

Outstanding District Officer 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 1,040 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.
- 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 | 7. Reporting |
| 2. Personal Statement | 8. Trustee |
| 3. Board Correspondence | 9. Service |
| 4. Workshop | 10. Recommendations |
| 5. Position Materials | 11. Miscellaneous |
| 6. Required Attendance | |

Outstanding District Officer Award

Requirements for online submission:

- To properly format your online submission, create a master folder with a table of contents. Create and name 11 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 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.
- 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

Outstanding District Officer 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): _____

Outstanding District Officer Award

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 officer, 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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Board correspondence

(125 points maximum)

Produce and distribute, via the postal service or 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 _____
- 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 Summer 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)

Outstanding District Officer Award

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: _____

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Position related materials

(625 points maximum)

Please supply the page numbers or links where the materials can be found. These may include, but are not limited to:

- Club correspondence. _____
- Directory creation. _____
- Dues notification. _____
- Creation of district publications. _____
- Website creation. _____

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Required Attendance

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

District officer 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 beginning and end of term
- B. _____ Key Club International Convention
- C. _____ All district board meetings
- D. _____ Kiwanis district convention or mid-winter conference

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

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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.

Report 1 _____

Report 2 _____

Report 3 _____

Report 4 _____

Report 5 _____

Report 6 _____

Report 7 _____

Report 8 _____

Report 9 _____

Report 10 _____

Outstanding District Officer Award

Key Club International trustee

(25 points maximum)

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

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

Correspondence 1 _____

Correspondence 2 _____

Correspondence 3 _____

Correspondence 4 _____

Outstanding District Officer 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 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. 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

Board Correspondence

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Reporting

International Trustee

Service

Recommendations

Miscellaneous