

Outstanding District Officer 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 1,040 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.

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 will 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 10.16 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
- Workshop
- Position Materials
- Required Attendance
- Reporting
- Trustee
- 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 ten 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; position related materials, 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.

Matt Ellis, director, Key Club International, mellis@kiwanis.org 1-800-549-2647 ext. 209 or +1-317- 217-6209

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 secretary, including but not limited to:

- Accomplishments.
- Lessons 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, via 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.
Page or link:
- Correspondence 2.
Page or link:
- Correspondence 3.
Page or link:
- Correspondence 4.
Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:
- Correspondence 7.
Page or link:
- Correspondence 8.
Page or link:
- Correspondence 9.
Page or link:
- Correspondence 10.
Page or link:

Table of contents:

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

- Major Emphasis.
Page or link:
- Youth Opportunities Fund.
Page or link:
- Kiwanis family.
Page or link:
- New club building and reactivation.
Page or link:

Continued next page.

Board correspondence continued

- District convention.
Page or link:
- International Convention.
Page or link:
- District and International dues collection.
Page or link:
- Promotion of Key Club International partners.
(Four times per year each, minimum)
Page or link:

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:

Position related materials

(625 points maximum)

Provide a job description for your office including but not limited to the following:

Details of tasks related to correspondence with clubs and board members, deadlines for district events and activities, publications, meeting minutes, and opportunities for growth and learning.

- Job description page number or link:

Supply the page numbers or links where materials can be found that prove you fulfilled your duties. Include timestamps for materials related to correspondence.

These may include, but are not limited to:

- Club correspondence.
Page or link:
- Directory creation.
Page or link:
- Deadline notification.
Page or link:
- Creation of district publications.
Page or link:
- Website creation.
Page or link:

The district administrator verifies that the list of tasks found in the job description is complete and assigned to the district officer.

Verified by signature of the district administrator:

Required Attendance

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

District officers 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 end of term

B. _____ Key Club International Convention

C. _____ All district board meetings

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

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.

- Board meeting 1.
Page or link:
- Board meeting 2.
Page or link:
- Board meeting 3.
Page or link:
- Board meeting 4.
Page or link:

Administrator: Please initial by all the board reports that were presented at official board meetings.

Key Club International trustee

(25 points maximum)

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

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

Correspondence 1

Correspondence 2

Correspondence 3

Correspondence 4

Service

(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.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Page numbers or links:

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 those 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 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 the space.