



CNH | KEY CLUB

Vice President Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

E-mail by Wednesday, February 22nd, 2017

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Vice President Contest

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

Club full name and number (H#####)

CC: Copy yourself

1. The Vice President contest is a district contest. Eligible applicants must complete the application, as explained in the guidelines, and submit it to the CNH Contest Archive for judging. At District Convention 2017 distinguished contest winners will be announced.
2. Read the Vice President Contest guidelines.
3. Fill out the "Officer Checklist" if you plan to apply for this award.
4. If you plan on applying for Outstanding or Distinguished Vice President, you must develop an E-Portfolio that consists of a Cover Page, Officer Checklist, Nomination Form, & Supporting Documentation.
5. E-Mail the "Officer Checklist" OR E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Wednesday, February 22nd, 2017.

VICE PRESIDENT CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB VICE PRESIDENT AWARD

The CNH Key Club Vice President award shall provide recognition to vice Presidents who have provided commendable service to others.

- (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. 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. 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) Suitable awards will be presented.
- (5) 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.
- (6) **LEVEL 1. APPRECIATION:** requires the completion and submission of the Vice President Checklist. At this level, the applicant may not have completed all of the required tasks all of the required tasks listed on the checklist for outstanding recognition.
 - Save as a PDF. Label the file: **Appreciation VicePresident_LastNameFirstName**
- (7) **LEVEL 2. OUTSTANDING and LEVEL 3. DISTINGUISHED:** requires the completion and submission of the E-Portfolio, which must include the completed Checklist. At this level, the applicant has to have completed all of the required tasks listed on the checklist for outstanding recognition. Level of recognition will be determined by judging.

The requirements of this E-Portfolio are explained below.

- 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: **VicePresident_LastNameFirstName**
- All required items for the E-Portfolio are listed on Page 2.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

VICE PRESIDENT 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 is optional

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 *each* of 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 as a club vice President, as well as the growth you demonstrated throughout the past year.

4. Vice President Checklist Page Limit: 1

- a. The checklist must be fully completed with all the necessary E-Signatures and contact information.

5. Proof of Attendance Page Limit: 3

- a. This form displays what projects you've attended, how many hours you have served throughout the year, and at what level you served.
- b. Make sure that this form is certified by the President, Secretary, or Advisor.

6. Summary of Position Page Limit: 5

- a. Every Key Club is allowed to have up to five (5) vice Presidents to support the overall functioning of the club. Each vice President is often given a focus area that will determine his/her daily, weekly, monthly, and yearly tasks and responsibilities. In this section, provide a detailed explanation of your position as defined by your Executive Board. It is vital for the judges to understand your duties as determined by your club.

7. Task Achievements Page Limit: 15

- a. In this section, showcase the specific tasks and general work the vice President has completed as part of his/her role in the club.

8. Kiwanis Relations Page Limit: 5

- a. Key Club International is sponsored by Kiwanis International. This section must focus on how you as Vice President, have interacted with your sponsoring Kiwanis Club and Kiwanis family members.

9. Communication Page Limit: 5

- a. This section must focus on your communication with the members, club, division, district, and Advisors. Sample E-Mails, letters, and so forth may be utilized.

10. Miscellaneous Page Limit: 5

- a. This section may focus on any additional contributions you have made as a club vice President.

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

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.

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

INITIALS	POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
GA	Faculty Advisor	Golden Advisor	goldenadvisor.cnh@gmail.com	(555) 555-5555
	Kiwanis Advisor			
GL	Key Club Lt. Governor	Golden Leader	d99.cnhkc.ltg@gmail.com	(999) 999-9999
	Kiwanis Lt. Governor			

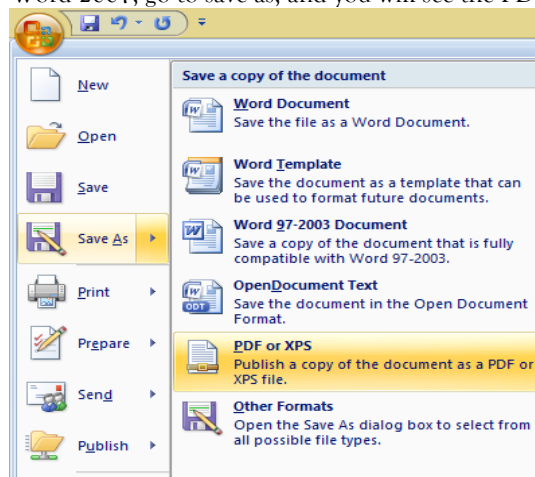
2. What does "CC" mean?

CC stands for carbon copy. To carbon copy is to send an identical E-Mail to a given recipient. To do so, when sending an E-Mail out, there will be a button with the letters "CC" and by clicking it, you will be enabled to type in the address you would like to copy to, in this case, yourself.



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:

<http://www.freepdfconvert.com/>

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

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

FREQUENTLY ASKED QUESTIONS

5. **How do I compress PDFs and photos?**

PDFs: <http://smallpdf.com/>

Photos: <http://jpeg-optimizer.com/>

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

6. **What is the difference between APPRECIATION, OUTSTANDING, and DISTINGUISHED Recognition?**

The only requirement necessary for the submission of Appreciation is the check list. For Appreciation, not all tasks are required to be checked off. For Outstanding and Distinguished, you **must** complete the E-Portfolio, which includes the checklist.

7. **What do I write in the DIVIDERS?**

Focus on your growth, problems, achievements, and learning moments in each of the categories. It is a page dedicated to personal reflection, so there is no strict format.

8. **From whom do I receive letters of recommendation?**

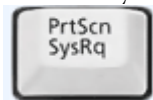
Anyone who has seen your growth and efforts in your Key Club term will be an adequate person to write the recommendation. It may be a Faculty Advisor, Kiwanis Advisor, another club officer, your Lieutenant Governor, and any other person who can vouch for your efforts in Key Club.

9. **For the Certification of Originality where I need to get E-Signatures, what if my Kiwanis Advisor is also the Kiwanis Lt. Governor? Do I put his/her name twice?**

No, only put that person’s name once if he/she happens to fill both those positions. You will need to find another individual (either the Faculty Advisor or Key Club Lt. Governor) to provide his/her E-Signature.

10. **How do I showcase E-Mails in COMMUNICATION?**

Use the screenshot functions on your computer. A keyboard should have a key with the words, "PrtSc" or some variation of it, which you can use to screenshot. Go to the email, screenshot it, crop out any unnecessary parts of the picture, and paste it onto your document. You can scan letters and paste them to your document as well.



or

Programs (1)

Snipping Tool

11. **How do I transfer the forms provided on this file, such as the Nomination Form or the Proof of Attendance, 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.

12. **Do all the sections of the portfolio need to utilize graphic standards?**

All of the pages that you make on your own need to utilize graphic standards. These include the Cover Page, the Dividers, the Agendas, the Letters of Recommendation, and any documents you may include in the “Miscellaneous” section. This means that the appropriate fonts, colors, and graphics must be utilized throughout your E-Portfolio. A guide to Key Club graphic standards can be found at <http://keyclub.org/fad/cm/brand.aspx>.

VICE PRESIDENT CHECKLIST

This checklist must be completed in order for you to be recognized as Appreciation, Outstanding, or Distinguished. You will need at least two individuals to verify that you have completed the items on the checklist. These individuals must place their initials or provide you with permission to place their initials in the appropriate column.

NOMINEE INFORMATION

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

CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
<i>Club Standards</i>	
	Membership: Paid club membership dues by December 1
	Service: Provided a minimum of 50 service hours as per Key Club International Constitution & By-Laws
	Club Status: Home Club is in good standing and has paid dues
<i>Work Accomplishments</i>	
	Administration: Led a minimum of two (2) general meetings and completed duties assigned by the President
	Reporting – Kiwanis Family Liaison: Provided monthly reports to the Board and Secretary on local Kiwanis activities
	Projects: Chaired a minimum of one (1) project
	Membership Education: Conducted a new member orientation; provided various resources to the members; provided resources to promote attendance at conferences and participation in contests
	Publicity: Submitted a minimum of ten (10) articles to club bulletin, division newsletter, or CNH District Newsletter and collaborated with Editor to publicize events
	Dues Collection: Assisted Treasurer with timely dues collection and accurate updates of club roster
	Club Communication: Communicated with the membership (phone, electronic, etc.), Faculty Advisor and sponsoring Kiwanis Club on a monthly basis
	Division Communication: Communicated on a monthly basis with the Division Lieutenant Governor and/or Region Advisor
<i>Attendance</i>	
	Club Meetings: Attended eighty-percent (80%) of all club general meetings
	Board Meetings: Attended eighty-percent (80%) of all club executive board meetings
	Division Council Meetings: Attended a minimum of six (6) Division Council Meetings
	Kiwanis Meetings: Attended a minimum of one (1) Kiwanis Division Council Meetings or attended a minimum of three (3) general Kiwanis meetings
	Training Conference: Attended the Officer Training Conference or Region Training Conference
	Vice President Workshop: Attended the Vice President Workshop at District Convention, International Convention, Officer Training Conference, or 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 criteria 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, alterations, or re-judgings 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			

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	Vice President Checklist	
Section 5	Proof of Attendance	
Section 6	Summary of Position	
Section 7	Task Achievements	
Section 8	Kiwanis Relations	
Section 9	Communication	
Section 10	Miscellaneous	

STATEMENT OF NOMINATION

Why should this Vice President 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

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