

Montana District of Key Club International Service Agreement for Club Reporters

The following contract is agreed to by all members of the Montana District of Key Club International who wish to serve as Club Reporters. It is understood that failure to observe the following will result in possible removal from office, in accordance with Club and District policy. This contract is only the bare minimum that an officer is expected to do in order to remain a Club Reporter and, by no means, does this limit your work.

Each Club Reporter agrees to perform the following duties during his/her term in office:

1. Submit a monthly report by the tenth of each month to the District Bulletin Editor, Lieutenant Governor, and Governor for reproduction in the *MON-KEY*, the official District Publication.
2. Publicize important club activities, such as service projects, socials, or interclubs, through the use of posters, flyers, newsletters, the school newspaper, community newspaper, radio station, or television station. A minimum of two submissions to a newspaper or radio/television station are required during the term of office.
3. Take pictures (either with a standard camera or video recorder) at all club functions to be used in the *MON-KEY*, club newsletter, club bulletin board, or club scrapbook.
4. Publish at least one newsletter every month. It should contain meeting dates, news of upcoming projects, socials, elections, and other pertinent information.
5. Maintain a club bulletin board to promote Key Club throughout the entire school.
6. Submit a minimum of two articles to the *Key-Noter*, the official magazine of Key Club International.
7. Maintain regular contact with the District Bulletin Editor and Lieutenant Governor.
8. Create a club scrapbook for entry into the Scrapbook Contest at the District Convention. It should detail the year's service, socials, and fund-raisers and should be accompanied by editorial contributions and pictures.
9. Attend 85% of all club meetings and 85% of all board meetings.
10. Attend the Reporter's Workshop at District Convention.
11. Assist the Reporter-Elect in becoming familiar with the duties of a Club Reporter.

12. Be a member in-good-standing with the club.

Violation of these requirements may result in your termination as Club Reporter. If your Club President feels that you are not fulfilling these requirements, he/she may ask your Board of Directors and Advisor to request your resignation and seek a replacement. The Board should give you written notice of poor performance and time to correct such.

This agreement is entered into by:

Club Reporter Candidate

This agreement has been reviewed and understood by the following:

Parents/Legal Guardian

School Principal

Kiwanis Advisor

Kiwanis Club President

Key Club Faculty Advisor

(The above is a suggested service agreement, prepared by the Montana District Key Club Board as a suggestion to the local club. The local club should feel free to use it as is, or to modify it to best serve the club's purpose.)