

Appointed Executive Board Positions

BULLETIN EDITOR APPLICATION

2017-2018

New York District Key Club



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Dear Applicant,

Thank you for taking an interest in applying for the position of district bulletin editor. As described by Key Club International, “A district bulletin editor is the key communications and public relations person for the district. This person is charged with sharing news, correspondence, and promotions from the district board to the clubs in your district and with promoting district events in your community. This role is a good fit for a person who enjoys regular communication with fellow board members and club representatives, has excellent writing skills, and is willing to learn and follow Key Club graphic standards.” The District Bulletin Editor will be responsible for creating four district wide newsletters during the year. Thank you so much for your interest in further serving the members of the mighty New York District! Good luck with your application and please keep in mind that the deadline for the application is Friday, April 14th, 2017 at midnight and that no late submissions will be accepted. Please email your completed application with all required supplements to nydconference@gmail.com. Good luck!

Yours in service,

New York District Key Club Staff

Basic Information

Name of Applicant: _____
School: _____
Home Key Club: _____
Division: _____
Email Address: _____
Phone Number*: _____

*Please note that it is important that you enter a phone number through which you can easily be reached. You may be called for a brief interview if more information is needed following a review of your application.

Application: Part I

Part I of the District Bulletin Editor Application will ask you to respond to several questions and prompts listed below. Please answer them to the best of your ability.

1) In your own words, what role does the bulletin editor play in serving the district?

2) What past experience do you have that qualifies you for the position of district bulletin editor?

3) What publishing programs are you experienced with and to what extent can you use them?

4) What would your goals for next year be if you were appointed to this position?

5) Are you familiar with graphic standards?

YES

NO

6) What are your opinions about graphic standards? How important are they to you when creating a publication?

Application: Part II

Part II of the District Bulletin Editor Application will ask you to provide samples of your work

1) Please provide exemplary newsletters you have created in the past for your home club. In addition, you may submit a sample version of *The Empire Key* that includes articles about events that happened at Leadership Training Conference 2017, info about this year’s International Convention in San Antonio, Texas, or a sample service spotlight. (These are merely suggestions; you may include anything that you feel is important to the District in your sample newsletter.) Be creative, but try your best to follow graphic standards when submitting examples for the application.

2) Include a letter of recommendation, preferably from your Kiwanis Committee Representative or Key Club Advisor and have it signed.

PLEASE NOTE ONCE AGAIN THAT THE DUE DATE OF THIS APPLICATION IS FRIDAY, APRIL 14th, by MIDNIGHT. NO LATE SUBMISSIONS WILL BE ACCEPTED. If you have any questions, please do not hesitate to contact nydconference@gmail.com. Thank you so much for your interest in the position of district bulletin editor.

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www.nydkc.org | www.keyclub.org

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