

## Distinguished Secretary'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](http://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.

Officer applicants must include each section and all required documents in a single binder or shared folder. 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 described below.

- Verification.
- Personal Statement.
- Board Correspondence.
- Club Correspondence.
- Club Secretary's Workshop.
- Board Minutes.
- Required Attendance.
- Reporting.
- End-of-year Report.
- Club Officer Director.
- Director Addenda.
- 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 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 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; Board Minutes; Required Attendance; Reporting; Club Officer Directory; Club Officer Addendum.**

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 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; Board Minutes; Required Attendance; Reporting; Officer Directory; Club Officer Addendum.**

The binder should be submitted to the Key Club district prior to district convention, or as directed by the Key Club district administrator.

If you have questions about the criteria or your portfolio, please contact the Key Club International staff.

Laura Holloway, specialist, Key Club International, [lholloway@kiwanis.org](mailto: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 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 (email updates, newsletters, flyers, etc.) to the district board members.

The following are to be taken into consideration:

- Utilization of graphic standards (20 points).
- Content (95 points).
  - Role of club secretary (general correspondence and minutes).
  - Club roster collection.
- 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:
- 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:

## Club Correspondence

(50 points maximum)

Produce and distribute via email to club secretaries at least (3) three formal items of correspondence (email updates, newsletters, flyers, etc.).

The following are to be taken into consideration:

Utilization of graphic standards (10 points).

Content (30 points).

Role of club secretary (general correspondence and minutes).

Club roster collection.

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:

- Correspondence 6.

Page or link:

## Club Secretary's Workshop (50 points maximum)

Developed materials for and conducted 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:



## Board Minutes

(125 points maximum)

Distribute copies of all district board minutes to district board officers and international trustee. Date of distribution may be verified by signature of district administrator.

Within 30 days of board meeting (125 points).

Within 45 days of board meeting (75 points).

Later than 45 days (45 points).

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.**

## 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 convention at beginning and end of term.

Key Club International convention.

All district board meetings.

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

## 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.

**District administrators should initial to indicate the reports were distributed by the district secretary.**

## End-of-Year Report (100 points maximum)

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

Create a master report that lists each committee, its directives for the year and what work has been done to address those directives.

Distribute the report to the new district board.

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

The master committee report was created.

The master report was distributed to the new district board.

**District administrators should sign to indicate the reports were distributed by the district secretary.**

## Club Officer Directory

(200 points maximum)

Produce and distribute the 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.

**District administrators should sign to indicate the directory was distributed by the district secretary.**

## Club Officer Directory Addenda/Addition (100 points maximum)

Produce at least one addition 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 addition can be found:

Addendum 1.

Addendum 2.

Addendum 3.

Addendum 4.

**District administrators should sign to indicate the Directory was distributed by the district secretary.**

## Key Club International Trustee

(25 points maximum)

Send all copies of the district secretary'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  
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:

## 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.



## 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 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.