

# KEY CLUB

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

## Distinguished district office binders

This document includes instructions, cover sheets and tab labels that you are to use in your binder to apply for the distinguished district officer awards. It is required that you use the sheets in this document to separate your information to make it more efficient for the judges and to ensure that you receive proper credit. Here are some items to keep in mind while putting the binder together.

To properly format your binder, print out the labels included in this document and insert them into insertable binder 5-tab dividers. You can use any brand or style, as long as they are 5-tab dividers. Place the tab cover sheets also included in this document as the first sheet behind the tab divider. The number of 5-tab divider sets you will need depends on the award you are applying for. You will need the following number of sets for each award:

Governor	3	Secretary-Treasurer	3
Secretary	3	Bulletin Editor	2
Treasurer	2		

1. The binder may not exceed 4 inches of material. Please do not attempt to put 5-6" of material in a 4" binder.
2. The tabs must be visible when the binder is open so that the judges may flip easily to the required section. Nothing should obstruct the view of the tab.
3. No page protectors should be used. The judges will not remove items from page protectors to view them.
4. Extraneous materials in sections (other than the Miscellaneous Section) are not necessary. Only include materials requested behind the tabs.
5. If your administrator signs that you have performed a task, no other verification is necessary.
6. Make sure that your administrator has seen your binder before you send it to the International office.
7. Once a binder has been sent to the office, no other materials will be placed in it by the Key Club International Staff.
8. All binders are to be received in the International office by April 27, 2012 – otherwise your administrator will be responsible for bringing it to GATC.

If you have any questions about the criteria or your binder, please do not hesitate to contact the Key Club International staff.

Amanda Spice, [aspice@kiwanis.org](mailto:aspice@kiwanis.org)  
1-800-KIWANIS or 317-875-8755, ext. 133

a Kiwanis-family member  
[keyclub.org](http://keyclub.org)

## Distinguished Editor's Award

**Applicants name:**\_\_\_\_\_

**District:**\_\_\_\_\_

### **VERIFICATION**

As required, the District Administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator

\_\_\_\_\_

## Distinguished Editor's Award

### **BOARD CORRESPONDENCE**

(100 points maximum)

Produce and distribute at least five (5) articles of correspondence for district board members. Examples include: memos, newsletters and reports. The following are to be taken into consideration.

Please indicate the page numbers where each of the following can be found:

A. Publication deadlines. (20 points) Page \_\_\_\_\_

B. Suggestions on how to write articles. (20 points) Page \_\_\_\_\_

C. Notifications to officers of articles they are responsible to write for district publications. (20 points) Page \_\_\_\_\_

D. Usage of Graphic Standards. (20 points) Page \_\_\_\_\_

E. Timeliness of covered materials. (15 points) Page \_\_\_\_\_

F. Spelling/Grammar. (5 points) Page \_\_\_\_\_

# Distinguished Editor's Award

## **DISTRICT PUBLICATIONS**

(300 points maximum)

Produce and distribute three (3) publications to clubs. See publication graphic standards criteria in the Key Club Guidebook.

Please indicate in each publication where each of the following can be found:

### A. Content (required in all publications)

#### 1. Major Emphasis

a. Issue one .....Page \_\_\_\_\_

b. Issue two .....Page \_\_\_\_\_

c. Issue three .....Page \_\_\_\_\_

#### 2. Youth Opportunities Fund

a. Issue one .....Page \_\_\_\_\_

b. Issue two .....Page \_\_\_\_\_

c. Issue three .....Page \_\_\_\_\_

#### 3. International representative's message

a. Issue one .....Page \_\_\_\_\_

b. Issue two .....Page \_\_\_\_\_

c. Issue three .....Page \_\_\_\_\_

#### 4. Governor's message

a. Issue one .....Page \_\_\_\_\_

b. Issue two .....Page \_\_\_\_\_

c. Issue three .....Page \_\_\_\_\_

#### 5. Club/Division highlights

a. Issue one .....Page \_\_\_\_\_

b. Issue two .....Page \_\_\_\_\_

c. Issue three .....Page \_\_\_\_\_

### B. Content (required in only one publication)

1. District convention promotion .....Page \_\_\_\_\_

2. District convention summation .....Page \_\_\_\_\_

3. International convention promotion .....Page \_\_\_\_\_

4. International convention summation .....Page \_\_\_\_\_

## Distinguished Editor's Award

### **REQUIRED ATTENDANCE**

(200 points maximum, 50 points for each event attended)

District bulletin editors must attend the following during their term in office. District Administrator can sign to indicate the event was attended by the district bulletin editor.

A. District Convention ..... \_\_\_\_\_

B. International Convention..... \_\_\_\_\_

C. District Bulletin Editor's forum at International Convention  
..... \_\_\_\_\_

D. All district board meetings..... \_\_\_\_\_

## Distinguished Editor's Award

### **REPORTING**

(100 points maximum, 25 points deducted for each report not submitted)

Present a bulletin editor's report at all official board meetings. If not in attendance, reports must be presented at the board meeting.

Indicate page where each report can be found.

Board Meeting 1 ..... Page \_\_\_\_

Board Meeting 2 ..... Page \_\_\_\_

Board Meeting 3 ..... Page \_\_\_\_

Board Meeting 4 ..... Page \_\_\_\_

The above board reports were presented at official board meetings.

Verified by signature of District Administrator \_\_\_\_\_

## Distinguished Editor's Award

### **SERVICE TO HOME, SCHOOL AND COMMUNITY**

(100 points maximum)

Performance of at least fifty (50) hours of service.

Include description and verification by club president and faculty advisor.

## Distinguished Editor's Award

### **MISCELLANEOUS**

(100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations of achievements, such as sending the bulletin to other district bulletin editors and the International Office. Points shall be awarded at the discretion of the judges.

Please list what you have included and the page numbers where they can be found below:

*(You don't have to fill in all of the blanks!)*

A. \_\_\_\_\_ Page \_\_\_\_\_

B. \_\_\_\_\_ Page \_\_\_\_\_

C. \_\_\_\_\_ Page \_\_\_\_\_

D. \_\_\_\_\_ Page \_\_\_\_\_

E. \_\_\_\_\_ Page \_\_\_\_\_

F. \_\_\_\_\_ Page \_\_\_\_\_

G. \_\_\_\_\_ Page \_\_\_\_\_

H. \_\_\_\_\_ Page \_\_\_\_\_

I. \_\_\_\_\_ Page \_\_\_\_\_

J. \_\_\_\_\_ Page \_\_\_\_\_

K. \_\_\_\_\_ Page \_\_\_\_\_

L. \_\_\_\_\_ Page \_\_\_\_\_

M. \_\_\_\_\_ Page \_\_\_\_\_

N. \_\_\_\_\_ Page \_\_\_\_\_

O. \_\_\_\_\_ Page \_\_\_\_\_

P. \_\_\_\_\_ Page \_\_\_\_\_

**Verification**

**Board Correspondence**

**District Publications**

**Attendance**

**Reporting**

**Service**

**Miscellaneous**