



CNH | KEY CLUB

Sandy Ninger Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

E-mail by Tuesday, February 12, 2019 by 11:59PM PST/HST

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Sandy Ninger Contest

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

CC: Copy yourself

The Key Club Sandy Ninger contest is a District contest that is also recognized on an International level. Eligible applicants must complete the application, as explained in the guidelines, and submit it to the CNH Contest Archive for judging. At District Convention 2019 one distinguished contest winner will be announced.

1. Read the Sandy Ninger Contest guidelines.
2. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, nomination form, and supporting document. Please remember that all documentation must be in PDF form.
3. E-mail the E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Tuesday, February 12, 2019 by 11:59PM PST/HST.

SANDY NINGER CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB SANDY NINGER AWARD

When a Key Club was organized at Fort Lauderdale High School in January of 1936, Sandy Ninger became a charter member. He showed the same dedication to his work at that time as he would later show in battle. The school's athletic program had deteriorated and only fifteen candidates (including skinny Sandy) went out for the school football team. Home games seldom attracted more than a hundred spectators.

Sandy decided to change the situation and as chairman of his Key Club's entertainment committee, he arranged a dinner at the school cafeteria to which the town's businessmen were invited. The Key Clubbers asked for help to improve athletics in their community, and within a few weeks had the backing of the people of Fort Lauderdale. The city sold the school board a tract of land two blocks long and one block wide. An electric power company donated poles. Electricians gave their services. The rest of the community loaned money for equipment and a grandstand. Finally, a special football game was played before 1500 spectators. Football receipts eventually paid for the field, the fence around it, another grandstand, and all athletic expenses. In the spring of 1942, at a convention of Florida Key Clubs, Kiwanian Harold Martin of Fort Lauderdale proposed the Sandy Ninger Plaque as an award in his memory. As conceived by Harold, the medal was to be awarded to high school students who distinguished themselves by making the most of their opportunities—disregarding any school average or group standard. Thus, the award would recognize individuals in terms of their own abilities and weaknesses, opportunities and lack of opportunity.

In 1946, Key Club International formally named Lieutenant Alexander Ninger Jr. as the ideal Key Clubber. At the same time, the Sandy Ninger Plaque was also adopted. This plaque, with Sandy's likeness superimposed upon it, is now given by Key Clubs throughout America to the high school graduate who most exemplifies the tradition begun by Sandy Ninger.

The CNH Key Club Sandy Ninger Award is given to an outstanding, dues-paid, Key Club member with a minimum of fifty (50) service hours who has done an outstanding job in serving the District. (**ALL** members who fit the requirements are qualified for this award.)

- (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:** 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.
 - It may **not** exceed 54 pages total.
 - Label the file: **Sandy Ninger_LastNameFirstName**
- (3) **SMALL FILE SIZES:** Application submissions should have a **small file size**. 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 committee may select one person for this award. If in their estimation no one is worthy, this award will not be presented for that year. No one may receive this award more than once. Suitable awards will be presented.
- (5) The decisions of judging are final. No changes or re-evaluation will take place after the judges and the Member Recognition Chair have certified the results.
- (6) **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

SANDY NININGER CONTEST RUBRIC

1. **Cover Page** Page Limit: 1 | (10 pts max)
 - a. Name of Nominee
 - b. Position and Term
 - c. Home Club, Division, and Region
 - d. Picture of Applicant
- Nomination Form** Page Limit: 2
 - e. Name of Nominee
 - f. Home Club, Club Number, Division, and Region
 - g. Name of Nominator
 - h. Table of Contents
 - i. Statement of Nomination | Word Limit: 1,000
2. **Dividers** Page Limit: 8 | (5 pts max)
 - a. Section Title
 - b. Personal Reflection: *addresses personal growth, accomplishments, explanation of section, list of evidence not included, or other details that may assist judges in determining scoring.*
3. **Letter(s) of Recommendation** Page Limit: 3 | (5 pts max)
 - a. These are used as testimonies to support your overall E-Portfolio. Letters will portray the efforts you set forth to serving the District, as well as the growth you demonstrated throughout your time in Key Club.
4. **Commitment to Service** Page Limit: 4 | (10 pts max)
 - a. Key Club International is a service organization. It is important to showcase the applicant's commitment to service for the full duration of Key Club membership.
5. **Commitment to the Key Club Core Values** Page Limit: 10 | (10 pts max)
 - a. The Key Club International core values include caring, character building, inclusiveness, and leadership. A Sandy Nininger Award nominee should have demonstrated all core values throughout his/her duration of Key Club membership.
6. **Proof of Attendance** Page Limit: 4 | (10 pts max)
 - a. Identify all of the Kiwanis Family meetings and events for the applicant spanning his or her entire relationship with the Kiwanis Family
7. **Active Membership – Involvement & Accomplishments** Page Limit: 10 | (10 pts max)
 - a. Showcase the applicant's involvement and accomplishments as a Key Club member on the following levels:
 - Club Level
 - Division & Region
 - Level District Level
 - International Level
8. **Kiwanis Family – Fellowship & Unity** Page Limit: 3 | (5 pts max)
 - a. Showcase the applicant's active participation in establishing relationships as a member of the Kiwanis Family
9. **Personal Contributions** Page Limit: 4 | (10 pts max)
 - a. Showcase how the applicant distinguished himself/herself by making the most of his or her opportunities.
10. **Inspirational Qualities** Page Limit: 4 | (10 pts max)
 - a. Showcase how the applicant has been an inspiration that will assist the judges in this evaluation process.
11. **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**.
12. **File Size** | (5 pts)
 - a. If the E-Portfolio **file size** is less than or equal to 10 MB and 54 pages, it will earn **5 points**.

FREQUENTLY ASKED QUESTIONS

1. What does CC mean? How do I CC myself?

CC means to Carbon Copy yourself, which is basically sending the email to yourself as well. You can CC yourself by clicking on the “CC” option that appears when you compose an email next to or below “To” and typing in your own email.

2. How can I create an E-Portfolio?

You can create an E-Portfolio with Microsoft Word/Publisher and then converting your final portfolio into a PDF file.

3. How do I convert my file into a PDF?

You may do this by searching for a PDF file converter online such as <https://www.pdf2go.com>.

If you wish to convert a web page into a PDF file, you may do this at <http://htmlpdf.com>.

If you have either the Windows Server 2003, Windows Vista, or Windows XP operating systems, you may also visit the Microsoft Office Download Center and download the “Microsoft Save as PDF or XPS” add-in. This download allows you to export and save documents in either a PDF or XPS format. It also allows you to send e-mail attachments in either format.

4. What is an E-Signature?

An E-Signature is a typed name. To receive an E-Signature, you must ask the potential E-Signer. This E-Signer will validate your work. You must also provide the contact information of the signer as well.

5. How do I compress photos or PDF files?

You may visit websites online which can compress your photos for free such as <https://www.pdfcompress.com>.

To compress PDF files, you may also visit websites online such as www.pdfmerge.com.

Or you can also visit <http://pdfcompressor.org>, where you will be able to download a free application to compress your PDF files. However, the application requires either of the following operating systems: Windows XP, Windows Vista, Windows 7, or Windows 8.

6. What are Graphic Standards?

Graphic Standards help should be used in your newsletter and your E-Portfolio. They help unite and represent Key Club International. You can find a manual on Graphic Standards on the CNH CyberKey.

7. May I use pictures in my Dividers?

You may use any pictures or graphics as long as they are appropriate in order to showcase, but you MUST have a personal reflection in your Divider. Be sure to add captions when appropriate.

8. How can I merge PDF files?

You may merge any of your PDF files by using <http://www.pdfmerge.com> an online website which will allow you to merge up to four PDF files for free!

You can also visit <http://sourceforge.net/projects/pdfsam> where you'll be able to download a “PDF Split and Merge” application, a simple tool which will allow you to join and separate your PDF files.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

NOMINEE INFORMATION

Nominee Name: _____ Nominated By: _____
Key Club: _____ Club #: _____
District: **California-Nevada-Hawaii** Division: _____ Region: _____

TABLE OF CONTENTS

Complete the Table of Contents by listing the different focus areas in each application item, and by adding the page number for which the listed sections begin. This should also help you place the items in the correct order.

ITEM	FOCUS AREAS	START PAGE
Cover Page		1
Nomination Form		2
Letter(s) of Recommendation		
Commitment to Service		
Commitment to the Key Club Core Values		
Proof of Attendance		
Active Membership—Involvement & Accomplishments		
Kiwanis Family—Fellowship & Unity		
Personal Contributions		
Inspirational Qualities		

STATEMENT OF NOMINATION

Why should this member be recognized? Word Limit: 1,000

NOMINEE INFORMATION

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

CERTIFICATION

The E-Signer has to be your club President, Secretary, or Faculty/Kiwanis Advisor. Presidents and Secretaries may not sign-off on their own form.

E-Signature: _____ E-Signer's E-mail: _____

E-Signer's Position: _____ E-Signer's Phone Number: _____

ATTENDANCE *Additional Rows may be added using the tab key

Project, Activity, Event	Date	Club	Level of Activity			Service Hours
			Division	District	International	
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Total Service Hours