the questions under the position you are seeking. If you are interested in more than one position, please answer questions for all positions you wish to be considered for; you will only be appointed to one position.

If the committee has a chair, and you would like to be considered, please be sure designate this in your application. District board members will also be considered for chairs. Be sure you also fill out one or more of the Service Agreements relative to the position being applied for. All applicants will be informed of appointments no later than April 16th, and appointed new board members will be VERY strongly encouraged to attend the District Officer Training Conference Friday afternoon on April 21st through Sunday evening on April 23rd at Flat Rock River YMCA Camp. Please submit your completed application by email no later than 11:59 EST on Friday, April 14th to Governor Danielle Cook at dlcook96@gmail.com

Yours in service, leadership, and fellowship,

Yours in service, leadership, and fellowship,

Indiana District Governor 2017-18
502-457-7071, dlcook96@gmail.com
**Position Summaries 2017-2018**

**Note that all district board officers and chairs are expected to actively participate in home club activities and attend at least 75% of his/her home club’s meetings, unless attending another Circle K or Kiwanis Family event**

The following positions: **Events Coordinator(s), Governor’s Project Chair, and Kiwanis Family Relations Chair** are considered to be a part of the board and will be expected to attend all board meetings and events previously listed.

**Events Coordinator(s)**
The Events Coordinator(s) are responsible for planning, promoting, and executing the events of Indiana District to club members. There may be multiple Events Co-Coordinators depending on the availability of the members to help with each event. Each event needs to be coordinated along with the district board of officers in direct consultation with the District Administrator and Governor, must have registration, a schedule, and a promotional plan organized at least one month in advance. Any requirements in the bylaws for MDEC and DCON must be met. The events may include, but are not limited to:

- President’s Retreat (April)
- Divisional Fall Rallies (September/October)
- Membership Development and Education Conference (MDEC) (November)
- Kiwanis Family Love (January/February)
- Indiana Circle K District Convention (DCON) (April)
- District Large Scale Service Project (DLSSP) (March/April)
- Club Officer Training Conference (COTC) (April)

For more information, contact immediate past Event Coordinators Preston Carson from Indiana University Purdue University Indianapolis at precarso@umail.iu.edu and Michaela Helm from Purdue University at michaelahelm9@gmail.com

**Governor’s Project Chair**
The Governor’s Project Chair at a minimum shall:

- Promote the governor’s project through the creation of at least one educational resource to distribute to clubs as a service partner of Indiana District of Circle K
- Provide clubs with project ideas and instruction on effective planning, promotion, and implementation of the governor’s project
- Aid in the planning of fundraising projects at district events to sponsor the governor’s project
- Organize a service project at most district events with the Event Coordinator(s) to support the governor’s project

For more information, contact immediate past Governor’s Project Chair, Nicole Splix from Saint Mary’s University at nsplix01@saintmarys.edu
Kiwanis Family Relations Chair
The Kiwanis Family Relations Chair at a minimum shall:

- Assist clubs in building and fostering relationships with their local Kiwanis Family
- Assist the district in reaching out to the Kiwanis and Key Club district counterparts
- Create and maintain an Indiana District Kiwanis Family directory and distribute it to club officers.
- Create goals and implement plans to strategically involve the Kiwanis Family at CKI events.
- Aid in the planning of Kiwanis Family Love.

For more information, contact Governor Danielle Cook at dlcook96@gmail.com
The following committees: **INCKI Pride Committee, Awards Committee, Governing Documents Committee, and Leadership and Professional Development Committee** will be expected to fulfill their duties and meet as a committee, and communicate with the District Governor. The committees are not a part of the district board, but rather an extension. Mandatory event attendance and district board involvement will be at the discretion of the District Governor.

**INCKI Pride Committee**
The INCKI Pride Committee at a minimum shall:
- Assist the District Bulletin Editor/Electronic Publicist (BEEP) in production of resources promoting INCKI Pride via social media
- Assist the Event Coordinator(s) with the District events through the production of promotional and design materials.
- Help instill our pride by creating events, promotions, and an INCKI Pride program.

For more information, contact immediate past INCKI Pride Chair Andrew Michael at afmichael2@bsu.edu

**Awards Committee**
The Awards Committee at a minimum shall:
- Assist the District Secretary with the re-creation and editing of district awards.
- Once entries are collected, assist District Secretary with the review and selections of winners for district awards.
- Assist District Secretary with the ordering and organizing of awards for District Convention at the end of the CKI year.

For more information, contact immediate past Awards Chair, Lauren Shafer from IUPUI at laurenshafer22@gmail.com

**Governing Documents Committee**
The Governing Documents Committee at a minimum shall:
- Assist District Governor with the reviewing and editing of governing documents:
  - District Bylaws
  - District Policy Code
- Assist District Governor with proposed changes and amendments to the governing documents.

For more information, contact immediate past Governing Documents Chair, Ross Meenagh from Ball State University at rwmeenagh@bsu.edu
Leadership and Professional Development Committee

The Leadership and Professional Development Committee at a minimum shall:

- Assist the District Governor and Lieutenant Governors with developing professional development and leadership activities or materials that can be distributed to the clubs.
- Help incorporate professional or leadership development activities within more district events.

For more information, contact Governor Danielle Cook at dlcook96@gmail.com
Name:
Address:
Phone:
Email:
School:
Date of Graduation:
Do you prefer to be contacted by phone or e-mail?
When is the best time to contact you?
What other means of communication do you utilize most frequently?

Number of years in Kiwanis Family:
Will you be unavailable for district board meetings and events for any extended period of time? When?

From most preferred to least preferred, please list your top choice(s) for up to three district board/committee positions.

Why do you wish to seek this position?
What are your goals for the district, as related to this position?

What previous offices have you held in the Kiwanis Family or any other organizations?

What strengths do you possess that will be beneficial to both the position and the District Board?

What do you believe is the importance of the position you wish to hold to the district as a whole?

Why do you feel you are qualified for a district board position?

Do you have any information that you would like to share that has not been asked?
Please answer the following questions for each position being considered:

**Events Coordinator(s)**

1. What experience do you have in large-scale event planning or with planning a Kiwanis Family convention, events between clubs, or campus-wide service projects?
2. Which district events have you attended in the past? What did you see at any of these events that you would like to improve on?
3. What promotional ideas do you have to promote District events?

**Governor’s Project Chair**

1. What experience do you have in event planning and/or service project organization?
2. Why is Riley Children’s Hospital important to you?
3. List any ideas you have for the upcoming year in promoting the Riley Children’s Hospital to clubs.

**Kiwanis Family Relations Chair**

1. How would you integrate the Kiwanis Family into the Circle K experience?
2. What ideas do you have for resources for the clubs to help connect with their Kiwanis Family?
3. What is the most important part of the Kiwanis Family to you?
4. In what ways would you improve how Circle K interacts with the Kiwanis Family on both the district and the club level?

**INCKI Pride Committee**

1. What experience do you have with Indiana District and Circle K on the district level?
2. What changes and improvements do you wish to make to promote INCKI Pride on social media?
3. What ideas do you have to promote the district to members of Circle K?
4. What does INCKI Pride mean to you?
5. Would you like to be considered as the INCKI Pride Committee Chair?

**Awards Committee**

1. Please describe any past experience you have with our district awards.
2. What changes would you like to see occur this year with our awards?
3. How do you plan to promote the district awards to members of Circle K?

**Governing Documents Committee**

1. Please describe any past experience in writing and editing formal documents?
2. Why are you interested in participating in this committee?
3. What would you change about INCKI (voting process, position responsibilities, how board meetings are run, etc.)?
Leadership and Professional Development Committee

1. Why are you interested in participating in this committee?
2. What leadership experience(s) have you had previously?
3. How would you increase leadership or professional development involvement at district events and within our clubs?
District Committee/Chair Service Agreement

If chosen for an Indiana District Officer or District Committee/Chair, I will ensure I fulfill the objectives expected of me as outlined in the Indiana District Policy Code (and District Board Application), or face possible removal from office in accordance with the Circle K International Constitution and Bylaws and the Indiana District Bylaws.

SIGNED: ________________________________________  DATE: _____________________
(Candidate)

For official use:

SIGNED: ________________________________________  DATE: _____________________
(District Administrator)