

Distinguished Treasurer's Award

H\j'XcW a Ybh]bWi XYg]bgfi Whc bğ'Wc j Yfg\YYhg'UbX'gYWhcb''UVY'g'hUhmci 'a i gh i gY'hcUdd'mZc'f'hY'X]gh]b[i]g\YX'X]gf]WhcZ]WfUk UfXg'9UW\X]gf]WhUXa]b]gfUhc'f WUb'gY'Wh'hY'a YUbg'cZUdd'm]b['i'Y]hYf'U'g\UfYX'Z]Y'Zc'XYf'cb'U'X]]]hU''Wci X' gY'fj]WY''_Y'; cc['Y'8fj] Y'cf'U'f'UX]h]cbU''V]bXYf''A U_Y'g'fY'hc'Zc''ck' h'Y']bgfi Whc bğ'Z'ca 'mci f'X]gf]WhUXa]b]gfUhc'f'UbX'hc' d'fcj]XY'hYa 'k]h'h'a Y'hc'j Y'f]Zm h'Y'W'cb'hY'bh'g'cZ'mci f'g'Va]gg]cb''

Award information

- 5b'Yj U'i Uh]cb'k]''VY'a UXY'VUgYX'cb'h'Y'Wf]hY'f]U'gY'hZc'fh\ 'VY'ck "'H]g]g'bchU' W'cb'hY'gh'VY'hk Y'Yb'X]gf]WhcZ]Wf'g'Z'Vi h'fY'Wc[]b]h]cb'cZUb']bX]]]Xi U''h'g' dY'Zc'fa UbWY''
- ð'cfXY'f'hc'f'Y'WY]] Y'h]g'Uk UfX'Z'U'hc'U''cZ%'\$\$\$'dc]bh'g'ci hcZ%'&)' \$'dc'gg]V'Y' dc]bh'g'a i gh'VY'U'W'W' a i 'UH'X''''
- 9l hfUbY'ci'g'a U'hY'f]U'g']b'gY'Whc bğ'f'c'h'Y'f'h'Ub'h'Y'A]g'W''UbY'ci'g'gY'Whc b'É'U'fY' b'ch' bY'WY'gg]U'f'm'UbX'k]''b'ch'VY'W'ci'bh'Y'X''C'b'm]bWi XY'f'Y'e'i Y'g'h'Y'X'a U'hY'f]U'g''
- C bW' 'mci f'Udd]W]h]cb '\U'g'V'Y'Y'b'g' Va]h'Y'X'Z'bc'c'h'Y'f'a U'hY'f]U'g'k]''VY'U'X'X'Y'X''
- 8]gf]WhUXa]b]gfUhc'fg'a i gh'gY'bX'h'Y'b'ca]bUh]cb'g'hc'?'Y'm'7'i V' ð'hY'fbUh]cbU''bc' 'U'hY'f'h'Ub' **the first Friday in May**''5'b'm'b'c'a]bUh]cb'g'f'Y'WY]] Y'X'U'Z'h'f'h'Uh'X'Y'U'X']bY' k]''b'ch'VY'f'Y'Wc[]b]h'Y'X'V'm?'Y'm'7'i V' ð'hY'fbUh]cbU''''
- C Z]Wf'Udd]W]bh'g'a i gh]bWi XY'Y'U'W\gY'Whcb'UbX'U''f'Y'e'i]fYX'X'c'W'a Y'bh'g]b'U' g]b['Y'V]bXY'f'c'f'g\U'fY'X'Zc'XY'f''6]bXY'fg'g\ci 'X' b'ch'Y'U'W'Y'X'Z'ci'f']bW'Y'g'c'f'%'%' W'W'b'h'a Y'hY'fg'UbX'g\ci 'X']bWi XY'f'U'V'X]]]XY'fg'UbX'd'U['Y'bi'a V'Y'fg'9U'W\]bX]]]Xi U''gY'Whcb'c'Z'h'Y'Udd]W]h]cb'a i gh\U'j Y'h'Y'\Y'U'X]b['XY'g'Wf]V'Y'X'V'Y'ck''

%' J Y'f]Z]W]h]cb' , " F'Y'e'i]fY'X'5'h'Y'b'X'UbWY' &" D'Y'f'g'c'bU''G'U'h'Y'a Y'bh - " F'Y'd'c'f]h]b[' ' " A'c'b'h\m'f'Y'd'c'f'g' '%'H'f'i'g'h'Y' (' 6'c'U'f'X'7'c'f'f'Y'g'd'c'b'X'Y'b'WY'' %%'G'Y'fj]WY')" 7'i'V'7'c'f'f'Y'g'd'c'b'X'Y'b'WY' %&"F'Y'W'c'a'a'Y'b'X'Uh]cb' *" 7'i'V'f'Y'U'g'f'Y'f'g'K'c'f_g'c'd' % "A]g'W''UbY'ci'g' + " 8'Y']b'e'i'Y'bh'8'i'Y'g'B'ch]Z]W]h]cb'

Distinguished Treasurer's Award

Requirements for online submission:

- Hc'dfcdYfmZcfa Uhnci f'cb]bY'g Va]gg]cbzWfYUHY 'U'a UghYfZc'XYfk]h'U'fUV'Y' cZwcbhYbhg"7 fYUHY 'UbX' bUa Y'%' g\UfYX'Zc'XYfg]hc'a UHhX'hY'gYWh]cb'UVY'g']bWi XYX']b'h']gXcW' a Ybh'"
- D'UW'U''fYei]fYX'WcbhYbhg]b'hY'Wc'ffYgdcbX]b['Zc'XYf'"
- 5X↑ghhY'g\UfY'gYH]b[g'cb'Yj YfmZc'XYfUbX'XcW' a Ybh]c'U'ck' dYcd'Y' ci h]XY'cZnci f'cf[Ub]hU]cb'hc'j]Yk'hY'WcbhYbhg"5bmXcW' a Ybh]c'fZc'XYfg' hUhUfY' bch']b_YX'UbX'j]Yk UV'Y'Vm↑X[Yg'k]' bchVY'Wcbg]XYfYX']b'h']g' Udd']WU]cb'"
- 9a U]hY'a UghYfZc'XYf'hc'nci f'X]gf]WhUXa]b]gfUhc'fUbX'YUXYfg\]d'hYUa' d]f]c'f' hc'X]gf]WhWcbj Ybh]cbzUgX]fYWHYX'Vm'hY' d'fcdYf'?Ym7' i V'X]gf]Whc'Z]MU'fg'"

Requirements for binders:

- Hc'dfcdYfmZcfa Uhnci f'V]bXYfz'd]bh'hY'UVY'g]bWi XYX']b'h']gXcW' a Ybh'UbX']bgYfh'hYa']bhc'Zc' f'gYhg'cZ] Y!hUV'X]]XYfg'Mc'i'WUbi'gY'UbmVfUbX'c'f'gmY'"
- D'UW'hY'hUV'Wc'j Yf'g\YYhg]bWi XYX']b'h']gXcW' a Ybh'UghY'Z]fgh'g\YYhVY\]bX' hY'hUV'X]]XYf'"
- hY'V]bXYf'a UmbchYI WfYX' (]bW\Yg'c'f'%'Wbh]a Yh'fg'c'Za UH'f]U''D'YUgY'Xc' bchUHY'a dh'c' di'ha' c'fY'a UHY'f]U''h'Ub'k']'Z]h'"
- hY'hUV'ga' i gh'VY'j]g]V'Y'k' \Yb'hY'V]bXYf']g'cdYb'g'c' hUh'↑X[Yg'WU'b'Z]d'YUg]m' hc'hY'f'Yei]fYX'gYWh]cb'"Bch]b['g\ci'X'c'Vgf]Wh'hY'j]Yk'c'Z'hY'hUV'"
- Bc'dU[Y'dfchYWc'fg'g'ci'X'VY'i'gYX'">] X[Yg'k]' bch'fYa'cj'Y']hYa'g'Z'ca' dU[Y' dfchYWc'fg]hc'j]Yk'hYa'"
- hY'V]bXYf'g'ci'X'VY'g'Va]hYX'hc'hY'?Ym7' i V'X]gf]Wh'd]f]c'f'hc'X]gf]Wh' Wcbj Ybh]cbzUgX]fYWHYX'Vm'hY'?Ym7' i V'X]gf]Wh'UXa]b]gfUhc'f'"

Znci' \Uj'Y'Ubmei'Ygh]cbgUVci'h'hY'Wf]h'f]U'c'f'nci'f'V]bXYfz'd'YUgY'Xc' bch'hY'g]hUHY'hc' WcbhUWh'hY'?Ym7' i V' b'h'fbU]cbU'g'UZ'"

A Uth9']g'X]fYWc'fz'?Ym7' i V' b'h'fbU]cbU'z'a Y']g4']k'Ub]g'c'f] %d, \$\$!) (-!&* (+YI h'&\$- c'f'Z'd' %+!&%+!*&\$-

Distinguished Treasurer's Award

Personal statement

f) \$'dc]bhg'a Ul]a i a ƒ

Table of contents:

D'YUgY'g' dd'mh\Y'dU[Y'bi a VY'fcf']b_žk \Yfy'h\Y'dYfgc bU`gUHya YbhWUj'VY'žci bX.'

ƒ) \$\$!k cfXgcf'Yggždfcj]XY'U'dYfgc bU`gUHya Ybhik]h'U'Wc'a d'fY\Ybgj] Y'fyj]Yk'icZmci f'mYUf' UgX]gf]WhgYWfYHUfml'fYUg' fyfz]bWi X]b[žVi hbc'h`]a]hYX'hc.'

- U" K \Uhmci 'UWwta d]g\YX"
- V" K \Uhmci 'YUfbYX"
- W" K \Uhmci 'k ci 'X'Xc'X]ZYfybhml'
- X" Mci f[cU'gUgU'X]gf]WhYIYW hj] Y'cZ]Wf'
- Y" 9i hYbi Uh]b['W]fW a gUj bW'g'
- Z" 5bm\UfXg\]dgmc i 'a Um\Uj Y'ZJW'X"

Distinguished Treasurer's Award

Monthly reports

(200 points maximum, 20 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 _____

Monthly report 2 _____

Monthly report 3 _____

Monthly report 4 _____

Monthly report 5 _____

Monthly report 6 _____

Monthly report 7 _____

Monthly report 8 _____

Monthly report 9 _____

Monthly report 10 _____

Club correspondence

f) \$'dc]bhg'a UI]a i a Ł'

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.).

H\Y`Zc`ck]b[`UfY`hc`VY`fU_Yb`]bhc`Wc]bg]XYfU]hc`b.`''

%" C VgYfj U]hc`cZ[fUd\]Wgh]UbXUfXgf%\$'dc]bhg`"

&" 7 cbhYbhfl '\$'dc]bhg`"

- Fc`Y`cZWi`V`hYUg`fyf`f]Y`"Xi`YgWc`"YWh]cb`UbX`Wi`V`Vi`X`[`YH`"
- 8]gh]Wh]UbX`b]hY`fbU]hc`bU`"Xi`YgWc`"YWh]cb`"
- :i`bXfU]g]b[`d`fc`YWh]XYUg`"
- FY[]gh]f]b[`UbX`d`Um]b[`Z`c`f`i`d`Wc`a`]b[`X]gh]Wh]Yj`Y`bhg`"

'" GdY`b[#[fUa`a`U`f`f%\$'dc]bhg`"

Table of contents:

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

7 c ffYgdcbXYbW 1SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS_____

7 c ffYgdcbXYbW '&SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7 c ffYgdcbXYbW '" SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7 c ffYgdcbXYbW '(SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7 c ffYgdcbXYbW ') SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

Correspondence 6_____

Club treasurer's workshop

f) \$'dc]bñg'a Ul]a i a Ł'

8Yj Y`cd`a UHf]U`gZcfUbX`WcbXi WhU`Wi V`fYUg fyfñgk cf_g\cd`\Y`X`Uh
h\Y`X]gf]WhWcbj Ybh]cb`Uh\Y`YbX`cZhf fa`]b`cZ]W`"

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

Workshop presentation: _____

Delinquent dues notification

f1%)`dc]bhg'a UI]a i a`l`%\$)`dc]bhgZcfYUW`bchZMUh]cbE`

First delinquent dues notification

f1%)`dc]bhgE`

GYbX`bchZMUh]cb`cZXY`]bei YbhgUhi g`hc`XY`]bei Ybh?Ym7`i`V`
d fyg]XYbhgUbX`ZUW``mUXj]gc fgV mJanuary 3%`

Page number or link where document is found_____

8UH`j`Yf]ZYX`Vmg][`bUhi fy`cZX]gr]WhUXa`]b]gr]Uhc`f`SSSSSSSSSSSSSSSSSSSSSS`

Second delinquent dues notification`

f1%)`dc]bhgE`

GYbX`bchZMUh]cb`cZXY`]bei YbhgUhi g`hc`XY`]bei Ybh?Ym7`i`V`d fyg]XYbhg`
UbX`ZUW``mUXj]gc fgV mFebruary 28.`

Page number or link where document is found_____

8UH`j`Yf]ZYX`Vmg][`bUhi fy`cZX]gr]WhUXa`]b]gr]Uhc`f`SSSSSSSSSSSSSSSSSSSSSS`

Third delinquent dues notification

f1%)`dc]bhgE`

GYbX`bchZMUh]cb`cZXY`]bei YbhgUhi g`hc`XY`]bei Ybh?Ym7`i`V`d fyg]XYbhg`
UbX`ZUW``mUXj]gc fg d f]c f`hc`X]gr]Wh`Wc bj Ybh]c b`"

Page number or link where document is found_____

J`Yf]ZYX`Vmg][`bUhi fy`cZX]gr]WhUXa`]b]gr]Uhc`f`SSSSSSSSSSSSSSSSSSSSSS`

Required attendance

f%\$'dc]bhga UI]a i a "L`

8]gf]WhfYUg fyfa i ghUHYbX`hY`Zc`ck]b[`Xi f]b[`hY]fHYfa `]b`cZ]WY""5`
g][bUhi fy`cfYa U]Zfca`hY`X]gf]WhUXa]b]gfUhc fg\ci`X`VY`]bWi XYX`hc`
]bX]WUHY`hY`Yj Ybhk UgUHYbXYX`Vmi\Y`X]gf]WhfYUg fyf`

5" SSSSSSSSSSSSSSDistrict convention at beginning and end of term

6" SSSSSSSSSSSSSSSKey Club International Convention

C.SSSSSSSSSSSSSSS All district board meetings

Administrator: Please initial by all Yj Ybhg`UHY`bXYX`Vmi\Y`X]gf]WhgY`WYHUfnt
fYUg fyf`

Reporting

f) \$'dc]bhg'a Ul]a i a ž%\$'dc]bhg'XYXi WfYX`ZcfYUWf`fYdcfhhbchig Va]fYXŁ`

DfYgYbhU`fYUg fYfNg'fYdcfhhU`cZ]W]U`VcUfX`a Yfh]b[g`

⊕X]WUfY`dU[Y`k \YfY`YUWf`fYdcfhhWU`b`VY`Zci bX`"

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 _____

8]h]b[i]g\YX 'HfYUg fyfñg'5k UfX`

Key Club International trustee

f&) `dc]bhg'a UI]a i a £`

GYbX`U``Wc d]YgcZH\Y`X]gr]WhfYUg fyfñg`VcUfX`bYk gYHYf`h`h\Y`?Ym7`i`V`
#hYfbU]h]c bU``fi`ghYY``

HUV`Y`c`ZWc`bhY`bhg`

D`YUgY`g`dd`mh\Y`dU[`Y`bi`a`VYfg`c`f`]b_g`k`\YfY`h\Y`Zc`ck`]b[`WU`b`VY`

Z`i`b`X.`

7`c`ffY`gl`c`b`X`Y`b`W`%SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7`c`ffY`gl`c`b`X`Y`b`W`&SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7`c`ffY`gl`c`b`X`Y`b`W`'`SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7`c`ffY`gl`c`b`X`Y`b`W`(`SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7`c`ffY`gl`c`b`X`Y`b`W`)`SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

7`c`ffY`gl`c`b`X`Y`b`W`*`SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS`

Verification

Personal Statement

Monthly Reports

Board Correspondence

Club Correspondence

Club Treasurer's Workshop

Delinquent Dues Notification

Required Attendance

Reporting

Trustee

Service

Recommendations

Miscellaneous