

# CNH | KEY CLUB

## Member Recognition Program

### SUBMISSION OVERVIEW

#### SUBMISSION DEADLINE

Contact your home club officer board

#### E-MAIL SUBMISSIONS TO:

Your home club

**Subject:** Member Recognition Program

**Body Text:** Identify level of recognition and list attachments

**CC:** Copy yourself

1. The Member Recognition Program is judged on the club level to recognize as many applicants as possible. Eligible applicants must complete the application, as explained in the guidelines, and submit it to their respective club boards for judging at the club level. All members recognized by the Member Recognition Program will be recognized by the CNH District.
2. Read the Member Recognition Program guidelines.
3. Complete and all necessary forms below (nomination, certification, and proof of attendance).
4. E-mail your application to your home club. Please contact your home club for more information regarding the deadline.

### MEMBER RECOGNITION PROGRAM GUIDELINES

#### RULES GOVERNING THE CNH MEMBER RECOGNITION PROGRAM

The CNH Member Recognition Program is designed to recognize a large number of dues-paid, Key Club members with a minimum of fifty (50) service hours and other additional requirements expected of a member in the CNH District. Service Record hours are automatically transferred to the Member Recognition Tab in the Club Monthly Report Form.

- (1) **OVERVIEW:** The applicant does not have to, but may, hold an elected or appointed office during the district administrative year at the club, district, or international level.
  - "District administrative year" for this contest shall be defined as the period from District Convention 2015 to District Convention 2016
- (2) **E-SIGNATURES:** E-Signatures are defined as names and contact information provided into the form that represent the fact that the individuals listed have approved the application and supporting documentation. The list of individuals may be contacted for further verification of the member's claims. This application requires electronic signatures (E-Signatures) by the applicant, the applicant's home club president or secretary and Faculty or Kiwanis Advisor. Please do not use scanned signatures.
- (3) All members achieving bronze status or higher will be recognized.
- (4) The decisions of the judges are final. No changes or re-judging will take place after the judges and the Member Recognition Chair have certified the results.
- (5) Members that qualify to be recognized can achieve four different levels: **Bronze**, **Silver**, **Gold** and **Platinum**.
- (6) When submitting the MRP application:
  - Save as a PDF. Label the file: **MRP\_LastNameFirstName**
  - Submit the file electronically to your home club.
  - All applicants who have made bronze level or higher will be sent to the division lieutenant governor, then to the district for district level recognition.
- (7) The following code *must* be used on the proof of attendance chart. Training Event (**TE**), Kiwanis Family (**KF**), Interclub (**IC**), Division Events (**DE**), District Events (**DTE**), International Events (**INT**), Articles/Visuals (**AV**), Chaired an Event (**C**), Hosted Division/District Workshop (**HDW**), Club Committee Member (**CC**), District or Division Committee Member (**DC**), Club or Leadership Position (**CLP**), Lives Saved From MNT (**LS**)
- (8) Suitable awards will be presented.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Giselle Kim | Member Recognition Chair | [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)

# FREQUENTLY ASKED QUESTIONS

## 1. Who is eligible?

Any dues paid member from clubs in good standing throughout the Cali-Nev-Ha Key Club District is eligible. A member may not start counting service hours or other MRP requirements until dues are paid. If you were already a dues paid member of Key Club in the previous year and are in good standing, you may count summer hours. Those who transfer schools may also have their hours transferred over to the new school that they attend.

## 2. When is the MRP applicable?

All Key Club sponsored activities held from March 15, 2015 to February 10, 2016 qualify for this term's MRP award.

## 3. How do I go about submitting my MRP form?

Fill out the MRP form according to the guidelines. Once completed, submit your application to your club's Recognition Coordinator or person tasked with organizing your club's MRP applicants. A list of MRP award winners will be sent to your Lieutenant Governor. From there, this list will be sent to the CNH Key Club District's Member Recognition Committee and winners will be recognized at District Convention 2015.

## 4. How do I keep track of my MRP status?

It is recommended that you keep track of your own hours and events attended, even if your club already does it for you. Member Recognition Program is recorded on its respective tab in the Club's Secretary Monthly Report Form. This way, you can fill in the MRP form at the end of the year easily and efficiently. Please note that your proof of attendance *must* be verified by an e-signer.

## 5. Can a single event be counted within two different categories?

Yes. Some events fall under multiple categories. For example, if your club hosts a beach clean-up service project with your local Kiwanis Club, this would count towards both "service hours" and "Kiwanis Event", and maybe even "Interclub".

## 6. Should the forms be completed on the computer, or should it be handwritten?

It is recommended that all forms be completed electronically. However, the final decision is left to your club's Member Recognition Coordinator or person tasked with organizing your club's MRP applicants.

## 7. How do I determine how much money I've raised for MNT if I fundraised with my club?

If a member participates in a club fundraiser for The Eliminate Project, the amount that will go toward the member's "Lives Saved" section on the MRP will equal the total funds raised from the event divided by the number of members who participated in the fundraiser.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Giselle Kim | Member Recognition Chair | [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)

## NOMINEE INFORMATION

Nominee Name: \_\_\_\_\_ Nominated By: \_\_\_\_\_  
 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: \_\_\_\_\_

## PROOF OF ATTENDANCE \*Additional rows may be added using the tab key

Project, Activity, or Event	Date	Classification	Service hours	Lives Saved From MNT
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