

# Distinguished Key Clubber Application

## 2013-2014 Key Club Service Year

Every year, at New York District Key Club's Leadership Training Conference, hundreds of the district's most dedicated individuals, those who have gone above-and-beyond the call of general membership, and have served their homes, schools and communities to the best of their ability, are recognized and presented with the Distinguished Key Clubber Award before the entire district. All individuals who accurately, to the best of their knowledge, complete Section I and achieve the minimum number of points necessary for Section II, as well as submit the application by the required postmark date will be presented with a certificate of recognition at the New York District Leadership Training Conference in March 2014 along with the official New York District Key Club Distinguished Key Clubber pin.

Please complete all fields to the best of your ability and attach all responses to this application form. Responses that appear on a separate sheet must be typed in the order that they appear in the application. The final application, once completed, may be submitted by mail, or digitally as long as it is postmarked or submitted by given date. Please be advised that your application must be verified and confirmed by signature or via e-mail from the appropriate persons, or through an electronic signature. If any of the responses included in the applications are found to be inaccurate, dishonest, not verified/confirmed, they will be considered incomplete and thus eliminating the applicant's chance to receive the award. All applications must be postmarked by February 15th, 2013. Any awards submitted prior to February 15th (digitally & postal mail) will be considered early, therefore earning the applicant additional points on their submission.



## Frequently Asked Questions

**If I participated in a project/attended a meeting before April 1, 2013, which qualifies under a certain criteria, can I use it in the application?**

Only events, projects, or meetings occurred during the 2013-2014 Key Club Service year will be accepted – you don't want your application to be invalidated because of a small error.

**Under Mandatory Criteria, Service to Home, School, and Community, criteria #4, do all five District Projects have to be distinct?**

No. You could have participated in five projects/fundraisers, which all served the same District Project Charity, and still qualify for the award. However, a maximum of two of these projects/fundraisers could have benefitted a local cause.

**What is sufficient for qualifying for the Advocacy section of the Mandatory Criteria?**

Attaching a signed advocacy letter is sufficient. (If you are submitting digitally, you can type your name at the bottom.)

**Why were Divisional Projects and Fall Rallies added to the Divisional Involvement section of Mandatory Criteria?**

Divisional Projects serve as involvement on the Division level. They are also more relevant to members than Divisional Council Meetings. Fall Rallies are much larger than Divisional Council Meetings, and much more involved as well. Many lieutenant governors hold a Divisional Council Meeting at their Fall Rally as well.

**Will the personal statement be rated on quality?**

Yes, It is important to submit a personal statement of good quality, Even though there isn't a limit of award recipients for this award it will give the co-chair receiving your application a better sense of who you are and why you deserve the award. If you wouldn't submit it to your English teacher, don't submit it for the DKC Award. Absolute failures to answer the prompt will result in your application getting rejected.

**I am a club president. Can I write my own letter of recommendation?**

No. This will result in your application getting denied. Ask your lieutenant governor, any district executive officers you may know, or your faculty/Kiwanis advisor. If you don't know any of them well, try to meet them and get acquainted with them. Please note: You cannot ask another club president to write your letter of recommendation either, if you do so your application will be denied and you will be disqualified for said award.

**I am a lieutenant governor. May I ask other lieutenant governors for a letter of recommendation?**

No. This will result in your application getting denied. Ask your club president (yes – you may do this), faculty/Kiwanis advisor, or a district executive officer.

**I am a district executive officer. May I ask lieutenants governors for a letter of recommendation?**

You can only ask your home division's lieutenant governor. Otherwise, your application will be denied. You may also request a letter of recommendation from any other district executive officer.

## Frequently Asked Questions (Continued)

**I participated in a Kiwanis One Day project, but it was not on April 6, 2013 (the annual Kiwanis One Day). Can I still redeem credit for it?**

Yes you may.

**Will the statement answering the —Offices/Positions held within Key Club International prompt be rated on quality?**

No. However, you should write a decent statement. If you wouldn't submit it to your English teacher, don't submit it for the DKC Award. Absolute failures to answer the prompt will result in no credit.

**Can I cram points by submitting articles to the Empire Key or Division Newsletter last minute?**

Technically, you can. However, if it's blatantly obvious you sent them in last minute purely for the reason of meeting the additional criteria of DKC, and the co-chairs notice, you run the risk of getting your application rejected.

**Can I use any project under more than one criterion?**

No.

**Are the deadlines listed postmark deadlines or do you have to receive the applications by then?**

a.) If you are submitting your application early by mail, it must be postmarked on or before February 1, 2014. If you are submitting your application early digitally, it must be submitted on or before February 1, 2014 at 11:59:59 PM EST.

b.) In order for your application to be submitted by the deadline, and you are submitting it by mail, it must be postmarked on February 15, 2014. In order for your application to be submitted by the deadline, and you are submitting it digitally, it must be submitted on or before February 15, 2014 at 11:59:59 PM EST.

**I can't qualify for the DKC Award because I am unable to qualify for [insert criteria here] criteria. What can I do!?!**

If it is due to an issue, which is out of your control, such as having no lieutenant governor for your division, e-mail us [michaelrovner.ltg@nydkc.org](mailto:michaelrovner.ltg@nydkc.org) and [lillianxie.ltg@nydkc.org](mailto:lillianxie.ltg@nydkc.org). If it's for another reason, you will most likely not receive the award.

**Why do you need my e-mail address and phone number?**

We need this information to contact you in the event that the Lieutenant Governor reviewing your application has any questions about what you have submitted. Please fill out the General Information section in its entirety.

**Who decides if I am a Distinguished Key Clubber?**

The Distinguished Key Clubber application is reviewed by the District Awards Committee chairs and is based off the point system on the application.



# The Distinguished Key Clubber Application

## General Information:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Division: \_\_\_\_\_ Lieutenant Governor: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ School: \_\_\_\_\_  
School Address: \_\_\_\_\_  
School City: \_\_\_\_\_ School Zip Code: \_\_\_\_\_  
Club President's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Faculty Advisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Section I: Mandatory Criteria:

All parts of this section must be completed.

### *Service to Home, School, and Community*

In the lines below, briefly describe an event in which you have participated for the following service initiatives. Keep in mind that specificity is KEY! (Possible details to include are number of service hours, the cause that was helped, and a general description of what was done at the event.)

**1. Governor's Project: "Nurturing our K-Family"** (A project done with another branch of the K-Family)

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**2. Major Emphasis: Children: Their Focus, Our Future**

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**3. Major Emphasis Service Partners:**

Check one of the following:

- UNICEF    Children’s Miracle Network    The Eliminate Project    March of Dimes

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**4. District Projects and Local Causes:**

You must have participated in at least **five** service projects relating to either the District Projects or Local Causes with at least **two** of these being a District Project. The District Projects are:

- Alzheimer’s Association ❖ American Cancer Society ❖ The Eliminate Project ❖ Juvenile Diabetes Research Foundation (JDRF) ❖ Kamp Kiwanis ❖ Kiwanis Pediatric Trauma Center (KPTC) ❖ Pediatric Lyme Disease Foundation ❖ Wounded Warriors Project.

Project: \_\_\_\_\_ Charity: \_\_\_\_\_

Explain (location, date, what was done, money raised, etc.)

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Project: \_\_\_\_\_ Charity: \_\_\_\_\_

Explain (location, date, what was done, money raised, etc.)

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Project: \_\_\_\_\_ Charity: \_\_\_\_\_

Explain (location, date, what was done, money raised, etc.)

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Project: \_\_\_\_\_ Charity: \_\_\_\_\_

Explain (location, date, what was done, money raised, etc.)

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Project: \_\_\_\_\_ Charity: \_\_\_\_\_

Explain (location, date, what was done, money raised, etc.)

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### ***Division Involvement***

You must have attended at least **two** Divisional Meetings and **one** Divisional Project/Event. Additional attendance at Divisional Meetings and/or Divisional Projects can be reported on a separate sheet of paper; one point will be awarded for each additional event for up to five points. If you were unable to attend any Divisional Meetings and/or Divisional Projects/Events, please explain why on a separate sheet of paper.

#### **Attendance at Divisional Meetings:**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

#### **Attendance at a Divisional Project/Event:**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description of Project/Event (location, date, what was done, money raised, etc.):

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## **Personal Statement**

Attached to this application, please include a **typed** statement of a minimum of 500 words to answer at least one of the following prompts. If the response is not typed, the application will be considered invalid.

- a. How has Key Club changed you? What will you do with the knowledge you have gained?
- b. How has your time as a Key Clubber directly impacted your home, school or community?
- c. What inspired you to join Key Club? How has it impacted your life since you have joined?

## **Section II: Mandatory Criteria:**

Need 30 points.

### **Division, District, and International Involvement**

Have you attended any of the following?

- Fall Rally or Divisional Training Conference (2 points)
- New York District Leadership Training Conference (Spring 2013) (5 points)
- Key Club International Convention in Washington D.C. (July 2013) (8 points)
- Key Leader (3 points)
- Kamp Kiwanis (2 points)

### **Kiwanis Family Involvement**

For the 2013-2014 Key Club year, fill out the following if you have attended a meeting or participated in a project with the following branches of the Kiwanis Family. For projects, please provide a brief description. More projects may be attached on a separate sheet of paper for one point per project with a maximum of five points.

**a) Kiwanis Club (1 point per project or meeting)**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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**b) Circle-K, Builders Club, K-Kids, or AKTION Club (1 point per project or meeting)**

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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**c) Kiwanis One Day (2 points)**

Kiwanis One Day was held on April 6<sup>th</sup>, 2013. This event strives to involve all Kiwanis Family clubs and serve the community. If you have participated in Kiwanis One Day on a separate day, the event may still be counted.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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**d) Key Club Week**

Key Club week celebrates the events your club has done from November 4-8. If a club celebrates Key Club week at a separate time, events may still be counted, but please mark the box below.

Day Activity (1 point per day)

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Did your club celebrate Key Club week from November 4-8?

Yes

No

**e.) Interclub (2 points)**

Interclub events are events that a school does with another Key Club within Key Club International.

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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Points accumulated so far:

## Advocacy

In the lines below, describe an advocacy cause for which you advocated. List the actions you took to advocate, and at the end of this application, attach any materials pertinent to the advocacy campaign, including but not limited to: advocacy letters, pictures, pamphlets, and fliers. (3 points)

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Description:

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Points accumulated so far:

## Article Submission

Have you submitted an article to the following publications? Please attach a copy of the article(s) to this application and state which publications you submitted it to. (Maximum of one article for each publication)

**Service Spotlight (*The Empire Key* or the district website) (2 points)**

Articles should have been sent to the District Editor Hannah Song.

**Division Newsletter (1 point)**

Articles should have been sent to your Lieutenant Governor.

Points accumulated so far:

## Positions Held within Key Club International

Attached to this application, please describe in 250 words or less any offices or positions you have held, whether elected (club, district, or international officer) or appointed (committee, project chairperson, et cetera), in Key Club International. What were the duties of the office position? How did you serve this organization, your school, and community? This statement must be typed. (5 points)

Points accumulated so far:

## **Other Service and Fundraising Activities**

Attached to this application, please list and describe (at least two sentences per event) any other service projects and fundraising activities you have completed, which have not been mentioned in this application. This list should be typed. (Maximum of 10 points, 1 point per event)

Points accumulated so far:

## **Digital Submission**

Submit this application digitally. Please read the instructions included at the end of the application for instructions on how to submit your application digitally. (2 points)

Points accumulated so far:

## **Early Submission**

Submit this application on or before February 1, 2013. This means your application must be postmarked no later than February 1, or your e-mail must be sent at or before 11:59:59 on February 1. (2 points)

Points accumulated so far:

**Total Points Accumulated:**

## **Verification Statement:**

Application must be verified by obtaining the signature of three of the four following people:

I hereby affirm that all of the above information, and information provided in the attached documents are true and accurate to the best of my ability. I understand that if there should be any false or misleading information, this application is subject to being disqualified and appropriate disciplinary action will be taken.

Lieutenant Governor's Signature:

Club President's Signature:

Faculty Advisor Signature:

Applicant's Signature:

## Submission Instructions

Please submit your Distinguished Key Clubber Application by **February 15, 2014** to the Lieutenant Governor that is reviewing applications from your division as indicated below. Once you submit your application you will NOT be permitted to alter it in any way or resubmit it.

### Division 1-14

*For paper submissions:*

Lieutenant Governor Michael Rovner  
7 Helen Street  
Greenvale, NY, 11548

*For digital submissions:*

MichaelRovner.LTG@nydkc.org

### Division 15-27

*For paper submissions:*

Lieutenant Governor Lillian Xie  
72 Tennis Place  
Forest Hills, NY, 11375

*For digital submissions:*

LillianXie.LTG@nydkc.org

## Feedback, Questions, and Comments

Feel free to call, text, or e-mail us.

Lieutenant Governor Lillian Xie  
(917) 588-3238  
LillianXie.LTG@nydkc.org

Lieutenant Governor Michael Rovner  
(516) 375-3681  
MichaelRovner.LTG@nydkc.org

## How to Submit Your Application Digitally

First, please prepare all documents according to the instructions below:

1. Fill out the application above. You may do this in several ways.
  - a. Print out the application, fill it out by hand, and scan it into your computer as a PDF file. (Preferred)
  - b. Type directly onto the application using a program such as Adobe Acrobat Reader or Nitro PDF Reader. Should you choose this option, you must verify your application as directed in **step 5B or 5C**.
  - c. Enter your responses into a word document in the order in which they would appear on the application. All responses must clearly indicate which question they are answering. Should you choose this option, you must verify your application as directed in **step 5B or 5C**.  
*Please name this word document or PDF "Application."*
  
2. To send us advocacy materials, you have the following options:
  - a. Scan or convert all materials into a PDF named "Advocacy." (Preferred)
  - b. Save all materials as word document with all of the advocacy materials you created.
  
3. To send us newsletter materials, you have the following options:
  - a. Scan or convert articles into a PDF named "Newsletter." (Preferred)
  - b. Save all materials as a word document with all of the articles you submitted to a publication.
  
4. For your Personal Statement, Other Service and Fundraising Activities, and/or Officer Statement, you have the following options:
  - a. Scan or convert each of these items into a PDF. Each of these items should be typed and uploaded into separate PDF's. These PDF's should be named appropriately.
  - b. Save each of these items as a word document with the appropriate name.
  
5. To verify your application you have the following options:
  - a. Include the signed verification statement with the scanned PDF of your application in step 1 (Preferred).
  - b. Include a separate PDF of your signed verification statement page titled "Verification." (Preferred).
  - c. Have the people verifying your application send the Lieutenant Governor reviewing your application an e-mail. The subject of the e-mail should read "Verification Statement for [Your name] Division [Your division]" Have the person verifying your application retype the verification statement and sign the e-mail with their legal name. This constitutes their signature.
    - i. Only e-mails from official e-mail addresses (e.g. smithj@yourschool.org johnsmith.ltg@nydkc.org, or yourtownkeyclub@gmail.com) will be considered acceptable verification from club presidents, lieutenant governors, and faculty advisors.
    - ii. An applicant may verify his/her own application from any e-mail address (including "unofficial " ones) so long as it is the same e-mail address that he/she uses to submit the rest of the application

*Please only choose this option only as a last resort.*

## How to Submit Your Application Digitally (continued)

After preparing all of your documents, **Mac** users should follow these instructions:

1. Right click your desktop, and select "New Folder." Name this folder "[Your Name], Division [Your Division] Distinguished Key Clubber Application."
2. Move all of your documents into this folder.
3. Right click this folder and select "Compress [Name of your Folder]." A zipped folder should appear on your desktop.
4. Attach this folder to an e-mail and send it to the Lieutenant Governor that will be reviewing your application. The subject of this e-mail should read "[Your Name], Division [Your Division] Distinguished Key Clubber Application."

After preparing all of your documents, **PC** users should follow these instructions:

1. Right click your desktop, mouse-over "New," and select "Folder." Name this folder "[Your Name], Division [Your Division], Distinguished Key Clubber Application."
2. Move all of your documents into this folder.
3. Right click this folder, mouse-over "Send to," and select "Compressed (zipped) folder." A zipped folder should appear on your desktop.
4. Attach this folder to an e-mail and send it to the Lieutenant Governor that will be reviewing your application. The subject of this e-mail should read "[Your Name], Division [Your Division], Distinguished Key Clubber Application."

## How to Submit Your Application Digitally (continued)

### Further Notes on Submitting your Application Digitally

1. The PC instructions above were written for a computer running Windows 7. Steps for creating a zipped folder may differ for users of Windows XP, Windows Vista, and Windows 8. If you are having any issues creating a zipped folder on one of these operating systems, try searching Google for "How to create a zipped folder on Windows\_\_\_\_." Contact the District Awards Committee for further assistance.
2. If you are having any technical issues, whether you are using a Mac or PC, please contact one of the Lieutenant Governors. We will help you through any technical issues you may be having, and in extreme cases, will arrange for alternative ways for you to submit your application digitally. We are here to help; however, we can not guarantee that we will be able to help everyone with questions on the evening of February 14th and in the days leading up to the 14th. It pays to start your application early!
3. If you have trouble combining several documents containing advocacy materials or newsletter submissions, you may submit separate documents for these components of your application. Please name documents "Advocacy 1," "Advocacy 2," etc. or "Newsletter 1," "Newsletter 2," etc.
4. Please contact the committee if you have any questions or concerns about verifying your application. We do not want your application to be denied as a result of inadequate verification.