KEY CLUB INTERNATIONAL BOARD OF TRUSTEE BOARD COMMITTEE AGENDA

BOARD COMMITTEE ON COMMITTEE CHAIRS

Catt Lovins, Chairperson
Annie Lewandowski, Executive Committee Chair
Somya Gupta, Communications Committee Chair
Lucy McDermott, Leadership Committee Chair
Mike Downs, Staff Liaison
1. Call to Order
2. Information Items
a. Leadership Committee Update (Lucy McDermott)
b. Communication Committee Update (Somya Gupta)
c. ExecutiveCommitteeUpdate(Annie Lewandowski)
3. Consent Items
4. Action Items
5. Closing Comments and Questions
6. Adjournment

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES COMMENTS ON AGENDA ITEMS

BOARD COMMITTEE ON COMMITTEE CHAIRS

Information Items

a. <u>Leadership Committee Update</u>

Leadership Committee Chair, Lucy McDermott, will present a detailed update including which directives have been accomplished (if any) in addition to a status update of each directives progress. The report will also include the number of committee meetings held and a brief synopsis of what occurred at each meeting. It will close with the committees plan for the remainder of the year.

b. <u>Communications Committee Update</u>

Communications Committee Chair, Somya Gupta, will present a detailed update including which directives have been accomplished (if any) in addition to a status update of each directives progress. The report will also include the number of committee meetings held and a brief synopsis of what occurred at each meeting. It will close with the committees plan for the remainder of the year.

c. Executive Committee Update

Executive Committee Chair, Annie Lewandowski, will present a detailed update explaining the disclosable accomplishments of the committee as well as its progress. The report will also include any directives that have been accomplished and will close with the committees plan for the remainder of the year.

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES BOARD COMMITTEE AGENDA

$\begin{array}{c} \textbf{BOARD COMMITTEE ON} \\ \underline{\textbf{EXECUTIVE}} \end{array}$

January 13-15, 2011

New Orleans, Louisiana

Comn	nittee Members
	Annie Lewandowski, Chairman
	Catt Lovins
	Austin Wu
	Jared Greene
	Randolph McKinnie
	Mike Downs, Staff Liaison
	Sue Petrisin, Kiwanis Liaison
1.	Call to Order
2.	Information Items
	a. Board Performance
	b. Duties of a Trustee
	c. Key Club International conventiond. Awards and Recognition
3.	Consent Items
	a. Key Club International Audit
	b. 2014 Key Club International Convention
4.	Action Items
	a. Key Club Magazine
	b. Key Club International Board Structure
5.	Adjournment

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES COMMENTS ON AGENDA ITEMS

BOARD COMMITTEE ON EXECUTIVE

Information Items

a. Board Performance

The Committee carefully reviewed the performance of members of the Board of Trustees. Topics included communication, interpersonal relationships, and the quality of resources provided to the respective districts. Upon evaluation, the Committee took appropriate measures to correct any issues and ensure an efficient governance as well as accountability to district board members.

b. Duties of a Trustee

The Committee looked over the duties of a trustee as listed in the Key Club International Guidebook and started to review possible changes that could be made. Conversation included: relevance to time, more structured duties, and vagueness. The Committee will present any modifications at this meeting.

c. Key Club International convention

Staff will present an update on plans for the 2012 Key Club International convention in Orlando. The promotional piece has been finalized and will be shared with the Board at this meeting.

d. Awards and Recognition

The Committee will discuss the philosophy behind club patches and awards. The Committee will review all of the award patches and make recommendations on continuation of the patch programs. The programs to be reviewed are to included but are not limited too – Early Bird Patch, Eliminate Patch, Distinguished Club Patch.

Consent Items

a. Key Club International Audit

The Committee will review the Key Club International Audit that has been prepared by the consulting firm if the materials are available at this meeting. The entire Board will be asked to approve the audit at this meeting.

b. 2014 Key Club International Convention

The Committee will review the proposals for the 2014 Key Club International convention as presented by Staff. The Committee will decide between Anaheim, California and Houston, Texas as the host for the convention.

AGENDA WITH COMMENTS BOARD COMMITTEE ON EXECUTIVE

Action Items

a. Key Club Magazine

The Committee will review the Key Club magazine and its frequency of publication. The Key Club Bylaws require that the magazine be published twice per year. The Committee will determine whether it is a better utilization of funds to strictly publish online in the coming years allowing for more functionality of the magazine as well as additional resources for other projects and programs.

b. Key Club International Board Structure

The Committee will discuss the current structure of the Key Club International Board of Trustees. The Committee will discuss the possibility of presenting an amendment to the House of Delegates changing the size of the Board. Staff will present financial impact information to the Committee regarding any change of Board size. The Committee will discuss reducing the Board to 10 members (President, Vice President and 8 Trustees) and also the possibility of increasing the Board to 18 members (President, Vice-President, and 16 Trustees).

KEY CLUB INTERNATIONAL BOARD OF TRUSTEE BOARD COMMITTEE AGENDA

BOARD COMMITTEE ON COMMUNICATION

January 15, 2012	New Orleans, Louisiana
Somya Gupta, Chairperson	
Jared Greene	
Yoo Eun Kim	
Kayla Lash	
Austin Wu	
Amanda Spice, Staff Liaison	
1. Call to Order	
2. Information Items	
a. Review of Directives	
b. Key Club International Website - Resources Tab	
c. Translation Application	
d. Graphic Overlays	
e. Touch Cards	
f. Promotional Video	
3. Consent Items	
4. Action Items	

5. Adjournment

KEY CLUB INTERNATIONAL BOARD OF TRUSTEE COMMENTS ON AGENDA ITEMS

BOARD COMMITTEE ON COMMUNICATION

Information Items

a. Revision of Directives

The Committee will review all of its directives for the year and make revisions where necessary. The Committee will pay particular attention to the following directives:

Directive 6 - Create a plan to effectively distribute and promote resources on how to build a Key Club to Key Clubbers.

Directive 9 - Promote the Kiwanis Service Source through a promotional resource and encourage members to submit service project ideas to further its success as a resource to the entire K-Family.

b. Key Club International Website - Resources Tab

In order to better serve our members, the Committee has seen it as beneficial to add a series of subcategories to that of the Resources Tab on the Key Club International website. The Committee has submitted suggestions for such subcategories to Staff and will discuss the feasibility and next steps at this meeting. The Committee will review other items related to the website as time permits.

c. <u>Translation Application</u>

A PDF of the translation application has been created and posted to the Key Club International website, allowing members to fill it out online. An action plan for the remainder of the year has been approved, allowing the directive to be marked as complete. The Committee will discuss with Staff proper promotion of the application and anticipated participation by districts.

d. Graphic Overlay

The Committee created two sets of graphic overlays in PowerPoint for use by Key Club members. The graphic overlays allow members to add Key Club graphic standards in an array of colors to a picture of their choice. The Committee will review usage by members and determine if additional overlays would be beneficial. The Committee will discuss the feasibility of campaign specific overlays.

e. Touch Cards

The Committee has finalized the wordings for the new touch cards as well as designs that are to be pleasing in both color and black and white. Staff will give an update on the project at the meeting.

f. Promotional Video

After reviewing Key Club International's current promotional video, it was decided that the creation of a new video is in order. The Committee will discuss with Staff costs of creating a video as well as a timeline for creation. The Committee will discuss a needs assessment with Staff and determine the appropriate messaging points and targeted audience..

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES

Board Committee On:

Leadership

January 13-16, 2012 Louisiana	New Orleans
Lucy McDermott, Chairman Rebecca Riley Alan Wang Randolph McKinnie Nick DePorzio Cole Hickman Amelia Miller, Staff Liaison	
1) Call to Order	
 2) Information Items a. Review of Committee Directives b. Webinars c. Club Chartering Timeline d. Advisor Handbook 	
 3) Consent Items a. Definition of a "Good" Key Club b. International Awards c. Definition of a "Good" Key Club advisor 	
Action Items a. Regional Training Conference	
5) Adjournment	

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES Board Committee On: Leadership

Information Items

a. Review of Committee Directives

The Committee will review the current directives that are being worked on and further define the role of the Committee. Each member will present an overview of the work done thus far and share their plans for upcoming work. The Committee will discuss new directives that have been proposed by International Vice President Catt Lovins.

b. Webinars

The Committee and Staff will determine the current timeline for Webinars. The Committee will brainstorm future webinars and review past ones. Staff will lead a discussion on the philosophy of utilizing webinars and determine future needs and targeted audiences.

c. Club Chartering Timeline

The Committee will review the Club Chartering Timeline. Additional resources needed on the timeline as well as events that should be added. The Committee will discuss the development of resources to support new clubs once they charter.

d. Advisor Handbook

The Committee reviewed the current advisor handbook, and made suggested changes. Staff will review the changes with the Committee and give an update on plans for future printing of this resource. .

Consent Items

a. <u>Definition of a "Good" Key Club</u>

The Committee reviewed the definition of a "Good" Key Club. Upon review the Committee recommends the following definition:

- a. Summary: An ideal Key Club is passionate about service, dedicated to the community, creative in volunteering, connected to its Lieutenant Governor as well as other clubs, informed about the organization, guided by strong servant leaders, and fun to be a part of.
- b. A good Key Club is one that, first and foremost, has a strong core of passionate, involved members that set a positive example for others both in and out of Key Club
- c. All members must be organized and led by a board of informed, well-trained, and committed leaders. The club should be entirely student led, with the adviser lending a hand when needed.
- d. The club should have a good understanding of Key Club's district and international structure, who their Lieutenant Governor is, and what he/she does.

- e. Club leaders should also know the other Key Clubs within their division, so that clubs can communicate and arrange volunteer events together.
- f. The Key Club should participate in and create a variety of service opportunities, including both hands-on events and fundraisers.
- g. The club should strive for growth and retain members from year to year.
- h. Members should volunteer for the greater good of the community and world, not for mandatory service hours.
- i. Finally, the club's members should have fun!

b. <u>International Awards</u>

The Committee reviewed suggested changes to the International Awards. Upon review the Committee decided to approve suggested changes to be sent to the International Board for approval.

c. <u>Definition of a "Good" Key Club advisor</u>

The Committee reviewed a suggested definition for a "Good" Key Club advisor. Upon review the Committee decided to recommend the definition to be sent to the International Board for approval.

- a. Definition of an Outstanding Key Club Advisor:
 - 1. Advisors are an integral part of the club and are often looked upon for advice, ideas, and overall guidance. There are many characteristics/qualities to which an advisor exhibits that make him/her an outstanding faculty advisor. From these definitions given by the members and officers of Key Club International, as to what they believe make a good Key Club advisor, it is hoped for that these responses will give some understanding to what Key Club members would like to see. Overall, as advisors play a large part in the performance of a club, it is the aim of the members and officers of Key Club International to support the advisor in becoming the best advisor that one can be.
 - 2. An Outstanding Key Club Advisor...
 - a. L- Leads the club in the best interest of its members
 - b. E- Educates members about Key Club on the club, district, and international levels
 - A- Actively involves themselves with the club and Kiwanis
 - d. D- Determines to make each year better than the previous one
 - e. I- Involves themselves in service projects just as much as the members
 - f. N-Never has a negative attitude
 - g. G- Goes above and beyond the call of duty

h. B- Bears in mind all ideas

- i. Y- Yearns to be a friend and a mentor as well
- j. E- Enforces high standards for the club
- k. X- Examines ways for the club to ignite a greater impact on its home, school, and community
- l. A- Available
- m. M- Maximizes service opportunities so that every member can be involved
- n. P- Promotes the involvement of the entire Kiwanis Family
- o. L- Lends a helping hand to not just the home club, but other clubs as well
- p. E- Encourages members to take advantage of leadership opportunities on the club, district and
- q. international level
- 3. "Advisors don't get paid because they're worthless, but because they're priceless"

Action Item

a. Regional Training Conference

Staff will discuss with the Committee the idea of a Regional Training Conference to be piloted in Indianapolis in September 2012. The conference would center around positional leadership and be designed to improve the local club experience. Clubs within a 300 mile radius of Indianapolis would be invited to attend the event. Staff projects the cost of the conference to be US\$10,000 and funds that have been allocated for new initiatives from the Strategic Plan will be utilized for this program and so no new allocations of funds are necessary.

Leadership Committee International Awards Revisions

includes revisions of the 2010-2011 International Board and the 2011-2012 International Board*

Robert F. Lucas Outstanding Lieutenant Governor's Award

A. The Robert F. Lucas Outstanding Lieutenant Governor's Award has been established to recognize the outstanding work by District officers and exceptional character in District Lieutenant Governors. An evaluation will be made on the basis of the criteria set forth below. These criteria points should serve as goals for all Lieutenant Governors. Furthermore, such goals have been chosen as criteria because of the ability to judge them objectively. However, notice that many important duties of Lieutenant Governors, (speaking skill and the ability to motivate, for example), have not been included in the criteria, for objective judging would not be possible. The International Board recommends consulting the District Governor and District Administrator for further duties to be than are outlined in these criteria.

B. The decision to give or not to give an outstanding officer award to any particular Key Club member should, by no means, be the ultimate determination of the quality of his or her year. There will always be a great number of exceptional District officers who, for reasons outside their own powers, do not meet the Robert F. Lucas Outstanding Lieutenant Governor's Award criteria. While this award is certainly an honor, the Key Club International Board hopes that all officers receive more reward from the satisfaction of serving others than could be given in any plaque.

C. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district-District officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nominations are NOT limited to one per District and there exists no time requirement for which the Lieutenant Governor must serve in office. Applications must be received by Key Club District Administrator no later than the first Friday in May.

D. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of 1040 points out of the 1300 possible points. If a nominee accumulated less than 1040 points and still feels that he/she should be considered for the award because of extenuating circumstances, he/she must submit in writing why he/she has not accumulated the total number of points along with his/her other requirements. E. The Robert F. Lucas Award will not merely be given to those who have received the required number of points. It shall seek to recognize those who excel in personal qualifications as well.

FE. Information must be submitted in notebook form. **K**, **k** eeping the information in accordance with each individual heading described below.

G. Criteria

- 1. Club newsletter—Produce and distribute at least ten monthly newsletters for his/her clubshis/her club presidents. The following are to be taken into consideration. (100 points maximum)
- a. Appearance
- b. Content including: Major Emphasis
- Program, Youth Opportunities Fund, and Key Club International Service Partners
- c. Timeliness of covered materials
- d. Spelling/grammar

1. Club Newsletter (100 points maximum)

The Lieutenant Governor may choose one of the following options.

- I. Produce and distribute at least ten monthly newsletters for the clubs within his/her Division. Appearance, contents (including the Youth Opportunities Fund and Major Emphasis in conjunction with Key Club's International Service Partners), timeliness of materials covered, and spelling/grammar are taken into consideration. Recipients should include the Lieutenant Governor's clubs (via the Club President and/or Faculty Advisor), Governor, District Administrator, and the Lieutenant Governor at minimum. Newsletters may be mailed via the postal service or email to all recipients except the Lieutenant Governor; the Lieutenant Governor should mail himself/herself a copy of his/her newsletter via the postal service and keep the envelope and newsletter, unopened, for his/her official records so that the postmark may be verified.
- II. Ten monthly electronic bulletins containing the contents required in a newsletter (including the Youth Opportunities Fund and Major Emphasis in conjunction with Key Club's International Service Partners) and displaying formatting consistent with graphic standards (including a pencil and graphic standards specified fonts and colors) and a layout that is consistent from bulletin to bulletin may be substituted for ten monthly newsletters. Electronic bulletins will likewise be graded based on appearance, contents, timeliness of materials covered, and spelling/grammar. Recipients should include the Lieutenant Governor's clubs (via the Club President and/or Faculty Advisor), Governor, District Administrator, and the Lieutenant Governor at minimum. Electronic bulletins should be distributed via a medium or combination of mediums which will allow the Lieutenant Governor to reach all required recipients. The Lieutenant Governor should print a copy of his/her electronic bulletin, mail it to himself/herself via the postal service, and keep the envelope and electronic bulletin, unopened, for his/her official records so that the postmark may be verified.

<u>III.</u> Options I and II may be combined as is most convenient to the Lieutenant Governor, as long as ten publications are produced.

2. Club officer training (100 points maximum)

By November 15, the lieutenant Lieutenant governor Governor must work with Kiwanis to provide the prescribed training of all club officers at a divisionaltraining conference or at a prearranged meeting with club officers. must plan <u>Divisional training</u>, at a <u>Divisional training conference or by a prearranged</u> meeting of club officers, for all club officers with the input of Kiwanis. This can be held in conjunction with regional or zone conferences or can be doneindividually with the club. The prescribed training should at a minimum include position responsibilities, Committee structure, executing meetingsmeeting execution, Kiwanis relations, communication, Major Emphasis Program and Key <u>Club International Service Partners</u>, Youth Opportunities Fund, and Key Club and Kiwanis education. NOTE: Proof of Kiwanis input in the training process should be included in the submission. Training materials, agendas, handouts, etc. should also be included as proof of the content of the training. Include proof of Kiwanis involvement in your effort to train club officers. The percentage of clubs receiving training will equal the total number of points awarded. The fraction of clubs in attendance (clubs in attendance divided by the total number of clubs) multiplied by 80 points and the quality of the content of the training out of 20 points will equal the total number of points awarded. (100 points maximum).

3. Club Visitation The lieutenant governor must have visited every club within the division at least once. The percentage of clubs visited will equal the total number of points awarded. (100 points maximum).

3. Face-to-Face Contact (150 points maximum)

I. To earn the first 100 points, the Lieutenant Governor must visit every club in his/her Division at least once, a visit being defined as attendance at a club project or meeting. The percentage of clubs visited (calculated by dividing the number of clubs visited by the total number of clubs within the Division) will equal the total number of points out of 100. If the Lieutenant Governor can provide proof that a visit in person is not feasible, as verified by the District Administrator or designated District official (Kiwanis representative, Assistant Administrator, Zone Administrator, Governor, etc.), then an alternative, such as video chatting, which will simulate face-to-face contact is acceptable. Points will not be docked from this section if the Lieutenant Governor can provide sufficient proof that their request to visit was denied. All visits should be verified by signatures.

<u>II.</u> To earn the remaining 50 points, the Lieutenant Governor may choose one of the following options:

- A. The Lieutenant Governor attends club projects planned by clubs in his/her Division in addition to his/her first club visit. Half the percentage of clubs visited twice (calculated by dividing the number of clubs visited twice by the total number of clubs within the Division and then dividing by two) will equal the total number of points out of 50. Video chatting is not an acceptable alternative for a visit to a club project. Proof of denial also shall not result in the awarding of points.
- B. The Lieutenant Governor holds at least five Divisional Council

 Meetings. For each Divisional Council Meeting at which a majority of
 the clubs in the Division is in attendance, the Lieutenant Governor will
 be awarded 10 points.
- C. Options A and B may be combined as is most convenient to the Lieutenant Governor. For example, if a Lieutenant Governor has held two Divisional Council Meetings with majority quorums (20 points) and has visited four of her ten schools (40%) twice (20 points), then she will have earned 40 of the 50 possible points.

4. Required Attendance (200 points maximum-deduct 50 points for each event not attended)

The Lieutenant Governor must attend the following:

- a. District Convention at the beginning and end of his/her term as Lieutenant Governor.
- b. International Convention during his/her term in office, including all meetings and training sessions for lieutenant-Lieutenant governors (unless prior approved to not attend by the District Administrator).
- c. All District Board meetings.
- d. District officers' training conference.

5. Delegates at District Convention (100 points maximum)

Each club within the division must be represented by at least two voting delegates at the district convention. Two-thirds of the clubs within the Lieutenant Governor's division should be represented by at least two delegates at District Convention. The attendance of a two-thirds quorum results in 100 points while a one-third quorum results in 50 points. Lieutenant Governors are considered delegates-at-large at District Convention and are therefore not a part of this two-thirds quorum. If the Lieutenant Governor can provide sufficient proof that attendance at District Convention exceeds the resources or capacity of one or more of his/her clubs, as verified by the District Administrator, then that club will be considered eliminated from his/her quorum, neither counting for or against him/her. For example, if in a Division of ten clubs there are three clubs in attendance and one has been exempted from the quorum, the Lt. Governor will receive a total of 50 points (three of the nine clubs constituting a complete quorum is at least a one-third quorum, whereas three of the original ten clubs would not have constituted a one-third quorum).

6. Dues collection (100 points maximum)

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

7. Club growth (100 points maximum)

Work with Kiwanis to increase the number of active clubs within the division Division during the administrative year as defined by Key Club International Policy 2.3 by either building new clubs or reactivating suspended clubs. (100 points maximum)

a. Increasing number of active clubs by 1(50 points)

b. Increasing number of active clubs by more than 1 (100 points)

A new K-family club in the Lieutenant Governor's Division results in 100 points, while each reactivated Key Club (up to two clubs) in the Lieutenant Governor's Division results in 50 points. Clubs on suspended status before the lieutenant Lieutenant governor's Governor's term, revoked at Linternational Ceonvention, will not affect points awarded. However, clubs reactivated from suspended status during the Lieutenant Ggovernor's term will still receive points.

8. Submission of new club officer information (100 points maximum)

New club officer information must be submitted by all clubs within the division Division to the International Office by September 15th to receive 100 points and by October 15th to receive 75 points.

a. By June 15 (100 points)

b. By October 1 (75 points)

c. By November 1 (50 points)

d. Later than November 1 (0 points)

9. Division-wide function (100 points maximum)

Lieutenant governors are encouraged to hold a division_Division-wide function_with attendees from each of the Divisional clubs present. President's Council-Meetings do not countDivisional Council Meetings are not considered Division-wide functions. A Division-wide function can be, but is not limited to, a fundraiser or hands-on service project or event that all the Divisional clubs must attend and/or participate in. The percentage of clubs participating will equal the total number of points awarded.

10. Committee correspondence Lieutenant governors are encouraged to-communicate with members of their district committees regularly and to report the committees' progress in the district. (50 points maximum 5 points awarded for each piece of correspondence)

10. Communication (100 points maximum)

- 1. Committee Correspondence (25 points maximum): Lieutenant Governors are encouraged to communicate with members of their District committees regularly and to report the committees' progress to the District. 5 points are awarded for each piece of correspondence.
- 2. Monthly Communication (50 points maximum): Lieutenant Governors are required to e-mail and/or call, whichever method is preferable to the person(s) being contacted, the following once per month: District Governor, District Secretary/District Treasurer or District Secretary-Treasurer, District Administrator, and Club Presidents. A reply on an email or a return phone call is not required to earn points, but the Lieutenant Governor should leave a voicemail or request a read receipt whenever possible. A phone log or hard copy of email correspondence should be submitted as proof of the initiation and content of the monthly communication. Deduct 10 points for every month in which communication was not initiated.
- 3. **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.
- 11. President's council meetings President's council meetings should be held by lieutenant governors on a regular basis.
- a. At least 5 meetings held (100 points)
- b. At least 4 meetings held (80 points)
- c. At least 3 meetings held (60 points)
- d. At least 2 meetings held (40 points)
- e. At least 1 meeting held (20 points)
- f. No meetings held (0 points)

President's council meetings can be held in conjunction with a divisional meeting. However, in order for points to be awarded for a meeting, a two thirds quorummust be present. Agendas must accompany the nomination.

11. 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 5 points for each report not submitted and 2 points for each late report.

12. Service to home, school and community (100-150 points maximum if service is verified)

Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed

certified by the club president and <u>faculty-Faculty advisorAdvisor</u>. Deduct 5 points for every hour below 50.

13. Miscellaneous (50-100 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. (6/00)

Distinguished District Governor's Award

- A) An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district District officers, but a recognition of an program for each of anindividual's performance.
- B) Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nominations—Submissions must be received at Key Club International no later than the first Friday in May.
- C) Copies of all required documentsProof in hard copy of all criteria specified below must accompany the submission must accompany the nomination. In order to receive this award, the nominee must accumulate a total of at least 1229 113010581024 points out of the 1365 125511751280 possible points. (11/01) (10/03) (07/05)
- D) Information must be submitted in no more than a single one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E) Criteria

- Club newsletter Correspondence—Produce and distribute, via the postal service or email, at least four newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club presidents. The following are to be taken into consideration. (90-100 points maximum)
 - a) <u>Utilization of Observance of graphic standards with no more than two-deviations</u>. (10points)

- b) Content covered throughout the year (60-70 points). All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than twiceonce per publication.
 - (1) Major Emphasis Program and International Service Partners
 - (2) Youth Opportunities Fund
 - (3) Kiwanis family
 - (4) New club building
 - (5)(4) District convention
 - (5) International convention
 - (6) District and International dues payment
 - (6)(7) Club membership growth
- c) Timeliness of covered materials (15points)
- d) Spelling/grammar (5 points)
- Board newslettersCorrespondence—Produce and distribute, via the postal service or email, at least ten monthly newsletters twelveten formal communiqués (flyers, newsletters, letters, diagrams, etc.), via the postal service or email, to district board. The following are to be taken into consideration. (90-100 points maximum)
 - a) Utilization Observance of graphic standards. (10 points)
 - b) Content covered throughout the year (60-70 points)
 - (1) Major Emphasis Program and International Service Partners
 - (2) Youth Opportunities Fund
 - (3) Kiwanis family
 - (4) New club building and reactivation
 - (5) District convention
 - (6) International convention

- e)-District and International dues collection
- d)c)__Timeliness of covered materials (15 points)
- e)d) Spelling/grammar (5 points)
- Board meeting agenda—Prepare and distribute a tentative agenda for each district board meeting and distribute this agenda to the District Board at least one week in advance of the board meeting. Provide a copy of each agenda and documentation of its distribution to be awarded points. (100-50 points maximum)
- 4) District officer training—<u>Distribute the criteria for all Distinguished Officer awards (25 points) and dDevelop materials and institute a training program for district officers (100 points)</u>. The prescribed training must at a minimum include the following. (100-125 points maximum, deduct 25 points if training does not occur before International Convention, deduct 20 points for each topic not addressed):
 - a) Major Emphasis Program and International Service Partners
 - b) Youth Opportunities Fund
 - c) Kiwanis family
 - d) Planning service projects and programs (i.e. rallies, Divisional Training Conferences, Divisional Projects, etc.)
 - e) Suggested calendar
 - f) Position responsibilities
 - g) Emphasis on club building and reactivation
 - h) Guidelines for divisional meetings and face-to-face contact
 - h)i) Distribution of Distinguished Oofficer awards (25 points)
- 5) Committee directives—Provide written directives and assist district committees in their operation—(120-100 points maximum)
 - a) Appoint at least the following standing committees, or at least four committees with very similar functions (20-40 points)
 - (1) Public relations Membership Development

- (2) Kiwanis family relations Executive International

 Connections / Applications and International Service Partners
- (3) Major Emphasis Program Service Planning
- (3)(4) Convention Planning
- b) Appoint convention committees during term as needed (20 points) (*Ifthe district chooses not to appoint convention committees, a letterfrom the administrator is required to be eligible for the 20 points.)
- <u>committees with available resources</u> (20 points)
- <u>d)c)</u> Schedule committee meetings at district board meetings <u>and</u> <u>provide directives for each in conjunction with the committee chairs</u> (20 points)
- e)-Provide follow-up directives on a quarterly basis (20 points)
- f)d) Use a committee report form and record in district minutes Require committee members to complete regular reports to be recorded in the District minutes (20 points)
- 6) Required attendance—The district governor must attend the following: (175 points maximum—deduct-25 points for each event not attended)
 - a) District convention at the beginning and end of term as governor
 - b) Governor/Administrator Training Conference
 - c) International convention during the his/her term in officehis/her term as Governor
 - d) Governors forum at the international conventionKey Club Leadership Conference
 - e) All district board meetings
 - Kiwanis district convention or midwinter conference during term in office
 - g) CKI district convention during term in office
- 7) Active clubs and membership (40 points maximum)
- 8)-Publicity and promotion of new clubs (20 points)
- 9)—Publicity and promotion of club membership growth (20 points)

- 10) Dues collection (25 points maximum)
- 11)Publicity and promotion of dues collection
- 7) District Board Performance (70 points maximum)
 - a) Institute a program of montly reporting for Lt. Governors (20 points)
 - b) Provide each board member with an evaluation of their performance quarterly (including but not limited to interviews at board meetings, email evaluation reports, etc.) (50 points)
- 12)8) Kiwanis-family relations (125-100 points maximum)
 - a) Hold at least one meeting with Kiwanis governor (25 <u>20</u> points)
 - b) Hold at least one meeting with CKI governor (25-20 points)
 - c) Attend at least one Kiwanis district board meeting (25-20 points)
 - <u>d</u>) Attend at least one CKI district board meeting (25 <u>20</u> points)
 - d)e) Participate in at least one Kiwanis service project for the current Kiwanis global campaign (20 points)
- 13)Hold a district wide Kiwanis family event (25 points) (10/02)
- 14)9) Board liaison International Trustee (100 80 points maximum)
 - a) Provide written directives for board liaison his/her International Trustee outlining how he/she can assist the district (25 3020 points)
 - b) Provide time at board meeting for board representative liaisonInternational Trustee's report (25 10 points)
 - c) Communicate at least two times per month with the board-liaisonInternational Trustee (25 3040 points)
 - d) Provide opportunity at district convention for the board liaison International Trustee to address the entire convention (25 10 points)
- 15)10) Reporting (100-50 points maximum—deduct 25 points for 5 points for each report submitted late and 50 points for each report not submitted on time). File all reports (international board committee questionnaires, surveys, requests for information, etc.) required by the Key Club International Office or Board within specified time limits. Nominees

should request confirmation of report submissions from the International Office at least 45 days prior to the deadline for award submission.

- 16)11) Administrator (100-80 points maximum)
 - a) Contact the administrator prior to each board meeting to prepare the agenda (50 4020 points)
 - b) Communicate at least three times per month with the administrator (50 40 60 points)
- 17)12) Service to home, school and community (100-150 points if service is verified)—Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.
- 18)13) 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. (6/00)

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Secretary's Award

- A) An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an program for each of an -individual's performance.
- B) Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination—Submissions forms must be received at Key Club International no later than the first Friday in May.
- C) <u>Proof in hard copy of all criteria specified below must accompany the submissionCopies of all required documents must accompany the nomination</u>.

In order to receive this award, the nominee must accumulate a total of 833-	
878 990900 points out of 925 975 11001125 possible points. (07/05)	Formatted: Font: 12 pt
	Formatted: Font: 12 pt
D) Information must be submitted in no more than one a single binder, not to	Formatted: Font: 12 pt
exceed four inches, keeping the information in accordance with each individual heading described below. $(11/01)(10/03)$	Formatted: Font: 12 pt
E) Criteria	Formatted: Font: 12 pt
1) Board newslettersCorrespondanceCorrespondence—Produce and	Formatted: Font: 12 pt
distribute, via the postal service or email, at least ten monthly	
newslettersformal communiqués (flyers, newlettersnewsletters, letters,	Formatted: Font: 12 pt
<u>diagrams, etc.</u>) for district board members. The following are to be taken into consideration. (100 points maximum)	
a) <u>Utilization Observance</u> of graphic standards with no more than two deviations. (10 points)	Formatted: Font: 12 pt
b) Content (70 points) All content need not appear in the every	Formatted: Font: 12 pt
publication; points will be awarded as long as each content point is distributed four times, but no more than twice per publication.	
(1) Role of club secretary (i.e. general correspondence and minutes)	Formatted: Font: 12 pt
(2) Club roster collection	Formatted: Font: 12 pt
(3) Upcoming district events	Formatted: Font: 12 pt
c) Other responsibilities/duties of club secretary	Formatted: Font: 12 pt
<u>+)c)</u> Timeliness of covered materials (15 points)	
e)d) Spelling/grammar (5 points)	Formatted: Font: 12 pt
2) Club newslettersCorrespondanceCorrespondence—Produce and distribute,	Formatted: Font: 12 pt
<u>via the postal service or email,</u> at least three newsletters formal	
communiqués (flyers, newlettersnewsletters, letters, diagrams, etc.) to	
club secretaries. The following are to be taken into consideration. (100 points maximum)	
a) <u>Utilization Observance</u> of graphic standards with no more than two	Formatted: Font: 12 pt
deviations. (10 points)	
	I

b) Content (70 points) All content need not appear in the every	Formatted: Font: 12 pt
publication; points will be awarded as long as each content point is	
distributed four times, but no more than twice per publication.	Formatted: Font: 10 pt
(1) Role of club secretary (i.e. general correspondence and minutes)	
(2) Club roster collection	Formatted: Font: 12 pt
(3) Upcoming district events	Formatted: Font: 12 pt
c) Other responsibilities/duties of club secretary	Formatted: Font: 12 pt
Timeliness of covered materials (15 points)	Formatted: Font: 12 pt
e)d) Spelling/Grammar (5 points)	Formatted: Font: 12 pt
Club secretary's workshop—Develop materials for and conduct a club	Formatted: Font: 12 pt
secretary's workshop at the District Convention at the end of his/her term of office. (100 75 100 points maximum)	
Board minutes—Distribute copies of all district board minutes to district board officers and submit electronically to the International Office. (100 points maximum)	
board officers and submit electronically to the International Office. (100	Formatted: Font: 12 pt
board officers and submit electronically to the International Office. (100 points maximum)	Formatted: Font: 12 pt Formatted: Font: 12 pt
board officers and submit electronically to the International Office. (100 points maximum) a) Within 15 days of the board meeting (100 points)	
board officers and submit electronically to the International Office. (100 points maximum) a) Within 15 days of the board meeting (100 points) b) Within 30 days of the board meeting (50 points)	Formatted: Font: 12 pt
board officers and submit electronically to the International Office. (100 points maximum) a) Within 15 days of the board meeting (100 points) b) Within 30 days of the board meeting (50 points) c) Within 45 days of the board meeting (25 points)	Formatted: Font: 12 pt Formatted: Font: 12 pt
board officers and submit electronically to the International Office. (100 points maximum) a) Within 15 days of the board meeting (100 points) b) Within 30 days of the board meeting (50 points) c) Within 45 days of the board meeting (25 points) d) Later than 45 days (10 points) e) No report (0 points)	Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt
board officers and submit electronically to the International Office. (100 points maximum) a) Within 15 days of the board meeting (100 points) b) Within 30 days of the board meeting (50 points) c) Within 45 days of the board meeting (25 points) d) Later than 45 days (10 points) e) No report (0 points) Required attendance—The district secretary must attend the following:	Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt
board officers and submit electronically to the International Office. (100 points maximum) a) Within 15 days of the board meeting (100 points) b) Within 30 days of the board meeting (50 points) c) Within 45 days of the board meeting (25 points) d) Later than 45 days (10 points) e) No report (0 points) Required attendance—The district secretary must attend the following: (75 points maximum—deduct-25 points for each event not attended)	Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt
board officers and submit electronically to the International Office. (100 points maximum) a) Within 15 days of the board meeting (100 points) b) Within 30 days of the board meeting (50 points) c) Within 45 days of the board meeting (25 points) d) Later than 45 days (10 points) e) No report (0 points) Required attendance—The district secretary must attend the following: (75 points maximum—deduct-25 points for each event not attended) a) District convention at the beginning and end of term	Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt Formatted: Font: 12 pt

c) All district board meetings

6) Reporting—Present the secretary's report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting. (100-75 100 points maximum—deduct 25 points for each report not submitted)

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7) End of Year Report—Compile the final reports of all the committees of the District Board Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives and distribute this list to the new/incoming District Governor and the District Administrator. (100 points maximum)

> a) Greate a master report which lists each committee, its directives for the year, and what work has been done to address those directives (60 points)

a. <u>b) Distribute the report to the following persons: (40 points)</u>
New District Governor, District Administrator, Board Liaison

6)8) Club officer directory—Produce and distribute a club officer directory for distribution to clubs and district officers. (100-150 points maximum)

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(1) Districts with 100 clubs or less

(2) Before October 1 (100 points)

(3) Before November 1 (70 points)

(4) After November 1 (25 points)

(5) Districts with 101 clubs or more

(6)(1) Before November 15 (100-150 points)

(7)(2) Before December 1 (70-100 points)

(8)(3) After December 1 (25 40 points)

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<u>7)9)</u> Club officer directory addendums (25 points maximum)—Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings.

8) Board liaisonInternational Trustee (25 points maximum) Communicate at least once per month with the board liaison.

b.<u>10) Communicate at least once per month with the</u> do board liaison (10 points)

a) Send all copies of the district secretary's board newsletter to the <u>liaison</u>
<u>International Trustee</u> (15–25 points)(11/01)

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9)11) Service to home, school and community (100-150 points if service is verified)—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

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10)12) 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. (6/00)

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*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

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Distinguished District Treasurer's Award

- A) An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an program for each of an individual's performance.
- B) Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.
- C) Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 1013 968 <u>11031000</u> points out of 1125 1075 12251250 possible points. (10/03)(07/05)
- D) Information must be submitted in no more than one a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
- E) Criteria
 - 1) Monthly reports—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. (200 points maximum—deduct 25-20 points for each item not submitted)
- Board newsletters Correspondence—Produce and distribute, via the postal service or email, at least ten monthly newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.) for district board members.
 The following are to be taken into consideration. (100 points maximum)
 - a) <u>Utilization Observance</u> of graphic standards <u>with no more than two-deviations</u>. (10 points)
 - a) Content <u>including:</u> (70 points) All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than twice per publication.
 - (1) Role of club treasurer (i.e. dues collection and club budget)
 - (2) District and International dues collection
 - (3) Fundraising project ideas
 - (4) Upcoming district events
 - (5) Other responsibilities/duties of club treasurer
 - (5) Divisional dues payment status updates
 - b) Timeliness of covered materials (15 points)
 - c) Spelling/grammar (5 points)
- 3) Club newsletters Correspondence—Produce and distribute, via the postal service or email, at least three newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.), written to club treasurers. The following are to be taken into consideration. (100 points maximum)
 - a) <u>Utilization Observance</u> of graphic standards <u>with no more than two-deviations</u>. (10 points)
 - b) Content <u>including</u>: (70 points) All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than twice per publication.
 - (1) Role of club treasurer (i.e. dues collection and club budget)
 - (2) District and International dues collection

- (3) Fundraising project ideas
- (4) Registering and paying for upcoming district events
- b)-Other responsibilities/duties of club treasurer
- e)b) Timeliness of covered materials (15 points)
- c) Spelling/grammar (5 points)

e.4) Club treasurer's workshop—Develop materials for and < conduct a club secretary's workshop at the District Convention at the end of his/her term of office. (100

points maximum)

- 4)-First delinquent dues notification Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31. (100 points)
- 5)-Second delinquent dues notification Send notification of delinquent dues status to the school principal and president of the sponsoring Kiwanis clubby January 31. (100 points)
- 6)—Third delinquent dues notification—Send notification to school principal and faculty advisor prior to district convention. (100 points)
- 5) Delinguent Dues Notifications—(300 points, 100 points for each notification)
 - a) First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
 - b) Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
 - c) Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to District Convention.
- Required attendance—The district treasurer must attend the following: (100-75 points maximum—deduct-25 points for each event not attended)
 - a) District Convention at the beginning and end of term
 - b) International Convention during his/her term (unless prior approved to not attend by the District Administrator).
 - c)—District treasurer's forum at the international convention
 - d)c) All district board meetings

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- Reporting—Present the treasurer's report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting. (100 75 100 points maximum deduct 50 25 points for each report not submitted)
- 9)8) Board liaison International Trustee (25 points)
 - a) Communicate at least once per month with the board liaison (10-points)
 - b)a) Send all copies of the district treasurer's board newsletter to the liaison-International Trustee (15 25 points) (11/01)
- 10)9) Service to home, school and community 150—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.
- <u>11)</u>10) Miscellaneous*—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. (100 points maximum)

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Secretary-Treasurer's Award

- An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an program for each of an individual's performance.
- B) Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.

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- Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 936 1026 1395 1260 points out of 1040 1140 1550 1575 possible points. (11/01) (10/03) (07/05)
- D) Information must be submitted in no more than one a single binder, not to exceed four inches, keeping in accordance with each individual heading described below.
- E) Criteria
 - Board newslettersCorrespondence—Produce and distribute, via the postal service or email, at least ten monthly newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.) for district board members. (100 points maximum).
 - a) <u>Utilization Observance</u> of graphic standards with no more than twodeviations. (10points)
 - b) Content (70 points) All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than twice per publication.
 - (1) Role of club secretary (i.e. general correspondence and minutes)
 - (2) Role of club treasurer (i.e. dues collection and club budget)
 - (3) Club roster collection
 - (4) District and International dues collection
 - (5) Fundraising project ideas
 - (6) Registering and paying for upcoming district events
 - (7) Other responsibilities/duties of club secretary and club treasurer.
 (7) Divisional dues payment status updates.
 - c) Timeliness of covered materials (15 points)
 - d) Spelling/grammar (5 points)
 - 2) Club newsletters Correspondence—Produce and distribute, via the postal service or email, at least three newsletters to club secretaries and at least three newsletters to club treasurers or at least four newsletters to both

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club secretaries and club treasurers. See list of criteria below The following are to be taken into consideration, (100 points maximum)

- a) <u>Utilization Observance</u> of graphic standards with no more than twodeviations. (10 points)
- b) Content including: (70 points) All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than twice per publication.
 - (1) Role of club secretary (i.e. general correspondence and minutes).
 - (2) Role of club treasurer (i.e. dues collection and club budget),
 - (3) Club roster collection
 - (4) District and International dues collection
 - (5) Fundraising project ideas
 - (6) Registering and paying for upcoming district ideas
- c)_Other responsibilities/duties of club secretary and club treasurer.
- d)c)___Timeliness of covered materials (15 points).
- e)d) Spelling/grammar (5 points)
- Club secretary's secretary-treasurer's workshop—Develop materials for and conduct a club secretarysecretary-treasurer's workshop at the district convention at the end of term in office. (50-100 points maximum)
- 4) Board minutes—Distribute copies of all district board minutes to district board officers and submitted-submit them electronically to the International Office. (50 points maximum)
 - a) Within 15 days of the board meeting (50 points)
 - b) Within 30 days of the board meeting (35 points).
 - c) Within 45 days of the board meeting (25 points),
 - d) Later than 45 days (10 points)
 - e) No report (0 points)

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- 5) Monthly reports—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. (100-50 200 points maximum—deduct 15 points for each item not submitted.)
- 6) Required attendance—The district secretary/treasurer must attend the following: (100-75 points maximum—25 points for each event attended).
 - a) District Convention at the beginning and end of term
 - b) International Convention during term (unless prior approved to not attend by the District Administrator).
 - c) <u>Fither the district secretary's forum or the district treasurer's forum at the International convention</u>
 - d)c)_All district board meetings
- 7) Reporting—Present a secretary-treasurer's report at all official board meetings. <u>If not in attendance at board meeting, reports must be presented at the board meeting.</u> (100 75 100 points maximum—deduct 25 points for each report not submitted).
- 8) End of Year Report—Compile the final reports of all the committees of the District Board Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives and distribute this list to the new/incoming District Governor and the District Administrator. (100 points maximum).
 - Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives (30 points).
 - a. <u>Distribute the report to the following persons: (20 points) New District Governor, District Administrator, Board Liaison,</u>
- Club Officer Directory—Produce and distribute a club officer directory for distribution to clubs and district officers. (50150 points maximum)
 - a)_Districts with 100 clubs or less.
 - b)_Before October 1 (50 points)
 - c) Before November 1 (25 points)
 - d)_After November 1 (0 points)
 - e)a) Districts with 101 clubs or more]
 - (1) Before November 1 (50-150 points)

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- (2) Before December 1 (25-100 points)
- (3) After December 1 (0-40 points)
- Club officer directory addendums—Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings. (15 25 points maximum)
- 3) First delinquent dues notification—Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31. (50-points).
- 4) Second delinquent dues notification—Send notification of delinquent dues status to the school principal and president of the sponsoring Kiwanis clubby January 31. (50 points)
- 5) Third delinquent dues notification—Send notification to school principal and faculty advisor prior to district convention. (50 points)
- 3) Delinquent Dues Notifications—(300 points, 100 points for each notification)
 - a) First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
 - b) Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
 - c) Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to District Convention.
- 6) Board liaisonInternational Trustee (25 points maximum) Communicate at least once per month with the board liaison.
 - b.4) Communicate at least once per month with the board liaison (10 points)
 - a) Send all copies of the district secretary/treasurer's board newsletter to the liaison-International Trustee (15-25 points) (11/01).
- Service to home, school and community (1400 150 points if service is verified—deduct 5 points for every hour below 50.)—Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor.
- 8)6) Miscellaneous*—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of

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achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)

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*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator

Distinguished District Bulletin Editor Award

- A) An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an individual's performance.
- B) Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nominations must be received at Key Club International no later than the first Friday in May.
- C) Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 810 743 810 720 points out of the 900 825 900 possible points. (10/02) (07/05)
- D) Information must be submitted in no more than one a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
- E) Criteria
 - 1) Board Correspondence (100 points maximum)—Produce and distribute at least five articles of correspondence for district board members. The following are to be taken into consideration.
 - a) Publication deadlines (20-<u>10</u> points)
 - b) Suggestions on how to write articles (i.e. advice on topics, providing templates, etc.) (20-30 points)
 - Notifications to officers of articles they are responsible to write for district publications (20 points)

- d) <u>Usage-Observation</u> of graphic standards <u>with no more than two-deviations</u> (20-15 points)
- e) Timeliness of covered materials (15 points)
- f) Spelling/grammar (5-<u>10</u> points)
- 2) District Publications (300 points maximum)—Produce and distribute publication(s) to clubs. If only one publication is produced, it will be judged out of 300 points. If two publications are produced, each will be worth 150 points. If three publications are produced, each will be worth 100 points. If one publication is produced, it will be judged out of 250 points. If two are produced, they will each be judged out of 140 points, and if three are produced, they will each be judged out of 100 points. In order to receive points for publications, graphic standards must be followed observed (the publication must contain no more than two deviations from graphic standards). If more than three publications are produced, please indicate which three are to be judged and will be worth 100 points each. The following should be taken into consideration.
 - a) Content (required in all publications)
 - (1) Major Emphasis Program and Key Club International Service
 Partners
 - (2) Youth Opportunities Fund
 - (3) International representative's message
 - (4) Governor's message
 - (5) Club/division highlights
 - (5)(6) District updates
 - b) Content (required in only one publication)
 - (1) District convention summation
 - (2) International convention promotion
 - (3) International convention summation
 - (4) District convention promotion

- c) Spelling/grammar (all publications)
- d) Timeliness of covered material (all publications)
- e) Neatness
- d)f) Creativity
- Required Attendance (200-150 points maximum, deduct 50 points for each event not-attended)
 - a) District Convention at the beginning and end of term
 - b) International Convention during term
 - c)—District bulletin editors forum at international convention (d)c) All district board meetings
- 4) Reporting (100 75 100 points maximum, deduct 25 points for each report not submitted)— Present the bulletin editors report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting.
- 5) Service to home, school, community (100-150 points if service verified)— Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.
- 6) Miscellaneous* (100 points maximum)—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements such as sending the bulletin to other district bulletin editors and the International Office. Points shall be awarded at the discretion of the judges. (6/00)

Key of Honor

The Key of Honor is the highest recognition award presented by Key Club International. The recipient shall be 1) an individual who has made a lifelong positive impact upon youth in general and Key Club in specific, or 2) an organization that should be so honored for a long-term support of youth and the

^{*}Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Key Club program. When the award is to be presented to an individual within a Key Club district, the highest ranking officer of Key Club International in attendance at the convention of the home Key Club district should provide a formal announcement of the award at the convention. The Key of Honor shall be presented at International Convention. A formal announcement of the award shall be made at the recipient's home District Convention if the recipient is in attendance. This formal announcement shall be made by the highest ranking officer of Key Club International present at the said Convention. A biography or summary of the award recipient(s) should appear in a pre-convention issue of the Key Club magazine. The award shall be presented at the Key Club International convention. Nominations for the award shall be made by anindividual Key Club or the member of a an individual Key Clubber, and shall be according to the following criteria:

- A) All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nomination will be judged.
- B) All nominations must contain the following:
 - Letter of nomination: This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club, and should provide a nomination statement, basic overview of the candidate and the reason for the nomination.
 - Biographical information: This should include schools/colleges attended, community involvements, occupation/business interests, Kiwanis family and other youth service affiliations and other pertinent biographical information.
 - 3) Letters of recommendation: A maximum of 20 letters may be submitted; however, only the first five seven will be considered in the award judging. The letters may be divided into any categories desired. All letters should be signed by their composers and should be accompanied by a contact phone number and email address for reference.
 - 4) Letter of summation: This letter should be written by the individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this highest honor.
 - 5) Additional information: Up to <u>four eight</u> pages of additional information including photographs, newspaper clippings, etc., may also be included in the nomination package.

- C) No more than two Keys of Honor may be awarded in any year.
- <u>D)</u> The selection of the recipient will be made solely upon the presentation received, rather than the international board's knowledge of the nominee.
 - B. All letters in the nomination package must be signed by the person or persons who wrote the letter. Each person who signs must also provide their phone number and email address.

Nominations must be received at the International Office on or before the first Friday following January 5 of each year.