



CNH | KEY CLUB

Single Service Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Email by Monday, February 12th, 2018

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Major Emphasis Contest

Body Text: State your name (First, Last), Region (R##), Division (D##), Club full name and number (H#####)

CC: Copy yourself

1. The Single Service contest is an international contest. Eligible submissions must first be submitted to the CNH Contest Archive for online judging on the District level. At District Convention 2018, Distinguished contest winners will be announced, but only the top submission (one winner) will go on to compete on the International level at ICON 2018.
2. Read the Single Service contest guidelines.
3. Fill out the "Single Service Contest Entry Form" and provide it at the beginning of the submission.
4. E-Mail the submission to the CNH Contest Archive. (cnh.kccontests@gmail.com). Submissions must be received by Monday, February 12th, 2018.

SINGLE SERVICE GUIDELINES

RULES GOVERNING THE KEY CLUB INTERNATIONAL SINGLE SERVICE AWARD

The Single Service award shall provide recognition to Key Clubs for a commendable 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, consecutive days or recurring on different days. Projects acceptable for this award may include both hands-on service projects and fundraising efforts. In the case of a recurring project, it is the same project that must be repeated for the purpose of 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, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.
- (4) Entries shall be judged based upon an accumulated total of 100 points allocated to the following categories:

Service Need	10 Points
Project Plan	20 Points
Project Implementation	20 Points
Final Results	25 Points
Public Awareness	15 Points
Members' Participation	10 Points
- (5) Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.
- (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. CNH District will submit winning entries to International for judging prior to May 1st. deadline.
- (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 the first Friday in May.
- (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 district's competition. Any 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, alterations or re-grading will take place after the results have been certified by the judge.

CNH District **Member Recognition Committee**

Questions, comments, or concerns?

Charlotte Wood | Member Recognition Chair | cnhkc.mr@gmail.com

SINGLE SERVICE GUIDELINES

- (10) This application requires electronic signatures (E-Signatures) by the Faculty Advisor, Kiwanis President (local Kiwanis Club), and School Principal. E-Signatures for this application are defined as names and contact information provided into the form. E-Signatures represent the fact that the individuals listed have approved the application and supporting documentation. These individuals may be contacted for further verification. **Please do not use digital signatures** or scanned photos of signatures.
- (11) The final submission for this contest includes an E-Portfolio. An E-Portfolio for this application is defined as one collective portfolio presenting the best pieces of documentation. This E-Portfolio should be a single PDF that includes all merged information. The E-Portfolio should be in Graphic Standards throughout the entire E-Portfolio. All portfolios must follow graphic standards. Not following graphic standards will result in a deduction. The E-Portfolio should include the following items:
- a. Single Service Entry Form
 - b. Cover Page
 - i. Name of Club, Division, and Region
 - ii. Name of Service Project
 - iii. Pictures
 - c. All listed information that is found on Page 1, Letter G which are
 - i. **Service Need**
 - ii. **Project Plan**
 - iii. **Project Implementation**
 - iv. **Final Results**
 - v. **Public Awareness**
 - vi. **Membership Participation**
 - a. Section Title
 - b. Information relating to each to sections.
 - d. End Page
- (12) Application submissions should have a small file size. The following are tips to maintaining this:
- a. Include only the best samples of documentation
 - b. Compress all photos and files before use
 - c. Compress the final file.

FREQUENTLY ASKED QUESTIONS

1. How do I receive E-Signatures?

Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, typed.

CERTIFICATION OF AUTHENTICITY

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 the official Key Club members.

All signatures are required. Signatures from the school representative and the Kiwanis Club representative must not be the same person.

Kiwanis President's E-Signature _____
Faculty Advisor's E-Signature _____
Principal's E-Signature

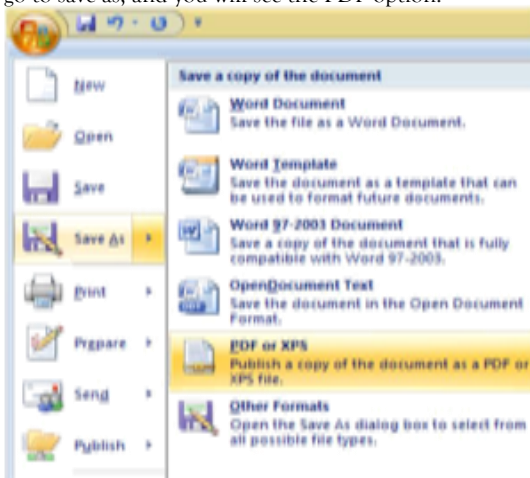
2. What does CC mean?

Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, typed.



3. On what application do I make the E-Portfolio and how do I convert it to a PDF file?

Microsoft Word is a good application to use, and you can also use Publisher and PowerPoint. When saving a file in Microsoft Word 2007, go to save as, and you will see the PDF option:



If your version does not have this function, your E-Portfolio is all complete on a Word DOC. use a PDF file converter online to transform your Word Doc E-Portfolio to a PDF Portfolio. You can use this website to do so: <https://www.pdf2go.com>

CNH District **Member Recognition Committee**

Questions, comments, or concerns?

Charlotte Wood | Member Recognition Chair | cnhkc.mr@gmail.com

FREQUENTLY ASKED QUESTIONS

4. How do I merge two or more separate PDF files into one?

Use online applications, such as www.pdfmerge.com.

5. How do I compress PDFs and photos?

PDF's: : <http://smallpdf.com/> Photos:

<https://www.pdfcompress.com>

(Keep in mind, a "JPEG" photo is already small enough, and would not need any compressions).

6. How do I transfer the "Single Service Entry Form" provided on this form to my E-Portfolio?

You can download a PDF converter at www.dopdf.com that allows you to "print" pages into PDF format. With this tool, you can select specific pages in a document, such as the page of the Nomination Form, to individually transfer to PDF format.

7. What if the E-Mail is not received?

When E-Mailing your submission to the recipient be sure to double check for typos and spelling errors to ensure your submission will be on time or be *very* proactive in your E-Mailing and send it in much earlier from the submission deadline. No late submissions will be judged.

8. What do I do if I want to revise my submission but it has already been sent?

Remember to look over your submission *very* carefully before E-Mailing it out to the archive. No revisions may be made after it has been submitted.

Please remember and take into account, that following the Single Service Contest guidelines, once the decision of the judges and MR Chair has been made final, absolutely *NO* changes, alterations, or re-judging can be made.

9. Can you clarify what it means to provide the "Single Service Contest Entry Form" at the beginning of the submission?

You will need to place the Single Service Contest Entry Form at the beginning of your E-Portfolio. You will need the PDF version of this to place at the beginning of your submission. Look at FAQ #6 for more help.

10. Is there a specific way I should format the report?

Please be sure that the report follows the Key Club graphic standards. Other than graphic standards, there is no other specific format for the report, but please make sure that it is neat and organized. For even better organization, a table of contents is *highly recommended*.

You should follow the Key Club graphic standards which can be found at <http://www.keyclub.org/fad/cm/gsm.aspx>. The entirety of the report should also follow the Key Club graphic standards.

11. Will the CNH District winner of this contest be recognized at DCON?

The winner of this contest *will* be recognized at District Convention 2018.

12. How do I qualify for the International level contest?

In order to qualify for the International level contest, entries must first be submitted to the CNH Key Club District Member Recognition Chair for judging on the District level. At District Convention 2018, only the first place district winner in each membership category will be eligible to compete in the International contest.

13. Do you have to be present at DCON or ICON for your entry to win this contest?

It is recommended to be present at DCON or ICON; however, you do not need to be present. In the event your submission wins, the award will be given to a representative from your home club/division.

SINGLE SERVICE CONTEST ENTRY FORM

PLEASE TYPE OR PRINT INFORMATION ON THIS FORM AND ATTACH TO THE SUBMISSION.

In the report, document and describe your club's participation in a Single Service project as defined by the guidelines.

CLUB INFORMATION

Key Club: _____
 District: California-Nevada-Hawaii Division: _____ Region: _____ Club #: _____
 Club Membership: _____

Total Number: Actual
 members as of
Dec. 1st, 2016

Total Number: Actual
 members as of
Feb. 1st, 2017

Average: Round to the
 nearest whole number

Check ONE below, based on the club membership.

BRONZE
 35 members or less

SILVER
 36-60 members

GOLD
 61-85 members

PLATINUM
 86 members or
 more

CONTACT INFORMATION

Contact Name: _____
 Contact E-Mail: _____ Contact Phone #: _____
 Address: _____

 City State Postal Code USA
 Country

PROJECT INFORMATION

Project Name: _____ Total Hours Involved: _____

Brief Project Description:

CERTIFICATION OF AUTHENTICITY

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 the official Key Club members.

All signatures are required. Signatures from the school representative and the Kiwanis Club representative must not be the same person.

Kiwanis President's Signature *Faculty Advisor's Signature* *Principal's Signature*

FOR OFFICIAL USE ONLY

	This entry was judged by the California-Nevada-Hawaii Member Recognition Committee. Mark box if applicable.		
	THIS APPLICATION RECEIVED (CIRCLE ONE)	FIRST PLACE	SECOND PLACE
	This application was selected by other means and was approved for entry for International competition by the Key Club District Administrator. Mark box if applicable.		
KEY CLUB DISTRICT ADMINISTRATOR SIGNATURE	NOTE: Only district winners are eligible for submission to the International competition. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the District Administrator. Refer to the annual Key Club guidebook for additional information and deadlines.		