



BRHS Key Club Board of Directors Application  
2022-2023



All Key Club members who are in good standing are eligible to be an officer on the Board of Directors of the Braden River High School Key Club. Below are the expectations:

1. Board members will uphold a 2.0 GPA.
2. Board members will attend meetings regularly unless previously discussed with the advisor and shall accumulate no more than 3 excused absences. This includes general club meetings and the Board of Director meetings.
3. Board members will act as ambassadors of the Key Club.
4. Board members will participate in social and service activities as well as fundraising and they will encourage participation by other members. They will uphold the objects of Key Club International.
5. Board members will help plan, organize, prepare, and promote club events.
6. Board members will be responsible for their specific job requirements.
7. Board members will remain a member in good standing during the 2022-2023 Key Club Year.
8. Board members will attend at least 4 DCMs.

**Please fill in the information below, sign and hand deliver to Mr. Kazbour by September 26<sup>th</sup>, 2022 at 3pm. Additionally, you are required to have 3 teacher recommendations. Each of those forms must be received by Ms. Kazbour by September 26<sup>th</sup>, 2022 at 3pm.**

Name \_\_\_\_\_ Officer Position \_\_\_\_\_

Describe in two sentences why you want to be a Key Club Officer.

Describe in two sentences why you would be the best person for this officer position.

What other activities are you planning to be involved with at BRHS? If a freshmen, what activities were you involved with in middle school?

What is one object of KCI? (Key Club International). How would you ensure our club upholds that object? (They can be found on the BRHS Key Club Website)

How will you commit yourself to this officer position if elected?

What is one thing you would change about Key Club this year?

**I understand the requirements of the 2022-2023 BRHS Key Club Board of Directors. I will make BRHS Key Club a priority to ensure the club is the best it can be.**

\_\_\_\_\_ (signature)

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BRHS Key Club Board of Directors Teacher Recommendation Form  
2022-2023



**Thank you for agreeing to write a quick recommendation for a BRHS Key Clubber. We understand your time is important. If you could please return this form to Mr. Kazbour's mailbox by September 26<sup>th</sup>, 2022 at 3pm, it would be greatly appreciated. This is a strict deadline and the member will be removed from the election process if the paperwork is not received by September 26<sup>th</sup>, 2023 at 3pm.**

I, \_\_\_\_\_, am applying for \_\_\_\_\_ of the class of Key Club.  
Teacher Name \_\_\_\_\_

The following information will NOT be shared with the student.

Please tell why or why not you recommend this student as an officer for BRHS Key Club.

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BRHS Key Club Board of Directors Teacher Recommendation Form  
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I, \_\_\_\_\_, am applying for \_\_\_\_\_ of the class of Key Club.  
Teacher Name \_\_\_\_\_

The following information will NOT be shared with the student.

Please tell why or why not you recommend this student as an officer for BRHS Key Club.

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BRHS Key Club Board of Directors Teacher Recommendation Form  
2022-2023



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I, \_\_\_\_\_, am applying for \_\_\_\_\_ of the class of Key Club.  
Teacher Name \_\_\_\_\_

The following information will NOT be shared with the student.

Please tell why or why not you recommend this student as an officer for BRHS Key Club.

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## Braden River High School Key Club Officer Code of Conduct

2022-2023

**\*The New Board of Directors reserve the right to alter this Code of Conduct for the 2023-2024 Key Club year.**

1. The Officers of the Braden River High School Key Club are expected to maintain a high moral, social, and academic standard. Their job is to lead the club through their positions, but also as community leaders and developers.
2. Officers must be members in good standing while they hold their position.
3. Officers are held to a five-strike rule per quarter. If the strikes are attained, the officer's position will be tried for revocation.
  - a. Strikes can be attained if an officer:
    - a. Fails to meet Officer Meeting Attendance requirement as outlined below
    - b. Fails to meet General Club Meeting Attendance requirement as outlined below.
    - c. Fails to submit an Officer Report Card on time.
4. Officers must attend 7/9 or around 77% of the officer meetings per quarter. Otherwise, a strike will be awarded to the absentee officer.
  - a. The President will be responsible for taking attendance at Officer Meetings.
    - a. If an officer is consistently late, the officer will meet with the advisors and President.
5. Class Representatives will take attendance at General Assembly Meetings.
6. Officer Report Cards will be submitted once a quarter, as mandated by the President. The goal of these will be to provide constructive feedback for the board overall, as well as individual achievement. In the event of an officer missing a submission of an Officer Report Card, it will be noted of the officer by the President in the attendance record. Based on the Report, the officer may be called to meet with the President and the Advisors.
7. The Vice President of Service will oversee keeping a spreadsheet that documents the dates each Officer was Officer in Charge (OIC) of events.
  - a. Every officer will be required to OIC at least one event every quarter.
8. All purchases made by Key Club will be fair trade or otherwise as ethically sourced as possible. It is the President and Vice Presidents jobs to see that this is fulfilled under threat of an officer strike.
9. Overall, officers are expected to share the work load evenly and support all events of the club. If an officer is not doing a fair share of the general expectations, the officer will meet with the Advisors and President. General Officer expectations include, but are not limited to:
  - a. Be OIC of events throughout the year.
  - b. Attending Spirit Nights.
  - c. Participate and support committees.
  - d. Support and attend Office Hours on Wednesday mornings.
10. The Faculty Advisor, Kiwanis Advisor, and Board of Directors will enforce this Code of Conduct.
  - a. If the officers feel that an officer needs to be removed, a vote may be called by any officer at any meeting and an anonymous ballot may be taken to determine the validity of the claims against the officer in question. If the Board agrees that the officer has not met the requirements listed above, the officer's position in the Board will be revoked.
    - a. An officer may also make an anonymous accusation to the Faculty Advisor before the meeting. In this case, the Faculty Advisor will call the ballot without disclosing the identity of the accusing party.
    - b. The Faculty Advisor will tally the ballots and, in the case that a recount is called, the President will review the tally. If the President is the officer in question, the least biased Vice President will fill President's role in this process.
    - c. The Faculty Advisor and the President will meet with the person in question to try to understand the reason for the infringement. If the Faculty Advisor and President find that the infringement is warranted due to extenuating circumstances, then the charges concerning infringement will be discarded.

*As indicated by my signature, I agree to abide by the Key Club Officer Code of Conduct and Bylaws. My signature also gives me and my guardian/parent's permission to use photos taken at club events in the club's publications and website. My guardian/parent's signature below also grants their permission for me to join the club and indicates their agreement with the Key Club Officer Code of Conduct and Bylaws.*

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

Guardian/Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by both the candidate and guardian and turned in with completed officer application by the deadline.