

**Instructions for Candidates**  
**District Board Elections 2018**

1. In order to run for office, you must:
  - a. Submit an Application for Candidacy;
  - b. Submit a signed Service Agreement;
  - c. Submit an official proof of enrollment (not a transcript); and,
  - d. Caucus.
  
2. Ballot Printing. Candidates who submit an Application for Candidacy, Service Agreement, and official proof of enrollment will have their names printed on the ballots if materials are submitted no later than March 5, 2018, at 11:59 p.m., Pacific Time.
  - a. Candidates who submit their materials later are still eligible to run, but their names will have to be written in by the delegates.
  - b. Materials may be submitted digitally by the deadline by emailing to [ckicamille@gmail.com](mailto:ckicamille@gmail.com), but originals must be postmarked by the same date and mailed to Camille A. Goulet, 3760 West Boulevard, Los Angeles, CA 90016-5744. The "re" should read "Candidate Application."
  - c. Candidates will be sent confirmation of receipt of submissions by email within a few days of receipt.
  
3. Campaigning and Endorsements.
  - a. Candidates are only allowed to seek endorsement from the candidate's home club.
  - b. Campaigning in any medium is prohibited prior to the close of the Opening Session at the District Convention, except that candidates are allowed to mail their Application for Candidacy to clubs once prior to the District Convention.
  
4. Campaign Materials.
  - a. Candidates who submit materials digitally by the deadline will have their materials included in a booklet printed for all convention attendees ("District-provided Booklet").
  - b. Candidates submitting materials for the District-provided Booklet are limited to one, 8-1/2 X 11 page, in Word, with one-inch margins.

Layout and proofing must be completed by the candidate, and the District-provided Booklet will be printed just as the materials are submitted without editing.

Materials deemed to be a negative reflection on Circle K or the Kiwanis Family, or which include copyrighted images, are subject to rejection for inclusion. We cannot guarantee the quality of how photographs will look after reproduction.

c. The deadline for submission for the District-provided Booklet is March 5, 2018, 11:59 p.m., Pacific Time.

d. Candidates who do not submit materials timely for the District-provided Booklet may choose to distribute campaign materials after the close of Opening Session at the District Convention. Reproduction of those materials will be at the candidate's personal expense.

e. Candidates who submit materials for the District-provided Booklet may not then distribute additional campaign materials.

#### 5. Candidates' Education Sessions.

a. Candidates are strongly encouraged to attend a Candidates' Education Session.

b. Candidates are also strongly encouraged to talk to the current position holder.

QUESTIONS? Contact Camille Goulet at [ckicamille@gmail.com](mailto:ckicamille@gmail.com).