

Distinguished Treasurer'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 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 [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 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
- Monthly reports
- Board Correspondence
- Club Correspondence
- Club Treasurer's Workshop
- Delinquent Dues Notification
- Required Attendance
- Reporting
- Trustee
- Service
- Recommendation
- Miscellaneous

Requirements for online submission:

To properly format your online submission, create a master folder with a table of contents. Create and name 13 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; Delinquent Dues Notification; Reporting.

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 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; Required Attendance; Delinquent Dues Notification; 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, +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 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.

Monthly reports

(200 points maximum, 20 points for each item submitted)

Prepare and distribute 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:

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:

Observation of graphic standards (20 points).

Content (95 points).

Role of club treasurer (i.e., dues collection and club budget).

District and international dues collection.

Fundraising project ideas.

Upcoming district events.

Divisional dues payment status updates.

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 treasurers at least (3) three formal items of correspondence (email updates, newsletters, flyers, etc.).

The following are to be taken into consideration:

Observation of graphic standards (10 points).
Content (30 points).
Role of club treasurer (i.e., dues collection and club budget).
District and international dues collection.
Fundraising project ideas.
Registering and paying for upcoming district events.
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 Treasurer's Workshop

(50 points maximum)

Develop materials for and conduct a club 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:

Delinquent Dues Notification

(315 points maximum – 105 points for each notification)

First delinquent dues notification
(105 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.
Date verified by signature of district administrator.

Second delinquent dues notification
(105 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.
Date verified by signature of district administrator.

Third delinquent dues notification
(105 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.
Verified by signature of district administrator.

A signature or email from the district administrator should be included to indicate the notifications were distributed.

Required Attendance (100 points maximum)

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

- 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 treasurer.

Reporting

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

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

Indicate page where each report can be found.

Indicate page numbers or links where each report can be found:

Board meeting 1.

Board meeting 2.

Board meeting 3.

Board meeting 4.

A signature or email from the district administrator should be included to indicate the reports were distributed by the district treasurer.

The above-board reports were presented at official board meetings.

Verified by signature of district administrator.

Key Club International Trustee

(25 points maximum)

Send all copies of the district treasurer's board newsletter to the Key Club International trustee.

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 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 use all the space.