



CNH | KEY CLUB

Club of the Year Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lt. Governor

E-MAIL SUBMISSIONS TO:

d##.cnhkc.ltg@gmail.com

Subject: Club of the Year Contest

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

CC: Copy yourself and advisor

shall be determined by your division number

The Club of the Year contest is a District contest judged on the Division level. Eligible applicants must complete the application, as explained in the guidelines, and submit it to their respective Division Lieutenant Governor for judging at the division level. One contest winner will be selected from each Division. At District Convention 2019, each Club of the Year winner will be announced.

1. Read the Club of the Year contest guidelines.
2. Complete and compile an E-Portfolio. The E-Portfolio must include the "Club of the Year Contest Entry Form", entry essay, and supplementary material.
3. E-mail the E-Portfolio to your Division Lieutenant Governor. Please contact your LTG for more information on the submission deadline.

CLUB OF THE YEAR GUIDELINES

RULES GOVERNING THE CNH CLUB OF THE YEAR AWARD

The Club of the Year Award shall provide recognition to Key Clubs that have demonstrated overall club excellence during the District administrative year. The CNH Key Club, Club of the Year contest will be conducted according to the following rules:

- (1) **E-SIGNATURES:** This application requires electronic signatures (e-signatures) by the applicant and Faculty or Kiwanis Advisor. 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.**
- (2) **E-PORTFOLIO:** 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. It can vary to anything significant that the club you served has done this past term. This E-Portfolio should be a single PDF that includes all merged information.
- (3) **SMALL FILE SIZES:** Application submissions should have a small file size. It may not exceed 10 MB. The following are tips to maintaining this:
 - Include only the best samples of documentation
 - Compress all photos and files before use
 - Compress the final file
- (4) The decisions of judging are final. No changes or re-judging will take place after the judges and the Member Recognition Chair have certified the results.
- (5) An appropriate contest application report requires the submission of the following supporting documentation. The report may showcase the applicant's activities and accomplishments spanning the single, district administrative year of Key Club membership.
 - The entire submission needs to be given in one E-Portfolio.
- (6) It may **not** exceed 10MB.
 - Save as a PDF. Label the file: **Club of the Year_ClubName**
 - Submit the E-Portfolio electronically to your Division Lieutenant Governor
- (7) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1st.

CNH District Member Recognition Committee
Questions, Comments, Concerns?

Annaleigh Nguyen | Member Recognition Chair | cnhkc.mr@gmail.com

CLUB OF THE YEAR RUBRIC

Clubs will be judged according to the following:

1. **Administrative Information | (10 pts max):**
 - a. Club Information
 - b. Nominators Contact Information
 - c. Administrative Information
2. **Checklist | (10 pts max):**
 - a. The checklist must be completed as thoroughly as possible with all the necessary E-Signatures and contact information.
3. **Community Service Projects | (15 pts max):**
 - a. List up to forty (40) of the best continuous activities rendered to the club's school and community.
 - b. Complete all statistical information requested on the form.
4. **Kiwanis Family Relations | (10 pts max):**
 - a. List up to ten (10) of the most productive functions that have improved relations with Kiwanis, Aktion, Circle K, KIWIN'S, Builders, and K-Kids. Complete all statistical information requested on the form. Any activities in this section may not be included or repeated in any other section.
5. **Fundraising Activities: (10 points max)**
 - a. List up to ten (10) of the most profitable fundraisers. Complete all statistical information requested on the form. Any activities in this section may not be included or repeated in any other section.
6. **Essay: (30 points max)**
 - a. In essay form, please describe and document, with detail, the efforts undertaken by the club to promote the core values of Key Club, celebrate outstanding members, disseminate useful information, encourage district involvement, implement useful and unique service projects, and promote a respect for Key Club core values and spirit. You can also add photos, clippings and other pertinent material.
7. **Graphic Standards | (10 pts)**
 - a. Your E-Portfolio will be judged on sections 1 through 10. As a whole, it must demonstrate your knowledge of **Graphic Standards**. The proper and accurate demonstration of Graphic Standards is worth 10 points.
8. **File Size | (5 pts)**
 - a. If the OVERALL E-Portfolio **file size** is less than or equal to 10 MB and 54 pages, it will earn **5 points**.

FREQUENTLY ASKED QUESTIONS

1. Under Submission Deadline, what does “CC yourself” mean?

When composing the email, on the right side of the “To” box, there will BCC and CC, push the CC and type in your email, that way you have a Carbon Copy for yourself.



2. How do I do an E-Signature?

In order to put someone’s name down as an E-signature, you must ask their permission first and they will verify everything. Once they’ve said it was okay, then you may type their name in the line provided.

3. Who can apply for this award?

Anyone can apply because as a Key Clubber, you are a member, not matter what elected or appointed position you hold. If you do hold an elected or appointed position, such as President, you may not sign off on your own sheet.

4. How do I compress my PDF files/pictures?

To compress photos, you can find various websites online. One recommended web site is: <https://www.pdfcompress.com>. This will easily compress your photos to make the overall file size easier. Keep in mind, a “JPEG” photo is already small enough, and would not need any compressions. To compress a PDF file you can use this website: <http://smallpdf.com/>.

5. How would I go about creating my E-Portfolio?

Create your E-Portfolio pages on “Microsoft Word.” Once 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>

6. Why is there no set due date?

This is a division-judged contest, so your Division Lieutenant Governor is responsible for coordinating and announcing respective due dates. Different divisions may have different deadlines, so please contact your LTG for more information as soon as possible.

7. Why do I email a district contest to my Lt. Governor?

This contest is judged at the divisional level by your Lt. Governor, and then one finalist from each division is submitted to advance to District.

8. What if I would like to revise my contest submission, but have already submitted the file?

Contact your Lt. Governor for instructions to resubmit. If your Lt. Governor has already judged your submission, all decisions are final. Remember, no changes or re-evaluation will take place after the judges and the Member Recognition Chair have certified the results.

CLUB OF THE YEAR ENTRY FORM

PLEASE TYPE OR PRINT INFORMATION ON THIS FORM AND PROVIDE WITH THE SUBMISSION.

CLUB INFORMATION

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

NOMINATOR'S CONTACT INFORMATION

Key Club President: _____ Key Club Secretary: _____
 Key Club Member Contact Name: _____
 Contact E-mail: _____ Contact Phone #: _____

ADMINISTRATIVE INFORMATION: (Indicate CURRENT Information)

| Date District/International Dues Were Paid (MM/DD/YYYY) | Club Membership | | Annual Achievement Score | | % of Members Attending District Convention | |
|---|-------------------------------|------------------|--------------------------|--------------|--|--------------|
| | As of November 1 | As of February 1 | Previous Year | Current Year | Previous Year | Current Year |
| MONEY FUNdraISED FOR CLUB* | MONEY FUNdraISED FOR SERVICE* | | TOTAL SERVICE HOURS* | | | |

CHECKLIST

| INITIALS | ITEMS AND REQUIREMENTS |
|----------|--|
| | <i>Club Standards</i> |
| | Dues: Paid dues by December 1 |
| | Elections: Held club elections before Division Conclave |
| | Membership Retention: Retained at least 100% of previous year's club membership |
| | Annual Achievement Score: Achieved a score of at least 140 points and scored the same or higher than the previous year |
| | <i>Attendance</i> |
| | Club Meetings: Hosted at least thirty (30) club meetings over the past year |
| | Board Meetings: Hosted at least one executive board meeting per month over the past year |
| | Division Council Meetings: Sent at least one club representative to every Division Council Meeting the past year |
| | Kiwanis Participation: Participated in at least one Kiwanis-hosted project every month |
| | District Convention: Sent 2 delegates and at least 10% of club membership to latest District Convention |
| | Training Conference: Sent at least 50% of club officers AND 10% of club membership to the Officer Training Conference or the Region Training Conference |

CERTIFICATION OF ORIGINALITY

This certifies that we, the undersigned, verify the completion of the aforementioned requirements by the individual named on this application. All appropriate criterions have been identified on this form.

Identified requirements must be met in order to be eligible for this recognition. It is also understood that the decisions of the judges are final and no changes, alteration or re-judging will take place after the judges and the Member Recognition Chair have certified the results. **NOTE:** All names, initials and contact information are ONLY required if used as verification.

REMEMBER: There must be at least 2 out of 4 people verifying task completion. Signatures from the school representative and the Kiwanis club representative may not be by the same person.

**You may only include those who are verifying completion of the checklist items. **

| INITIALS | POSITION | E-SIGNATURE | E-MAIL | PHONE W/ AREA CODE |
|----------|-----------------------|-------------|--------|--------------------|
| | Faculty Advisor | | | |
| | Kiwanis Advisor | | | |
| | Key Club Lt. Governor | | | |
| | Kiwanis Lt. Governor | | | |

COMMUNITY SERVICE PROJECTS *ADDITIONAL ROWS (UP TO 40) MAY BE ADDED USING THE TAB KEY

| Project/Event | Date | #of Members | Total Hrs. |
|---------------|------|-------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

KIWANIS FAMILY RELATIONS

| Project/Event | Date | #of Members | Total Hrs. |
|---------------|------|-------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

FUNDRAISING

| Project/Event | Date | #of Members | Net Profits |
|---------------|------|-------------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Please attach the following:

ONE (1) ESSAY

Describe and document with detail efforts undertaken by the club to promote the core values of Key Club, celebrate outstanding members, disseminate useful information, encourage district involvement, implement useful and unique service projects, and promote respect for Key Club core values and spirit. You may include supplementary materials such as photos, clippings, and other pertinent material. *The essay may not exceed 4 pages.*

**Not all Lieutenant Governor emails fit the format of d##.cnh.kc.ltg@gmail.com, please check with your Lieutenant Governor to confirm their email address before sending.