KEY CLUB

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

Robert F. Lucas Outstanding Lieutenant Governor's Award

This document includes instructions, cover sheets and tab labels that you can to use in your binder to apply for the Robert F. Lucas Outstanding Lieutenant Governor's Award. It is not required that you use the sheets in this document, but you can use it as a starting point for your entry. Please contact your district administrator for more information on applying for the award in your district.

To format your binder using the included materials, 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. You will need three sets of 5-tab dividers.

If you have any questions about the criteria or your binder, please contact your district administrator. If you do not have the contact information for your administrator, please visit your district website. You can find your district website address here: www.keyclub.org/districtwebsites. If you have additional questions, please contact the Key Club International staff.

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

Applicants name:_____

District:_____

CLUB NEWSLETTERS

(100 points maximum, 10 points each)

Points awarded _____

Produce and distribute at least ten (10) monthly newsletters/electronic bulletins for clubs within your division. The following are to be taken into consideration.

a. Appearance
b. Content including: Major Emphasis, Youth Opportunities Fund, preferred charities, partners and co-sponsors
c. Timeliness of covered materials
d. Spelling/grammar

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 _____

Newsletter 10..... Page _____

CLUB OFFICER TRAINING

(100 points maximum)

Percentage of divisional clubs trained *80 = _____ points (max 80)

(The percentage of clubs receiving training will equal the total number of points awarded out of 80)

Quality of the content of training: (max 20) _____

By November 15, plan and implement divisional training at divisional training conference or meeting of club officers.

Training should include the following topics:

- Position responsibilities
- Committee structure
- Meeting execution
- Kiwanis relations
- Communication
- Major Emphasis, preferred charities, partners and co-sponsors
- Youth Opportunities Fund
- Key Club and Kiwanis education

Include the following:

- Proof of Kiwanis input in the training process
- Training materials
- Agendas
- Handouts

Face to Face Contact

(150 points maximum)

Percentage of clubs visited = _____ points (100 max)

(The percentage of clubs visited will equal the total number of points awarded out of 100.)

Submit the visitation report for each club visited including the date and signature of the president and/or faculty advisor. If a visit in person is not feasible, as verified by the District Administrator or designated district official, then alternatives such as video chatting are acceptable. Points will not be docked from this section if proof is provided that a visit request was denied.

Club project/divisional council meetings=_____ points (50 max)

A. Attend club projects planned by clubs in addition to the first club visit. Half the percentage of clubs visited twice will equal the total points out of 50.

   OR

B. Hold at least five (5) divisional council meetings at which the majority of clubs is in attendance. Award 10 points for each meeting.

   OR

C. Options A and B may be combined.

REQUIRED ATTENDANCE

(200 points maximum, deduct 50 points for each event not attended)

Points awarded _____

Signatures of administrator accepted as proof:

a. District convention at the beginning and end of term as lt. governor.

   _____

b. International Convention during his/her term (the Lt. Gov. must attend the workshops at this convention pertaining to their office as Lt. Gov.) _____

c. All district board meetings _____

d. District Officers Training Conference _____

DELEGATES AT DISTRICT CONVENTION

(100 points maximum)

Points awarded _____

Two-thirds of the clubs within the division should be represented by at least two delegates at district convention. The attendance of two-thirds of club by two delegates results in 100 points.

The attendance of one-third of clubs by two delegates results in 50 points.

Lieutenant governors are considered delegates-at-large at district convention and should not be included in the calculation. If sufficient proof that attendance at convention exceeds a club's resources or capacity, verified by the district administrator, then that club will not be counted as part of the calculation.

Verified by signature of District Administrator _____

DUES COLLECTION

(100 points maximum)

Percentage of divisional club's dues collected = _____ points

(The average percentage of district and International dues collected by December 1 will equal the total number of points awarded.)

Verified by signature of District Administrator _____

CLUB GROWTH

(100 points maximum)

Work with Kiwanis to increase the number of active clubs within the division during the administrative year by either building new clubs or reactivating suspended clubs.

a. New Kiwanis family club in the division =100 points
b. Reactivated Key Clubs, up to two (2) = 50 pts

_____ points

(Clubs on suspended status before the lt. gov. term, revoked at International Convention, will not affect points awarded. Clubs reactivated from suspended status during the lt. gov. term will still receive points.)

Verified by signature of District Administrator _____

SUBMISSION OF NEW OFFICER INFORMATION

(100 points maximum)

New club officer information must be submitted by all clubs within the division to the Key Club International Office.

a. By September 15 = 100 pts
b. By October 15 = 75 points

_____ points

Verified by signature of District Administrator _____

DIVISION-WIDE FUNCTION

(100 points maximum)

Percentage of clubs participating = _____ points

(The percentage of clubs participating will equal the total number of points awarded.)

Divisional council meeting are not considered division-wide functions. Submit an outline of the event and a roster of participating clubs.

COMMUNICATION

(100 points maximum)

- Committee Correspondence (25 points maximum) _____
  Lt. Governors are encouraged to communicate with members of their district committees regularly and to report the committees' progress in the district. Five (5) points are awarded for each piece of correspondence.

- Monthly Communication (50 points maximum) _____
  Lieutenant governors are required to email and or call the following person(s) being contacted once per month. Deduct 10 points for every month in which communication was not initiated.
  - District governor
  - District secretary
  - District treasurer
  - District secretary-treasurer
  - District administrator
  - Club presidents

  A phone log or hard copy of email should be submitted as proof of the initiation and content of the monthly communication.

- Miscellaneous (25 points maximum) _____
  Submit sufficient proof that communication throughout the lieutenant governor's term has gone above and beyond that of which is required. This can be but is not limited to attendance at meetings and/or the use of communication through other social media outlets. Points are awarded at the discretion of the judges.

MONTHLY REPORTING

(50 points maximum)

Complete and file monthly reports regarding committee and/or board member performance with the district governor and district secretary by pre-established deadlines. Deduct five (5) points for each report not submitted and two (2) points for each late report.

Points awarded _____

SERVICE TO HOME, SCHOOL AND COMMUNITY

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

Points awarded _____

Performance of at least fifty (50) hours of service.

Include description/listing of projects and the hours with 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 _____

Club Newsletter	Club Officer Training	Face-to-Face Contact	Attendance	Convention Delegates

Dues Collection	Club Growth	Officer Submission	Division Function	Communication

Monthly Reporting **Service** **Miscellaneous**