



# CNH | KEY CLUB

## Advisor of the Year Contest

### SUBMISSION OVERVIEW

#### SUBMISSION DEADLINE

Contact your Division Lieutenant Governor

#### E-MAIL SUBMISSIONS TO:

**d##.cnhkc.ltg@gmail.com\***

**Subject:** Contest | AOY

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

**CC:** Yourself

## shall be determined by your respective Region, Division, and club numbers

*The Advisor of the Year contest is a District contest judged on the Division level. Members wishing to recognize their advisors must submit the following application to their respective Division Lieutenant Governor. One contest winner per category from each division will be selected .*

1. Read the Advisor of the Year Contest guidelines. **Advisors who are already in the Jack Luther Hall of Fame are not eligible for this award.**
2. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, nomination form, and supporting documents. Please remember that all documentation must be in PDF form.
3. E-mail the E-Portfolio to your Division Lieutenant Governor. Please contact your LTG for more information on the submission deadline, and to confirm submission email.

### ADVISOR OF THE YEAR CONTEST GUIDELINES

#### RULES GOVERNING THE CNH KEY CLUB ADVISOR OF THE YEAR AWARD & JACK LUTHER ADVISOR HALL OF FAME AWARD

The CNH Advisor of the Year Award is given to an outstanding advisor who fosters service leadership, long-term commitment, and growth in Key Club and promotes club representation and member involvement in serving its community. The Advisor of the Year Contest is a means by which local clubs can show appreciation to advisors who have gone above and beyond the call of duty.

- (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. The purpose of the E-signatures is to show 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 may not exceed 10MB. Tips to maintain this are the following:
  - Include only the best samples of documentation
  - Compress all photos and files before use
  - Compress the final file
- (4) There are two categories for this contest: (1) Faculty Advisors and (2) Kiwanis Advisors. Each Club may nominate one per category. 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) **OUTSTANDING:** The nominee's application meets a minimum standard of 75% for outstanding but does not meet the criterion for distinguished status.
- (7) **DISTINGUISHED:** The nominee's application meets a minimum standard of 90% for distinguished status.
- (8) **JACK LUTHER HALL OF FAME:** One advisor may be selected for this recognition and one may be selected for Superior status.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

# ADVISOR OF THE YEAR RUBRIC

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 | (5 pts max)
  - 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
3. **Letter(s) of Recommendation**  
Page Limit: 3 | (10 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 the Core Values of Key Club**  
Page Limit: 4 | (10 pts max)
  - b. The Key Club International core values include caring, character building, inclusiveness, and leadership. An Advisor of the Year Award nominee should have demonstrated all 4 core values throughout the district administrative year of Key Club membership. Showcase the applicant's commitment to promotion of the Key Club Core Values throughout the entire year.
5. **Ensure Leadership Training**  
Page Limit: 2 | (10 pts max)
  - a. With at least 2 examples, explain how the advisor encouraged training of the officer and membership (attendance at RTC, OTC, etc.)
6. **Celebrate Outstanding Members**  
Page Limit: 4 | (10 pts max)
  - a. Explain how the advisor recognized and encouraged members to reach for levels of recognition. (MRP, Contests, etc.)
7. **Involvement & Accomplishments**  
Page Limit: 3 | (10 pts max)
  - a. Showcase the applicant's involvement and accomplishments as an Advisor as well as how they encouraged attendance from others.
8. **Disseminate Useful Information**  
Page Limit: 3 | (10 pts max)
  - a. Showcase how the advisor was responsive to communication and delivered important information to their club. This may include through online or in person methods.
9. **Promote Active and Unique Service/Fundraising Opportunities**  
Page Limit: 3 | (10 pts max)
  - a. Showcase how the advisor successfully encouraged various projects and fundraisers throughout the year.
10. **Inspirational Qualities**  
Page Limit: 3 | (10 pts max)
  - a. Showcase how the advisor has been an inspiration to others by providing any additional information 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
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.

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# 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 receive an E-Signature?

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

## 3. Who can apply for this award?

- Any Key Clubber can fill out this application to nominate any Faculty or Kiwanis advisor for this award. This award must be filled out and completed by a Key Clubber to recognize and honor an adult Faculty or Kiwanis Advisor.

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

To compress photos, you can find a various websites online. One recommended web site is: <https://www.pdfcompress.com>. This will easily compress your photos to make the overall file size smaller. 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: [www.pdfmerge.com](http://www.pdfmerge.com).

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

Create your E-Portfolio pages on Microsoft Word or Microsoft Publisher. 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 save the file as a PDF by clicking “Save As” > “PDF” or you can use this website to do so: <https://www.pdf2go.com>. You may merge separate PDF files into one by utilizing online sources such as [www.pdfmerge.com](http://www.pdfmerge.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. Each Division may have different deadlines, so please contact your Lt. Governor for more information as soon as possible.

## 7. Why do I email a District contest to my Lieutenant Governor?

- This contest is judged at the Division level by your Lieutenant Governor, and then one finalist from each Division is submitted to advance to the District level. The process goes from club nomination to Division selection (by the LTG) to District judging.

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

Remember to look over your submission very carefully before E-Mailing it out to the archive. No revisions may be made after it has been submitted. Please remember and consider, that following the Advisor of the Year Contest guidelines, once the decision of the judges and MR Chair has been made final, absolutely NO changes, alterations, or re-judging can be made.

## 9. I submitted the Nomination Form to my Lieutenant Governor. Who is judging my e-portfolio?

- Scoring is completed by the Division Judging Committee. Scoring for the Jack Luther Hall of Fame is completed by the Member Recognition Committee.

## 10. My advisor has only been an advisor for 2 years. Can he/she apply for this contest?

- No. Advisors who have served for a minimum of three years are eligible for outstanding and distinguished competition and recognition. Advisors who have served for a minimum of five years are eligible for Level 4+ competition and recognition.

## 11. For the evidence report, may I use documentation from outside of this Key Club year?

- No. All documentation must be from the past district administrative year.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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# NOMINEE INFORMATION

Faculty Advisor \_\_\_\_\_ Kiwanis Advisor \_\_\_\_\_  
 Nominee Name: \_\_\_\_\_ Nominated By: \_\_\_\_\_  
 Key Club: \_\_\_\_\_ Club #: \_\_\_\_\_  
 District: California-Nevada-Hawaii Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Sponsoring Kiwanis Club: \_\_\_\_\_ Years in Position: \_\_\_\_\_

# NOMINATION & CERTIFICATION OF ORIGINALITY

To be eligible for this recognition, the advisor must be nominated by two of the following: (1) Key Club Officer, (2) Club or Region Advisor, (3) Kiwanis Officer, or (4) School Administrator.

**THIS CERTIFIES THAT WE, THE UNDERSIGNED, VERIFY THE COMPLETION OF THE INITIALED ITEMS BY THE INDIVIDUAL NAMED ON THIS APPLICATION.** 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, respective Lieutenant Governor, and Chair of Member Recognition have certified the results. NOTE: All names, initials and contact information are required if used as verification. Signatures from the school representative and the Kiwanis club representative may not be the same person. The below e-Signatures must be provided by at least 2 out of 4 people.

INITIALS	POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
	Key Club Officer			
	Club/Region Advisor			
	Kiwanis Officer			
	School Administrator			

# CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
<i>Club Standards</i>	
	<b>Membership:</b> Paid club membership dues by December 1
	<b>Club Elections:</b> Worked with club President to facilitate the elections process; club held elections by the last day of February as outlined by Key Club International bylaws
	<b>Kiwanis Relations:</b> Key Club maintained an active relationship with the nominated advisor's Kiwanis Club
<i>Work Accomplishments</i>	
	<b>Reporting:</b> Assisted clubs officers with timely submissions of reports
	<b>Leadership Qualities:</b> Promoted and exemplified the core values, led by example, and motivated the members
	<b>Leadership Skills:</b> Developed effective problem-solving skills and helped to resolve issues/conflicts; promoted leadership development of future leaders
	<b>Communication:</b> Communicated effectively with District and International officers on dues and club membership
<i>Attendance</i>	
	<b>Club Meetings:</b> Attended eighty-percent (80%) of all club general meetings
	<b>Board Meetings:</b> Attended eighty-percent (80%) of all club executive board meetings
	<b>Key Club Division Council Meetings:</b> Attended a minimum of six (6) Key Club Division Council Meetings
	<b>Training Conference:</b> Attended the Officer Training Conference or the Region Training Conference
	<b>Convention Involvement:</b> Attended an Advisors Workshop at District Convention or International Convention
	<b>Service Project Participation:</b> Attended at least ten (10) or eighty-percent (80%) of club service projects
	<b>Fundraiser Participation:</b> Attended at least five (5) or eighty-percent (80%) of club fundraisers
	<b>Club Social Participation:</b> Attended at least five (5) or eighty-percent (80%) of club social events

Number of Years Served: \_\_\_\_\_

Dates: \_\_\_\_\_