

Nebraska-Iowa District Administrator Application Form



Please complete the following:

Name _____
Last First Middle

Present Address _____
Number Street City State Zip

Home Phone () _____ Cell Phone () _____ Email _____

Have you served as one of the following?	Length of Service
<input type="radio"/> Yes <input type="radio"/> No Service Leadership Programs (SLP) School Faculty Advisor	_____ Years
<input type="radio"/> Yes <input type="radio"/> No Service Leadership Programs (SLP) Kiwanis Club Advisor	_____ Years
<input type="radio"/> Yes <input type="radio"/> No District Officer (Lt. Governor, Regional Trustee, District Officer, etc.)	_____ Years
<input type="radio"/> Yes <input type="radio"/> No Local Club Officer	_____ Years

As a District SLP Administrator, responsibilities would include the following:

- Attend the Yearly Midyear and District Kiwanis Conferences. This includes setup of the SLP display table and potential preparation of a break-out Presentation as requested.
- Attend Lt. Governor Training each year if invited by the Governor to present SLP information to new Lt. Governors.
- Participate in Online Meetings or Conference Calls when requested by the Governor. (Typically, Lt. Governors and/or other SLP or District Administrators)
- Attend the required annual SLP training for new District Administrators. This is usually held out-of-state and requires a long weekend of training.
- Promote the Service Leadership Program by attending Division Meetings throughout the District as requested. When attendance is not possible, then printed materials are mailed and follow-up is required with the Lt. Governor or the sponsoring club president.
- Assist with the development of new SLP clubs throughout the District. This is accomplished by personal visit, email, or conference call. Assist with the completion and submission of paperwork to charter a new SLP club, answering questions and communicating with Kiwanis International as needed.
- Attend SLP Charter Parties when new SLP Clubs are established or arrange for a replacement person to attend in your place.
- Communicate with the District SLP Advisors and collect information and pictures of their current projects for use in the District publications such as the Kiwanian, eNewsletters, or the District website.
- Keep Kiwanis International informed of any changes to advisor status during the year.
- Serve as the liaison between the SLP Clubs and Kiwanis International for any questions that arise and respond to the party posing the question/s.
- Acquire, inventory, and provide an adequate supply of SLP Club promotional materials to send to club members, school administrators, parents, etc. This also includes maintaining and storing the display table materials and table top banner displays and transporting them to the Midyear and District Conferences.
- Successfully complete and pass a Kiwanis International Background check.
- Other tasks, meetings, presentations, or responsibilities as requested by the District Kiwanis Governor.

Are you willing to commit to completing the above responsibilities as a District SLP Administrator?
 Yes No

Please explain/share personal qualities you possess that would help make you successful as a District SLP Administrator

If appointed as a District SLP Administrator, I would commit to completing the job responsibilities as described and outlined above.

Signature _____

Date _____

Return completed form to:
 Jan Burch, NE-IA Kiwanis Governor
 1621 Green Branch Circle
 West Des Moines, IA