



**RUNNING FOR**

*district office*



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**Welcome to the Running For District Office Manual!**  
This guide shares all the information you need to know about running for a District Executive position.

*Happy Reading!*

**D30N LTG Kasey Lee**  
**D42W LTG Gary Nito**

# District Executive Duties

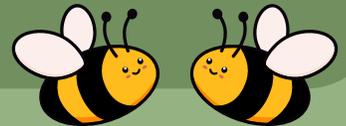
- Standards
  - Abide by District policy
  - Service: minimum of 50 service hours
- Communication
  - Send emails to District Board (DB)
  - Create Google Reflector group and group chat for District Board
  - Communicate with District Administration (DA) weekly
- Events/Meetings
  - Attend international events to represent CNH
  - Hold and attend District Board meetings
  - Attend District Leadership Team meetings
  - Hold core calls with Lieutenant Governors (LTGs)

# District Governor (DGOV)

- Lead Board Training Conferences and Board Meetings
- Complete monthly reports for District and International
- Plan, attend, and host Fall Rally
- Evaluate performance of entire District Board
- Work with DB to approve budgets
- Lead and meet with the District Leadership Team
- Delegate and assist in prioritizing tasks for Executive Team

## District Secretary (DSEC)

- Record and publish meeting minutes
- Submit District Team Directory, CNH Club Directory, and quarterly addendums to International
- Deliver a status report at all board meetings
- Create and update the Secretary Reflector group
- Collect minutes of committee reports
- Educate club secretaries and LTGs on navigating MRF
  - informational calls, videos, visuals, manuals
- Collect Division MRFs (DMRFs)
- Recognize LTGs for 100% on-time submissions



## District Treasurer (DTREAS)

- Create and modify district budget
- Present a treasurer's report at all board meetings
- Create a Club Treasurer's Google Reflector
- Educate District Board on vouching, Member Update Center (MUC), and reimbursement
- Collect and send out information regarding dues
- Publish treasurer training manuals and fundraising manuals

## DOCTC

- Registration required prior to District Office Candidate Training Conference (DOCTC)

## Intent to Run Form

- Demonstrates that you are planning to run for a District Office



## Service Agreement

- What is a Service Agreement?
  - It is a legal document with signatures that need to be completed in order to run for District Office
- What does it contain?
  - Rules, regulations, and duties
  - Confirmation of support from:
    - Region Advisor Team, Kiwanis, school, and home
  - Code of Conduct
  - Consent to Key Club Events
  - Medical Authorization
  - Require signatures of guardians, advisors, and principal

# Candidate's Profile

- List of prior leadership experience
  - Key Club elected and appointed offices, other extracurricular leadership positions, and awards
- Several free response questions
  - Questions may change from term to term


CNH | KEY CLUB

Justin Kuo

**CANDIDATE FOR:** CNH District Governor  
**DIVISION:** 44 North  
**SCHOOL:** Whitley

**Number of Years in the Kiwanis Family:** 3

**Elected Key Club Offices Held:**  
 2022-2023 Division 44 North Lieutenant Governor

**Appointed Key Club Offices Held:**  
 2022-2023 Cal-New-Sin Split Committee Chair  
 2022 Region 16 Training Conference Chair  
 2021-2022 Division 44 North News Editor  
 2021-2022 Division 44 North Tech Editor  
 2021 Whitley Key Club Editor

**Positions in Other School Clubs:**  
 2022-Present Asian Youth Leadership Association Chapter Manager  
 2020-Present Whitley Asian Youth Leadership Association President  
 2022-Present Whitley Interact Treasurer  
 2022 Stop AAPI Hate Youth Campaign Intern  
 2022 Congressional Campaign Intern  
 2020-2022 Whitley Class of 2024 Officer

**Awards and Honors:**  
 2023 CNH Member Recognition Program - Bronze  
 2018-Present California Junior Scholarship Federation & California Scholarship Federation  
 2021 D44N Member of the Month  
 2021 D44N Officer of the Month  
 2021 Whitley Leadership Banquet Award  
 4.75 GPA (11th grade)

**What makes you stand out as a candidate for the respective position that you are running for?**

CNH needs a leader who will put the members first, and if elected to be your next District Governor, I will be just that. When I ran to serve my home division as their Lieutenant Governor, I ran on the platform of being someone who views the position not as a new title, but rather as being a representative of a remarkable group of servant leaders, which is how D44N exponentially increased their service, fundraising, and passion. This mentality is how as a District we will be able to overcome any shortcomings and possible obstacles that will come to us in our upcoming term. I have always looked up to individuals who prioritize the values of teamwork and adaptation

**Scantron Number:** 11

in their leadership, and have embodied these traits in my own experiences as a student leader within Key Club. Whether it be through reaching out to members individually or being open and receptive to constructive criticism from my peers, leaders have to understand and learn from their mistakes in order to grow, which is something I will continue to do as District Governor. I also understand that the position of District Governor comes with great influence and being a strong role model, and it's imperative that this is used for good. Encouraging members through consistent and frequent communication as well as making sure to hold myself accountable will be a promise I will maintain on the District level, just as I have on the club and division levels.

**What has been your most meaningful contribution of service in Key Club? What made it so?**

Region 16's 2021 Training Conference would be my first time attending an in-person event bigger than my division and I was extremely nervous, but Army, my Lieutenant Governor of the time, pushed me to present "Being a Leader." Anxious presenting in front of 50 Key Clubbers, I'd eventually learn what it truly meant to provide service. Service is far more complex than you may think, it's the general principle of which good character is reliant on; giving back to your community in any way you can. That day other presenting, at least 30 strangers thanked me, and explained how they never knew this information about Key Club and were now excited to be a part of it. That feeling of helping to contribute to a group of people's passion to serve was so rewarding and one I will never forget. Because of this experience, I signed up to be one of the Conference chairs the following year. I wanted to give back to hundreds of members what I received from this amazing event: the idea of what it meant to be a true leader who has an impact on their community. This contribution of service proved to be just as rewarding as my original experience, with countless members expressing to me how important RTC was to their leadership. As District Governor, I strive to be the same individual my past Lieutenant Governor was, who can help push the thousands of members within CNH to become the best leader they can.

# Literature

- One-sided page to display qualification and plans
- Include name, candidate position, picture, goals, qualifications, platform, and potential endorsement from home Division
- Will be printed in black and white
- Must be submitted on-time to the PIE Chair before District Convention (DCON)



*justin kuo*  
FOR DISTRICT GOVERNOR

**CNH... together we can reach new opportunities**

- Full Roll CMTs
- Fundraising committee/ team
- District monthly recognition
- ... of the month nominated by LTGs presented in video series/emails
- District wide service projects & fundraisers
- Held once a quarter

**Expand inclusivity**

- Quarterly district feedback forms
- One on one LTG communication
- Work with other Execs to increase individual bonds
- Executive video series
- Film quarterly updates with District Leadership Team

**Open resources**

- Shared office Google Drive
- Service project ideas, fundraisers, club resources for recruitment, etc
- Promote resources through clubs
- Utilize presidential reflector so presidents provide resources in meetings
- Monthly district update emails

**HORIZONS!**

**JUSTIN**  
 Hello there! My name is Justin Kuo, and I am running to serve you all as your next CNH District Governor! Through the experience I've developed with my three years in Key Club, I hope to lead us all to **NEW** horizons this upcoming term!



**goals:**

- 500,000 Service Hours
- \$200,000 for PTP
- 35,000 Members
- 30 Chartered/Re-Activated Clubs
- Increase District-Member Connections
- Reach "New" horizons!

**qualifications**

**D44N LT Governor**

- Chartered 2 Clubs
- 500% increase in funds for service
- 200% increase in service
- 100% Submissions & Dues Paid Clubs
- Region 16 RTC Chair

**Cal-New-Sin Split Committee Chair**

- Led members from 3 various Key Club Districts
- Increased District Connections

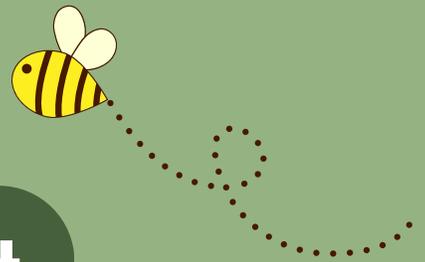
**Communications & Marketing Committee**

- Promote CNH updates/resources
- D44N Division News & Tech Editor
- Whitley Key Club Editor

UNANIMOUSLY ENDORSED BY DIVISION 44 NORTH

## Promotional Video

- The Candidate's Promotional Video is an opportunity for members to get to know candidates better
- The PIE Committee gives each candidate questions to answer
- Candidates can explain their ideas and share other messages that they wish to communicate to CNH members
- The video will be accessible on the CNH Key Club YouTube channel during DCON

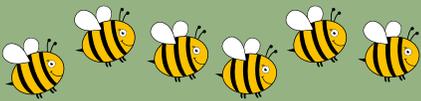


## Division Endorsement

- Candidates running for a District Executive Position may ask for an endorsement from their home Division
  - It is recommended for this to take place at their home Division's Conclave
- If they are unanimously supported, they may write "unanimously endorsed"

# What CAN'T you do?

- Candidates are NOT ABLE TO:
  - Distribute any campaigning materials
    - EXAMPLE: posters, flyers, gifts, social media advertisements



# What CAN you do?

- Candidates are ABLE TO:
  - Say "yes" when asked whether or not they are a candidate for district office

# Violation

- Violating campaigning policies may lead to a warning being issued OR disqualification of candidacy

# Speech

- Each District candidate and International endorsement is given a set amount of time to give a brief speech that details their goals and qualifications
- A nominating conference may occur in the case of more than two candidates for one position

# Caucus

- Immediately following the speech the candidate will have a period of time to answer any caucus type question from delegates
  - A set amount of time will be applied to all candidates to ensure fair treatment
- All the other candidate running for that same office will remain outside of the room until it is their turn

## Election Process | Caucus Questions

**Tip:** When asking questions, remember that your goal is to make an informed decision regarding their candidacy, not make inappropriate comments!

### PERSONAL QUESTIONS

1. Why did you decide to run for this position?
2. How has Key Club shaped the way you view community service?
3. Who was your biggest influence?
4. What does service mean to you?
5. How can social media positively or negatively influence our district?
6. What is your stand on abiding by Graphic Standards? (hint: look at their literature to check if they followed standards)
7. What are your best and worst qualities?
8. Why did you first join Key Club?

### GOVERNOR QUESTIONS

1. What will you do to provide help to club officers, specifically Presidents and Vice Presidents?
2. What qualities do you think make a good Governor and how can you develop these?
3. What are some ways you can promote an increase membership?
4. How will you represent CNH's interest in Key Club International Business?
5. In what new ways will you utilize committee chairs to further progress achieving District?

### SECRETARY QUESTIONS

1. Explain the most important traits of being a successful District Secretary and how you reflect?
2. Explain the importance of the Monthly Report Forms and turning them in on time.
3. What kind of support will you provide club secretaries?

### TREASURER QUESTIONS

1. Dues can sometimes be viewed as expensive, how will you address this issue?
2. What benefits are received by members from District and International dues?
3. How will you encourage clubs to pay dues on time?
4. How do you plan for clubs to reactivate their charters?

### MISCELLANEOUS QUESTIONS

1. What is one major goal you wish to accomplish through the position you are running for?
2. Name all of the District Committees
3. Who is our current Kiwanis District Governor?
4. Who is the International Trustee assigned to our district?
5. How many divisions are in CNH?
6. Name the four Key Club International preferred charities.
7. How did Key Club get its name?

# Acknowledgements

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**Sophia Nguyen**

**Policy, International Business, & Elections Chair,  
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*Thank you for  
reading!*

