

LET'S GET ORGANIZED!



Club Edition - Volume 1, Issue 4

Official Newsletter From the District Secretary

July 2010

IMPORTANT DATES:

- September 10: Rosters In On Time (RIOT) Deadline
- Regional Training Conferences:
September 25 (Belleville West High School in Belleville, Illinois),
September 26 (Limestone High School in Bartonville, Illinois),
October 3 (TBA), and **October 4** (Hinsdale Central High School in Hinsdale, Illinois).

CLUB MEETING MINUTES

Have you ever taken meeting minutes? If not, do you even know where to start? Don't worry, it's not a problem! We'll go over the basics of taking minutes! Make sure to include the following: names of members present and absent, names of special guests, and the date, time, and location of meeting. You should also include each motion made and the name of the person who made the motion. Also include discussion and whether the motion passes or fails. Mainly, you will type (or write) the important topics that are discussed at the meeting. Try it out! Then, send them to your Lieutenant Governor and myself! I would love to see your club meeting minutes. I could also give you tips if necessary. Feel free to ask me any questions about taking meeting minutes!

Hello I-I District!

I recently returned home from the Key Club International Convention in Memphis, Tennessee and it was definitely a great experience! I recommend everyone to attend next year in Phoenix, Arizona!!

This year, I have a goal of having over 50 RIOT award recipients! I already have 41 (44 clubs won last year). So let's continue to keep up the great work and submit our rosters!

Are you a little nervous about being a club secretary? Send me an e-mail! I'd love to give advice!

-Tanner



Would you like to receive updates from me? Send an e-mail to t_oetjen22@hotmail.com and I will send you an invitation to join the club secretary e-mail reflector. Simply subscribe to the mailing list and I you will receive e-mails from me containing important district information as well as tips for overachieving!

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!

- **June District Board Meeting Synopsis** - Have you ever wondered what goes on during an I-I District board meeting? I will post the synopsis online soon so you can read about our decisions and goals.
- **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.

Rosters, Rosters, Rosters!!

Do you know how to submit your club roster? Just follow these simple steps!

ELECTRONIC

1. Go to www.ikeyclub.org
2. Click on the "E-Forms" tab
3. Click on "Roster (Electronic)"
4. Fill in the required information
5. Send before September 10, 2010!
6. Receive the Rosters In On Time Award at District Convention!

ROSTER FORM

1. Go to www.ikeyclub.org
2. Click on "E-Forms" tab
3. Click on "Roster Form"
4. Print
5. Fill in the required information
6. Mail to the following address before September 10, 2010:
Tanner Oetjen
1841 Hardy Street
Murphysboro, IL 62966
7. Receive the Rosters In One Time Award at District Convention!

Contact Me!

Tanner Oetjen
1841 Hardy Street
Murphysboro, IL 62966

t_oetjen22@hotmail.com
618.534.9419

AIM: tanneroetjen

I'm on Facebook

Rosters are very important because they will eventually make up the 2010-2011 I-I Club Directory. This directory will be distributed to all clubs who attend Regional Training Conferences. If clubs are not in attendance, a copy will be snail mailed. This directory will be used to contact other clubs throughout the district!

Remember to include the following:

- Name and position
- Address
- E-mail address
- Phone number

The RIOT Award recipients list is getting too long! But that's a good thing! I can no longer include the whole list, just a partial list. Here are the clubs who have been added to the list.

New RIOT Award recipients as of Friday, July 16, 2010:

Auburn

Batavia

Marian Central Catholic

McHenry East

McHenry West

Normal Community

Pekin

Richmond-Spring Grove

Streator

Whitney Young

CONGRATULATIONS!