

**Wisconsin-Upper Michigan Key Club District
Outreach Coordinator Service Agreement**

Must attend all District Board meetings, District Board conferences, the new Board training session, and the District Leadership Conference during the term of office. Attend, if possible, the International Convention during the term of office unless formally excused by the District Administrator. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board.

The Outreach Coordinator committee serves as a useful asset to the Wisconsin-Upper Michigan Key Club District Board. This committee's purpose is to explore opportunities for new partnerships, to reach out to businesses and Kiwanis clubs to solicit funding for District Events, and to encourage companies and Kiwanians to donate on behalf of WIUM Key Club . The committee will work to form financial bonds with Kiwanis clubs and businesses, and to provide funding for WIUM Key Club. Failure to attend meetings or perform the following duties and responsibilities will result in removal from the District Board.

1. All funds received would go through the Kiwanis District Foundation and be tax deductible contributions to the Key Club outreach program. The program would be broken into categories such as Education, Scholarships, Key Leader Board participation, and convention expense (such as a meal).
2. Reach out to businesses and Kiwanis Clubs to solicit funding for District training opportunities such as:
 - a. Rallies and Webshops
 - b. District Leadership Convention and International Convention
3. Encourage businesses and Kiwanis clubs to provide funds for scholarships, and board Key Leader attendance.
4. Contact Kiwanis clubs and companies for donations to cover the cost of publications and expenses specifically benefiting the membership.
5. Work with Kiwanis clubs that don't currently sponsor a Key Club, and encourage them to contribute to the WIUM Key Club Outreach Fund.
6. Provide materials - regarding sponsorship - for Lieutenant Governors to present to their division's Kiwanis Clubs and local businesses
7. Increase awareness of the Key Club Outreach Fund to the following:
 - a. Lieutenant Governors and Board Members
 - b. Kiwanis Clubs
 - c. Key Clubs
 - d. Businesses
8. Let the previously listed parties know their donations are tax deductible
9. Create and distribute a donation form for the WIUM Key Club Outreach Fund
10. Work with the Director of Committees and collaborate with the other Committees and Committee Chairs when necessary to row the outreach program.
11. Submit a board Monthly Report Form (MRF) by the 15th of each month
12. Daily access to review and respond to Key Club email messages within 48 hours of receipt or designated deadlines
13. Complete a total of 50 hours of service to your home, school, and community during the term of office
14. Must have the approval and ability to travel to various Divisional and District Key Club meetings and functions
15. Maintain a good quality of schoolwork and stay up-to-date so permission may be obtained from parents, Faculty Advisor, and school authorities for occasional absences to perform Key Club District Board business
16. Abide by the Key Club Code of Conduct and act in a professional manner in all social media postings
17. Work closely with and under the direction of the District Governor and District Administrator(s).

Candidate Name: _____

Key Club Name: _____

Candidate Signature

Date

Parent/Guardian Signature

Date

School Principal Signature

Date

Faculty Advisor Signature

Date