

Distinguished 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.
- 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.
- District administrators must send the nominations to Key Club International no later than **the first Friday in May**. 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 | 9. District Board Performance |
| 2. Personal Statement | 10. Kiwanis-Family Relations |
| 3. Correspondence | 11. Trustee |
| 4. Board Correspondence | 12. Reporting |
| 5. Board Meeting Agenda | 13. Administrator |
| 6. District Officer Training | 14. Service |
| 7. District Committee | 15. Recommendations |
| 8. Required Attendance | 16. Miscellaneous |

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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 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 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.

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

Distinguished Governor's Award

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: _____

Applicant's street address and phone number in July:

Street: _____

City: _____ State/Province: _____

Postal code: _____ Country: _____

Phone (required): _____

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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 district governor, 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.

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Club correspondence

(55 points maximum)

Produce and distribute, via the postal service, 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. Graphic standards will be taken into consideration where applicable.

Points:

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

Table of contents:

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

Governor's Greeting _____

Mid-year Correspondence _____

Year in Review _____

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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 will be considered:

Points:

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

Please 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 _____

Table of contents:

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

1. Major Emphasis and Preferred Charities _____
2. Youth Opportunities Fund _____
3. Kiwanis family _____
4. New club building and reactivation _____
5. District convention _____
6. International Leadership Conference _____
7. District and International dues collection _____
8. Promotion of Key Club partners _____
(Four times per year each, minimum)
9. Promotion of Key Club co-sponsors _____
(Two times per year each, minimum)

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Board meeting agenda

(50 points maximum)

Prepare a tentative agenda for each district board meeting and distribute 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.

Table of contents:

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

Agenda 1 _____

Agenda 2 _____

Agenda 3 _____

Agenda 4 _____

Agenda 5 _____

Agenda 6 _____

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District officer training

(125 points maximum)

Distribute the criteria for all distinguished officer awards (25 points)

Develop materials and institute a training program for district officers (100 points).

Deduct 25 points if training did not occur before the Key Club International Summer Leadership Conference, and deduct 20 points for each topic not addressed.

Table of contents:

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

1. Major Emphasis and preferred charities _____
2. Youth Opportunities Fund _____
3. Kiwanis family _____
4. Planning service projects and programs _____
(i.e. rallies, divisional training conferences, divisional projects, etc.)
5. Suggested calendar _____
6. Position responsibilities _____
7. Emphasis on club building and reactivation _____
8. Guidelines for divisional meetings _____
9. Distribution of distinguished officer awards _____
8. Distribution of partner descriptions and logos _____

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District committees

(80 points maximum)

Provide written directives and assist district committees in their operation.

Table of contents:

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

A. Appoint at least the following standing committees (40 points).

- 1) Membership development.
 - 2) Key Club International connections/applications and preferred charities and corporate partners/sponsors.
 - 3) Service planning.
 - 4) Convention planning.
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B. Committee responsibilities thoroughly explained (10 points).

C. Schedule committee meetings at district board meetings and provide directives for each in conjunction with committee chairs (20 points).

D. Require committee members to complete regular reports to be recorded in the district minutes (10 points).

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Required attendance

(150 points maximum.)

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

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

- A. _____ District convention at the beginning and end of term... (30 points)
- B. _____ Governor/Administrator Training Conference..... (20 points)
- C. _____ Key Club International Convention (20 points)
- D. _____ Key Club Leadership Conference..... (20 points)
- E. _____ All district board meetings..... (20 points)
- F. _____ Kiwanis district convention or mid-winter conference..... (20 points)
- G. _____ Circle K district convention (20 points)

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

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District board performance

(75 points maximum)

Table of contents:

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

A. Institute a program of monthly reporting for lieutenant governors.

(25 points) _____

B. Provide each board member with an evaluation of their performance once a year (50 points). _____

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Kiwanis family relations

(65 points maximum)

Provide links or page numbers to verify meetings with the following:

A. Kiwanis governor _____ (9 points)

B. Circle K International governor _____ (9 points)

C. Kiwanis district board meeting _____ (9 points)

D. Circle K International board meeting _____ (9 points)

E. Participation in Kiwanis service project for the current Kiwanis global campaign. _____ (11 points)

F. Provide education about Circle K International during at least one district event. _____ (9 points)

G. Provide education about Kiwanis during at least one district event. _____ (9 points)

Verified by signature of district administrator. _____

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Key Club International trustee

(75 points maximum)

Provide links or page numbers where the following can be found.

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

District administrator signature to verify completion of the following.

- C. Provide time at board meeting for trustee's report.
_____ (10 points)
- D. Provide opportunity at the district convention for the trustee to address the entire convention.
_____ (10 points)

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Reporting

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

File all reports (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.

Report 1 _____

Report 2 _____

Report 3 _____

Report 4 _____

Report 5 _____

Report 6 _____

Report 7 _____

Report 8 _____

Report 9 _____

Report 10 _____

Distinguished Governor's Award

Administrator

(75 points maximum)

Contact the administrator prior to each board meeting to prepare the agenda. (20 points)

Verified by signature of district administrator _____

Communicate at least three (3) times per month with the administrator. (55 points)

Verified by signature of district administrator _____

Distinguished Governor's Award

Service to home, school and community

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

Perform at least 40 hours of service to home, school and community through Key Club activities. A supporting statement can be given if your service was affected by COVID-19.

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

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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.)

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

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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.

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. Extra blanks are provided in case they're needed.)*

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____
- J. _____
- K. _____
- L. _____
- M. _____
- N. _____
- O. _____
- P. _____

Verification

Personal Statement

Correspondence

Board Correspondence

Board Meeting Agenda

District Officer Training

District Committees

Required Attendance

District Board Performance

Kiwanis-Family Relations

International Trustee

Reporting

Administrator

Service

Recommendations

Miscellaneous