

LET'S GET ORGANIZED!



Club Edition - Volume 1, Issue 3

Official Newsletter From the District Secretary

June 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.....

- Work with your club president to set up a time for a summer meeting!
- Send me an e-mail! I would like to invite every I-I club secretary to an e-mail reflector where you will receive information from me! You can even let me know what is up with your club. I'd love to know!
- Take board meeting minutes! You should take attendance, list all special guests, and include important discussions. Also, I'd love to read your meeting minutes so please send them to me!
- 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 (member, officer, etc.).

Hello I-I District!

I hope everyone is enjoying their summer! Our district has had a great start to this year so let's not forget about our duties as club officers over the summer!

I have received 31 rosters this year. Last year, 44 clubs received the RIOT award so this year I would like to set a goal of over **50 recipients!** I know that we can surpass this goal because many clubs that didn't receive this award last year have already submitted their roster!

Feel free to contact me with any questions!

-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!

- **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.

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!

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!

RIOT Award recipients as of Friday, May 14, 2010:

Belleville West
Belvidere North
Canton
Centennial
Chatham-Glenwood
DeKalb
Dixon
Faith Christian
Farmington
Galesburg
Guilford
Kewanee
Metea Valley
Morrison
Murphysboro
Morrisonville
Newman Central Catholic
Oregon
Pecatonica
Peoria Central
Peoria Christian
Peoria Heights
Peoria Manual
Peoria Notre Dame
Pontiac
Proviso West
Sycamore
Thomas Jefferson
Waubonise Valley
Wethersfield
Winnebago

CONGRATULATIONS!