**2020-2021**

**New Jersey District Circle K International**

District Officer Candidate’s Packet

**Included in this packet are the following documents:**

* Letter from the Governor
* Candidate Assessment Worksheet
* Position Summaries
* Expectations of the NJCKI District Board
* Officer Service Agreements
* Declaration of Candidacy

**To receive information about Endorsement for International Office at the**

**2020 District Convention:**

**Please contact Governor Taylor McKay**

Our year together is coming to a bittersweet end. As the Circle K Governor to this wonderful district, I have gained a valuable perspective on the communities and its members we are surrounded by. This position has given me the opportunity to learn about your passions, your initiatives and your successes. It has reinforced my understanding of Service, Fellowship, and Leadership.

As we prepare to attend one of the final district events of the year, it is time for you and your fellow club members to elect new district leaders for the 2020-2021 service year and, perhaps, even consider yourself for a position on the District Board. **Elections will take place at the 56th Annual District Convention in Mount Laurel, New Jersey from February 21-23rd.**

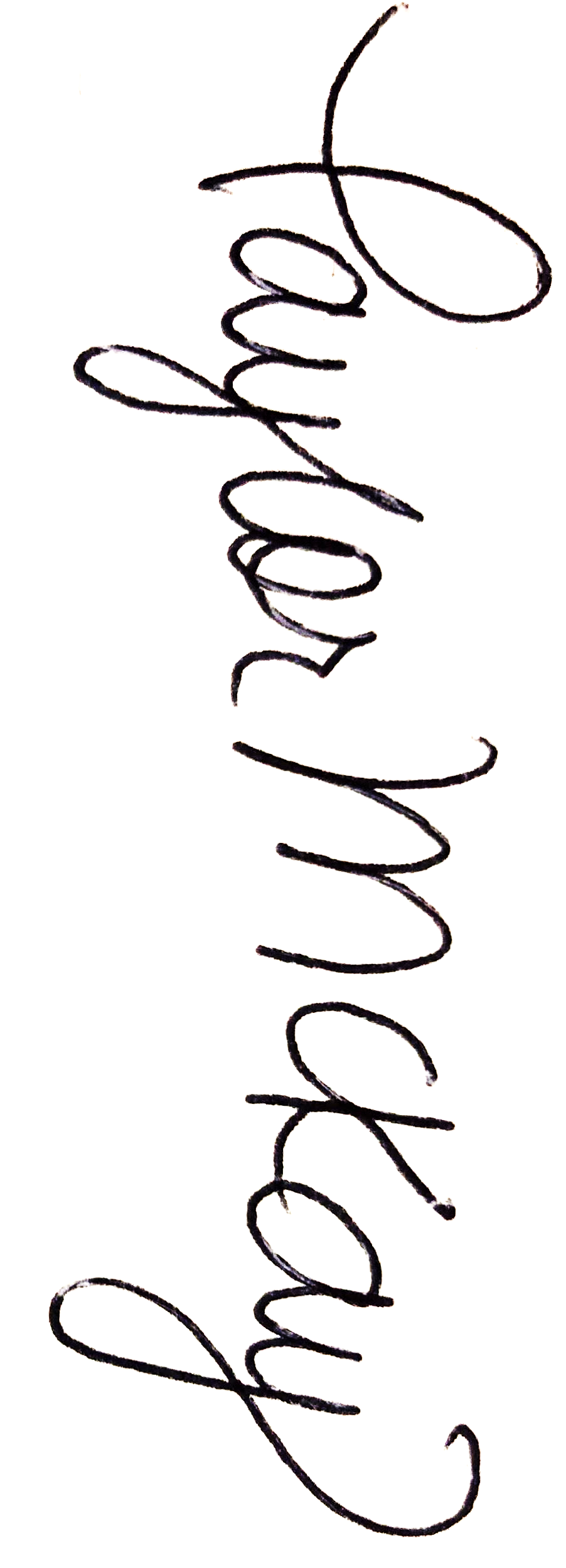
Included within this packet you will find important information, helpful hints, a checklist, sample caucus questions, and service agreements. *Service agreements must be read, signed, and given to myself by the Friday of Convention* (February 21st) at the Candidate’s Meeting at 7:00pm.

In order to be a qualified candidate, you must be a dues paid member from a New Jersey Circle K club in good standing. No elected District Officer may hold an elected International or Club Officer Position for the same respective CKI year. In addition, you will need to submit your Declaration of Candidacy form, your signed 2019-2020 schedule, proof of enrollment, and your candidate’s literature (optional) to [taylormckay.cki@gmail.com](mailto:taylormckay.cki@gmail.com) by **February 14th, 2019 at 11:59pm.** *If you decide to run off the floor during the convention, you will still need to provide a Declaration of Candidacy form, your signed 2020-2021 schedule, and proof of enrollment. You will not, however, be allowed to distribute any literature of your candidacy.*

All candidates must be in attendance at the Candidate’s Meeting on **Friday, February 21st at 7:00pm**. During Opening Session of Convention, you may introduce yourself as a nominee for office. On Friday evening, you are required to participate in the divisional caucus rounds after opening session. You will have the opportunity to address the convention attendance on Saturday morning during the Meet the Candidate’s Session. A complete detailing of the election rules will be discussed at the Candidate’s Meeting.

With this packet, I have also provided a document to help you assess your candidacy. It is not required to be submitted, but I can only hope that this will assist you with your final decisions. Please take the time to reflect on the questions on the worksheet provided; they will be a good source to gain perspective on what your year in office will entail.

If you have any questions or concerns, please feel free to contact me at [taylormckay.cki@gmail.com](mailto:taylormckay.cki@gmail.com) I encourage you to consider serving the New Jersey District this coming year. This is the perfect opportunity to be the change you want to see in the world—or in this case, your district. Thank you for your commitment to our organization this past service year. See you at District Convention!

Yours in caring service,  
 

2019-2020 District Governor

**ASSESSING YOUR CANDIDACY FOR DISTRICT OFFICE**



1. What time constraints will you have during the 2020-2021 academic year?

(Other extra-curricular activities, course load, personal and family obligations)

1. How many hours will you be able to devote to Circle K work on a weekly basis?
2. Why are you interested in pursuing a district officer position?
3. Review the position requirements for district officers and identify the skills and personality characteristics necessary to be an effective district officer:
4. Which of the skills and personality characteristics in question #4 do you possess? Describe a situation or task in which you have demonstrated these skills and the outcome of that experience.
5. What have you gained personally and professionally through your involvement in Circle K?
6. What past experiences qualify you for a district officer position?
7. What do you hope to learn and gain through the experience of being a district officer?
8. What issues and programs do you believe the district needs to direct attention to?

(Consider service needs, district needs, and club needs)

1. In what areas of organizational operation do you need further training in?

**NJCKI DISTRICT: DISTRICT OFFICER EXPECTATIONS**



As a district officer, you will be expected to spend approximately 5-10 hours per

week on Circle K related work. This work will generally take the form of the

following tasks:

* Home club meetings, projects, and events
* Communicating with club, district, and international officers
* Completing monthly reports
* Writing newsletters or articles for the District publication
* Communicating with Kiwanis Family counterparts
* Building new clubs
* Visiting clubs in the District
* Preparing for District Board Meetings



As a district officer, you will be reimbursed, from the Circle K District

Budget, for the following items, to a maximum dollar limit specified in said budget:

* Postage
* Copying
* Phone Calls
* Travel
* Divisional rally expenses
* District Convention and conference registrations
* A portion of the International Convention expenses



The following resources will be needed for you to fulfill your district

officer position:

* Phone
* Email access
* Means of transportation

**NJCKI DISTRICT BOARD: POSITION SUMMARIES**



The governor is in charge of making sure all operations of the board are taken care of in a timely and professional manner. He/she assists the Lieutenant Governors in counseling the clubs of their divisions as well as helping with the chartering process. He/she also is responsible for the leadership training of all officers throughout the district. He/she is the main contact with other districts and the Kiwanis Family. A more complete description is included in the service agreement. The governor is elected each year by the House of Delegates at the district convention.

**2019 - 2020 Governor:** Taylor McKay, [taylormckay.cki@gmail.com](mailto:taylormckay.cki@gmail.com)



The secretary is responsible for all official records, correspondence, and minutes of the District Board. He/she works closely with the club secretaries in filling out reports and collecting names and addresses of officers of each club. A more complete description is included in the service agreement. The secretary is elected each year by the House of Delegates at the district convention.

**2019 - 2020 Secretary:** Rachel DeFelice, [rachedefelice.cki@gmail.com](mailto:rachedefelice.cki@gmail.com)



The treasurer is responsible for preparing the operating budget and keeping all appropriate records. He/She will work with New Jersey District of Kiwanis to maintain district books, and review and approve vouchers. He/she works closely with club treasurers in collecting dues, making budgets and filling out reports. A more complete description is included in the service agreement. The treasurer is elected each year by the House of Delegates at the district convention.

**2019 - 2020 Treasurer:** Haylie Hennigan, [hayliehennigan.cki@gmail.com](mailto:hayliehennigan.cki@gmail.com)



The editor is responsible for the printing and publication of the *Cirkling*. He/she shall send copies of the publication to the members of all clubs, the district board, the International Representative, Kiwanis and Key Club Staff, and others as deemed appropriate. A more complete description is included in the service agreement. The bulletin editor is elected each year by the House of Delegates at the district convention.

**2019 - 2020 Editor:** Taylor Fairman, [taylorfairman.cki@gmail.com](mailto:taylorfairman.cki@gmail.com)



Lieutenant Governors are responsible for counseling all the clubs within their division, as well as working closely with Kiwanians in chartering new clubs and rebuilding inactive clubs. They also assist the governor in his/her responsibilities. They are in charge of their divisional trainings and meetings. A more complete description is included in the service agreement. The New Jersey District of Circle K International is currently divided into three divisions as follows:

**Metro Division** = Caldwell University, Montclair State University, New Jersey Institute of Technology, St. Peter’s University, and Seton Hall University;

**Seabreeze Division** = Brookdale Community College, Monmouth University, Rider University, Rutgers University, and The College of New Jersey;

**Garden Division** = Atlantic Cape Community College, Rowan University, and Stockton University.

Lieutenant Governors are elected each year by the House of Delegates at the district convention.

**2019 - 2020 Lieutenant Governors:**

**Metro Division LTG** → Jonathan Varano, [jonathanvarano.cki@gmail.com](mailto:jonathanvarano.cki@gmail.com)

**Seabreeze Division LTG** → Mayur Patel, [mayurpatel.cki@gmail.com](mailto:mayurpatel.cki@gmail.com)

**Garden Division LTG** → Anthony Patrizi, [anthonypatrizi.cki@gmail.com](mailto:anthonypatrizi.cki@gmail.com)

**----- PLEASE NOTE: -----**

***District Board Committee Chair Positions are appointed by the newly elected District Board Members.***

***Applications will be available to members of the New Jersey District following District Convention.***

**SERVICE AGREEMENT: DISTRICT GOVERNOR**

The following contract is agreed to by all members of this district who wish to serve as Governor. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the **minimum** performance requirements the Governor must maintain to remain in office.

The Governor agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures, and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 6 and the current District Bylaws and Policy Code.
3. Remain active in home club, attending at least 75% of his/her home clubs’ meetings, unless visiting another Circle K club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, the Kiwanis District Convention and Mid-Year Conference, the Key Club District Convention (After your term), and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the Governor and Administrator Training Conference, April 2019.
6. Coordinate and facilitate the New Jersey Circle K District Officer Training Conference, in cooperation with the District Administrator.
7. Attend and actively participate in the Club Officer Training Conference.
8. Preside at the New Jersey Circle K 56th Annual District Convention, February 2020.
9. Prepare a State of the District to be presented at the New Jersey Circle K 56th Annual District Convention, February 2020.
10. Schedule and preside at, at least five (5), meetings of the District Board of Officers.
11. Make no less than one visit to each division.
12. Ensure all club officers receive leadership training.
13. Work closely with the Circle K District Administrator, the Key Club District Governor, and the Kiwanis District Governor.
14. Work with the Circle K District Administrator and Lieutenant Governors on building new clubs and rebuilding inactive clubs.
15. Monitor progress of all district board members and offer advice and counsel as appropriate.
16. Structure committees, assign committee chairs, serve as a non-voting ex-officio member on all district committees and supervise all district committee activities.
17. Produce and insure distribution of a Governor’s newsletter or article in the district publication, *Cirkling*, at least once each quarter.
18. Submit an article for the Kiwanis district publication, *The Kiwanian*, at least once each quarter.
19. Complete and submit all reports required by the Circle K International Board including monthly Governor’s reports and Counselor Visit Assessment Reports.
20. Send replies to questions and requests within seven (7) days of their receipt.
21. Work with the District Treasurer and the District Administrator in preparing the annual budget, the convention budget, and any other necessary budgets of the district.
22. Submit expense reimbursement requests to the District Treasurer within thirty (30) days of incurring expense.
23. Appoint an On-To-International-Convention (OTIC) Chairperson for promotion of the International Convention.
24. Promote all international programs such as the Service Initiative and Circle K Week.
25. Maintain files with proper documentation and submit them to the Governor-Elect at the new board training conference.
26. Assist the newly elected Governor in the training of the new board of officers.

I have read the District Governor Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate)

**For Official Use:**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Governor)

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Administrator)



**SERVICE AGREEMENT: DISTRICT SECRETARY**

The following contract is agreed to by all members of this district who wish to serve as Secretary. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the **minimum** performance requirements the Secretary must maintain to remain in office.

The Secretary agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Within the first month of office, correspond with Kiwanis Family counterpart(s).
9. Within thirty (14) days after meetings of the District Board of Officers and the District Convention, distribute copies of the proceedings and/or minutes.
10. Compile and distribute a district directory containing the names, addresses, and telephone numbers of all district officers and club presidents twice a year.
11. Submit all name and address changes of district officers to the International Office within ten (10) days of receipt of this information
12. Establish and maintain a schedule of regular mailings to the clubs within the district containing information on district operation, upcoming events, and other information critical to the operation of the clubs.
13. Maintain accurate records of all club monthly reports submitted.
14. Preside in the absence of the District Governor during any meeting of the District Board of Officers.
15. Produce and insure distribution of a Secretary’s newsletter or article in the district publication, *Cirkling*, at least once each quarter.
16. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.
17. Send replies to questions and requests within seven (7) days of their receipt.
18. Submit expense reimbursement requests to the District Treasurer within thirty (30) days of incurring expense.
19. Promote all international programs such as the Service Initiative and Circle K Week.
20. Maintain files with proper documentation and submit them to the incoming Secretary at the new board training conference.

I have read the District Secretary Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate)

**For Official Use:**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Governor)

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Administrator)



**SERVICE AGREEMENT: DISTRICT TREASURER**

The following contract is agreed to by all members of this district who wish to serve as Treasurer. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the **minimum** performance requirements the Treasurer must maintain to remain in office.

The Treasurer agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Within the first month of office, correspond with Kiwanis Family counterpart(s).
9. Work with the District Governor and the District Administrator in preparing the annual budget, the convention budget, and any other necessary budgets of the district.
10. Maintain an accurate system of expense reimbursements, expense ledger entries, and monitoring of budget amounts to insure all expenses are within the budget, unless the Kiwanis District Board places these duties upon another individual.
11. Sign all checks with the District Financial Counselor and/or District Administrator. All checks for your self should be signed by the District Governor.
12. Issue a call for district dues, advising clubs where to send dues payments and membership report forms, and the amount of dues.
13. Maintain accurate records of all dues payments.
14. Assist club treasurers in developing and maintaining sound club budgets and accounting practices.
15. Submit a written report reflecting the District income and expenditures and the dues status of member clubs at all meetings of the District Board of officers, unless otherwise directed.
16. Assist the District Administrator in compiling a fiscal year-end report as soon as possible after the close of the year unless otherwise dictated by the Kiwanis District Board.
17. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.
18. Send replies to questions and requests within seven (7) days of their receipt.
19. Promote all international programs such as the Service Initiative and Circle K Week.
20. Maintain files with proper documentation and submit them to the incoming Treasurer at the new board training conference.

I have read the District Treasurer Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate)

**For Official Use:**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Governor)

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Administrator)



**SERVICE AGREEMENT: DISTRICT EDITOR**

The following contract is agreed to by all members of this district who wish to serve as Bulletin Editor. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the **minimum** performance requirements the Editor must maintain to remain in office.

The Bulletin Editor agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, the Circle K International Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Within the first month of office, correspond with Kiwanis Family counterpart(s).
9. Publish and distribute at least five (5) issues of the district publication, *Cirkling*, to clubs in good standing, the District Board of Officers, district committee members, District Administrator, International Representative, Kiwanis Governor, Key Club Governor, and others as deemed necessary by the District Board of Officers.
10. Encourage clubs to submit articles for publication in the *Cirkling*.
11. Assist club bulletin editors in developing and maintaining quality newsletters.
12. Submit articles and pictures to the Circle K International Magazine Editor, and any other International Officers who request pictures of the New Jersey District.
13. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.
14. Send replies to questions and requests within seven (7) days of their receipt.
15. Submit expense reimbursement requests to the District Treasurer within thirty (30) days of incurring expense.
16. Promote all international programs such as the Service Initiative and Circle K Week.
17. Maintain files with proper documentation and submit them to the incoming Bulletin Editor at the new board training conference.

I have read the District Editor Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate)

**For Official Use:**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Governor)

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Administrator)



**SERVICE AGREEMENT: LIEUTENANT GOVERNOR**

The following contract is agreed to by all members of this district who wish to serve as Lieutenant Governor. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the New Jersey District Bylaws. This contract outlines only the **minimum** performance requirements the Lieutenant Governor must maintain to remain in office.

The Lt. Governor agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth in the Constitution and Bylaws, Policy Code, District Bylaws, Policies and Procedures and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current District Bylaws and Policies and Procedures.
3. Remain active in home club.
4. Attend the New Jersey Circle K District Convention and INSIGHT Conference, Circle K International Convention, all official Kiwanis events in those Kiwanis divisions assigned to me, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend the New Jersey Circle K District Officer Training Conference from.
6. Attend and actively participate in the Club Officer Training Conference.
7. Send to the District Governor and District Administrator copies of all correspondence sent out.
8. Establish communication with the corresponding Kiwanis and Key Club Lieutenant Governors.
9. Make no less than two visits to each club in the division.
10. Monitor progress of all club officers and offer advice and counsel as appropriate.
11. Coordinate efforts to build new Circle K clubs, and rebuild inactive clubs, in cooperation with the Kiwanis Lieutenant Governor and sponsoring Kiwanis club(s).
12. Hold at least one divisional rally.
13. Promote interclub meetings within the division.
14. Produce and insure distribution of a Lieutenant Governor’s newsletter or article in the district publication, *Cirkling,* at least once each quarter.
15. Complete and submit all reports required by the District Governor including monthly District Officer reports and Board Meeting Reports.
16. Send replies to questions and requests within seven (7) days of their receipt.
17. Submit expense reimbursement requests to the District Treasurer within thirty (30) days of incurring expense.
18. Promote all international programs such as the Service Initiative and Circle K Week.
19. Maintain files with proper documentation and submit them to the incoming Lieutenant Governor at the new board training conference.

I have read the District Lieutenant Governor Service Agreement outlining the minimum duties and responsibilities of the office, and I am willing and able to faithfully execute those duties.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate)

**For Official Use:**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Governor)

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Administrator)



**NJCKI DISTRICT: DECLARATION OF CANDIDACY**

***Please print.***

Having read the outlined duties and expectations of the office as stated in the District Bylaws and Policy Code, I declare myself a candidate for the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Furthermore, I do hereby certify I am a member in good standing of a Circle K club in the New Jersey District, and I will be enrolled as a student for the Fall and Spring semesters of the 2019 - 2020 CKI administrative year.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year in School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation (month/year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CKI and Kiwanis Family Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify the above information is accurate to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2019 - 2020)



All candidates for District Office must submit a Declaration of Candidacy, Current Proof of

Enrollment, and Signed Schedule **by February 14, 2020** to District Governor Taylor McKay,

via email at [taylormckay.cki@gmail.com](mailto:taylormckay.cki@gmail.com)

**PLEASE BE AWARE ----------------------------------------------------------------------------------------**

Campaign Literature (if so desired) must be submitted via **e-mail by February 14, 2020** to:

District Governor Taylor McKay at [taylormckay.cki@gmail.com](mailto:taylormckay.cki@gmail.com) &

District Administrator Mickey Cohen at [mickeyrc.cki@gmail.com](mailto:mickeyrc.cki@gmail.com)

**\*Please have your Club President send us an email verifying their knowledge of your intent to declare candidacy. \***

**Campaign literature WILL NOT be allowed to be passed out during caucusing sessions. They will be distributed within convention packets at registration. Failure to submit literature by February 14,2020 will result in the candidate’s ineligibility to utilize literature in their campaign.**

\*\*Service Agreements are due at the Candidates Meeting at the District Convention.\*\*



**NJCKI DISTRICT: SCHEDULE FOR THE 2020-2021 BOARD OF TRUSTEES**

**Attendance at the following Events in mandatory, unless otherwise noted:**

|  |  |  |
| --- | --- | --- |
| February 23, 2020  (*After DCON*) | Board Development Training/  1st Unofficial District Board Meeting\* | Mount Laurel, NJ |
| March 27-29, 2020 | Key Club District Convention  (*Governor Only*) | Long Branch, NJ |
| April 2-5, 2020 | Governors & Administrators Training Conference (*Governor Only*) | Indianapolis, Indiana |
| April 2020 | Club Officer Training Conference (COTC) | TBD |
| May 2020 | 2nd Official District Board Meeting/Board Development Weekend | TBD |
| April-July 2020 | Divisional Club Officer Training(s) \* (hosted by Lieutenant Governors) | TBD |
| July 19-22, 2020 | Circle K International Convention \*  & Large Scale Service Project | Las Vegas, Nevada |
| Summer 2020 | 3rd Official District Board Meeting | TBD |
| July 2020 | Kiwanis Family Picnic | TBD |
| August 2020 | Kiwanis District Convention  (*Governor Only)* | TBD |
| October 2020 | Club Rally | TBD |
| Fall 2020 | 4th Official District Board Meeting | TBD |
| November 2020 | INSIGHT Camping Retreat | Camp Lebanon |
| Winter 2020 | 5th Official District Board Meeting | TBD |
| January-February 2021 | Winter Social | TBD |
| February 2021 | 6th Official District Board Meeting | TBD |
| February 2021 | 57th Annual District Convention | TBD |
| Month of March, 2021 | District Large Scale Service Project | TBD |

\*Must attend the first unofficial board meeting on Sunday February 23rd (immediately following DCON), COTC, and the first official board meeting. These dates and the dates for subsequent board meetings will be agreed upon by the board members at the unofficial board meeting.



**Note:** If you are aware of a conflict with a date at this point, talk to Governor Taylor McKay.

I have read these dates over and agree to attend the mandatory dates. I understand that if I do not attend that I can be removed from my position if elected. (Please sign where indicated).

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate)

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate)

**For Official Use:**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Governor)



**NJCKI DISTRICT: SAMPLE CAUCUS QUESTIONS**

1. Why did you join Circle K?

2. What does Circle K mean to you?

3. How has Circle K benefited from your involvement?

4. What does commitment mean to you?

5. What is your greatest strength? Weakness?

6. In what ways do you think that you can make a contribution to our organization?

7. Give three adjectives to describe yourself.

8. What has been your favorite experience in Circle K?

9. What is your favorite service project?

10. Describe your personal time management techniques. How successful are they?

11. Why are you seeking this office?

12. What have you done to improve your club this year?

13. Describe why you believe you are qualified for this office.

14. Describe the responsibilities of this office.

15. What other school activities are you involved in?

16. What is the Service Initiative?

17. Who is the most important person in Circle K?

18. What is Circle K International?

19. Who is the Circle K International President?

20. Who is New Jersey’s International Representative?

21. What is the Circle K International motto?

22. Who originated the idea of Circle K? When?

23. How many members do you need to charter a club?

24. Name the Kiwanis Committee responsible for all Circle K activities.

25. When were females accepted as members of Circle K?

26. Who is this year’s New Jersey District Governor? Last year’s?

27. Name all the New Jersey District Divisions and their LTGS.

28. What is the name of the New Jersey District publication?

29. What do you see as the main priorities of the District Board next year?

30. What qualities should a successful officer possess?

31. What are your long and short-range goals and objectives?

32. How do you plan to achieve your goals?

33. What accomplishments have given you the most satisfactions?

34. Do you have a job? Will you be able to take time off to travel?

35. How many newsletters do you plan to publish this year?

36. When do you plan to graduate?

37. How well do you work under pressure?

38. How will you be able to manage both school and Circle K activities?

39. What is the vision of Circle K International and why is it important?

40. If someone who knew nothing about CKI asked you what it is, how would you respond?

41. What is your past leadership experience? How can this help you?

42. When are District and International dues due?

43. How would a friend describe you?

44. What is the CKI pledge?

