

2015-16 Distinguished district office binders

This document includes instructions, cover sheets and tab labels that you are to use in your binder to apply for the distinguished district officer awards. It is required that you use the sheets in this document to separate your information to make it more efficient for the judges and to ensure that you receive proper credit. Here are some items to keep in mind while putting the binder together.

To properly format your binder, print out the labels included in this document and insert them into insertable binder 5-tab dividers. You can use any brand or style, as long as they are 5-tab dividers. Place the tab cover sheets also included in this document as the first sheet behind the tab divider. The number of 5-tab divider sets you will need depends on the award you are applying for. You will need the following number of sets for each award:

Governor	3	Secretary-Treasurer	3
Secretary	3	Bulletin Editor	2
Treasurer	3		

1. The binder may not exceed 4 inches of material. Please do not attempt to put 5-6" of material in a 4" binder.
2. The tabs must be visible when the binder is open so that the judges may flip easily to the required section. Nothing should obstruct the view of the tab.
3. No page protectors should be used. The judges will not remove items from page protectors to view them.
4. Extraneous materials in sections (other than the Miscellaneous Section) are not necessary. Only include materials requested behind the tabs.
5. If your administrator signs that you have performed a task, no other verification is necessary.
6. Make sure that your administrator has seen your binder before you send it to the Key Club International office.
7. Once a binder has been sent to the office, no other materials will be placed in it by the Key Club International Staff.
8. All binders are to be received in the Key Club International office by the due date listed at www.keyclub.org/contestsawards - otherwise your administrator will be responsible for bringing it to GATC.

If you have any questions about the criteria or your binder, please do not hesitate to contact the Key Club International staff.

Amanda Spice, aspice@kiwanis.org
1-800-KIWANIS or 317-875-8755, ext. 133

a Kiwanis-family member
keyclub.org

Distinguished Editor's Award

Applicants name: _____

District: _____

Return binder to the following street address:

Verification

As required, the District Administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator

Award information

- An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but recognition of an individual's performance.
- Nominations must be received at Key Club International no later than the first Friday in May.
- Copies of all required documents must accompany the nomination.
- Information must be submitted in a single binder, **not to exceed four inches**, keeping the information in accordance with each individual heading described.
- In order to be considered for this award, a total of 672 points out of the 840 possible points must be accumulated.

Distinguished Editor's Award

Personal Statement

(50 points maximum)

Provide a comprehensive review of your year as District Bulletin Editor, including, but not limited to:

Personal Statement Page _____

(500 word limit)

- a. What you accomplished
- b. What you learned
- c. What you would do differently
- d. Your goals as a District Executive officer
- e. Extenuating circumstances

Distinguished Editor's Award

Board Correspondence

(85 points maximum)

Produce and distribute at least five (5) articles of correspondence for district board members. Examples include: memos, newsletters and reports. The following are to be taken into consideration.

Please indicate the page numbers where each of the following can be found:

A. Publication deadlines (10 points) Page _____

B. Suggestions on how to write articles (i.e. advice on topics, providing templates, etc.) (30 points) Page _____

C. Notifications to officers of articles they are responsible to write for district publications (20 points) Page _____

D. Observation of graphic standards (15 points) Page _____

F. Spelling/grammar (10 points) Page _____

Distinguished Editor's Award

District Publications

(280 points maximum)

Produce and distribute at least two publication(s) to clubs. In order to receive points for publications, graphic standards must be observed. If more than two publications are produced, please indicate which two are to be judged and each will be worth 140 points. If there is content that needs to be considered for judging from other publications, please only submit the page(s) including this information. The following should be taken into consideration.

Please indicate in each publication where each of the following can be found:

A. Content (required in all publications)

1. Major Emphasis and Key Club International service partners
 - a. Issue onePage _____
 - b. Issue twoPage _____
 - c. Issue threePage _____
2. International representative's message/Governor's message
 - a. Issue onePage _____
 - b. Issue twoPage _____
 - c. Issue threePage _____
3. Club/division highlights
 - a. Issue onePage _____
 - b. Issue twoPage _____
 - c. Issue threePage _____
4. Promotion of Key Club co-sponsors
 - a. Issue onePage _____
 - b. Issue twoPage _____
 - c. Issue threePage _____
5. Promotion of Key Club Vision Partners
 - a. Issue onePage _____
 - b. Issue twoPage _____
 - c. Issue threePage _____
6. Contact information for all District Executive Officers
 - a. Issue onePage _____
 - b. Issue twoPage _____
 - c. Issue threePage _____

Distinguished Editor's Award

- B. Content (required in only one publication)
 - 1. District convention summationPage _____
 - 2. District convention promotion.....Page _____
 - 3. International convention summation.....Page _____
 - 4. International convention promotion.....Page _____
 - 5. Youth Opportunities Fund (Must be included in a publications produced before the due date for Youth Opportunities Fund Applications)Page _____
- C. Spelling/grammar (all publications)
- D. Timeliness of covered material (all publications)
- E. Neatness
- F. Creativity

Distinguished Editor's Award

Required Attendance

(150 points maximum, 50 points for each event attended)

District bulletin editors must attend the following during their term in office. District Administrator can sign to indicate the event was attended by the district bulletin editor.

A. District Convention at the beginning and end of term ..._____

B. International Convention during term_____

D. All district board meetings....._____

Distinguished Editor's Award

Reporting

(100 points maximum, 25 points deducted for each report not submitted)

Present a bulletin editor's report at all official board meetings. If not in attendance, reports must be presented at the board meeting.

Indicate page where each report can be found.

Board meeting 1 Page ____

Board meeting 2..... Page ____

Board meeting 3..... Page ____

Board meeting 4..... Page ____

The above board reports were presented at official board meetings.

Verified by signature of District Administrator _____

Distinguished Editor's Award

Service to Home, School and Community

(150 points maximum)

Perform at least fifty (50) hours of service to home, school, and community through Key Club activities.

Include description and verification by club president and faculty advisor. Deduct 5 points for every hour below 50.

Distinguished Editor's Award

Recommendations

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature)

Distinguished Editor's Award

Miscellaneous

(100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria.

Please list what you have included and the page numbers where they can be found below: *(You don't have to fill in all of the blanks. Extra blanks are provided in case they're needed.)*

A. _____ Page _____

B. _____ Page _____

C. _____ Page _____

D. _____ Page _____

E. _____ Page _____

F. _____ Page _____

G. _____ Page _____

H. _____ Page _____

I. _____ Page _____

J. _____ Page _____

K. _____ Page _____

L. _____ Page _____

M. _____ Page _____

N. _____ Page _____

O. _____ Page _____

P. _____ Page _____