Key Club Code of Conduct 2023-2024

**·** **Attendance**: Key Club meetings are once every month. Attendance will be taken at every meeting. **You must attend 80% of all meetings** for the 2022-2023 school year, or else you will be contacted by our probation officer, Olivia Amore. When you sign up for an event, you are expected to come to that event. If you cannot attend for some reason, you are **required** to find someone to cover that event, delete your name off the sign up (72-hour notice), or contact Mrs. Davis, Mrs. Grimm, Mario Quaglia, or your group leader. If you miss an event without finding somebody to cover for you, previous hours will be subtracted from your log.

**· Events:** At **all events**, school dress-code will be enforced unless otherwise stated. **Members must wear Key Club** **shirt** in addition to school-appropriate bottoms. Members must always behave appropriately and use proper, appropriate language at all times. Members must represent Dakota Key Club well by following proper behavioral and language procedures. Members volunteering for an event must arrive 15 minutes before the designated start time and leave only when chairperson (designated E-Board member) or other person in charge states that it is okay to do so. In addition to proper behavior and language, members are required to actively help and assist at events. This includes no cell-phone usage and asking the following question at your event: “Hello, my name is \_\_\_\_\_\_\_. I am here with Dakota High School Key Club to help, what can I do?”

**· Hours:** You must get 16 hours total for the year. It is recommended that 2 hours are earned a month to stay on track. There will be plenty of opportunities to get hours. QR codes will be available from officers at events. It will be **your** **responsibility** to scan the code and log your own hours. If an officer is not present or does not have a code, the code will be available at the next meeting. Keep in mind event attendance will be taken at every event.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**print name neatly**) certify that I have read the Dakota High School Key Club Code of Conduct. I vow to follow and respect all rules listed. I understand that failure to follow said requirements may result in disciplinary action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature

**Signed portion must be signed and returned** **at Tuesday, October 4th Meeting**

* Attend at least 80% of meetings for the 2022-2023 school year
* Attend events you signed up for
* Earn 2 hours of Key Club community service hours per month (recommendation)
* Act in accordance with Dakota’s code of conduct at any in or out of school event

 **Failure to follow the above can result in removal from the Key Club organization**



Please complete the member application form by scanning the QR code