

# Distinguished Secretary'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. End of year report      |
| 2. Personal Statement        | 10. Club officer directory |
| 3. Board Correspondence      | 11. Directory addenda      |
| 4. Club Correspondence       | 12. Trustee                |
| 5. Club Secretary's Workshop | 13. Service                |
| 6. Board Minutes             | 14. Recommendations        |
| 7. Required Attendance       | 15. Miscellaneous          |
| 8. Reporting                 |                            |

## Distinguished Secretary's Award

### **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 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](mailto:mellis@kiwanis.org) 1-800-549-2647 ext. 209 or +1-317-217-6209

## Distinguished Secretary'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:

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#### Personal information

**Applicant's name:** \_\_\_\_\_

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

#### Applicant's street address and phone number in July:

Street: \_\_\_\_\_

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City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone (required): \_\_\_\_\_

## Distinguished Secretary's Award

### **Personal statement**

(50 points maximum)

#### **Table of contents:**

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

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In 500-words or less, provide a personal statement with a comprehensive review of your year as district secretary-treasurer, 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.

## Distinguished Secretary's Award

### **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:

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

### **Table of contents:**

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 \_\_\_\_\_

## Distinguished Secretary's Award

### **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 (general correspondence and minutes).
  - Club roster collection.
  - Upcoming district visits.
3. Spelling/grammar (10 points).

#### **Table of contents:**

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\_\_\_\_\_

## Distinguished Secretary's Award

### **Club secretary's workshop**

(50 points maximum)

Developed materials for and conduct 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: \_\_\_\_\_

## Distinguished Secretary's Award

### Board minutes

(125 points maximum)

Distribute copies of all district board minutes to district board officers and submit electronically to the Key Club International office. Date of distribution may be verified by signature of district administrator.

1. Within 30 days of board meeting (125 points).
2. Within 45 days of board meeting (75 points).
3. Later than 45 days (45 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 \_\_\_\_\_



## Distinguished Secretary's Award

### **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 Administrators can sign to indicate the event was attended by the district secretary.

A. \_\_\_\_\_ District convention at beginning and end of term

B. \_\_\_\_\_ Key Club International Convention

C. \_\_\_\_\_ All district board meetings

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

## Distinguished Secretary's Award

### **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.

Verified by signature of district administrator \_\_\_\_\_

## Distinguished Secretary's Award

### **End-of-year report**

(100 points maximum)

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

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

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

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\_\_\_\_\_ The master committee report was created.

\_\_\_\_\_ The master report was distributed to the new district governor.

\_\_\_\_\_ The master report was distributed to the district administrator.

\_\_\_\_\_ The master report was distributed to the district board liaison.

Administrator: Please initial by all of the above applicable statements.

## Distinguished Secretary's Award

### **Club officer directory**

(200 points maximum)

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

Attach copy of submitted club officer directory.

- Before December 1 (200 points).
- Before January 1 (100 points).
- After January 1 (50 points).

Date directory was distributed. \_\_\_\_\_

Verified by signature of district administrator. \_\_\_\_\_

## Distinguished Secretary's Award

### **Club officer directory addenda**

(100 points maximum)

Produce at least one addendum 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 addenda can be found.

Addendum 1 \_\_\_\_\_

Addendum 2 \_\_\_\_\_

Addendum 3 \_\_\_\_\_

Addendum 4 \_\_\_\_\_

Verified by signature of district administrator \_\_\_\_\_

## Distinguished Secretary's Award

### **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 \_\_\_\_\_

Correspondence 2 \_\_\_\_\_

Correspondence 3 \_\_\_\_\_

Correspondence 4 \_\_\_\_\_

Correspondence 5 \_\_\_\_\_

Correspondence 6 \_\_\_\_\_

## Distinguished Secretary's Award

### **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. 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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## Distinguished Secretary's Award

### **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.

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## Distinguished Secretary's Award

### 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 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**

**Club Correspondence**

**Secretary's Workshop**

**Board Minutes**

**Required Attendance**

**Reporting**

**End of Year Report**

**Club Officer Directory**

**Directory Addenda**

**Trustee**

**Service**

**Recommendations**

**Miscellaneous**