

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 [Cognito](http://www.cognitoforms.com/KiwanisInternationalFoundation/KeyClubDistinguishedDistrictOfficerAward) www.cognitoforms.com/KiwanisInternationalFoundation/KeyClubDistinguishedDistrictOfficerAward 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.