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	3		

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 Key Club 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 Key Club International office by April 18, 2014 – 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
1-800-KIWANIS or 317-875-8755, ext. 133

Applicants name:_____

District:_____

Binder return address:

_____

_____

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

_____

Board Correspondence

(100 points maximum)

Produce and distribute, via the postal service or email, at least ten (10) formal communiqués to the district board members.

Table of contents:

Please supply the page numbers, where the following can be found:

Newsletter 1..... Page _____

Newsletter 2..... Page _____

Newsletter 3..... Page _____

Newsletter 4..... Page _____

Newsletter 5..... Page _____

Newsletter 6..... Page _____

Newsletter 7..... Page _____

Newsletter 8..... Page _____

Newsletter 9..... Page _____

Newsletter 10..... Page _____

The following are to be taken into consideration:

1. Observation of graphic standards (10 points)
2. Content (70 points)
   - Role of club secretary (general correspondence and minutes)
   - Club roster collection
   - Upcoming district visits
   - Other responsibilities/duties of club secretary
3. Timeliness of covered materials (15 points)
4. Spelling/grammar (5 points)

Club Correspondence

(100 points maximum)

Produce and distribute, via the postal service or email, at least three (3) formal communiqués to club secretaries.

Table of contents:

Please supply the page numbers, where the following can be found:

Newsletter 1..... Page _____

Newsletter 2..... Page _____

Newsletter 3..... Page _____

The following are to be taken into consideration:

1. Observation of graphic standards (10 points)
2. Content (70 points)
   - Role of club secretary (general correspondence and minutes)
   - Club roster collection
   - Upcoming district visits
   - Other responsibilities/duties of club secretary
3. Timeliness of covered materials (15 points)
4. Spelling/grammar (5 points)

Club Secretary's Workshop

(100 points maximum)

Developed materials for and conduct a club secretary's workshop held at the district convention at the end of term in office.

Board Minutes

(100 points maximum)

Distribute copies of all district board minutes to district board officers and submit electronically to the Key Club International Office. *Date distributed may be verified by signature of District Administrator next to date.

1. Within 15 days of board meeting (100 points)
2. Within 30 days of board meeting (50 points)
3. Within 45 days of board meeting (25 points)
4. Later than 45 days (10 points)
5. No report (0 points)

Table of contents:

Please supply the page numbers, where the minutes can be found:

Board Meeting 1..... Page _____

Board Meeting Date _____ *Date Distributed _____

Board Meeting 2..... Page _____

Board Meeting Date _____ *Date Distributed _____

Board Meeting 3..... Page _____

Board Meeting Date _____ *Date Distributed _____

Board meeting 4..... Page _____

Board Meeting Date _____ *Date Distributed _____

Required Attendance

(75 points maximum, deduct 25 points for each event not attended)

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

A. District convention at beginning and end of term _____

B. Key Club International convention ....._____

C. All district board meetings ....._____

Reporting

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

Present a secretary's report at all official board meetings.

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 _____

End of Year Report

(100 points maximum)

Compile the final reports of all the committees of the district board.

- Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives.
- Distribute the report to the following people: new district governor and district administrator.

Indicate page where the report can be found. _____

_____ The master committee report was created.

_____ The master report was distributed to the new district governor.

_____ The master report was distributed to the district administrator.

_____ The master report was distributed to the district board liaison.

Administrator: Please initial by all applicable statements and sign below.

Verified by signature of District Administrator _____

Club Officer Directory

(150 points maximum)

Produce and distribute club officer directory to clubs and district officers, within specified time limits.

Attach copy of submitted club officer directory.

- Before November 1 (150 points)
- Before December 1 (100 points)
- After December 1 (40 points)

Date directory was distributed _____

Verified by signature of District Administrator _____

Club Officer Directory Addendums

(25 points maximum)

Produce addendums to the club officer directory for distribution to clubs and district officers.

Addendum 1 ..... Page _____

Addendum 2 ..... Page _____

Addendum 3 ..... Page _____

Addendum 4 ..... Page _____

Verified by signature of District Administrator _____

Key Club International Trustee

(25 points maximum)

Send all copies of the district secretary's board newsletter to the Key Club International trustee.

Service to Home, School and Community

(150 points maximum, 5 points deducted for every hour below 50)

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

Include description and verification by club president and faculty advisor.

Miscellaneous

(100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. 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	Club Correspondence	Club Secretary's Workshop	Board Minutes

Trustee	Service	Miscellaneous