



CNH | KEY CLUB

Member of the Year Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lt. Governor

E-MAIL SUBMISSIONS TO:

d##.cnhkc.ltg@gmail.com

Subject: Member 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

shall be determined by your division number

1. The Member 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 Governors for judging at the division level. One contest winner will be selected from each division. At District Convention 2017 each Member of the Year will be announced.
2. Read the Member of the Year Contest guidelines.
3. 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**.
4. E-mail the E-Portfolio to your Division Lieutenant Governor. Please contact your LTG for more information on the submission deadline.

MEMBER OF THE YEAR CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB MEMBER OF THE YEAR AWARD

The CNH Key Club Member of the Year Award is given to an outstanding, dues-paid, Key Club member with a minimum of fifty (50) service hours in the CNH District.

- (1) **OVERVIEW:** The applicant may NOT hold an elected office during the district administrative year at the club, district, or international level. Anyone may nominate a person, including oneself.
 - "Elected officer" for this contest shall be in compliance with elected officers recognized in the Key Club International Bylaws and Board Policies. Elected officers include: Club President, Club Vice President(s), Club Secretary, Club Treasurer, Club Editor, Division Lieutenant Governor, District Governor, District Secretary, District Treasurer, District Editor, International Trustee, International Vice President, and International President.
 - "District administrative year" for this contest shall be defined as activities spanning the period from District Convention 2016 to District Convention 2017.
- (2) **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; 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.
- (3) **E-PORTFOLIO:** The final submission for this contest is in the form of 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.
- (4) **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
- (5) Suitable awards will be presented.
- (6) 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.
- (7) 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.
 - It may not exceed 10MB.
 - It may not exceed 54 pages total.
 - Save as a PDF. Label the file: **Member of the Year_LastNameFirstName**
 - Submit the E-Portfolio electronically to your Division Lieutenant Governor

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Michelle Ng | Member Recognition Chair | cnhkc.mr@gmail.com

MEMBER OF THE YEAR CONTEST GUIDELINES

1. Cover Page Page Limit: 1 | Personal Creation, No Form Provided

- a. Name of Nominee
- b. Position and Term
- c. Home Club, Division, and Region
- d. Picture of Applicant

2. Nomination Form Page Limit: 2

- a. Name of Nominee
- b. Home Club, Club Number, Division, and Region
- c. Name of Nominator
- d. Table of Contents
- e. Statement of Nomination | Word Limit: 1,000

A **DIVIDER** is required for the sections listed below (3-10). It should include the following information.

Page Limit: 1

- 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

- 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

- a. Key Club International is a service organization. It is important to showcase the applicant's commitment to service for the district administrative year of Key Club membership.

5. Commitment to the Key Club Core Values

Page Limit: 10

- a. *The Key Club International core values include caring, character building, inclusiveness, and leadership. A Member of the Year Award nominee should have demonstrated all core values throughout the district administrative year of Key Club membership. Showcase the applicant's commitment to the Key Club Core Values throughout the entire year.*

6. Proof of Attendance Page Limit: 4

- a. Identify all of the Kiwanis Family meetings and events for the applicant throughout the district administrative year of Key Club membership.

7. Active Membership – Involvement

& Accomplishments Page Limit: 10

- a. Showcase the applicant's involvement and accomplishments as a Key Club member on the following levels during the district administrative year:

- Club Level
- Division & Region Level
- District Level
- International Level

8. Kiwanis Family – Fellowship & Unity

Page Limit: 3

- a. Showcase the applicant's active participation in establishing relationships as a member of the Kiwanis Family during the district administrative year.

9. Personal Contributions Page Limit: 4

- a. Showcase how the applicant distinguished himself/herself by making the most of his or her opportunities.

10. Inspirational Qualities Page Limit: 4

- a. Showcase how the applicant has been an inspiration to others by providing any additional information that will assist the judges in this evaluation process.

Your E-Portfolio will be judged on sections 1 through 10. As a whole, it must demonstrate your knowledge of Graphic Standards.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Michelle Ng | 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
Section 3	Letter(s) of Recommendation	
Section 4	Commitment to Service	
Section 5	Commitment to the Key Club Core Values	
Section 6	Proof of Attendance	
Section 7	Active Membership – Involvement & Accomplishments	
Section 8	Kiwanis Family – Fellowship & Unity	
Section 9	Personal Contributions	
Section 10	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	Level of Activity				Service Hours
		Club	Division	District	International	
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