

LET'S GET ORGANIZED!



Club Edition - Volume 1, Issue 2

Official Newsletter From the District Secretary

May 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.....

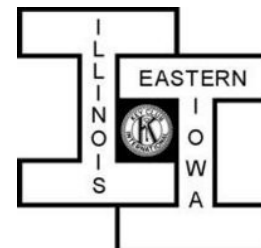
- Keep updated files like your club roster, club and district bylaws, board meeting minutes, a list of committees, past club monthly reports, all club agendas, and other Key Club literature such as training materials and information on the Major Emphasis Program.
- Take board meeting minutes! You should 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 hope everyone is enjoying their last few weeks of school! Let's not forget the importance of this organization over the next few busy weeks and throughout the summer.

I would like to congratulate the 14 clubs who have already submitted their rosters! Look on the next page for tons of information on rosters. And as always, feel free to contact me if you have any questions. My contact info is on the next page.

-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!

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

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

Belleville West

Centennial

Chatham-Glenwood

Davenport Central

Dixon

Hillcrest

Kewanee

Mercer County

Morton

Newman Central Catholic

Oregon

Peoria Notre Dame

Thomas Jefferson

Wethersfield

CONGRATULATIONS!