

KEY CLUB[®]



Distinguished Key Club President's Award

This award may be given to all Key Club Secretaries 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 Secretaries' 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.
5. The club's Monthly Reports, postmarked by the 7th of every month, must have been submitted to your Lieutenant-Governor and the District Secretary-Treasurer. No fewer than nine (9) reports must have been submitted.
6. The nominee must have taken minutes at all club meetings.
7. The nominee must report the names and addresses of the newly elected club officers to your Lieutenant-Governor no later than three (3) weeks prior to the District Convention.
8. The nominee must have been in office at least seven (7) months prior to the District Convention.
9. Extenuating circumstances which prevent the nominee from meeting any of the above criteria should be explained in a letter attached to the nomination.
10. 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.

DISTINGUISHED KEY CLUB SECRETARY'S AWARD NOMINATION FORM

The Key Club of _____, sponsored by the Kiwanis Club of _____, takes pride in nominating: _____ for the Distinguished Key Club Secretary's Award.

Number of years in Key Club: _____

Number of years in high school: _____

Number of months in office as club secretary: _____

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

Date Dues were Paid: District _____ International _____

Total Paid Membership: _____

Number of members attending the district convention: _____

Minimum of nine (9) monthly reports submitted to Lieutenant-Governor and District Secretary by the 7th of each month? (circle one) YES NO

Minutes taken at all club meetings? (circle one) YES NO

Reported names and addresses of newly elected club officers at least three weeks prior to District Convention? (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: _____