

Distinguished Governor'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, 1,000 points out of a possible 1,250 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.cognitofrms.com/KiwanisInternationalFoundation/KeyClubDistinguishedDistrictOfficerAward) www.cognitofrms.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.

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. Physical binders should not exceed 4 inches or 10.16 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading or folder title described below.

- Verification
- Personal Statement
- Club Correspondence
- Board Correspondence
- Board Meeting Agenda
- District Officer Training
- District Committee
- Required Attendance
- District Board Performance
- Kiwanis Family Relations
- Trustee
- Reporting
- Administrator
- 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 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 not linked and viewable by judges will not be considered in your application.

Request digital signatures from your district administrator for the following sections:

- Verification
- Required Attendance
- Kiwanis Family Relations
- Trustee
- Administrator

Email the master folder to your district administrator and leadership team prior to district convention, or as directed by the proper Key Club district official(s).

Requirements for printed 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 below as the first sheet behind the tab divider.

The binder may not exceed 4 inches or 10.16 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
- Kiwanis Family Relations
- Trustee
- Administrator

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 questions about the criteria or your binder, please contact the Key Club International staff: Laura Holloway, specialist, Key Club International, lholloway@kiwanis.org, +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 the district administrator:

Personal information

Name:

District:

Personal email:

Personal phone number:

Street address as of July:

City:

State/Province:

Postal code:

Country:

Personal Statement

(50 points maximum)

Table of contents:

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 governor, including, but not limited to:

- Accomplishments.
- Lessons learned.
- Your goals as a district executive officer.
- What you would do differently.
- Any hardships you may have faced.
- Extenuating circumstances.

Kiwanis Family Relations

(65 points maximum)

Verification:

District governors should participate in or meet with the following during their term in office.

The district administrator should write their initials to verify the governor met with the person described or participated in the project described. If the governor did not meet with the person described or participate in the project described, the district administrator should not provide their initials.

- Met with the Kiwanis governor (9 points) ____.
- Met with Circle K International governor (9 points) ____.
- Attended a Kiwanis district board meeting (9 points) ____.
- Attended a Circle K International board meeting (9 points) ____.
- Participated in a Kiwanis service project for the current Kiwanis global campaign (11 points) ____.
- Participated in education about Circle K International during at least one district event (9 points) ____.
- Provided education about Kiwanis during at least one district event (9 points) ____.

Table of Contents:

Supply the links or page numbers where verification of the following can be found. If you did not meet the requirement, type or write N/A next to the item.

- Met with the Kiwanis governor
- Met with the Circle K International governor
- Attended a Kiwanis district board meeting
- Attended a Circle K International board meeting
- Participated in a Kiwanis service project for the current Kiwanis global campaign
- Provided education about Circle K International during at least one district event
- Provided education about Kiwanis during at least one district event

Club Correspondence

(55 points maximum)

Produced and distributed via 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: Governor's Greeting, Midyear Correspondence, and Year in Review. Brand guide standards will be considered where applicable.

Table of Contents:

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

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

Board Correspondence

(125 points maximum)

Produced and distributed via email at least 10 formal items of correspondence (email updates, newsletters, flyers, etc.) to the district board members.

Points:

- Utilization of brand guide standards (15 Points)
- Content covered throughout the year (100 points)
- Spelling/grammar (10 points)

Table of contents:

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

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

- Major Emphasis and Preferred Charities
- Youth Opportunities Fund
- Kiwanis family
- New club building and reactivation
- District convention
- International Leadership Conference
- District and international dues collection
- Promotion of Key Club International partners (four times per year each, minimum)

Board Meeting Agendas

(125 points maximum)

Prepared a tentative agenda for at least three district board meetings and distributed 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. Points will be distributed equally among the required agendas.

Table of contents:

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

- Agenda 1.

Page or link:

- Agenda 2.

Page or link:

- Agenda 3.

Page or link:

- Agenda 4.

Page or link:

- Agenda 5.

Page or link:

- Agenda 6.

Page or link:

The district administrator should write their initials to verify the agenda was sent at least one week in advance of the board meeting.

District Officer Training

(125 points maximum)

Points:

- Distributed the criteria for all distinguished officer awards (25 points)
- Developed materials and institute a training program for district officers (100 points)
- Deduct 25 points if training did not occur before the Key Club International convention that occurred the year the governor was elected
- Deduct 20 points for each topic not addressed

Table of contents:

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

- Key Club International Preferred Charities.
- Youth Opportunities Fund.
- Kiwanis family.
- Planning service projects and programs (i.e., rallies, divisional training conferences, divisional projects, etc.).
- Suggested calendar.
- Position responsibilities.
- Emphasis on club building and reactivation.
- Guidelines for divisional meetings.
- Distribution of distinguished officer awards.
- Distribution of Key Club International partner descriptions and logos.

District Committees

(80 points maximum)

Table of Contents:

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

- Appoint at least the following standing committees (40 points).
 - Membership development.
 - Key Club International connections/applications and preferred charities and corporate partners/sponsors.
 - Service planning.
 - Convention planning.
- Committee responsibilities thoroughly explained (10 points).
- Schedule of committee meetings at district board meetings and provide directives for each in conjunction with committee chairs (20 points).
- Require committee members to complete regular reports to be recorded in the district minutes (10 points).
 - a. Membership development.
 - b. Key Club International connections/applications and preferred charities and corporate partners/sponsors.
 - c. Service planning.

Required Attendance

(150 points maximum.)

Verification:

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

The district administrator should write their initials to verify the event was attended by the district governor. If the event was not attended by the district governor, the district administrator should not provide their initials.

- District convention at the beginning and end of term (30 points) ____.
- Governor/Administrator Training Conference (20 points) ____.
- Key Club International convention the year the governor was elected (20 points) ____.
- Key Club Leadership Conference (20 points) ____.
- All district board meetings (20 points) ____.
- Kiwanis district convention or midwinter conference (20 points) ____.
- Circle K International district convention (20 points) ____.

District Board Performance

(75 points maximum)

Table of Contents:

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

- Instituted a program of monthly reporting for lieutenant governors (25 points).
- Provided each board member with an evaluation of their performance once a year (50 points).

Key Club International Trustee

(75 points maximum)

Verification:

The district administrator should write their initials to verify the governor completed the following. If the governor did not complete the following, the district administrator should not provide their initials.

- Provided time at board meeting for the trustee's report (10 points) ____.
- Provided opportunity at the district convention for the trustee to address the entire convention (10 points) ____.

Table of Contents:

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

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

Reporting

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

Filed all reports (international board committee questionnaires, surveys, etc.) required by the Key Club International office or board within specified time limits.

Table of Contents:

Supply 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.

Administrator

(75 points maximum)

Verification:

The district administrator should write their initials to verify the governor completed the following. If the governor did not complete the following, the district administrator should not provide their initials.

- Contacted the district administrator prior to each board meeting to prepare the agenda (20 points) ____.
- Communicated at least three (3) times per month with the district administrator (55 points) ____.

Service

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

Performed at least 40 hours of service to home, school and community through Key Club activities.

Table of Contents:

Supply page numbers or links where a description of each service project can be found. For each project, provide verification of your participation by including the signature of the club president and faculty advisor.

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation (25 points). Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers or those of an equivalent stature.

Table of Contents:

Supply the page number or link where the letter can be found:

- Letter of recommendation.