


## Digital Submission Process

If you are considering submitting your application digitally, let me first give you my thanks. This section will explain how to submit your application. Make sure all text files you create are .doc, .txt, or .pdf files.

- Create a folder anywhere on your desktop named “[division number] [first name] [last name]”. My folder would be named “8 Antonio Xu Liu”.
- Fill out the application and save it as “DKC App” in the folder.
- Create a folder named “Advocacy” in the main folder, and save all relevant advocacy materials in there.
- Create a file named “P Statement” and save it in the main folder.
- If you choose to attach a statement answering the “Offices/Positions held within Key Club International” prompt, name the file “Offices & Positions” and save it in the main folder.
- If you have submitted articles to any publications, create a folder named “Articles” in the main folder, and save up to two articles there. Under each article, write the publication you submitted it to and the date you submitted it.
- If you choose to attach a list of other service and fundraising activities participated in, name the file “Other” and save it in the main folder.
- Ask someone to write you a letter of recommendation. If they agree, tell them to e-mail it to the respective Committee Chair for your division! (divisions 1-13: [jaywong.ltg@nydkc.org](mailto:jaywong.ltg@nydkc.org)/ divisions 14-27, [antonioxuliu.ltg@nydkc.org](mailto:antonioxuliu.ltg@nydkc.org)). Make the subject of the e-mail “LoR [division number] [applicant’s first name] [applicant’s last name]”. In the body of the e-mail, ask them to list their name and office, and who they are writing the letter of recommendation for.
- Once you’ve completed all that, you will need to e-mail the folder to the respective Committee Chairperson, either myself or Lt. Governor Jay Wong. To e-mail the folder, you will need to convert it to a ZIP file.
  - If you are running Windows XP or Vista, right-click the file and go to Send To -> Compressed (zipped) Folder. If you are prompted asking to set “Compressed (zipped) Folder” as the default application for handling zipped folders, click “No.” You will now have a ZIP File which you can attach to an e-mail.
  - If you are running a Mac, right-click the file and go to “Create Archive of “[folder name]”. You will now have a ZIP File which you can attach to an e-mail.

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- o For other operating systems, try googling “convert folders to zip.” If you need assistance, feel free to contact me.
  - o PLEASE NOTE: If the ZIP File is too large for one e-mail, send the application in multiple emails.
  - Ask your club president and faculty/Kiwanis advisor to confirm, either via e-mail or phone, that your entire application is valid. They may do this in one of two ways:
    - o Single verification: Send an e-mail to [dkc.applications@nydkc.org](mailto:dkc.applications@nydkc.org) with a subject “Verification [division number] [first name] [last name]”, and the body stating they are verifying all the information in the application is true. You may also call me at (917) 860-3973 with the same information.
    - o Multiple verifications: Send an e-mail to [dkc.applications@nydkc.org](mailto:dkc.applications@nydkc.org) with a subject “Verification [division number] [school name]”, and the body listing all the names of the applicants whose applications they are verifying. You may also call me at (917) 860-3973 with the same information.

Please note - ALL documents (including the verification and letter of recommendation) must be received by 11:59 PM EST on February 14 2012. Stay on top of your club presidents, advisors, and whoever is writing your letter of recommendation to make sure it is all sent by that time! Thank you for submitting digitally! If you would like verification that your application was received, please e-mail me at [antonioxuliu.ltg@nydkc.org](mailto:antonioxuliu.ltg@nydkc.org).