

KEY CLUB®

Eastern Canada District

Distinguished Key Club Secretary/Treasurer Award

This award may be given to all Key Club Secretary/Treasurers 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 the nominee or any active member of 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 Secretary/Treasurer 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 nominee must have taken records and/or minutes at all club meetings.
6. The nominee must have been in office at least seven (7) months prior to the District Convention.
7. Extenuating circumstances which prevent the nominee from meeting any of the above criteria should be explained in a letter attached to the nomination.
8. The Key Club District Board 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.

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Distinguished Key Club Secretary/Treasurer Award Nomination Form

Key Club: _____

Sponsoring Kiwanis Club: _____

Nominee: _____

Number of years in Key Club: _____

Number of years in high school: _____

Number of months in office as club Secretary/Treasurer: _____

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

Date Dues were paid: _____

Total Paid Membership: _____

Number of members attending the District Convention: _____

Total service hours of nominee: _____

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

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

Signed,

Key Club President: _____

Faculty Advisor: _____

Please attach a 500 word documentation outlining your qualifications for Distinguished Key Club Secretary/Treasurer and any extenuating circumstances throughout your term. You may also submit up to five (5) letters of reference with this form.