

Distinguished District Officer Award Criteria and Entry Forms

This document includes instructions, cover sheets and section labels that you must use to apply for the distinguished district officer awards. Each district administrator can select the means of applying — either a shared file folder on a digital cloud service like Google Drive or a traditional physical binder. Follow the instructions from your district administrator and provide them with time to verify your submission.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Distinguished District Officer Awards Table of Contents

[Robert F. Lucas Outstanding Lieutenant Governor](#)

[District Governor](#)

[District Secretary](#)

[District Secretary-Treasurer](#)

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[District Editor](#)

[District Webmaster](#)

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Robert F. Lucas Outstanding Lieutenant Governor's Award

This document includes instructions, cover sheets and section labels that you must use to apply for the distinguished district officer awards. Each district administrator can select the means of applying — either a shared file folder on a digital cloud service like Google Drive or a traditional binder. Make sure to follow the instructions from your district administrator and to provide them with time to verify the contents of your submission.

Award information

- An evaluation will be made based on the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.
- To receive this award, a total of 1,100 points must be accumulated.
- Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.
- Once your application has been submitted, no other materials will be added.
- **District administrators must send the award winners to Key Club International within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier.** Any award winners received after that deadline will not be recognized by Key Club International.
- Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed four inches or 11 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

- | | |
|---|--------------------------------|
| 1. Personal information & statement (50 points) | 9. Officer submission (100) |
| 2. Club newsletters (100) | 10. Division function (100) |
| 3. Club officer training (100) | 11. Communication (100) |
| 4. Face to face contact (150) | 12. Monthly reporting (50) |
| 5. Attendance (100) | 13. Service (150) |
| 6. Convention delegates (50) | 14. Recommendations (25) |
| 7. Dues collection (100) | 15. Successor (New, 50) |
| 8. Club growth (New, no max.) | 16. Miscellaneous (100) |

Requirements for online submission:

- To properly format your online submission, create a master folder with a table of contents. Create and name 16 shared folders to match the section labels included in this document.
- Place all required contents in the corresponding folder.
- Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders that are not linked and viewable by judges will not be considered in this application.
- Email the master folder to your district administrator and leadership team prior to district convention, as directed by the proper Key Club district official(s).

Requirements for binders:

- To properly format your binder, print the labels included in this document and insert them into five-tab dividers. You can use any brand or style.
- Place the tab cover sheets included in this document as the first sheet behind the tab divider.
- The binder may not exceed 4 inches or 11 centimeters of material. Please do not attempt to put more material than will fit.
- The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.
- No page protectors should be used. Judges will not remove items from page protectors to view them.
- The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

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

Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org or +1-317-217-6244.

Personal information

Applicant's name:

Division:

Applicant's street address and phone number in July

Street:

City:

State/Province:

Postal code:

Country:

Personal email address:

Phone (required):

Personal statement

(50 points maximum)

Table of contents:

Please supply the page number or link, where the personal statement can be found:

In 500-words or less, provide a personal statement with a comprehensive review of your year as lieutenant governor, including, but not limited to:

- a. What you accomplished.
- b. What you learned.
- c. What you would do differently.
- d. Your goals as lieutenant governor.
- e. Extenuating circumstances.
- f. Any hardships you may have faced.

Club newsletters

(100 points maximum, 10 points each)

Points awarded _____

Produce and distribute by email, to the clubs within their division, at least (10) ten monthly e-newsletters for the clubs within your division.

The e-newsletters will be judged on the following:

- a. Appearance (consistent with graphic standards).
- b. Content including Major Emphasis, Youth Opportunities Fund, and partner organizations.
- c. Timeliness of covered materials.
- d. Spelling/grammar.

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

- Newsletter/bulletin 1
- Newsletter/bulletin 2
- Newsletter/bulletin 3
- Newsletter/bulletin 4
- Newsletter/bulletin 5
- Newsletter/bulletin 6
- Newsletter/bulletin 7
- Newsletter/bulletin 8
- Newsletter/bulletin 9
- Newsletter/bulletin 10

Club officer training

(100 points maximum)

Percentage of divisional clubs trained:

(The percentage of clubs receiving training will equal the total number of points awarded out of 80.)

Quality of the content of training:

(max 20)

By November 15, plan and implement divisional training at divisional training conferences or meetings of club officers.

Training should include the following topics:

- Position responsibilities.
- Committee structure.
- Meeting execution.
- Kiwanis relations.
- Communication.
- Major Emphasis, preferred charities, and partners.
- Youth Opportunities Fund.
- Key Club and Kiwanis education.

Include the following:

- Proof of Kiwanis district input in the training process.
- Training materials.
- Agendas.
- Handouts.

Face to face contact (in person or online)

(150 points maximum)

Percentage of clubs visited = _____points (100 max)

(The percentage of clubs visited will equal the total number of points awarded out of 100.)

Submit the visitation report for each club visited including the date and confirmation of visit from president and/or advisor through signatures or emails. If a visit in person is not feasible, as verified by the district administrator or designated district official, then alternatives such as video chatting are acceptable. Points will not be docked from this section if proof is provided that a visit request was denied.

Club meeting/project/divisional council meetings=_____points (50 points max)

- A. Attend club projects planned by clubs in addition to the first club visit. Half the percentage of clubs visited twice will equal the total points out of 50.

OR

- B. Hold at least five (5) divisional council meetings at which the majority of clubs is in attendance. Award 10 points for each meeting.

OR

- C. Options A and B may be combined.

Required attendance (online or in person)

(100 points maximum; deduct 25 points for each event not attended.) Points awarded _____

Signatures of administrator accepted as proof:

- a. _____ District convention at the beginning and end of term as lieutenant governor.
- b. _____ Key Club International Convention
- c. _____ All district board meetings.
- d. _____ District Officers Training Conference.

Delegates at district convention (50 points maximum)

Points awarded _____

Two-thirds of the clubs within the division should be represented by at least two delegates at district convention. The attendance of two-thirds of clubs by two delegates results in 50 points while a one-half quorum results in 20 points and a one-third quorum results in 10 points.

Lieutenant governors are considered delegates-at-large at district convention and should not be included in the calculation. If sufficient proof exists that attendance at convention exceeds a club's resources or capacity, verified by the district administrator, that club will not be counted as part of the calculation.

Verified by signature of district administrator _____

Dues collection

(100 points maximum)

Percentage of divisional club's dues collected:

(The average percentage of district and international dues collected by December 1 will equal the total number of points awarded. For example, a division with 15 dues paying clubs out of 20 clubs total is 75%. The score would be 75 points.)

Verified by signature of district administrator:

Club growth

(No maximum value)

Work with Kiwanis to increase the number of active clubs within the division during the administrative year by either building new clubs or reactivating suspended clubs.

- a. Each new Kiwanis family club in the division = 50 points.
- b. Reactivated Key Clubs = 12.5 points.

_____points

(Clubs on suspended status before the lieutenant governor's term, revoked at International Convention, will not affect points awarded. Clubs reactivated from suspended status during the lieutenant governor's term still will receive points.)

Verified by signature of district administrator:

Submission of new officer information

(100 points maximum)

New club officer information must be submitted by all clubs within the division to the Key Club International office.

- a. By November 15 = 100 points
- b. By December 15 = 75 points

_____ points

Verified by signature of district administrator:

Division-wide function

(100 points maximum)

Percentage of clubs participating (online or in person):

(The percentage of clubs participating will equal the total number of points awarded.)

Divisional council meetings, rallies, or division-wide service projects are considered division-wide functions. Submit an outline of the event and a roster of participating clubs.

Communication

(100 points maximum)

- Committee correspondence (25 points maximum)
 - Lieutenant governors are encouraged to communicate with members of their district committees regularly and to report the committees' progress in the district. Five (5) points are awarded for each piece of correspondence.
- Monthly communication (50 points maximum)
 - Lieutenant governors must email and or call the following people once per month. Deduct 10 points for every month in which communication was not initiated.
 - District governor and one other district executive member.
 - District administrator.
 - Club presidents.

A phone call or text log or a copy of an email thread should be submitted as proof of initiation and content of the monthly communication.

- Miscellaneous (25 points maximum)
 - Submit sufficient proof that communication throughout the lieutenant governor's term has gone above and beyond what is required. This can be but is not limited to attendance at meetings and/or the use of communication through other social media outlets. Points are awarded at the discretion of the judges.

Monthly reporting

(50 points maximum)

Complete and file monthly reports regarding committee and/or board member performance with the district governor and district secretary by pre-established deadlines. Deduct five (5) points for each report not submitted and two (2) points for each late report.

Points awarded:

Service to home, school and community

(150 points maximum, 5 points deducted for every hour below 40)

Points awarded:

Perform at least forty (40) hours of service to home, school and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers, or recommenders of an equivalent stature)

Successor (NEW)

(50 points maximum)

Find and mentor at least one qualified candidate to succeed you as lieutenant governor. Provide evidence of your efforts in identifying, encouraging, and preparing your successor(s) for the responsibilities of the position. Each candidate is worth 25 points.

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 or links where they can be found below.

Distinguished Governor's Award

An evaluation will be made based on the criteria set forth below. This is not a contest between district officers but recognition of an individual's performance.

To receive this award, 1,000 points out of a possible 1,250 points must be accumulated.

Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Once your application has been submitted, no other materials can be added.

Any nominations received after that deadline will not be recognized by Key Club International.

Officer applicants must include each section and all required documents in a single binder or shared folder. Physical binders should not exceed 4 inches or 10.16 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading or folder title described below.

- Verification
- Personal Statement
- Club Correspondence
- Board Correspondence
- Board Meeting Agenda
- District Officer Training
- District Committee
- Required Attendance
- District Board Performance
- Kiwanis Family Relations
- Trustee
- Reporting
- Administrator
- Service
- Recommendations
- Miscellaneous

Requirements for online submission

To properly format your online submission, create a master folder with a table of contents. Create and name 16 shared folders to match the section labels included in this document.

Place all required contents in the corresponding folder.

Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders not linked and viewable by judges will not be considered in your application.

Request digital signatures from your district administrator for the following sections:

- Verification
- Required Attendance
- Kiwanis Family Relations
- Trustee
- Administrator

Email the master folder to your district administrator and leadership team prior to district convention, or as directed by the proper Key Club district official(s).

Requirements for printed binders

To properly format your binder, print the labels included in this document and insert them into three sets of five-tab dividers. You can use any brand or style.

Place the tab cover sheets included in this document below as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 10.16 centimeters of material. Please do not attempt to put more material than will fit.

The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.

No page protectors should be used. Judges will not remove items from page protectors to view them.

Request signatures from your district administrator for the following sections:

- Verification
- Required Attendance
- Kiwanis Family Relations
- Trustee
- Administrator

The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

If you have questions about the criteria or your binder, please contact the Key Club International staff: Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org, +1-317- 217-6244

Verification

The district administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of the district administrator:

Personal information

Name:

District:

Personal email:

Personal phone number:

Street address as of July:

City:

State/Province:

Postal code:

Country:

Personal Statement

(50 points maximum)

Table of contents:

Supply the page number or link where the personal statement can be found:

In 500 words or less, not including titles/headers, provide a personal statement with a comprehensive review of your year as district governor, including, but not limited to:

- Accomplishments.
- Lessons learned.
- Your goals as a district executive officer.
- What you would do differently.
- Any hardships you may have faced.
- Extenuating circumstances.

Kiwanis Family Relations

(65 points maximum)

Verification:

District governors should participate in or meet with the following during their term in office.

The district administrator should write their initials to verify the governor met with the person described or participated in the project described. If the governor did not meet with the person described or participate in the project described, the district administrator should not provide their initials.

- Met with the Kiwanis governor (9 points) ____.
- Met with Circle K International governor (9 points) ____.
- Attended a Kiwanis district board meeting (9 points) ____.
- Attended a Circle K International board meeting (9 points) ____.
- Participated in a Kiwanis service project for the current Kiwanis global campaign (11 points) ____.
- Participated in education about Circle K International during at least one district event (9 points) ____.
- Provided education about Kiwanis during at least one district event (9 points) ____.

Table of Contents:

Supply the links or page numbers where verification of the following can be found. If you did not meet the requirement, type or write N/A next to the item.

- Met with the Kiwanis governor
- Met with the Circle K International governor
- Attended a Kiwanis district board meeting
- Attended a Circle K International board meeting
- Participated in a Kiwanis service project for the current Kiwanis global campaign
- Provided education about Circle K International during at least one district event
- Provided education about Kiwanis during at least one district event

Club Correspondence

(55 points maximum)

Produced and distributed via email or lieutenant governor newsletters at least three formal articles of correspondence (articles, letters, flyers, etc.) with the following titles, or titles of a similar effect: Governor's Greeting, Midyear Correspondence, and Year in Review. Brand guide standards will be considered where applicable.

Table of Contents:

Supply the links or page numbers, where the following can be found:

- Governor's Greeting, including goals for the upcoming year (18 points).
- Midyear Correspondence, including an update on goals set in the beginning of the year (18 points).
- Year in Review, including the result of goals set in the beginning of the year (19 points).

Board Correspondence

(125 points maximum)

Produced and distributed via email at least 10 formal items of correspondence (email updates, newsletters, flyers, etc.) to the district board members.

Points:

- Utilization of brand guide standards (15 Points)
- Content covered throughout the year (100 points)
- Spelling/grammar (10 points)

Table of contents:

Supply the page numbers or links where the following can be found:

- Correspondence 1
- Correspondence 2
- Correspondence 3
- Correspondence 4
- Correspondence 5
- Correspondence 6
- Correspondence 7
- Correspondence 8
- Correspondence 9
- Correspondence 10

Indicate the link or page where the judges can find references to each of the following:

- Major Emphasis and Preferred Charities
- Youth Opportunities Fund
- Kiwanis family
- New club building and reactivation
- District convention
- International Leadership Conference
- District and international dues collection
- Promotion of Key Club International partners (four times per year each, minimum)

Board Meeting Agendas

(125 points maximum)

Prepared a tentative agenda for at least three district board meetings and distributed this agenda to the district board at least one week in advance of the board meeting. Provide a copy of each agenda and documentation of its distribution to be awarded points. Points will be distributed equally among the required agendas.

Table of contents:

Supply the link or page numbers where proof for the following can be found:

- Agenda 1.
Page or link:
- Agenda 2.
Page or link:
- Agenda 3.
Page or link:
- Agenda 4.
Page or link:
- Agenda 5.
Page or link:
- Agenda 6.
Page or link:

The district administrator should write their initials to verify the agenda was sent at least one week in advance of the board meeting.

District Officer Training

(125 points maximum)

Points:

- Distributed the criteria for all distinguished officer awards (25 points)
- Developed materials and institute a training program for district officers (100 points)
- Deduct 25 points if training did not occur before the Key Club International convention that occurred the year the governor was elected
- Deduct 20 points for each topic not addressed

Table of contents:

Supply the links or page numbers where the following can be found:

- Key Club International Preferred Charities.
- Youth Opportunities Fund.
- Kiwanis family.
- Planning service projects and programs (i.e., rallies, divisional training conferences, divisional projects, etc.).
- Suggested calendar.
- Position responsibilities.
- Emphasis on club building and reactivation.
- Guidelines for divisional meetings.
- Distribution of distinguished officer awards.
- Distribution of Key Club International partner descriptions and logos.

District Committees

(80 points maximum)

Table of Contents:

Supply the links or page numbers where the following can be found:

- Appoint at least the following standing committees (40 points).
 - Membership development.
 - Key Club International connections/applications and preferred charities and corporate partners/sponsors.
 - Service planning.
 - Convention planning.
- Committee responsibilities thoroughly explained (10 points).
- Schedule of committee meetings at district board meetings and provide directives for each in conjunction with committee chairs (20 points).
- Require committee members to complete regular reports to be recorded in the district minutes (10 points).
 - a. Membership development.
 - b. Key Club International connections/applications and preferred charities and corporate partners/sponsors.
 - c. Service planning.

Required Attendance

(150 points maximum.)

Verification:

District governors must attend the following during their term in office.

The district administrator should write their initials to verify the event was attended by the district governor. If the event was not attended by the district governor, the district administrator should not provide their initials.

- District convention at the beginning and end of term (30 points) ____.
- Governor/Administrator Training Conference (20 points) ____.
- Key Club International convention the year the governor was elected (20 points) ____.
- Key Club Leadership Conference (20 points) ____.
- All district board meetings (20 points) ____.
- Kiwanis district convention or midwinter conference (20 points) ____.
- Circle K International district convention (20 points) ____.

District Board Performance

(75 points maximum)

Table of Contents:

Supply the links or page numbers where the following can be found:

- Instituted a program of monthly reporting for lieutenant governors (25 points).
- Provided each board member with an evaluation of their performance once a year (50 points).

Key Club International Trustee

(75 points maximum)

Verification:

The district administrator should write their initials to verify the governor completed the following. If the governor did not complete the following, the district administrator should not provide their initials.

- Provided time at board meeting for the trustee's report (10 points) ____.
- Provided opportunity at the district convention for the trustee to address the entire convention (10 points) ____.

Table of Contents:

Supply links or page numbers where the following can be found:

- Written directives for the trustee outlining how they can assist the district (20 points).
- Evidence of communications at least two times per month with the trustee (35 points).

Reporting

(50 points maximum - 5 points for each report submitted on time)

Filed all reports (international board committee questionnaires, surveys, etc.) required by the Key Club International office or board within specified time limits.

Table of Contents:

Supply page numbers or links where each report can be found:

- Report 1.
- Report 2.
- Report 3.
- Report 4.
- Report 5.
- Report 6.
- Report 7.
- Report 8.
- Report 9.
- Report 10.

Administrator

(75 points maximum)

Verification:

The district administrator should write their initials to verify the governor completed the following. If the governor did not complete the following, the district administrator should not provide their initials.

- Contacted the district administrator prior to each board meeting to prepare the agenda (20 points) ____.
- Communicated at least three (3) times per month with the district administrator (55 points) ____.

Service

(150 points maximum - 5 points deducted for every hour below 40)

Performed at least 40 hours of service to home, school and community through Key Club activities.

Table of Contents:

Supply page numbers or links where a description of each service project can be found. For each project, provide verification of your participation by including the signature of the club president and faculty advisor.

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation (25 points). Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers or those of an equivalent stature.

Table of Contents:

Supply the page number or link where the letter can be found:

- Letter of recommendation.

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. A supporting statement can be given if Key Club activities were canceled due to COVID-19. Points shall be awarded at the discretion of the judges.

Table of Contents:

Supply the page number or link for each miscellaneous item:

Distinguished Secretary's Award

An evaluation will be made based on the criteria set forth below. This is not a contest between district officers but recognition of an individual's performance.

To receive this award, 1,000 points out of a possible 1,250 points must be accumulated.

Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Once your application has been submitted, no other materials can be added.

Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed 4 inches or 10.16 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

- Verification.
- Personal Statement.
- Board Correspondence.
- Club Correspondence.
- Club Secretary's Workshop.
- Board Minutes.
- Required Attendance.
- Reporting.
- End-of-year Report.
- Club Officer Director.
- Director Addenda.
- Trustee.
- Service.
- Recommendations.
- Miscellaneous.

Requirements for online submission

To properly format your online submission, create a master folder with a table of contents. Create and name 15 shared folders to match the section labels included in this document.

Place all required contents in the corresponding folder.

Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders not linked and viewable by judges will not be considered in this application.

Request digital signatures from your district administrator for the following sections: Verification; Board Minutes; Required Attendance; Reporting; Club Officer Directory; Club Officer Addendum.

Email the master folder to your district administrator and leadership team prior to district convention or as directed by the proper Key Club district official(s).

Requirements for printed binders

To properly format your binder, print the labels included in this document and insert them into three sets of five-tab dividers. You can use any brand or style.

Place the tab cover sheets included in this document as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 10.16 centimeters of material. Please do not attempt to put more material than will fit.

The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.

No page protectors should be used. Judges will not remove items from page protectors to view them.

Request signatures from your district administrator for the following sections: Verification; Board Minutes; Required Attendance; Reporting; Officer Directory; Club Officer Addendum.

The binder should be submitted to the Key Club district prior to district convention, or as directed by the Key Club district administrator.

If you have questions about the criteria or your portfolio, please contact the Key Club International staff.

Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org, +1-317- 217-6244

Verification

The district administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of the district administrator:

Personal information

Name:

District:

Personal email:

Personal phone number:

Street address as of July:

City:

State/Province:

Postal code:

Country:

Personal Statement

(50 points maximum)

Table of contents:

Supply the page number or link where the personal statement can be found:

In 500 words or less, not including titles/headers, provide a personal statement with a comprehensive review of your year as district secretary, including but not limited to:

- Accomplishments.
- Lessons learned.
- What you would do differently.
- Your goals as a district executive officer.
- Extenuating circumstances.
- Any hardships you may have faced.

Board Correspondence

(125 points maximum)

Produce and distribute via email at least 10 formal items of correspondence (email updates, newsletters, flyers, etc.) to the district board members.

The following are to be taken into consideration:

- Utilization of graphic standards (20 points).
- Content (95 points).
 - Role of club secretary (general correspondence and minutes).
 - Club roster collection.
- Spelling/grammar (10 points).

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:
- Correspondence 7.
Page or link:
- Correspondence 8.
Page or link:
- Correspondence 9.
Page or link:
- Correspondence 10.
Page or link:

Club Correspondence

(50 points maximum)

Produce and distribute via email to club secretaries at least (3) three formal items of correspondence (email updates, newsletters, flyers, etc.).

The following are to be taken into consideration:

Utilization of graphic standards (10 points).

Content (30 points).

Role of club secretary (general correspondence and minutes).

Club roster collection.

Spelling/grammar (10 points).

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.

Page or link:

- Correspondence 2.

Page or link:

- Correspondence 3.

Page or link:

- Correspondence 4.

Page or link:

- Correspondence 5.

Page or link:

- Correspondence 6.

Page or link:

Club Secretary's Workshop (50 points maximum)

Developed materials for and conducted a club secretary's workshop held at the district convention or other district event by the end of term in office. Include page numbers or links where all materials can be found.

Workshop presentation:

Board Minutes

(125 points maximum)

Distribute copies of all district board minutes to district board officers and international trustee. Date of distribution may be verified by signature of district administrator.

Within 30 days of board meeting (125 points).

Within 45 days of board meeting (75 points).

Later than 45 days (45 points).

No report (0 points).

Table of contents:

Please supply the page numbers or links where the minutes can be found:

- Board meeting 1.
 - Board meeting date.
 - Date distributed.
- Board meeting 2.
 - Board meeting date.
 - Date distributed.
- Board meeting 3.
 - Board meeting date.
 - Date distributed.
- Board meeting 4.
 - Board meeting date.
 - Date distributed.

Verified by signature of district administrator.

Required Attendance

(100 points maximum, deduct 20 points for each event not attended.)

District secretary must attend the following during their term in office.

District convention at beginning and end of term.

Key Club International convention.

All district board meetings.

Administrator: Please initial by all events attended by the district secretary.

Reporting

(50 points maximum, 10 points deducted for each report not submitted.)

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

Indicate page numbers or links where each report can be found.

Board meeting 1.

Board meeting 2.

Board meeting 3.

Board meeting 4.

The above board reports were presented at official board meetings.

District administrators should initial to indicate the reports were distributed by the district secretary.

End-of-Year Report (100 points maximum)

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

Create a master report that lists each committee, its directives for the year and what work has been done to address those directives.

Distribute the report to the new district board.

Indicate page numbers or links where the report can be found.

The master committee report was created.

The master report was distributed to the new district board.

District administrators should sign to indicate the reports were distributed by the district secretary.

Club Officer Directory

(200 points maximum)

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

Attach copy of submitted club officer directory.

Before December 1 (200 points).

Before January 1 (100 points).

After January 1 (50 points).

Date directory was distributed.

District administrators should sign to indicate the directory was distributed by the district secretary.

Club Officer Directory Addenda/Addition (100 points maximum)

Produce at least one addition to the club officer Directory prior to district convention with updated information for distribution to clubs through lieutenant governors or district mailings. Include page numbers or links where the addition can be found:

Addendum 1.

Addendum 2.

Addendum 3.

Addendum 4.

District administrators should sign to indicate the Directory was distributed by the district secretary.

Key Club International Trustee

(25 points maximum)

Send all copies of the district secretary's board newsletter to the Key Club International trustee. Provide page numbers or links of email correspondence.

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1
Page or link:
- Correspondence 2
Page or link:
- Correspondence 3
Page or link:
- Correspondence 4
Page or link:
- Correspondence 5
Page or link:
- Correspondence 6
Page or link:

Service

(150 points maximum, 5 points deducted for every hour below 40).

Perform at least forty (40) hours of service to home, school and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points in total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers or those of an equivalent stature.)

Provide the page number or link where the letter can be found.

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 shared links or page numbers where they can be found below. You don't have to fill in all the space.

Distinguished Secretary-Treasurer's Award

This document includes instructions, cover sheets and section labels that you must use to apply for the distinguished district officer awards. Each district administrator can select the means of applying — either a shared file folder on a digital cloud service like Google Drive or a traditional binder. Make sure to follow the instructions from your district administrator and to provide them with time to verify the contents of your submission.

An evaluation will be made based on the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.

To receive this award, a total of 1,000 points out of 1,250 possible points must be accumulated.

Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Once your application has been submitted, no other materials will be added.

Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed four (4) inches or 11 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

- Verification
- Personal Statement
- Board Correspondence
- Club Correspondence
- Secretary Treasurer's Workshop
- Board Minutes
- Monthly reports
- Required Attendance
- Reporting
- End of year report
- Club officer directory
- Directory addenda
- Delinquent Dues Notification
- Trustee
- Service
- Recommendations

Requirements for online submission:

To properly format your online submission, create a master folder with a table of contents. Create and name 17 shared folders to match the section labels included in this document. Place all required contents in the corresponding folder.

Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders that are not linked and viewable by judges will not be considered in this application.

Request digital signatures from your district administrator for the following sections: Verification; Board Minutes; Required Attendance; reporting; club officer addendum; delinquent dues.

Email the master folder to your district administrator and leadership team **prior to district convention**, as directed by the proper Key Club district official(s).

Requirements for printed binders:

To properly format your binder, create section labels and insert them into four sets of five-tab dividers. You can use any brand or style.

Place the tab cover sheets included in this document as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 11 centimeters of material. Please do not attempt to put more material than will fit.

The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.

No page protectors should be used. Judges will not remove items from page protectors to view them.

Request signatures from your district administrator for the following sections: Verification; Board Minutes; Required Attendance; reporting; club officer addendum; delinquent dues.

The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

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

Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org 1-800-549-2647 ext. 244 or +1-317- 217-6244

Verification

The district administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator:

Personal information

Applicant's name:

District:

Personal email:

Applicant's street address and phone number in July:

Street:

City:

State/Province:

Postal code:

Country:

Phone (required):

Personal statement

(50 points maximum)

Table of contents:

Please supply the page number or link, where the personal statement can be found:

In 500-words or less, not including titles/headers, provide a personal statement with a comprehensive review of your year as district secretary-treasurer, including, but not limited to:

- What you accomplished.
- What you learned.
- What you would do differently.
- Your goals as a district executive officer.
- Extenuating circumstances.
- Any hardships you may have faced.

Board correspondence

(125 points maximum)

Produce and distribute via email, at least 10 formal items of correspondence (email updates, newsletters, flyers, etc.), to the district board members.

The following are to be taken into consideration:

Utilization of graphic standards (20 points).

1. Content (95 points).

- Role of club secretary (i.e., general correspondence and minutes).
- Role of club treasurer (i.e., dues collection and club budget).
- Club roster collection.
- District and International dues collection.
- Fundraising project ideas.
- Registering and paying for upcoming district events.
- Divisional dues payment status updates.

2. Spelling/grammar (10 points).

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:
- Correspondence 7.
Page or link:
- Correspondence 8.
Page or link:
- Correspondence 9.
Page or link:
- Correspondence 10.
Page or link:

Club correspondence

(50 points maximum)

Produce and distribute via email, to both club secretaries and club treasurers, at least (3) three formal items of correspondence (email updates, newsletters, flyers, etc.).

The following are to be taken into consideration:

1. Utilization of graphic standards (10 points).
2. Content (30 points).
 - Role of club secretary (i.e., general correspondence and minutes).
 - Role of club treasurer (i.e., dues collection and club budget).
 - Club roster collection.
 - District and International dues collection.
 - Fundraising project ideas.
 - Registering and paying for upcoming district events.
3. Spelling/grammar (10 points).

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:

Club secretary-treasurer's workshop

(50 points maximum)

Develop materials for and conduct a club secretary-treasurer's workshop held at the district convention at the end of term in office. Include page numbers or links where all materials can be found.

Workshop presentation:

Board minutes

(75 points maximum)

Distribute copies of all district board minutes to district board officers and International Trustee. Date of distribution may be verified by signature of district administrator.

1. Within 30 days of board meeting (75 points).
2. Within 45 days of board meeting (55 points).
3. Later than 45 days (35 points).
4. No report (0 points).

Table of contents:

Please supply the page numbers or links where the minutes can be found:

Board meeting 1.

Board meeting date.
Date distributed.

Board meeting 2.

Board meeting date.
Date distributed.

Board meeting 3.

Board meeting date.
Date distributed.

Board meeting 4.

Board meeting date.
Date distributed.

Verified by signature of district administrator:

Monthly reports

(90 points maximum, 10 points for each item submitted)

Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. Include the page numbers or links where these reports can be found.

- Monthly report 1.
Page or link:
- Monthly report 2.
Page or link:
- Monthly report 3.
Page or link:
- Monthly report 4.
Page or link:
- Monthly report 5.
Page or link:
- Monthly report 6.
Page or link:
- Monthly report 7.
Page or link:
- Monthly report 8.
Page or link:
- Monthly report 9.
Page or link:
- Monthly report 10.
Page or link:

Required attendance

(100 points maximum, deduct 20 points for each event not attended)

District secretary-treasurer must attend the following during their term in office.

District administrator should verify by signing below that the event was attended by the district secretary-treasurer.

- A. District convention at beginning and end of term.
- B. Key Club International Convention.
- C. All district board meetings.

Administrator: Please initial by all events attended by the district secretary- treasurer.

Reporting

(50 points maximum, 10 points deducted for each report not submitted.)

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

Indicate page numbers or links where each report can be found.

- Board meeting 1.
Page or link:
- Board meeting 2.
Page or link:
- Board meeting 3.
Page or link:
- Board meeting 4.
Page or link:

Administrator: Please initial by all the board reports that were presented at official board meetings.

End of year report

(35 points maximum)

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

- Create a master report that 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 numbers or links where the report can be found.

- The master committee report was created.
- Page or link:
- The master report was distributed to the new district governor.
- Page or link:
- The master report was distributed to the district administrator.
- Page or link:
- The master report was distributed to the district board liaison.
- Page or link:

Administrator: Please initial by all applicable statements.

Club officer directory

(120 points maximum)

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

Attach copy of submitted club officer directory.

- Before December 1 (120 points).
- Before January 1 (75 points).
- After January 1 (50 points).

Date directory was distributed:

Administrator: Please initial to verify that the directory was produced and distributed within the specified time limits.

Club officer directory addenda/addition

(35 points maximum)

Produce at least one addition to the club officer directory prior to district convention with updated information for distribution to clubs through lieutenant governors or district mailings. Include page numbers or links where the addition can be found.

Addendum 1.

Page or link:

Addendum 2.

Page or link:

Addendum 3.

Page or link:

Addendum 4.

Page or link:

Administrator: Please initial to verify that each addition was added.

Delinquent dues notification

(170 points maximum – 100 points for each notification)

First delinquent dues notification

(57 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by *January 31*.

Page number or link where document is found:

Administrator: Please initial to verify the notifications were sent by the specified date.

Second delinquent dues notification

(57 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by *February 28*.

Page number or link where document is found:

Administrator: Please initial to verify the notifications were sent by the specified date.

Third delinquent dues notification

(56 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors *prior to district convention*.

Page number or link where document is found:

Administrator: Please initial to verify the notifications were sent by the specified date.

Key Club International trustee

(25 points maximum)

Send all copies of the district secretary-treasurer's board newsletter to the Key Club International trustee. Provide page numbers or links of email correspondence.

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:

Service to home, school and community

(150 points maximum, 5 points deducted for every hour below 40)

Perform at least forty (40) hours of service to home, school, and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points in total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers, or recommenders of an equivalent stature).

Provide the page number or link where the letter can be found.

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 shared links or page numbers where they can be found below. You don't have to fill in all the space.

Distinguished Treasurer's Award

An evaluation will be made based on the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.

To receive this award, a total of 1,000 points out of a possible 1,250 points must be accumulated.

Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Once your application has been submitted, no other materials can be added.

Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed four inches or 10.16 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

- Verification
- Personal Statement
- Monthly reports
- Board Correspondence
- Club Correspondence
- Club Treasurer's Workshop
- Delinquent Dues Notification
- Required Attendance
- Reporting
- Trustee
- Service
- Recommendation
- Miscellaneous

Requirements for online submission:

To properly format your online submission, create a master folder with a table of contents. Create and name 13 shared folders to match the section labels included in this document.

Place all required contents in the corresponding folder.

Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders that are not linked and viewable by judges will not be considered in this application.

Request digital signatures from your district administrator for the following sections: Verification; Required Attendance; Delinquent Dues Notification; Reporting.

Email the master folder to your district administrator and leadership team prior to district convention or as directed by the proper Key Club district official(s).

Requirements for printed binders:

To properly format your binder, print the labels included in this document and insert them into four sets of five-tab dividers. You can use any brand or style.

Place the tab cover sheets included in this document as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 11 centimeters of material. Please do not attempt to put more material than will fit.

The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.

No page protectors should be used. Judges will not remove items from page protectors to view them.

Request signatures from your district administrator for the following sections: Verification; Required Attendance; Delinquent Dues Notification; Reporting.

The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

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

Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org, +1-317-217-6244

Verification

The district administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of district administrator:

Personal information

Applicant's name:

District:

Personal email:

Applicant's street address and phone number in July:

Street:

City:

State/Province:

Postal code:

Country:

Phone (required):

Personal Statement

(50 points maximum)

Table of contents:

Please supply the page number or link where the personal statement can be found:

In 500 words or less, not including titles/headers, provide a personal statement with a comprehensive review of your year as district treasurer, including, but not limited to:

- What you accomplished.

- What you learned.

- What you would do differently.

- Your goals as a district executive officer.

- Extenuating circumstances.

- Any hardships you may have faced.

Monthly reports

(200 points maximum, 20 points for each item submitted)

Prepare and distribute monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. Include the page numbers or links where these reports can be found.

- Monthly report 1.
Page or link:
- Monthly report 2.
Page or link:
- Monthly report 3.
Page or link:
- Monthly report 4.
Page or link:
- Monthly report 5.
Page or link:
- Monthly report 6.
Page or link:
- Monthly report 7.
Page or link:
- Monthly report 8.
Page or link:
- Monthly report 9.
Page or link:
- Monthly report 10.
Page or link:

Board Correspondence

(125 points maximum)

Produce and distribute via email at least 10 formal items of correspondence (email updates, newsletters, flyers, etc.), to the district board members.

The following are to be taken into consideration:

Observation of graphic standards (20 points).

Content (95 points).

Role of club treasurer (i.e., dues collection and club budget).

District and international dues collection.

Fundraising project ideas.

Upcoming district events.

Divisional dues payment status updates.

Spelling/grammar (10 points).

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:
- Correspondence 7.
Page or link:
- Correspondence 8.
Page or link:
- Correspondence 9.
Page or link:
- Correspondence 10.
Page or link:

Club Correspondence

(50 points maximum)

Produce and distribute via email to club treasurers at least (3) three formal items of correspondence (email updates, newsletters, flyers, etc.).

The following are to be taken into consideration:

Observation of graphic standards (10 points).
Content (30 points).
Role of club treasurer (i.e., dues collection and club budget).
District and international dues collection.
Fundraising project ideas.
Registering and paying for upcoming district events.
Spelling/grammar (10 points).

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:

Club Treasurer's Workshop

(50 points maximum)

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

Include page numbers or links where all materials can be found.

Workshop presentation:

Delinquent Dues Notification

(315 points maximum – 105 points for each notification)

First delinquent dues notification
(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by January 31.

Page number or link where document is found.
Date verified by signature of district administrator.

Second delinquent dues notification
(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by February 28.

Page number or link where document is found.
Date verified by signature of district administrator.

Third delinquent dues notification
(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors prior to district convention.

Page number or link where document is found.
Verified by signature of district administrator.

A signature or email from the district administrator should be included to indicate the notifications were distributed.

Required Attendance (100 points maximum)

District treasurer must attend the following during their term in office.

- A. District convention at beginning and end of term.
- B. Key Club International convention.
- C. All district board meetings.

Administrator: Please initial all events attended by the district treasurer.

Reporting

(50 points maximum, 10 points deducted for each report not submitted)

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

Indicate page where each report can be found.

Indicate page numbers or links where each report can be found:

Board meeting 1.

Board meeting 2.

Board meeting 3.

Board meeting 4.

A signature or email from the district administrator should be included to indicate the reports were distributed by the district treasurer.

The above-board reports were presented at official board meetings.

Verified by signature of district administrator.

Key Club International Trustee

(25 points maximum)

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

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:

Service

(150 points maximum, 5 points deducted for every hour below 40)

Perform at least forty (40) hours of service to home, school and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers or those of an equivalent stature.)

Provide the page number or link where the letter can be found.

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 shared links or page numbers where they can be found below. You don't have to use all the space.

Distinguished Editor's Award

An evaluation will be made based on the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.

To receive this award, a total of 1,000 points out of 1,250 possible points must be accumulated.

Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Once your application has been submitted, no other materials can be added.

Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed four inches or 11 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

- Verification
- Personal Statement
- Board Correspondence
- District Publications
- Attendance
- Reporting
- Service
- Recommendations
- Miscellaneous

Requirements for online submission:

To properly format your online submission, create a master folder with a table of contents. Create and name nine shared folders to match the section labels included in this document.

Place all required contents in the corresponding folder.

Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders that are not linked and viewable by judges will not be considered in this application.

Request digital signatures from your district administrator for the following sections: verification; required attendance; and reporting.

Email the master folder to your district administrator and leadership team prior to district convention, as directed by the proper Key Club district official(s).

Requirements for printed binders:

To properly format your binder, create section labels and insert them into two sets of five-tab dividers. You can use any brand or style.

Place the tab cover sheets included in this document as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 11 centimeters of material. Please do not attempt to put more material than will fit.

The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.

No page protectors should be used. Judges will not remove items from page protectors to view them.

Request signatures from your district administrator for the following sections: verification; required attendance; and reporting.

The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

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

Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org or +1-317- 217-6244

Verification

The district administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator:

Personal information

Applicant's name:

District:

Personal Email:

Applicant's street address and phone number in July:

Street:

City:

State/Province:

Postal code:

Country:

Phone (required):

Personal statement

(50 points maximum)

Table of contents:

Please supply the page number or link, where the personal statement can be found:

In 500-words or less, not including titles/headers, provide a personal statement with a comprehensive review of your year as district editor, including, but not limited to:

What you accomplished.

What you learned.

What you would do differently.

Your goals as a district executive officer.

Extenuating circumstances.

Any hardships you may have faced.

Board correspondence

(125 points maximum)

Produce and distribute at least five (5) articles of correspondence (memos, newsletters and reports) for district board members. The following will be considered:

Points:

Publication deadlines (20 points).

Suggestions on how to write articles (advice on topics, providing templates, etc.) (40 points).

Notifications to officers of articles they are responsible to write for district publications (40 points).

Observation of graphic standards (15 points).

Spelling/grammar (10 points).

Table of contents:

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:

District publications

(650 points maximum)

Produce and distribute at least two (2) publication(s) to clubs. To receive points for publications, graphic standards must be observed. If more than two publications are produced, please indicate which two are to be judged; each will be worth 325 points. Please supply page numbers or links where the following can be found. The following will be considered.

Content (required in all publications)

Major Emphasis and Key Club International service partners.

Publication 1.

Publication 2.

Publication 3.

International Board Member's message/Governor's message

Publication 1.

Publication 2.

Publication 3.

Club/division highlights

Publication 1.

Publication 2.

Publication 3.

Promotion of Key Club International preferred charities

Publication 1.

Publication 2.

Publication 3.

Promotion of Key Club member benefit partners

Publication 1.

Publication 2.

Publication 3.

District publications cont.

Contact information for all district executive officers

Publication 1.

Publication 2.

Publication 3.

Please supply page numbers or links where the following can be found.

Content (required in only one publication).

- District convention summation.
- District convention promotion.
- International convention summation.
- International convention promotion.
- Youth Opportunities Fund (Must be included in a publication produced before the due date for both cycles of the Youth Opportunities Fund.)
- Spelling/grammar.
- Timeliness of covered material.
- Neatness.
- Creativity.

Required attendance.

(100 points maximum, 20 points for each event attended)

District administrator can sign to verify the event was attended by the district editor.

District bulletin editors must attend (online or in person) the following during their term in office. The district administrator can sign to indicate the district bulletin editor's attendance. If the event was canceled, include a supporting statement in the extenuating circumstances section of your personal statement.

- A. District convention at beginning and end of term ____.
- B. Key Club International Convention ____.
- C. All district board meetings ____.

Administrator: Please initial all events attended by the district editor.

Reporting

(50 points maximum, 10 points deducted for each report not submitted)

District administrator can sign to verify the report were presented.

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

Indicate page numbers or links where each report can be found.

Board meeting 1.

Board meeting 2.

Board meeting 3.

Board meeting 4.

The above board reports were presented at official board meetings. Verified by signature of district administrator.

Service

(150 points maximum)

Perform at least 40 hours of service to home, school, and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 total points. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers or recommenders of an equivalent stature.)

Provide the page number or link where the letter can be found.

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 below what you have included and the page numbers where they can be found below. You don't have to fill in all the space.

Distinguished Webmaster's Award

An evaluation will be made based on the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.

In order to receive this award, a total of 1,000 points out of 1,250 possible points must be accumulated.

Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.

Once your application has been submitted, no other materials will be added.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed four inches or 11 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

1. Verification
2. Personal Statement
3. Website home page
4. Website internal pages
5. Social Media
6. Attendance
7. Reporting
8. Service
9. Recommendations
10. Miscellaneous

Requirements for online submission:

To properly format your online submission, create a master folder with a table of contents. Create and name ten shared folders to match the section labels included in this document.

Place all required contents in the corresponding folder.

Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders that are not linked and viewable by judges will not be considered in this application.

Request digital signatures from your district administrator for the following sections: verification; required attendance; and reporting.

Email the master folder to your district administrator and leadership team prior to district convention, as directed by the proper Key Club district official(s).

Requirements for printed binders:

To properly format your binder, create section labels and insert them into two sets of five-tab dividers. You can use any brand or style.

Place the tab cover sheets included in this document as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 11 centimeters of material. Please do not attempt to put more material than will fit.

The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.

No page protectors should be used. Judges will not remove items from page protectors to view them.

Request signatures from your district administrator for the following sections: verification; required attendance; and reporting.

The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

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

Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org or +1-317- 217-6244

Verification

The district administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator:

Personal information

Applicant's name:

District:

Personal Email:

Applicant's street address and phone number in July:

Street:

City:

State/Province:

Postal code:

Country:

Phone (required):

Personal statement

(50 points maximum)

Table of contents:

Please supply the page number or link, where the personal statement can be found:

In 500-words or less, not including titles/headers, provide a personal statement with a comprehensive review of your year as district webmaster, including, but not limited to:

- A. What you accomplished.
- B. What you learned.
- C. What you would do differently.
- D. Your goals as a district executive officer.
- E. Extenuating circumstances.
- F. Any hardships you may have faced.

Website home page

(250 points maximum)

Please provide the home page link.

The website home page should include the following.

- A. A clear description of who you are (20 points).
- B. An easily navigated site map (20 points).
- C. Easy-to-find contact information (20 points).
- D. An obvious call to action (20 points).
- E. Fresh/current content (20 points).
- F. A blog (30 points).
 - a. A minimum of two blog posts should be published on the website during the webmaster's term. Blog posts can be written and submitted by members or written by webmasters themselves; webmasters should collaborate with their executive team, Governor, and District Administrator to determine which topics are most beneficial to cover.
- G. An e-newsletter sign-up option(20 points).
- H. Social media accounts. (15 points per social media platform. 75 points maximum.)
- I. Key Club branding (25 points)

Website internal pages

(270 points maximum)

Please provide the page numbers or links on the district website where the following should be included:

- A. About us page (20 points maximum).
- B. Resources page (160 points maximum).
 - a. Links to Key Club International's website (80 points)
 - b. Key Club International Convention (30 points)
 - c. Contests and awards (30 points)
 - d. Resources (20 points)
- C. District officer page (40 points maximum).
 - a. District publications (15 points)
 - b. Officer biographies and contact information (15 points)
 - c. Links to register for officer e-newsletters (10 points)
- D. District convention page (30 points maximum).
 - a. Schedule (10 points)
 - b. Speakers (10 points)
 - c. Online registration (10 points)
- E. Calendar with upcoming district events (20 points).

Social media campaigns

(250 points maximum)

Produce and manage at least two social media campaigns during the first half of the year and two social media campaigns during the second half of the year covering the following topics. Provide links or page numbers to evidence that the following was included throughout the year on the district's social media accounts.

A. **Content – First half of the year** (100 points maximum)

- a. International Convention promotion (June/July) (10 points).
Link or page:
- b. Member recruitment (August/September) (20 points).
Link or page:
- c. Youth Opportunities Fund (September-October/January-February) (10 points).
Link or page:
- d. Give Voice to Suicide Prevention (September 11-15) (10 points).
Link or page:
- e. Key Club International partners (30 points).
Link or page:
- f. Repost/share at least two posts shared on Key Club International's website (20 points).
Link or page:

B. **Content – Second half of the year** (110 points maximum)

- a. Key Club Week (First week of November) (20 points)
Link or page:
- b. Kiwanis Family Month (November) (10 points)
Link or page:
- c. District grant and scholarship opportunities (10 points)
Link or page:
- d. District Convention promotion (20 points)
Link or page:
- e. World Water Day (March 22) (10 points)
Link or page:
- f. Key Club International partners (20 points)
Link or page:
- g. Repost/share at least two posts shared on Key Club International's website (20 points)
Link or page:

C. **Spelling/grammar** (all posts) (10 points).

D. **Timeliness** of covered material (all posts) (10 points).

E. **Sharing Key Club branding** (all posts) (5 points).

F. **Creativity** (all posts) (15 points).

Required attendance

(100 points maximum, 20 points for each event attended)

District webmasters must attend (online or in person) the following during their term in office. The district administrator can sign to indicate the district webmaster's attendance. If the event was canceled, include a supporting statement in the extenuating circumstances section of your personal statement.

- A. District convention at beginning and end of term. _____
- B. Key Club International Convention. _____
- C. All district board meetings. _____

Administrator: Please initial all events attended by the district webmaster.

Reporting

(50 points maximum, 10 points for each report submitted)

Present the webmaster's report at all official board meetings. If not in attendance at a board meeting, reports must be presented at the board meeting by another representative.

Indicate page numbers or links where each report can be found.

Board meeting 1.

Board meeting 2.

Board meeting 3.

Board meeting 4.

Administrator: Please initial by all the board reports that were presented at official board meetings.

The above-board reports were presented at official board meetings. Verified by district administrator.

Service

(150 points maximum, 5 points deducted for every hour below 40)

Perform at least forty (40) hours of service to home, school and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Page numbers or links:

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers or those of an equivalent stature.)

Provide the page number or link where the letter can be found.

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 shared links or page numbers where they can be found below. You don't have to fill in all the space.

Outstanding District Officer Award

An evaluation will be made based on the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.

To receive this award, a total of 1,040 points out of 1,300 possible points must be accumulated.

Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.

Officers must submit links to complete portfolios to Key Club International via the online form collector or mail binders to Kiwanis International office in Indianapolis within 30 days after the close of the district convention or by the last Friday in April, whichever is earlier. Any nominations received after that deadline will not be recognized by Key Club International.

Once your application has been submitted, no other materials will be added.

Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed four inches or 10.16 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

- Verification
- Personal Statement
- Board Correspondence
- Workshop
- Position Materials
- Required Attendance
- Reporting
- Trustee
- Service
- Recommendations
- Miscellaneous

Requirements for online submission:

To properly format your online submission, create a master folder with a table of contents. Create and name ten shared folders to match the section labels included in this document.

Place all required contents in the corresponding folder.

Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders that are not linked and viewable by judges will not be considered in this application.

Request digital signatures from your district administrator for the following sections: verification; required attendance; and reporting.

Email the master folder to your district administrator and leadership team prior to district convention, as directed by the proper Key Club district official(s).

Requirements for printed binders:

To properly format your binder, create section labels and insert them into two sets of five-tab dividers. You can use any brand or style.

Place the tab cover sheets included in this document as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 11 centimeters of material. Please do not attempt to put more material than will fit.

The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.

No page protectors should be used. Judges will not remove items from page protectors to view them.

Request signatures from your district administrator for the following sections: verification; required attendance; and reporting.

The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

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

Matt Ellis, director, Key Club International, mellis@kiwanis.org 1-800-549-2647 ext. 209 or +1-317- 217-6209

Verification

The district administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of the district administrator:

Personal information

Name:

District:

Personal email:

Personal phone number:

Street address as of July:

City:

State/Province:

Postal code:

Country:

Personal Statement

(50 points maximum)

Table of contents:

Supply the page number or link where the personal statement can be found:

In 500 words or less, not including titles/headers, provide a personal statement with a comprehensive review of your year as district secretary, including but not limited to:

- Accomplishments.
- Lessons learned.
- What you would do differently.
- Your goals as a district executive officer.
- Extenuating circumstances.
- Any hardships you may have faced.

Board correspondence

(125 points maximum)

Produce and distribute, via email, at least 10 formal items of correspondence (e.g., email updates, newsletters, flyers, etc.), to the district board. The following will be considered.

Points:

- Utilization of graphic standards (15 Points).
- Content covered throughout the year (100 points).
- Spelling/grammar (10 points).

Please supply the page numbers or links where the following can be found:

- Correspondence 1.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:
- Correspondence 7.
Page or link:
- Correspondence 8.
Page or link:
- Correspondence 9.
Page or link:
- Correspondence 10.
Page or link:

Table of contents:

Indicate the link or page where the judges can find references to each of the following:

- Major Emphasis.
Page or link:
- Youth Opportunities Fund.
Page or link:
- Kiwanis family.
Page or link:
- New club building and reactivation.
Page or link:

Continued next page.

Board correspondence continued

- District convention.
Page or link:
- International Convention.
Page or link:
- District and International dues collection.
Page or link:
- Promotion of Key Club International partners.
(Four times per year each, minimum)
Page or link:

Workshop

(50 points maximum)

Develop materials for and conduct a workshop held at the district convention at the end of term in office. Share club and district officer best practices. Include page numbers or links where all materials can be found.

Workshop presentation:

Position related materials

(625 points maximum)

Provide a job description for your office including but not limited to the following:

Details of tasks related to correspondence with clubs and board members, deadlines for district events and activities, publications, meeting minutes, and opportunities for growth and learning.

- Job description page number or link:

Supply the page numbers or links where materials can be found that prove you fulfilled your duties. Include timestamps for materials related to correspondence.

These may include, but are not limited to:

- Club correspondence.
Page or link:
- Directory creation.
Page or link:
- Deadline notification.
Page or link:
- Creation of district publications.
Page or link:
- Website creation.
Page or link:

Required Attendance

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

District officers must attend the following during their term in office.

District administrator can sign to verify the event was attended by the district officer.

A. _____ District convention at the end of term

B. _____ Key Club International Convention

C. _____ All district board meetings

Administrator: Please initial all events attended by the district officer.

Reporting

(50 points maximum, 5 points for each report submitted on time)

File all reports (Key Club International Board committee questionnaires, surveys, etc.) required by the Key Club International office or board within specified time limits.

Indicate page numbers or links where each report can be found.

- Board meeting 1.
Page or link:
- Board meeting 2.
Page or link:
- Board meeting 3.
Page or link:
- Board meeting 4.
Page or link:

Administrator: Please initial by all the board reports that were presented at official board meetings.

Key Club International trustee

(25 points maximum)

Regularly communicate via email and calls with Key Club International trustees.

Please supply the page numbers or links where the following can be found:

Correspondence 1

Correspondence 2

Correspondence 3

Correspondence 4

Service

(150 points maximum, 5 points deducted for every hour below 40)

Perform at least forty (40) hours of service to home, school and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Page numbers or links:

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers or those of an equivalent stature.)

Provide the page number or link where the letter can be found.

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 shared links or page numbers where they can be found below. You don't have to fill in all the space.