

Robert F. Lucas Outstanding Lieutenant Governor's Award

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

Award information

- An evaluation will be made based on the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.
- To receive this award, a total of 1,050 points out of 1,325 possible points must be accumulated.
- Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.
- Once your application has been submitted, no other materials will be added.
- **District administrators must send the nominations to Key Club International within 30 days after the close of the district convention or by the first Friday in May, whichever is earlier.** Any nominations received after that deadline will not be recognized by Key Club International.
- Officer applicants must include each section and all required documents in a single binder or shared folder. Binders should not exceed four inches or 11 centimeters and should include tab dividers and page numbers. Each individual section of the application must have the heading described below.

- | | |
|--------------------------|-----------------------|
| 1. Personal statement | 9. Officer submission |
| 2. Club newsletters | 10. Division function |
| 3. Club officer training | 11. Communication |
| 4. Face to face contact | 12. Monthly reporting |
| 5. Attendance | 13. Service |
| 6. Convention delegates | 14. Recommendations |
| 7. Dues collection | 15. Miscellaneous |
| 8. Club growth | |

Robert F. Lucas Outstanding Lieutenant Governor's Award

Requirements for online submission:

- To properly format your online submission, create a master folder with a table of contents. Create and name 15 shared folders to match the section labels included in this document.
- Place all required contents in the corresponding folder.
- Adjust the share settings on every folder and document to allow people outside of your organization to view the contents. Any documents or folders that are not linked and viewable by judges will not be considered in this application.
- Email the master folder to your district administrator and leadership team prior to district convention, as directed by the proper Key Club district official(s).

Requirements for binders:

- To properly format your binder, print the labels included in this document and insert them into three sets of five-tab dividers. You can use any brand or style.
- Place the tab cover sheets included in this document as the first sheet behind the tab divider.
- The binder may not exceed 4 inches or 11 centimeters of material. Please do not attempt to put more material than will fit.
- The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.
- No page protectors should be used. Judges will not remove items from page protectors to view them.
- The binder should be submitted to the Key Club district prior to district convention, as directed by the Key Club district administrator.

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

Matt Ellis, director, Key Club International, mellis@kiwanis.org 1-800-549-2647 ext. 209 or +1-317-217-6209

Robert F. Lucas Outstanding Lieutenant Governor's Award

Personal information

Applicant's name:

Division:

Applicant's street address and phone number in July

Street:

City:

State/Province:

Postal code:

Country:

Personal email address:

Phone (required):

Robert F. Lucas Outstanding Lieutenant Governor's Award
Personal statement

(50 points maximum)

Table of contents:

Please supply the page number or link, where the personal statement can be found:

In 500-words or less, provide a personal statement with a comprehensive review of your year as Lieutenant Governor, including, but not limited to:

- a. What you accomplished.
- b. What you learned.
- c. What you would do differently.
- d. Your goals as a district executive officer.
- e. Extenuating circumstances.
- f. Any hardships you may have faced.

Robert F. Lucas Outstanding Lieutenant Governor's Award

Club newsletters

(100 points maximum, 10 points each)

Points awarded _____

The lieutenant governor may choose one of the following options:

1. Produce and distribute by email, to the clubs within their division, at least (10) ten monthly e-newsletters for the clubs within your division.

The e-newsletters will be judged on the following:

- a. Appearance (consistent with graphic standards).
- b. Content including Major Emphasis, Youth Opportunities Fund, and partner organizations.
- c. Timeliness of covered materials.
- d. Spelling/grammar.

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

- Newsletter/bulletin 1
- Newsletter/bulletin 2
- Newsletter/bulletin 3
- Newsletter/bulletin 4
- Newsletter/bulletin 5
- Newsletter/bulletin 6
- Newsletter/bulletin 7
- Newsletter/bulletin 8
- Newsletter/bulletin 9
- Newsletter/bulletin 10

Robert F. Lucas Outstanding Lieutenant Governor's Award

Club officer training

(100 points maximum)

Percentage of divisional clubs trained:

(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 conferences or meetings of club officers.

Training should include the following topics:

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

Include the following:

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

Robert F. Lucas Outstanding Lieutenant Governor's Award

Face to face contact *(in person or online)*

(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 confirmation of visit from president and/or advisor through signatures or emails. 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 meeting/project/divisional council meetings=_____points
(50 points 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.

Robert F. Lucas Outstanding Lieutenant Governor's Award

Required attendance (online or in person)
(100 points maximum; deduct 25 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 lieutenant governor.
- b. _____ Key Club International Convention
- c. _____ All district board meetings.
- d. _____ District Officers Training Conference.

Robert F. Lucas Outstanding Lieutenant Governor's Award

Delegates at district convention (50 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 clubs by two delegates results in 50 points while a one-half quorum results in 20 points and a one-third quorum results in 10 points.

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

Verified by signature of district administrator _____

Robert F. Lucas Outstanding Lieutenant Governor's Award

Dues collection

(100 points maximum)

Percentage of divisional club's dues collected:

(The average percentage of district and international dues collected by December 1 will equal the total number of points awarded. For example, a division with 15 dues paying clubs out of 20 clubs total is 75%. The score would be 75 points.)

Verified by signature of district administrator:

Robert F. Lucas Outstanding Lieutenant Governor's Award

Club growth

(50 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 =50 points.

or

b. Reactivated Key Clubs, up to two (2) = 25 pts, up to four (4) = 50 pts.

_____points

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

Verified by signature of district administrator:

Robert F. Lucas Outstanding Lieutenant Governor's Award

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 November 15 = 100 points
- b. By December 15 = 75 points

_____ points

Verified by signature of district administrator:

Robert F. Lucas Outstanding Lieutenant Governor's Award

Division-wide function

(100 points maximum)

Percentage of clubs participating (online or in person):

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

Divisional council meetings are not considered division-wide functions. A rally or division-wide service project are considered division-wide functions. Submit an outline of the event and a roster of participating clubs.

Robert F. Lucas Outstanding Lieutenant Governor's Award

Communication

(100 points maximum)

- Committee correspondence (25 points maximum)
 - Lieutenant 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 must email and or call the following people once per month. Deduct 10 points for every month in which communication was not initiated.
 - District governor and one other district executive member.
 - District administrator.
 - Club presidents.

A phone call or text log or a copy of an email thread should be submitted as proof of 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 what 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.

Robert F. Lucas Outstanding Lieutenant Governor's Award

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:

Robert F. Lucas Outstanding Lieutenant Governor's Award

Service to home, school and community

(150 points maximum, 5 points deducted for every hour below 40)

Points awarded:

Perform at least forty (40) hours of service to home, school and community through Key Club activities.

Include page numbers or a link to a description of service and verification by club president and faculty advisor.

Robert F. Lucas Outstanding Lieutenant Governor's Award

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers, or recommenders of an equivalent stature)

Robert F. Lucas Outstanding Lieutenant Governor's Award

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 or links where they can be found below.