

LET'S GET ORGANIZED!



Club Edition - Volume 1, Issue 1

Official Newsletter From the District Secretary

April 2010

IMPORTANT DATES:

- July 5-11: International Convention in Memphis, Tennessee
- September 10: Rosters In On Time (RIOT) Deadline

ATTENTION CLUB SECRETARIES!

If you are a 2010-2011 club secretary then you should remember to.....

- Keep updated files like your club roster, club and district bylaws, board meeting minutes, a list of committees, past club monthly reports, all club agendas, and other Key Club literature such as training materials and information on the Major Emphasis Program.
- Take board meeting minutes! You should take attendance, list all special guests, and include important discussions.
- Submit your roster for the RIOT award! Rosters are due **no later** than Friday, September 10, 2010.
- Create a club roster. Remember to include their name, address, phone number, e-mail address as well as their Key Club role.

Hello I-I District!

I would like to say thanks for electing me as you 2010-2011 Illinois-Eastern Iowa District Secretary. It is such an honor and I promise that I will do whatever it takes to accomplish all of my goals! Now here is a little about myself—I currently a sophomore at Murphysboro High School, in Murphysboro, Illinois. I am also the immediate-past *Iolian* Editor. Outside of Key Club I am involved with Beta Club, WYSE, Student Council, and band playing the piano, alto saxophone, and French horn. This newsletter explains my goals for the year as well as tips for club secretaries so please read! Thanks!

-Tanner



BE ON THE LOOKOUT!

Throughout the year, you will receive lots of important information from me. All information can lead your club to success so remember to read!

- **District Guide** - This year's district guide will have EVERYTHING! Whether you are looking for a club directory, district board roster, or training materials for club officers, you are sure to find what you are looking for!
- **District Mailing** - All clubs will receive the district mailing around the 20th of each month. You can also download the district mailing from our district website, www.ikeyclub.org.
- **District Website** - This year I plan on making sure that our district website is always up-to-date. Additionally, I will work with the technology chair to give each executive officer their own page on the website. They will post updates, tips for club officers, and other helpful resources. These pages will be up and running by May 1st!

Contact Me!

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