

# Officer Application 2022-2023

## Key Club International

You do **NOT** need to turn this page in with your application!

Required Items- due **May 4th, 2022**

- Applicant Information Form
- Self-Evaluation Short Answer Questions

Email your completed application to [ridgepointkc@gmail.com](mailto:ridgepointkc@gmail.com) by **11:59 pm on May 4th!**  
We will contact applicants for interviews throughout May.

Detailed Description of Officer Positions:

**President-** Makes sure all officers are completing their jobs, communicates with sponsor, schedules all meetings, devotes time and effort to carrying out service projects/fundraisers, etc.

**Vice President-** Manages public relations, leads officers and members when president is absent, helps plan service projects, keeps all papers and documents organized for the sponsor and officers, etc.

**Secretary-** submits monthly reports, keeps track of what occurs at meetings, makes presentations for all meetings

**Treasurer-** keeps track of club dues, fundraisers, manages budget and helps the club make financially smart decisions

**Webmaster-** builds our Key Club website, makes sure that all links that members need are available to them, communicates with members on social media, take pictures for the club records

**Service Project Coordinator-** schedules volunteer events, creates sign-ups for events, makes sure volunteer events are communicated to members through Remind/social media

# Applicant Information

Available Positions:

- I. President
- II. Vice President
- III. Secretary
- IV. Treasurer
- V. Webmaster
- VI. Service Project Coordinator (2)

First and Last Name: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1st Desired Position: \_\_\_\_\_

2nd Desired Position: \_\_\_\_\_

Please list all other clubs/organizations/activities that you plan to be involved in next year:

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Will you be most available in the morning, afternoon, or both? \_\_\_\_\_

If elected, would you be able to attend officer meetings? (Officer meetings are held on the off week of member meetings) \_\_\_\_\_

If elected, would you be able to attend general meetings? \_\_\_\_\_

Will you be most available in the fall semester, spring semester, or both? \_\_\_\_\_

# Short Answer Questions

Please answer the following questions in the space provided and submit it along with your application.

1. Please list any conflicts or involvements you will have throughout the next Key Club year including other clubs, sports, theater, etc.
2. List any achievements, honors, awards.
3. What club goals would you have if you were selected as a Key Club Officer?
4. How would you improve the club next year?

