

Distinguished Secretary-Treasurer's Award

This document includes instructions, cover sheets and section labels that you must use to apply for the distinguished district officer awards. Each district administrator can select the means of applying — either a shared file folder on a digital cloud service like Google Drive or a traditional binder. Make sure to follow the instructions from your district administrator and to provide them with time to verify the contents of your submission.

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.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 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 (4) 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
- Club Correspondence
- Secretary Treasurer's Workshop
- Board Minutes
- Monthly reports
- Required Attendance
- Reporting
- End of year report
- Club officer directory
- Directory addenda
- Delinquent Dues Notification
- Trustee
- Service
- Recommendations

Requirements for online submission:

To properly format your online submission, create a master folder with a table of contents. Create and name 17 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; Board Minutes; Required Attendance; reporting; club officer addendum; delinquent dues.

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 four 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; Board Minutes; Required Attendance; reporting; club officer addendum; delinquent dues.

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 1-800-549-2647 ext. 244 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 secretary-treasurer, 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 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).

1. Content (95 points).

- Role of club secretary (i.e., general correspondence and minutes).
- Role of club treasurer (i.e., dues collection and club budget).
- Club roster collection.
- District and International dues collection.
- Fundraising project ideas.
- Registering and paying for upcoming district events.
- Divisional dues payment status updates.

2. 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 both club secretaries and club treasurers, at least (3) three formal items of correspondence (email updates, newsletters, flyers, etc.).

The following are to be taken into consideration:

1. Utilization of graphic standards (10 points).
2. Content (30 points).
 - Role of club secretary (i.e., general correspondence and minutes).
 - Role of club treasurer (i.e., dues collection and club budget).
 - Club roster collection.
 - District and International dues collection.
 - Fundraising project ideas.
 - Registering and paying for upcoming district events.
3. Spelling/grammar (10 points).

Table of contents:

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- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:

Club secretary-treasurer's workshop

(50 points maximum)

Develop materials for and conduct a club secretary-treasurer's workshop held at the district convention at the end of term in office. Include page numbers or links where all materials can be found.

Workshop presentation:

Board minutes

(75 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.

1. Within 30 days of board meeting (75 points).
2. Within 45 days of board meeting (55 points).
3. Later than 45 days (35 points).
4. 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:

Monthly reports

(90 points maximum, 10 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.
Page or link:
- Monthly report 2.
Page or link:
- Monthly report 3.
Page or link:
- Monthly report 4.
Page or link:
- Monthly report 5.
Page or link:
- Monthly report 6.
Page or link:
- Monthly report 7.
Page or link:
- Monthly report 8.
Page or link:
- Monthly report 9.
Page or link:
- Monthly report 10.
Page or link:

Required attendance

(100 points maximum, deduct 20 points for each event not attended)

District secretary-treasurer must attend the following during their term in office.

District administrator should verify by signing below that the event was attended by the district secretary-treasurer.

- A. District convention at beginning and end of term.
- B. Key Club International Convention.
- C. All district board meetings.

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

Reporting

(50 points maximum, 10 points deducted for each report not submitted.)

Present a secretary-treasurer's report at all official board meetings.

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.

End of year report

(35 points maximum)

Compile the final reports of all the 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 following people: new district governor and district administrator.

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

- The master committee report was created.
- Page or link:
- The master report was distributed to the new district governor.
- Page or link:
- The master report was distributed to the district administrator.
- Page or link:
- The master report was distributed to the district board liaison.
- Page or link:

Administrator: Please initial by all applicable statements.

Club officer directory

(120 points maximum)

Produce and distribute club officer directory to club and district officers, within specified time limits.

Attach copy of submitted club officer directory.

- Before December 1 (120 points).
- Before January 1 (75 points).
- After January 1 (50 points).

Date directory was distributed:

Administrator: Please initial to verify that the directory was produced and distributed within the specified time limits.

Club officer directory addenda/addition

(35 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.

Page or link:

Addendum 2.

Page or link:

Addendum 3.

Page or link:

Addendum 4.

Page or link:

Administrator: Please initial to verify that each addition was added.

Delinquent dues notification

(170 points maximum – 100 points for each notification)

First delinquent dues notification

(57 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by *January 31*.

Page number or link where document is found:

Administrator: Please initial to verify the notifications were sent by the specified date.

Second delinquent dues notification

(57 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by *February 28*.

Page number or link where document is found:

Administrator: Please initial to verify the notifications were sent by the specified date.

Third delinquent dues notification

(56 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors *prior to district convention*.

Page number or link where document is found:

Administrator: Please initial to verify the notifications were sent by the specified date.

Key Club International trustee (25 points maximum)

Send all copies of the district secretary-treasurer's board newsletter to the Key Club International trustee. Provide page numbers or links of email correspondence.

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Page or link:
- Correspondence 5.
Page or link:
- Correspondence 6.
Page or link:

Service to home, school and community

(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 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 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.