KEY CLUB

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

Distinguished district office binders

This document includes instructions, cover sheets and tab labels that you are to use in your binder to apply for the distinguished district officer awards. It is required that you use the sheets in this document to separate your information to make it more efficient for the judges and to ensure that you receive proper credit. Here are some items to keep in mind while putting the binder together.

To properly format your binder, print out the labels included in this document and insert them into insertable binder 5-tab dividers. You can use any brand or style, as long as they are 5-tab dividers. Place the tab cover sheets also included in this document as the first sheet behind the tab divider. The number of 5-tab divider sets you will need depends on the award you are applying for. You will need the following number of sets for each award:

Governor	3	Secretary-Treasurer	3
Secretary	3	Bulletin Editor	2
Treasurer	3		

1. The binder may not exceed 4 inches of material. Please do not attempt to put 5-6" of material in a 4" binder.
2. The tabs must be visible when the binder is open so that the judges may flip easily to the required section. Nothing should obstruct the view of the tab.
3. No page protectors should be used. The judges will not remove items from page protectors to view them.
4. Extraneous materials in sections (other than the Miscellaneous Section) are not necessary. Only include materials requested behind the tabs.
5. If your administrator signs that you have performed a task, no other verification is necessary.
6. Make sure that your administrator has seen your binder before you send it to the Key Club International office.
7. Once a binder has been sent to the office, no other materials will be placed in it by the Key Club International Staff.
8. All binders are to be received in the Key Club International office by April 18, 2014 – otherwise your administrator will be responsible for bringing it to GATC.

If you have any questions about the criteria or your binder, please do not hesitate to contact the Key Club International staff.

Amanda Spice, aspice@kiwanis.org
1-800-KIWANIS or 317-875-8755, ext. 133

Applicants name:_____

District:_____

Binder return address:

_____

_____

Verification

As required, the District Administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator

_____

Club Correspondence

(100 points maximum)

Produce and distribute via the postal service or email, at least four (4) formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club presidents.

Points:

- Observation of graphic standards (10 Points)
- Content covered throughout the year (70 points)
- Timeliness of covered materials (15 points)
- Spelling/grammar (5 points)

Table of contents:

Please supply the page numbers, where the following can be found:

Newsletter 1..... Page _____

Newsletter 2..... Page _____

Newsletter 3..... Page _____

Newsletter 4..... Page _____

Please indicate in which newsletter and page where the judges can find references to each of the following:

1. Major Emphasis and service partners ..... Newsletter ____ Page ____

2. Youth Opportunities Fund ..... Newsletter ____ Page ____

3. Kiwanis family ..... Newsletter ____ Page ____

4. District convention ..... Newsletter ____ Page ____

5. International convention..... Newsletter ____ Page ____

6. District and International dues payment.... Newsletter ____ Page ____

7. Club membership growth ..... Newsletter ____ Page ____

Board Correspondence

(100 points maximum)

Produce and distribute, via the postal service or email, at least ten (10) formal communiqués (flyers, newsletters, letters, diagrams, etc.) to district board.

Points:

- Observation of graphic standards (10 Points)
- Content covered throughout the year (70 points)
- Timeliness of covered materials (15 points)
- Spelling/grammar (5 points)

Table of contents:

Please supply the page numbers, where the following can be found:

Newsletter 1 ..... Page _____

Newsletter 2 ..... Page _____

Newsletter 3 ..... Page _____

Newsletter 4 ..... Page _____

Newsletter 5 ..... Page _____

Newsletter 6 ..... Page _____

Newsletter 7 ..... Page _____

Newsletter 8 ..... Page _____

Newsletter 9 ..... Page _____

Please indicate in which newsletter and page where the judges can find references to each of the following:

1. Major Emphasis and service partners ..... Newsletter ____ Page ____
2. Youth Opportunities Fund ..... Newsletter ____ Page ____
3. Kiwanis family ..... Newsletter ____ Page ____
4. New club building and reactivation ..... Newsletter ____ Page ____
5. District convention ..... Newsletter ____ Page ____
6. International convention..... Newsletter ____ Page ____
7. District and International dues collection .. Newsletter ____ Page ____

Board Meeting Agenda

(50 points maximum)

Prepare and distribute tentative dated agendas for each district board meeting at least one week in advance. Provide a copy of each agenda and documentation of its distribution to be awarded points.

Table of contents:

Please supply the page numbers, where the following can be found:

Agenda 1..... Page _____

Agenda 2..... Page _____

Agenda 3..... Page _____

Agenda 4..... Page _____

Agenda 5..... Page _____

Agenda 6..... Page _____

District Officer Training

(125 points maximum)

Distribute the criteria for all distinguished officer awards (25 points)

Develop material and institute a training program for district officers (100 points). Deduct 25 points deducted if training did not occur before the Key Club International convention, 20 points deducted for each topic not addressed.

Table of contents:

Please supply the page numbers, where the following can be found:

1. Major Emphasis and service partners..... Page _____

2. Youth Opportunities Fund..... Page _____

3. Kiwanis family ..... Page _____

4. Planning service projects and programs. ..... Page _____

5. Suggested calendar ..... Page _____

6. Position responsibilities..... Page _____

7. Emphasis on club building and reactivation ..... Page _____

8. Guidelines for divisional meetings ..... Page _____

District committees

(100 points maximum)

Provide written directives and assist district committees in their operation.

Table of contents:

Indicate the page numbers where the following can be found:

A. Appoint at least the following standing committees (40 points) Page _____
   1) Membership development
   2) Key Club International connections/applications and service partners
   3) Service planning
   4) Convention planning

B. Committee responsibilities thoroughly explained (20 points) Page _____

C. Schedule committee meetings at district board meetings and provide directives for each (20 points) Page _____

D. Require committee members to complete regular reportsto be recorded in the district minutes (20 points) Page _____

Required Attendance

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

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

District Administrator can sign to verify the event was attended by the District Governor.

A. District convention at the beginning and end of term…_____

B. Governor/Administrator Training Conference…… _____

C. International Convention……..._____

D. Key Club Leadership Conference…… _____

E. All district board meetings……_____

F. Kiwanis district convention or Mid-winter conference…..._____

G. Circle K district convention ……_____

District Board Performance

(70 points maximum)

Table of contents:

Please supply the page numbers, where the following can be found:

A. Institute a program of monthly reporting for Lieutenant Governors (20 points) Page(s) _____

B. Provide each board member with an evaluation of their performance quarterly (50 points) Page (s) _____

Kiwanis Family Relations

(100 points maximum)

The District Administrator can sign the blanks to verify governor held at least one meeting with the following (20 points each):

A. Kiwanis Governor. ..... _____

B. Circle K Governor. ..... _____

C. Kiwanis District Board Meeting. ..... _____

D. Circle K Board Meeting..... _____

E. Participation in Kiwanis service project. ..... _____

Key Club International trustee

(80 points maximum)

A. Written directives for trustee outlining how he/she can assist the district. (30 points)

B. Provide time at board meeting for trustee's report. (10 points)

C. Evidence of communications at least two times per month with your trustee. (30 points)

D. Provide opportunity at the district convention for the trustee to address the entire convention. (10 points)

Signature of District Administrator to verify completion of Part B.

_____

Signature of District Administrator to verify completion of Part D.

_____

Reporting

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

File all reports (International Board committee questionnaires, surveys, etc.) required by the Key Club International Office or Board within specified time limits.

Administrator

(80 points maximum)

Contact the administrator prior to each board meeting to prepare the agenda. (40 points)

Verified by signature of District Administrator _____

Communicate at least three (3) times per month with the administrator. (40 points)

Verified by signature of District Administrator _____

Service to Home, School and Community

(100 points maximum, 5 points deducted for every hour below 50)

Perform at least 50 hours of service.

Include description and verification by club president and faculty advisor.

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 page numbers where they can be found below: *(You don't have to fill in all of the blanks!)*

A. _____ Page _____

B. _____ Page _____

C. _____ Page _____

D. _____ Page _____

E. _____ Page _____

F. _____ Page _____

G. _____ Page _____

H. _____ Page _____

I. _____ Page _____

J. _____ Page _____

K. _____ Page _____

L. _____ Page _____

M. _____ Page _____

N. _____ Page _____

O. _____ Page _____

P. _____ Page _____

Verification	Correspondence	Board Correspondence	Board Meeting Agenda	District Officer Training

District Committees Required Attendance District Board Performance Kiwanis-family Relations Trustee

Reporting **Administrator** **Service** **Miscellaneous**