

KEY CLUB[®]



Distinguished Key Club President's Award

This award may be given to all Key Club Presidents who have met the following criteria and have distinguished themselves as Key Club leaders in the District. The awards will be presented at the District Convention.

1. A completed nominated form may be submitted by any active member off the nominee's home club.
2. A maximum of five (5) letters of recommendation may be attached to the nomination, with preferably one from each of the following: Sponsoring Kiwanis Club, High School Principal, and your Key Club Lieutenant-Governor.
3. The nominee must have attended the President's Workshop at District Convention and at the Regional Training Conference for his/her division (if one was held).
4. Both District and International dues must have been paid by December 15th. There must be a net increase in the number of active members in the club. This will be calculated on the basis of paid District and International dues for the current and previous years.
5. The club must have at least two members attending the District Convention. The club must submit an Annual Achievement Report and a Single Service Report. These forms were mailed to all Key Club Presidents in September by Key Club International in the Guidebook. The Annual Achievement Report can be found on the District website [www.keyclub.ca]. The Single Service Report can be found at the end of this document
6. The nominee must have been in office at least seven (7) months prior to the District Convention.
7. Clubs may nominate their Vice-President should the President fail to meet the criteria. However, he/she must meet the same criteria above.
8. Extenuating circumstances which prevent the nominee from meeting any of the above criteria should be explained in a letter attached to the nomination.
9. The Key Club District Board of Trustees shall select the recipient(s) of this award from the nominations received. Their decision shall be final.

Please bring your Key Club's nomination form and supporting documents to the District Convention.

KEY CLUB[®]



Distinguished Key Club President's Award Nomination Form

The Key Club of _____

sponsored by the Kiwanis Club of _____

takes pride in nominating: _____

for the Distinguished Key Club President's Award.

Number of years in Key Club: _____

Number of years in high school: _____

Number of months in office as club president: _____

Attended District Leadership Training Conference? (circle one) YES NO

Date Dues were paid: _____

Total Paid Membership: _____

Number of members attending the District Convention: _____

Club submitted an Annual Achievement Report? (circle one) YES NO

Club submitted Single Service Report? (circle one) YES NO

To the best of our knowledge, the information in this nomination and the attached endorsements are correct.

Signed,

Key Club President: _____

Faculty Advisor: _____

High School Principal: _____

Sponsoring Kiwanis Club President: _____

KEY CLUB®



Key Club: _____

Name of project: _____

Name of contact person: _____

E-mail: _____

Brief description of project: _____ see last page of document

Number of members: _____

Total service hours involved: _____

Telephone: _____

CLUB MEMBERSHIP

Enter the total number of actual club members as of:

A. December 1st _____

B. February 1st _____

Average the numbers entered in A and B. Round to the nearest whole number and enter the average in the box to the right

Use the number in the box to determine the club's membership category. Check the one below that applies

Bronze (35 members or less)

Silver (36-60 members)

Gold (61-85 members)

Platinum (86 members or more)

KEY CLUB[®]



The club Single Service Award Program shall provide recognition to individual Key Clubs for their single best service project.

1. A qualifying single service project shall be defined as a club service project, planned, organized, and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, the same project must be repeated for achieving the same service goal.
2. Entries shall use the official Single Service Report form and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.
3. Clubs shall compete with other clubs of similar size within four membership categories:

Bronze (35 members or less)

Silver (36-60 members)

Gold (61 to 85 members)

Platinum (86 members or more)

4. Entries shall be judged based upon an accumulated total of points allocated to the following categories:

See last page of document

5. Only activities that occurred during the district administrative year shall be included on the report. Clubs existing within a non-district area shall report activities occurring between May 1st and the following April 30th.
6. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district, or judging committee. Reports must be received by May 6th.
7. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by May 6th.
8. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the districts competition. Any

Single Service Report Form

disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.

9. Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, the decisions of the judges are final. No changes or alterations will take place after the judges and the Chairperson of the Judges have certified the results.

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Signatures:

Key Club President: _____

Faculty Advisor: _____

High School Principal: _____

Sponsoring Kiwanis Club President: _____

KEY CLUB[®]



Entries shall be judged based upon an accumulated total of points allocated to the following categories. Limit responses to 150 words per section.

SERVICE NEED (10 points)

Describe in what way the project deals with the service need.

PROJECT PLAN (20 Points)

Describe how the project was organized.

PROJECT IMPLEMENTATION (20 Points)

Describe the steps taken to implement the plan.

FINAL RESULTS (25 Points)

Describe the benefits of the service rendered.

PUBLIC AWARENESS (10 Points)

Describe how the project was publicized.

MEMBERS' PARTICIPATION (15 Points)

Describe how engaged Key Clubbers were during the event.