

KEY CLUB®

Eastern Canada District

Distinguished Secretary/Treasurer Award

Awarded to the most outstanding Club Secretaries and/or Treasurers in the District.

Rules and Requirements:

- Each Key Club, in good standing with the District, may nominate up to one (1) Secretary and/or one (1) Treasurer of their club.
- Please attach to this form a report of a maximum of 500 words, written by the nominee, giving details regarding their achievements as Secretary/Treasurer and addressing any extenuating circumstances that may have prevented the nominee from fulfilling all criteria.
- Five (5) letters supporting the nominee, preferably from the Sponsoring Kiwanis Club and Divisional Lieutenant-Governor, may accompany your club's nomination. No additional letters will be considered.
- The nominee must have been in office at least four (4) months prior to the District Convention.
- The Key Club District Board shall select the recipient(s) of this award from the nominations received. Their decision shall be final.

The winning Club Secretary(s)/Treasurer(s) will be recognized during District Convention.

Key Club: _____

FOR INTERNAL USE

Verified by District Administrator: _____

KEY CLUB®

Eastern Canada District

APPLICATION FORM

Key Club: _____

Sponsored by the Kiwanis Club of: _____

Nominee: _____

Number of years as a member of Key Club: _____

Number of months as Secretary/Treasurer: _____

Total service hours of nominee: _____

To the best of our knowledge, the information provided on this form and the attached report is correct:

Club President: _____

Faculty Advisor: _____