

New York District of Key Club International

BEAVER ONE



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District Awards Booklet

'13-'14

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District Governor's Greeting

Hello Mighty New York District!

Each year at Leadership Training Conference, we as members come together to celebrate our achievements and successes. Certain clubs and individuals, however, are recognized for going above and beyond the normal expectation for service and fundraising. It is a strong belief of mine, and many others, that although no good deed goes unnoticed, it is important that we honor those who truly make a difference in our world.



The information contained within the Awards Booklet outlines how clubs and individuals can be recognized at the annual convention, and I encourage everyone to browse the many options and consider applying. I guarantee that if you take the time to look, you will find an award that you are more than qualified for. It is also important to note that many of our awards are merit-based and no matter how many people apply, if you meet the requirements, you will be rewarded. I am also positive that there are clubs out there that are doing amazing work but choose not to apply, and I ask that this change. We as a District want others to see how Key Club is making a difference and these awards are a way for us to properly recognize those hardworking clubs, no matter where they might be.

I wish all who apply the best of luck, and I am here to offer any assistance I can regarding the awards. Please don't hesitate to contact me, or any member of the District Board, with questions.

Yours in Service,

Paul DeSantis
 New York District Governor
 Key Club International
pauldesantis.gov@nydkc.org



A Note from the District Awards Committee

Dear New York District,

The District Awards Committee is proud to present the 2013-2014 District Awards Booklet. The Committee has been hard at work updating and revising this annual publication of the New York District. We have consulted the Key Club International Guidebook, the Key Club International Director, and have consulted amongst ourselves while writing this year's Booklet. Our goal was to ensure that all awards match the guidelines set forth by Key Club International as well as eliminate any inconsistencies and redundancies. Those of you that are familiar with previous editions of the Booklets of Merits will find that many of the guidelines have changed. Please read all criterion and directions carefully, as we do not want to see any of your entries disqualified for not complying with new guidelines.

In order to help you better prepare your entries, we have outlined what constitutes sufficient proof for the various criteria in the awards. Our hope is that these guidelines eliminate any ambiguities that may result in the disqualification of your submissions.

There is no limit to how many awards you can apply for; however, only clubs and individuals in good standing may apply for awards. The Distinguished Key Clubber Award is a non-competitive, merit based award that all Key Clubbers are encouraged to apply for. There is no limit to the number of Key Clubbers that can be deemed Distinguished Key Clubbers.

Please feel free to e-mail us if you have any questions or need anything clarified. Co-chairs Lieutenant Governor Michael Rovner (michaelrovner.ltg@nydkc.org) and Lieutenant Governor Lillian Xie (lillianxie.ltg@nydkc.org) are at your service. The purpose of these awards is to recognize the outstanding work done by the Key Clubs and Key Clubbers of the New York District. We are looking forward to reviewing your submissions. See you all at the Leadership Training Conference!

Yours in Service,
The 2013-2014 New York District Awards Committee



Lieutenant Governor
Lillian Xie
District Awards
Committee Co-Chair



Lieutenant Governor
Michael Rovner
District Awards
Committee Co-Chair



Lieutenant Governor
Eric Young
District Awards
Committee Member



Lieutenant Governor
Matthew Hulse
District Awards
Committee Member



Lieutenant Governor
Michelle Ung
District Awards
Committee Member

How to Use the District Awards Booklet

Every year, the New York District volunteers tens of thousands of hours and donates hundreds of thousands of dollars to various charities. At the end of the year, we like to recognize the unwavering dedication that all the members contribute to this organization. The recognition and merits we give are to show your commitment to this organization, your schools, and your communities is not going unnoticed. The Awards Booklet is separated into three different categories: Awards, Contests, and Scholarships. We encourage all members of the New York District to check both the Awards and Contests sections; all seniors graduating in the year of 2014 should check out the Scholarship section as well. The Awards section includes various merits given to individuals and clubs. All officers are encouraged to apply for their respective Distinguished Officer Award. Awards are also given out for extremely successful projects. Clubs should also consider applying for the other club awards, such as the Kiwanis Family Relations Award and Advocacy Award. If your club has been keeping up on their paperwork and dues submission deadlines, you'll automatically be entered to win a few awards. Lastly, there are various awards that Key Club International offers that shouldn't be forgotten. The Contest section lists all the competitions our district has to offer. While most require you submitting an entry to the district, the Talent Contest and Oratorical Contest both take place at the Leadership Training Conference. All contest submissions are judged at the Leadership Training Conference. The Scholarship section shows the scholarships our district has to offer. The section is self-explanatory, and all seniors are encouraged to apply. Regardless of the class you're all in, and whether it's your first or last year in Key Club, everyone is encouraged to apply for the Distinguished Key Clubber Award, the signature award of the New York District. It is a noncompetitive award given out annually at the Leadership Training Conference. All applicants that meet the criteria will be given a pin and certificate, as well as receive recognition at the conference. For more information on the Distinguished Key Clubber Award, visit nydkc.org to download the application.

IMPORTANT NOTES

- In order to apply for any and all awards (unless otherwise noted), all applicant members and applicant clubs must be in good standing with New York District Key Club and with Key Club International.
- The New York District reserves the right to retain all entries and not return them to their respective applicants.

Frequently Asked Questions

General

Q: Are the Distinguished Key Clubber Award and Distinguished Key Club Member Award the same thing?

A: No. The Distinguished Key Clubber Award is noncompetitive, and all qualified applications will get it. Recipients will receive a pin and certificate. All Key Clubbers may apply for this award. The Distinguished Key Club Member Award is competitive, and only four people (one from each grade level) may receive it. Recipients will receive a plaque. Only Key Clubbers who are not club, district, or international officers may apply.

Q: Who decides on the winners of each award?

A: Majority of the award recipients are chosen by our District Administrator John Goldstein as well as other Kiwanians. Distinguished Key Clubber recipients are chosen by the District Awards Committee Co-Chairpersons. Contest winners are decided by the contest judges, which are usually appointed by the Contest Committee Chair of the Leadership Training Conference.

Q: I am a club director/division officer. Can I still apply for the Distinguished Key Club Member Award? A:

Yes you may, as long as you don't hold any other club, district, or international offices.

Distinguished Key Clubber Award

Q: If I participated in a project/attended a meeting in 2012, which qualifies under a certain criteria, can I use it in the application?

A: 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.

Q: Under Mandatory Criteria, —Service to Home, School, and Community, criteria #4, do all four District Projects have to be distinct?

A: No. You can have participated in four projects/fundraisers, which all served the same District Project Charity, and still qualify for the award.

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

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

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

A: 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.

Q: Will the personal statement be rated on quality?

A: 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 being rejected.

Frequently Asked Questions (continued)

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

A: No. This will result in your application getting denied. Ask your lieutenant governor, any district executive officers, 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.

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

A: 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.

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

A: 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.

Q: I participated in a Kiwanis One Day project, but it wasn't on the first Saturday of April (the day of the annual Kiwanis One Day). Can I still redeem credit for it?

A: Yes you may.

Submission Instructions

All entries (unless specified otherwise) must be mailed to the following address:

**Mr. John Goldstein New York District Key Club Administrator
590 Mullock Road
Port Jervis, NY 12771**

All Distinguished Key Clubber entries (which are not being submitted digitally) must be mailed to the following addresses:

Divisions 1-14
Lt. Governor Michael Rovner
7 Helen Street
Greenvale, NY 11548

Divisions 15-27
Lt. Governor Lillian Xie
72 Tennis Place
Forest Hills, NY 11375

For more on digital submission, please download the Submitting DKC Digitally file from the New York District Key Club Website: www.nydkc.org

You can also email District Awards Committee Co-Chairs Michael Rovner (michaelrovner.ltg@nydkc.org) or Lillian Xie at (lillianxie.ltg@nydkc.org) if you're having trouble with your submissions.

Distinguished Key Club Member Award

The Distinguished Key Club Member Award is presented each year to a member who is not a club, district, or international officer and has carried out his or her Key Club duties in an outstanding manner. One Distinguished Key Club Member Award is presented in each grade level (Freshman, Sophomore, Junior, and Senior). In order to be named a Distinguished Key Club Member, the applicant must fulfill all of the Mandatory Criteria and at least four (4) out of the eight (8) Additional Criteria.

General Information

1. The categories of Distinguished Key Club Member are: Distinguished Freshman Member, Distinguished Sophomore Member, Distinguished Junior Member, and Distinguished Senior Member.
2. Only one member per class may apply for the award from a club. If a club has more than one applicant for any class, all applicants in that class in that club will be disqualified and be ineligible to win the award.
3. The applicant cannot have held a club office during the administrative year in which the applicant is applying. This requirement only applies to officers who hold positions that are eligible to apply for a Distinguished Officer Award.
4. The winner of this award will be announced at Leadership Training Conference.
5. A maximum of one Distinguished Key Club Member Award will be presented to a Freshman, Sophomore, Junior, and Senior.
6. All other applicants who apply and are found to meet all of the required criteria will be presented with an Outstanding Key Club Member Certificate.
7. **Sufficient proof of the criteria fulfillment must be included in the submission.**

Mandatory Criteria

1. The applicant must be nominated by his or her home Key Club and/or sponsoring Kiwanis Club. A letter of nomination should be including with the award submission.
 - a. The letter must contain the applicant's name, address, high school, and the number of years involved in Key Club International.
 - b. The letter must include a brief summary of the outstanding work rendered by the member explaining how the applicant meets the following criteria:
 - i. Demonstrate enthusiastic support for Key Club and the ideals of Key Club International and provide service to Key Club far above the call of duty.
 - ii. Bring distinction to himself or herself, the local Key Club, and/or the district through his or her actions or performance as a Key Clubber.
2. A copy of the applicant's completed Distinguished Key Clubber application should be included with the submission.
3. A minimum of three and a maximum of five letters of recommendation. The letter of nomination (Criteria 2) should be counted as a letter of recommendation.
4. Fulfillment of the following criteria:
 - a. Attended at least 60% of club meetings.
 - b. Performance of at least 50 hours of community service (verified by the faculty advisor and club president).
 - c. Attendance at a minimum of one meeting of the sponsoring Kiwanis Club.

Additional Criteria

1. Attendance at the 65th Leadership Training Conference. Must be verified by LTG.
2. Attendance at the 2013 Key Club International Convention. Must be verified by LTG.
3. Attendance at the applicant's Divisional Training Conference and/or Fall Rally during the 2013-2014 Key Club year (verified by LTG).
4. Participation in at least one interclub event (e.g. an event with another Key Club).
5. Participation in at least one K-Family event (e.g. an event with a branch of the K-Family other than Key Club).
6. Service on a committee or chaired a club project during the 2013-2014 Key Club year.
7. Attendance at a minimum of two divisionals, or proof that meeting this requirement was beyond your means.
8. A personal statement not to exceed 500 words that explains how the applicant has gone above and beyond the call of duty. The personal statement should only include information that does not appear elsewhere in the application. If there are redundancies, the personal statement will not count towards fulfilling the Additional Criteria.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Distinguished Key Club President Award

This award is presented each year to an individual who best demonstrates that he or she went above and beyond the call of duty and has done an exceptional job in executing the office of club president at his or her Key Club. In order to be eligible for the Distinguished Key Club President Award, the applicant must fulfill all of the Mandatory Criteria and at least five out of the nine Additional Criteria.

General Information

1. The winner of this award will be announced at Leadership Training Conference.
2. A maximum of one Distinguished Key Club President Award will be presented each year.
3. No president may receive this award more than once.
4. All other club presidents who apply and are found to meet all of the required criteria will be presented with an Outstanding Club President Certificate.
5. **Sufficient proof of the fulfillment of all Mandatory Criteria and selected Additional Criteria must be included in the submission.**

Mandatory Criteria

1. The applicant must have ensured that his or her club submitted the Annual Achievement Report.
2. The applicant must have ensured dues were paid on time (on or before December 1st) for a minimum of 15 members.
3. The applicant must be nominated by a member of Key Club International in good standing. Include a letter of nomination with submission. An applicant cannot be nominated by another club president.
 - a. The letter must contain the nominator's name and office held, if any.
 - b. The letter must contain a description about the applicant's personality and highlight his or her accomplishments as a club president.
4. A copy of the applicant's Distinguished Key Clubber application should be included with the submission. The applicant must fulfill the criteria set forth in the Distinguished Key Clubber application.
5. Include a maximum of five letters of recommendation. The letter of nomination (Criteria 3) should be counted as one letter of recommendation. One letter from each the following people must be included:
 - a. A member of the applicant's sponsoring Kiwanis Club.
 - b. The applicant's faculty advisor (who must verify that the individual is the Key Club president and has held that office).
6. Fulfillment of the following criteria:
 - a. Ensured that all club report forms have been submitted within the month that they are due. A letter of verification from the District Secretary and/or lieutenant governor must be included.
 - b. Attendance at 85% or at least 30 club meetings, which can be provided from the applicant's club secretary, president or faculty advisor.
 - c. Attendance at a minimum of two meetings of the sponsoring Kiwanis Club.
 - d. Involvement of Key Club in at least one joint activity with the sponsoring Kiwanis Club.
 - e. Ensured club has members in attendance at a majority (>50%) of divisionals. Must be verified in writing by the president's corresponding lieutenant governor.
 - f. Performance of at least 50 hours of community service (verified by the club faculty advisor and vice president).

Additional Criteria

1. Attendance at the President's Workshop at the 65th Leadership Training Conference. Must be verified by LTG.
2. Attendance at the President's Workshop at the 2013 Key Club International Convention. Must be verified by LTG.
3. Attendance at the applicant's Divisional Training Conference and/or Fall Rally during the 2013-2014 Key Club year. Must be verified in writing by the president's corresponding lieutenant governor.
4. Participation in at least two interclub events or K-Family events.
5. Club has a net growth in membership of at least 5% from the previous service year (verified by club faculty advisor).
6. Involvement of the club in community service projects. Please include descriptions of the service projects the club has been involved in during the 2013-2014 Key Club year.
7. Ensure club members attended at least four meetings of the sponsoring Kiwanis Club.
8. Attendance at a minimum of 50% of divisionals, or proof that meeting this requirement was beyond the applicant's means.
9. A personal statement not to exceed 500 words that explains how the applicant has gone above and beyond the call of duty. The personal statement should only include information that does not appear elsewhere in the application. If there are redundancies, the personal statement will not count towards fulfilling the Additional Criteria.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Distinguished Key Club Vice President Award

The Distinguished Key Club Vice President Award is presented to an individual who best demonstrates that he or she went above and beyond the call of duty and has done an exceptional job in executing the office of club vice president at his or her Key Club. In order to be eligible for the Distinguished Key Club Vice President Award, the applicant must fulfill all of the Mandatory Criteria and at least five out of the nine Additional Criteria.

General Information

1. The winner of this award will be announced at Leadership Training Conference.
2. A maximum of one Distinguished Key Club Vice President Award will be presented each year.
3. No vice president may receive this award more than once.
4. All other club vice presidents who apply and are found to meet all of the required criteria will be presented with an Outstanding Club Vice President Certificate.
5. **Sufficient proof of the fulfillment of all Mandatory Criteria and selected Additional Criteria must be included in the submission.**

Mandatory Criteria

1. The applicant has ensured that dues were paid on time (on or before December 1st).
2. The applicant has ensured that his or her club submitted the Annual Achievement Report.
3. The applicant must be nominated by a member of Key Club International in good standing. Include a letter of nomination with submission.
 - a. The letter must contain the nominator's name and office held, if any.
 - b. The letter must contain a description about the applicant's personality and highlight his or her accomplishments as a club vice president.
4. A copy of the applicant's Distinguished Key Clubber application should be included with the submission. The applicant must fulfill the criteria set forth in the Distinguished Key Clubber application.
5. A maximum of five letters of recommendation. The letter of nomination (Criteria 3) should be counted as a letter of recommendation. One letter from each the following people must be included:
 - a. A member of the applicant's sponsoring Kiwanis Club.
 - b. The applicant's faculty advisor (who must verify that the individual is the Key Club vice president and has held that office).
 - c. The president of the applicant's Key Club.
6. Fulfillment of the following criteria:
 - a. Attendance at 85% or at least 30 club meetings, which can be provided from the applicant's club secretary, president, or faculty advisor.
 - b. Attendance at a minimum of two meetings of the sponsoring Kiwanis Club.
 - c. Involvement of Key Club in at least one joint activity with the sponsoring Kiwanis Club.
 - d. Ensured club has members in attendance at a majority (>50%) of divisionals. Must be verified in writing by the president's corresponding lieutenant governor.
 - e. Performance of at least 50 hours of community service (verified by the club faculty advisor and president).

Additional Criteria

1. Attendance at the Vice President's Workshop at the 65th Leadership Training Conference. Must be verified by LTG.
2. Attendance at the Vice President's Workshop at the 2013 Key Club International Convention. Must be verified by LTG.
3. Attendance at the applicant's Divisional Training Conference and/or Fall Rally during the 2013-2014 Key Club year. Must be verified in writing by the vice president's corresponding lieutenant governor.
4. Participation in at least two interclub events or K-Family events.
5. Club has a net growth in membership of at least 5% from the previous service year (verified by the club faculty advisor).
6. Involvement of the club in community service projects. Please include descriptions of the service projects the club has been involved in during the 2013-2014 Key Club year.
7. Ensure club members were attended at least four meetings of the sponsoring Kiwanis Club.
8. Attendance at a minimum of 50% of divisionals, or proof that meeting this requirement was beyond the applicant's means.
9. A personal statement not to exceed 500 words that explains how the applicant has gone above and beyond the call of duty. The personal statement should only include information that does not appear elsewhere in the application. If there are redundancies, the personal statement will not count towards fulfilling the Additional Criteria.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Distinguished Key Club Secretary Award

This award is presented each year to an individual who best demonstrates that he or she went above and beyond the call of duty and has done an exceptional job in executing the office of club secretary at his or her Key Club. In order to be eligible for the Distinguished Key Club Secretary Award, the applicant must fulfill all of the Mandatory Criteria and at least four out of the seven Additional Criteria.

General Information

1. The winner of this award will be announced at Leadership Training Conference.
2. A maximum of one Distinguished Key Club Secretary Award will be presented each year.
3. No secretary may receive this award more than once.
4. All other club secretaries who apply and are found to meet all of the required criteria will be presented with an Outstanding Club Secretary Certificate.
5. **Sufficient proof of the fulfillment of all Mandatory Criteria and selected Additional Criteria must be included in the submission.**

Mandatory Criteria

1. The applicant must have ensured that club report forms (Election Report Form and Monthly Report Forms) have been submitted on time. This should be verified in a letter from the District Secretary and/or the applicant's respective lieutenant governor.
2. The applicant must be nominated by a member of Key Club International who is in good standing. Include a letter of nomination to submission.
 - a. The letter must contain the nominator's name and office held, if any.
 - b. The letter must contain a description about the nominee's personality and highlight his/her accomplishments as a club treasurer.
3. A copy of the applicant's Distinguished Key Clubber application should be included with the submission. The applicant must fulfill the criteria set forth in the Distinguished Key Clubber application.
4. A maximum of five letters of recommendation. The letter of nomination (Criteria 2) should be counted as a letter of recommendation. One letter from each of the following people must be included:
 - a. A member of the applicant's sponsoring Kiwanis Club.
 - b. The applicant's faculty advisor (who must verify that the individual is the Key Club secretary and has held that office).
 - c. The president of the applicant's Key Club.
5. Submission of samples of applicant's work:
 - a. Minutes of at least five club meetings.
 - b. Roster of club members.
 - c. Minimum of six Monthly Report Forms.
6. Fulfillment of the following criteria:
 - a. Attendance at 85% or at least 30 club meetings. This should be verified by the applicant's faculty advisor or club president.
 - b. Attendance at a minimum of two meetings of the sponsoring Kiwanis Club.
 - c. Attendance at a majority (>50%) of divisionals or proof that meeting this requirement was beyond the applicant's means. Must be verified by the secretary's corresponding lieutenant governor.
 - d. Performance of at least 50 hours of community service (verified by the club faculty advisor and president).

Additional Criteria

1. Attendance at the Secretary's Workshop at the 65th Leadership Training Conference. Must be verified by LTG.
2. Attendance at the Secretary's Workshop at the 2013 Key Club International Convention. Must be verified by LTG.
3. Attendance at the applicant's Divisional Training Conference and/or Fall Rally during the 2013-2014 Key Club year. Must be verified in writing by the president's corresponding lieutenant governor.
4. Participation in at least one interclub event or K-Family event.
5. Submission of at least two (2) articles to the *Empire Key*, the online Service Spotlight, or the Key Club Magazine. Attach copies for proof. (Articles may be sent to service@nydkc.org).
6. Attendance at a minimum of 50% of divisionals, or proof that meeting this requirement was beyond the applicant's means.
7. A personal statement not to exceed 500 words that explains how the applicant has gone above and beyond the call of duty. The personal statement should only include information that does not appear elsewhere in the application. If there are redundancies, the personal statement will not count towards fulfilling the Additional Criteria.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Distinguished Key Club Treasurer Award

The Distinguished Key Club Treasurer Award is presented each year to an individual who most demonstrated that he or she went above and beyond the call of duty and has done an exceptional job in executing the office of club treasurer at his or her Key Club. In order to be eligible for the Distinguished Key Club Treasurer, the nominee must fulfill all of the Mandatory Criteria and at least four of the seven Additional Criteria.

General Information

1. The winner of this award will be announced at Leadership Training Conference.
2. A maximum of one Distinguished Key Club Treasurer Award will be presented each year.
3. No treasurer may receive this award more than once.
4. All other club treasurers who apply and are found to meet all of the required criteria will be presented with an Outstanding Club Treasurer Certificate.
5. **Sufficient proof of the fulfillment of all Mandatory Criteria and selected Additional Criteria must be included in the submission.**

Mandatory Criteria

1. The applicant must have submitted District and International Dues by the regular deadline, November 30th.
2. The applicant must have prepared regular written financial reports, and submit an example with application.
3. Must be nominated by a member of Key Club International who is in good standing. Include a letter of nomination to submission.
 - a. The letter must contain the nominator's name and office held, if any.
 - b. The letter must contain a description about the nominee's personality and highlight his/her accomplishments as a club treasurer.
4. A copy of the applicant's Distinguished Key Clubber application should be included with the submission. The applicant must fulfill the criteria set forth in the Distinguished Key Clubber application.
5. A maximum of five (5) letters of recommendation. The letter of nomination (Criteria 3) should be counted as a letter of recommendation. One letter from each the following people must be included:
 - a. A member of the applicant's sponsoring Kiwanis Club.
 - b. The applicant's faculty advisor (who must verify that the individual is the Key Club secretary and has held that office).
 - c. The president of the applicant's Key Club.
6. Attach proof of the following:
 - a. Attendance at 85% or at least 30 club meetings which can be provided from the nominee's club president, secretary or faculty advisor.
 - b. Attendance at a minimum of 2 meetings of the sponsoring Kiwanis club.
 - c. Attendance at majority (>50%) of Division meetings (divisionals) or proof that meeting this requirement was beyond the applicant's means. Must be verified in writing by the treasurer's corresponding lieutenant governor.
 - d. Performance of at least 50 hours of community service (verified by the club faculty advisor and president).

Additional Criteria

1. Attendance at the Treasurer's Workshop at the 65th Leadership Training Conference. Must be verified by LTG.
2. Attendance at the Treasurer's Workshop at the 2013 Key Club International Convention. Must be verified by LTG.
3. Attendance at the applicant's Divisional Training Conference and/or Fall Rally during the 2013-2014 Key Club year. Must be verified in writing by the president's corresponding lieutenant governor.
4. Club has a net growth in membership of at least 5% from the last service year, verified by the club faculty advisor.
5. Participation in at least one interclub event or K-Family event.
6. Submission of District and International Dues by the Early Bird Deadline, November 1, 2013
7. A personal statement not to exceed 500 words that explains how the applicant has gone above and beyond the call of duty. The personal statement should only include information that does not appear elsewhere in the application. If there are redundancies, the personal statement will not count towards fulfilling the Additional Criteria.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Distinguished Key Club Bulletin Editor Award

This award is presented each year to an individual who best demonstrates that he or she went above and beyond the call of duty and has done an exceptional job in executing the office of club Bulletin Editor at his or her Key Club. In order to be eligible for the Distinguished Key Club Bulletin Editor Award, the applicant must fulfill all of the Mandatory Criteria and at least three out of the six Additional Criteria.

General Information

1. The winner of this award will be announced at Leadership Training Conference.
2. A maximum of one Distinguished Key Club Bulletin Award will be presented each year.
3. No bulletin editor may receive this award more than once.
4. All other club bulletin editors who apply and are found to meet all of the required criteria will be presented with an Outstanding Club Bulletin Editor Certificate.
5. **Sufficient proof of the fulfillment of all Mandatory Criteria and selected Additional Criteria must be included in the submission.**

Mandatory Criteria

1. The applicant must have produced a minimum of seven newsletters or bulletins. One copy of each newsletter must be included in the submission.
 - a. The newsletter/bulletin must be on a minimum of 8.5"x11" paper.
 - b. Local club, division, and district updates and events are to be included.
2. The newsletters must be distributed to all club members (verified by the club faculty advisor and president).
3. Must be nominated by a member of Key Club International who is in good standing. Include a letter of nomination to submission.
 - a. The letter must contain the nominator's name and office held, if any.
 - b. The letter must contain a description about the nominee's personality and highlight his/her accomplishments as a club treasurer.
4. A copy of the applicant's Distinguished Key Clubber application should be included with the submission. The applicant must fulfill the criteria set forth in the Distinguished Key Clubber application.
5. A maximum of five letters of recommendation. The letter of nomination (Criteria 3) should be counted as a letter of recommendation. One letter from each the following people must be included:
 - a. A member of the applicant's sponsoring Kiwanis Club.
 - b. The applicant's faculty advisor (who must verify that the individual is the Key Club secretary and has held that office).
 - c. The president of the applicant's Key Club.
6. Attach proof of the following:
 - a. Attendance at 85% or at least 30 club meetings which can be provided from the nominee's club president, secretary or faculty advisor.
 - b. Attendance at a minimum of 2 divisional meetings. Must be verified in writing by the editor's corresponding lieutenant governor.
 - c. Performance of at least 50 hours of community service (verified by the club faculty advisor, or president).

Additional Criteria

1. The inclusion of International events in all newsletters and/or bulletins.
2. A minimum of ten (10) newsletters published. Please attach a copy of all the newsletters for credit.
3. Attendance at the Divisional Training Conference and/or Fall Rally during the year of nomination. Must be verified in writing by the editor's corresponding lieutenant governor.
4. Attendance at the Editor's Workshop at the 65th Leadership Training Conference. Must be verified by LTG.
5. Attendance at the Editor's Workshop at the 2013 Key Club International Convention. Must be verified by LTG.
6. Attendance at a meeting of the sponsoring Kiwanis club.
7. A personal statement not to exceed 500 words that explains how the applicant has gone above and beyond the call of duty. The personal statement should only include information that does not appear elsewhere in the application. If there are redundancies, the personal statement will not count towards fulfilling the Additional Criteria.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Distinguished Key Club Webmaster Award

The Distinguished Key Club Webmaster Award is presented each year to an individual who most demonstrated that he or she went above and beyond the call of duty and has done an exceptional job in executing the office of club webmaster at his or her Key Club. In order to be eligible for the Distinguished Key Club Webmaster, the nominee must fulfill all of the Mandatory Criteria and at least three of the six Additional Criteria.

General Information

1. The New York District reserves the right to retain all entries and not return them to their respective applicants.
2. The winner of this award will be announced at Leadership Training Conference.
3. A maximum of one Distinguished Key Club Webmaster Award will be presented each year.
4. No webmaster may receive this award more than once.
5. All other club webmasters who apply and are found to meet all of the required criteria will be presented with an Outstanding Club Webmaster Certificate.
6. **Sufficient proof of the fulfillment of all Mandatory Criteria and selected Additional Criteria must be included in the submission.**

Mandatory Criteria

1. The applicant and the applicant's Key Club must be in good standing with the New York District and Key Club International.
2. A minimum of seven website updates must be produced.
 - a. Local club, division, and district updates and events are to be included.
 - b. Printouts of these updates must be included in the nominee's submission.
3. Must be nominated by a member of Key Club International who is in good standing. Include a letter of nomination to submission.
 - a. The letter must contain the nominator's name and office held, if any.
 - b. The letter must contain a description about the nominee's personality and highlight his/her accomplishments as a club treasurer.
4. A copy of the applicant's Distinguished Key Clubber application should be included with the submission. The applicant must fulfill the criteria set forth in the Distinguished Key Clubber application.
5. A maximum of five (5) letters of recommendation. The letter of nomination (Criteria 4) should be counted as a letter of recommendation. One letter from each the following people must be included:
 - a. A member of the applicant's sponsoring Kiwanis Club.
 - b. The applicant's faculty advisor (who must verify that the individual is the Key Club secretary and has held that office).
 - c. The president of the applicant's Key Club.
6. Attach proof of the following:
 - a. Attendance at 85% or at least 30 club meetings.
 - b. Attendance at a minimum of two (2) divisional meetings. Must be verified in writing by the webmaster's corresponding lieutenant governor.
 - c. Performance of at least 50 hours of community service (verified by the club faculty advisor and president).

Additional Criteria

1. The inclusion of international events in the website.
2. Attendance at the Divisional Training Conference and/or Fall Rally during the year of nomination. Must be verified in writing by the editor's corresponding lieutenant governor.
3. Attendance at the Webmaster's Workshop at the 65th Leadership Training Conference. Must be verified by LTG.
4. Attendance at the Webmaster's Workshop at the 2013 Key Club International Convention. Must be verified by LTG.
5. Serve as a member on a minimum of two (2) of the club's committees. Must be verified in writing by the club faculty advisor and president.
6. Attendance at a meeting of the sponsoring Kiwanis club.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Distinguished Key Club Faculty Advisor Award

First presented in 1962, this award was established to recognize an adult who has gone above and beyond the call of duty in serving the youth of the New York District. This award is presented to a faculty advisor who has rendered the most outstanding contribution to a Key Club in the New York District during the administrative year.

General Information

1. The winner of this award will be announced at Leadership Training Conference.
2. A maximum of one Distinguished Key Club Faculty Advisor Award will be presented each year.
3. Only one faculty advisor may be nominated from a Key Club each year. The entry of more than one faculty advisor from that club will cause all nominated faculty advisors from that club to be disqualified for the award.
4. Individuals may not receive this award more than once in a time frame of five (5) years.
5. **Sufficient proof of the fulfillment of criteria must be included in the submission.**

Criteria

1. The Key Club that the faculty advisor serves must be in good standing with the New York District and Key Club International.
2. Must be nominated by a Key Club and/or sponsoring Kiwanis club.
 - a. The letter must contain the nominee's name, address, high school, and years involved in Key Club.
 - b. The letter must include a brief summary of the outstanding work rendered by the faculty advisor explaining how the nominee meets the following criteria:
 - i. Demonstrates a genuine attitude of warmth, understanding, and caring in the day-to-day dealing with Key Clubbers.
 - ii. Enthusiastically provides services to youth far and above the call of duty.
 - iii. Brings distinction to himself/herself, the local Key Club, and/or the district through his/her actions or performance in assisting Key Club and the growth of its members.
3. A minimum of three and a maximum of seven letters of recommendation, which must include one from the school principal (which must include a verification that the nominee is the faculty advisor and has held that position since the beginning of the school year), the sponsoring Kiwanis club, and an officer of Key Club. ***Nominations that do not include the verification by the school principal shall be disqualified.**

All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.

Distinguished Kiwanian (Kiwanis Advisor) Award

This award was established to recognize a Kiwanian who has gone above and beyond the call of duty in serving the youth of the New York District. This award is presented to a Kiwanis advisor who has rendered the most outstanding contribution to a Key Club in the New York District during the administrative year.

General Information

1. The New York District reserves the right to retain all entries and not return them to their respective applicants.
2. The winner of this award will be announced at Leadership Training Conference.
3. A maximum of one Distinguished Kiwanian Award will be presented each year.
4. Only one Kiwanian may be nominated from a Key Club each year. The entry of more than one Kiwanian from that club will cause all nominated Kiwanians from that club to be disqualified for the award.
5. Individuals may not receive this award more than once in a time frame of five (5) years.
6. **Sufficient proof of the fulfillment of criteria must be included in the submission.**

Criteria

1. The Key Club that the Kiwanis advisor must be in good standing with the New York District and Key Club International.
2. Must be nominated by Key Club and/or Kiwanis club.
 - a. The letter must contain the nominee's name, address, Kiwanis club, and years involved with Key Club.
 - b. The letter must include a brief summary of the outstanding work rendered by the Kiwanian explaining how the nominee meets the following criteria:
 - i. Demonstrates a genuine attitude of warmth, understanding, and caring in the day-to-day dealing with Key Clubbers.
 - ii. Enthusiastically provides services to youth far and above the call of duty.
 - iii. Brings distinction to himself/herself, the local Key Club, and/or the district through his or her actions or performance in assisting Key Club and the growth of its members.
3. A minimum of three (3) and a maximum of seven (7) letters of recommendation, which must include one from a Kiwanis officer (which must include a verification that the nominee is the Kiwanis advisor and has held that position since the beginning of the Kiwanis administrative year), the Kiwanis club, an officer of the Key Club, and a member of the Key Club. ***Nominations that do not include the verification by the Kiwanis officer shall be disqualified.**

All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.

New York District Key of Honor

The New York District Key of Honor is the highest distinction presented by the New York District of Key Club International. The recipient is: 1) an adult who has made a life-long impact upon Key Club and youth in general or 2) an organization that should be so honored for a long-term support of youth or the New York District of Key Club International. The award is to be presented by the sitting District Governor at Leadership Training Conference. A biography or description of award recipient(s) should appear in the post-convention issue of the Empire Key. Individual Key Clubs shall nominate candidates before the first of February each year, and shall be according to the listed criteria.

General Information:

1. The winner of this award will be announced at Leadership Training Conference.
2. There may be no more than two New York District Key of Honor Awards presented in any year.
3. The selection of the recipient will be made solely upon the presentation received, rather than the New York District Board's knowledge of the nominee.

Criteria:

1. **Letter of Nomination:** This letter should be written by an individual or committee of individuals and should include a nomination statement, a basic overview of the candidate, and the reason for nomination.
2. **Biographical Information:** This should include schools/colleges attended, community involvement, occupation/business interests, Kiwanis Family and other youth service affiliations, and other pertinent biographical information.
3. **Letters of Recommendation:** A maximum of 10 letters may be submitted; however, only the first 5 will be considered for judging. The letters may be divided into any categories desired, but it is suggested that a letter from the community, a letter from the Kiwanis club, and a letter from a Key Club officer or member are included.
4. **Letter of Summation:** This letter should be written by the individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this highest honor.
5. **Additional Information:** Up to four pages of additional information, including photographs, newspaper clippings, etc., may also be included in the nomination package.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.

Outstanding Governor's Project Award 2013-14 Service Initiative "Nurturing K-Family Relations"

This award is presented to a club that has produced the best project dedicated to the service initiative selected by the District Governor during the Key Club year.

General Information:

1. All entries must be postmarked to the New York District Administrator no later than March 15th for the year that the nomination is made.
2. The recipient of this award will be announced at Leadership Training Conference at the appropriate time.

Criteria:

1. A letter of nomination should be included by a fellow club, district officer, and/or sponsoring Kiwanis club upon submission. The letter must include a brief summary of how the nominated club meets the following criteria:
 - a. Shows a clear understanding of the goal of the Governor's Project and demonstrate that understanding in their service event.
 - b. Brings distinction to the Key Club, the school, and community.
2. Key Club must be in good standing with the New York District and Key Club International.
3. Submission must include a typed report/description of the project completed and may contain newspaper clippings, photographs, and other pertinent information. Be sure to include the number of dues-paying members in the club, number of members who participated in the project, and the total number of hours were performed.
4. Submission must contain a cover letter written by the chairperson of the event. If there was no chairperson, then the club president may write the letter.

Judging

The award will be judged on the following point system.

- i. Complies with the above criteria (10 points)
- ii. Relevant to the respective Governor's Project (10 points)
- iii. Planning of the project (20 points)
- iv. Implementation (20 points)
- v. Final results (20 points)
- vi. Percentage of club members participating (20 points)

1-9% = 2 points	50-59% = 12 points
10-19% = 4 points	60-69% = 14 points
20-29% = 6 points	70-79% = 16 points
30-39% = 8 points	80-89% = 18 points
40-49% = 10 points	90-100% = 20 points

All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.

Distinguished Club Award

The Distinguished Club Award is a non-competitive application providing recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis-Family involvement, service, and fundraising, as judged by a pre-established standard for excellence.

General Information:

1. The winners of this award will be announced at Leadership Training Conference.
2. Distinguished Clubs will be recognized at Leadership Training Conference for their excellence. The decisions of the judges are final.

Criteria:

1. Entries shall use the official Annual Club Achievement Report Form.
2. Entries must be postmarked by February 15th, 2014 to the New York District Administrator.

Judging:

1. Entries shall be judged depending upon the achievement of a certain percentage of accumulated points in the categories of the Annual Club Achievement Report. Clubs achieving a predetermined score shall be designated as a Distinguished Club or Distinguished Club—Diamond Level. The Key Club International Board shall set the minimum number of points required for this designation.
2. All Diamond level recipients of the Distinguished Club Award will be submitted to the International level.

All Annual Club Achievement Reports must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Advocacy Award

Advocacy is the act of supporting a cause. Advocating for these causes helps to shape the future of the world by bettering people's lives and building stronger communities. The Advocacy Award is presented to one club who has demonstrated an exceptional dedication to the cause of advocacy.

For more information, including ways to implement advocacy projects, visit <http://www.nydkc.org/leadership/advocacy>.

General Information:

1. The winner of this award will be announced at Leadership Training Conference.
2. No more than one Advocacy Award will be presented each year.

Criteria:

1. A club must be nominated by a fellow club, a district officer, and/or a sponsoring Kiwanis club.
2. A letter of nomination must be included upon submission with a brief summary of how the nominated club meets the following criteria:
 - a. Shows a clear understanding of the goal of the advocacy efforts.
 - b. Brings distinction to the Key Club, the school, and community through advocacy efforts.
3. Key Club must be in good standing with the New York District and Key Club International.
4. Submission must include a typed report/description of the project completed and may contain newspaper clippings, brochures, fliers, photographs, and other pertinent information. Be sure to include the number of dues-paying members in the club, the number of members who participated in the project, the number of advocacy letters/petitions signed, and the number of total hours performed.
5. Submission must contain a cover letter written by the chairperson of the event with a description of the cause. If there was no chairperson, then the club president may write the letter.

Judging:

The award will be judged on the following point system:

- i. Complies with the above criteria (10 points)
- ii. Demonstrates a clear understanding of the cause (10 points)
- iii. Planning of the Project (20 points)
- iv. Implementation (20 points)
- v. Final Results (20 points)
- vi. Percentage of club members participating (20 points)

1-9% = 2 points	50-59% = 12 points
10-19% = 4 points	60-69% = 14 points
20-29% = 6 points	70-79% = 16 points
30-39% = 8 points	80-89% = 18 points
40-49% = 10 points	90-100% = 20 points

All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.

Interclub Award

Interclub is the act of participating in events throughout the year with other Key Clubs in the region. This includes attending each other's meetings, taking part in events planned by multiple Key Clubs, et cetera. The Interclub Award is involved in planning and participating in that particular project.

General Information:

1. The New York District reserves the right to retain all entries and return them to respective applicants.
2. The recipient of this award will be announced at Leadership Training Conference.
3. No more than one Interclub Award will be presented each year to all clubs involved in the interclub project.

Criteria:

1. Submission must include a cover letter jointly signed by the club president and advisor of each club involved, which must include a description of the interclub project, the number of members involved in planning and executing the project, the causes of the project supported (if any), the success of the project, and any other pertinent information.
 - a. Cover letter should not exceed two (2) pages.
2. A letter of confirmation by the respective lieutenant governor(s) must be included in the submission. If there is a lieutenant governor vacancy in the division, please state so in the aforementioned cover letter.
3. All Key Clubs involved must be in good standing with the New York District and Key Club International.

Judging:

1. The judging of this award will be based purely on the merit and success of the project, not the number of hours or amount of money raised.

**All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.**

Kiwanis Family Relations Award

Kiwanis Family Relations is a vital part of the success of each Key Club and incorporates not only communicating with the other branches of the Kiwanis Family, but creating relationships as well. The Kiwanis Family Relations Award goes to the club that has taken the greatest initiative to reach out to other branches of the K-Family.

General Information:

1. The New York District reserves the right to retain all entries and return them to respective applicants.
2. The recipient of this award will be announced at Leadership Training Conference.

Criteria:

1. Entry must submit a portfolio (with paper not exceeding US Letter Size—8.5” x 11”) with the following sections:
 - a. Joint service projects with Kiwanis clubs
 - b. Joint service projects with Circle-K Clubs, Builders Clubs, K-Kids Clubs, and Aktion Clubs
 - c. Sponsorship and club building of Circle-K Clubs, Builders Clubs, K-Kids Clubs, and Aktion Clubs
 - d. Attendance at Kiwanis, Circle-K, Builders Club, K-Kids, and Aktion Club meetings
2. The submitted portfolio must not exceed twelve pages, and does not need to be in a binder. Clubs may include photographs, newspaper clippings, fliers, and any other pertinent information.
3. The president of the Key Club must write a cover letter confirming the club’s K-Family involvement.
4. The Key Club must be in good standing with the New York District and Key Club International.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

Major Emphasis Award

The Major Emphasis award is given to the Key Club that has produced the best Major Emphasis Project during the year through its unselfish efforts.

General Information:

1. The recipient of this award will be announced at Leadership Training Conference.
2. Reports will be judged according to the total number of points as distributed in the Judging section. Suitable recognition and awards will be presented to the winning Key Club.
3. The first place Major Emphasis Program Award Winner will be eligible to compete in the International Contest.

Criteria:

1. This report must be typed. Each section found in the Judging section must begin on a new page with a heading specifying the section being described. There is no word limit as long as the official Major Emphasis Involvement section is completed in its entirety.
2. The described activity can cover any phase of Key Club Major Emphasis involvement specifically highlighting personal photographs or other pertinent information. Acceptable projects may include both hands-on service and fundraising efforts.

Judging

1. The award will be judged on the following point system: (Note: To qualify for judging, a statement must establish the way in which the project deals with Major Emphasis.)
 - a. Plan (10 points) – Describe how the project was organized.
 - b. Implementation (20 points) – Describe the steps taken to implement the plan.
 - c. Final Results (25 points) – Describe the benefits of the service project.
 - d. Partnerships with the Kiwanis Family and with other organizations (10 points) – Describe the actions and partnerships formed and how the project was publicized
 - e. Percentage of Key Clubbers Participating (10 points) –

1-9% = 1 point	50-59% = 6 points
10-19% = 2 points	60-69% = 7 points
20-29% = 3 points	70-79% = 8 points
30-39% = 4 points	80-89% = 9 points
40-49% = 5 points	90-100% = 10 points
 - f. Club's Overall Program Dealing with the Major Emphasis Program (25 points) – Describe any other projects/programs your club implemented to address the Major Emphasis Program and how your club worked with Major Emphasis Program during other parts of the year.
2. The decisions of the judges are final, and no changes, alterations, or reassessments will take place after the judges have certified the results.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.

KEY CLUB®

Major Emphasis Award 2014

Major Emphasis Involvement Report Cover Sheet

Key Club of: _____ Club ID #: _____

District: _____ Number of members in club: _____

Project name: _____ Total service hours involved: _____

Contact name: _____ E-mail: _____

Phone number with area code: _____

Application return address: _____ City: _____

State/province: _____ Postal code: _____ Country: _____

Brief description of project: _____

Major Emphasis Award governing rules

A. Only one winner in the district contest will be eligible for entry in the International competition.

B. Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It must be completed in its entirety.

C. The activity described can cover any phase of Key Club Major Emphasis involvement specifically highlighting personal development and social interaction of children, during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information. Projects acceptable for this award may include both hands-on service and fundraising efforts.

D. Reports will be judged according to the amount of Major Emphasis activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.

E. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May.

F. The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.

G. The section to be described and the points for each are indicated below: **1. THE NEED:** To qualify for judging, a statement must establish in what way the project deals with the ME. **2. THE PLAN** (10 points): Describe how the project was organized. **3. IMPLEMENTATION** (20 points): Describe the steps taken to implement the plan. **4. FINAL RESULTS** (25 points): Describe the benefits of the service rendered. **5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS** (10 points): Describe actions and partnerships formed. Describe how the project was publicized. **6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING** (please refer to the Key Club Guidebook for details.) **7. CLUB'S OVERALL PROGRAM DEALING WITH ME** (25 points): Describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with ME during other parts of the year.

Certification. This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Faculty/Kiwanis advisor: _____ Principal: _____

Novice Club Award

New clubs, because of their age, in many cases are not able to compete with older clubs. This award gives new clubs a chance to be recognized for their service. This award is an incentive for new clubs to serve their schools and communities as much as possible.

General Information

1. No club may win this award more than once.
2. The District Administrator will submit a list of qualifying clubs to the Chairperson of the judges prior to the start of Leadership Training Conference.
3. The winner of this award will be announced at Leadership Training Conference.

Criteria

1. To be eligible, a club must be no more than three years old as of the 2014 Leadership Training Conference. Age will be determined by the charter date.
2. Key Club must be in good standing with the New York District and Key Club International, as verified by the District Treasurer.

Applying and Judging

1. To apply, clubs should fill out the Annual Achievement Report Form, which can be found on page 50. The club with the highest score on the Annual Achievement Report Form will receive the award.

**All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.**

Public Relations Award

Often the most successful clubs are the ones that make the most effective use of public relations. Service is important, but without public relations, it would be nearly impossible to organize and implement events. This award recognizes those clubs that have gone above and beyond in the area of public relations.

General Information

1. The New York District reserves the right to retain all entries and not return them to their respective applicants.
2. The winner of this award will be announced at Leadership Training Conference.
3. The entry should be in a binder, notebook, or portfolio form, which is neat and clearly labeled.
4. The decisions of the judges are final. No changes, alterations, or re-gradings will take place after the judges have certified the results.

Criteria

1. The entry must be filled with Public Relations materials that were actually utilized by the Key Club throughout the administrative year for which it is being submitted.
2. A submission must include proof of all Public Relations materials (the actual document or a picture of it, video/audio cassette for TV/radio coverage, etc.) dates of distribution for each individual Public Relations material, and amount of copies made of each individual Public Relations material.

Judging

The award will be judged on the following point system:

Article to Empire Key/other district publications	10-30 points
Article to Lt. Governor's Newsletter	5-15 points
Club Newsletters	15-30 points
Newspaper Article	10-25 points
Club Web Page	15-25 points
Television Coverage	5-25 points
Radio Coverage	5-10 points
Posters/Fliers	5-10 points
Public Service Announcements (PSAs)	2-5 points
Other up to 25 points (will be reviewed for content, appearance, etc.)	

All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.

Single Service Award

The New York District Single Service Award is given to the Key Club, which through its unselfish efforts, has produced during this year the best single project dedicated to the school and/or community. This award is at the heart of Key Club and its objectives.

General Information

1. The New York District reserves the right to retain all entries and not return them to their respective applicants.
2. The winner of this award will be announced at Leadership Training Conference. There shall be a first place winner, second place winner, and third place winner in each membership category: bronze, silver, gold, and platinum (see attached page). Each first place report should be forwarded to Key Club International for competition with other first place winners.
3. The best single service project overall across all categories will be awarded the Steven Scharoff Single Service Project Award.
4. The entry should be submitted in a binder, notebook, or portfolio form that is neat and clearly labeled with the club's name and the title of the project.
5. The decisions of the judges are final. No changes, alterations, or re-scorings will take place after the judges have certified the results.
6. A qualifying single service project shall be defined as a club service project that is planned, organized, and produced by the Key Club on a single day, consecutive days, or recurring on different days. Acceptable projects for this award may include both hands-on service projects and fundraising efforts. A recurring project must be repeated for the purpose of achieving the same service goal.
7. Judges may disqualify entries that report incorrect or false information or do not abide by the rules of the district competition. Any disqualification at the district level requires the approval of the District Administrator or his/her designee. Judges may disqualify an entry at the international level for the same reasons, and any disqualification requires the approval of the international director.

Criteria

1. Using the report form available on the following page, Key Clubs are urged to enter their most outstanding single service activity.
2. The activity can cover any phase of the Key Club service program performed during the 2013-2014 Key Club Year (April 1st, 2013 to March 31st, 2014).
3. The report must be typewritten and may include newspaper clippings, substantiated photographs, and other pertinent information.
4. The entry must include a letter from the chairperson of the event confirming how many members participated. (If no chairperson was appointed or elected to lead the project, the club president may write the letter.)
5. Key Clubs applying for this award must be in good standing with the New York District and Key Club International, as verified by the District Treasurer.

Judging

The award will be judged on the following point system.

Service Need	10 points	
Project Plan	10 points	
Project Implementation	20 points	
Final Results	25 points	
Public Awareness	10 points	
Percentage of Members who Participated	15 points:	
	1-6% = 1 point	46-52% = 9 points
	7-13% = 2 points	53-60% = 10 points
	14-20% = 3 points	61-68% = 11 points
	21-27% = 4 points	69-76% = 12 points
	28-34% = 5 points	77-84% = 13 points
	35-41% = 6 points	85-92% = 14 points
	39-45% = 8 points	93-100% = 15 points

All submissions must be postmarked no later than February 15th, 2014 to the District Administrator Mr. John Goldstein.

KEY CLUB®

Single Service Award 2014

Key Club of: _____ Club ID #: _____ District: _____

Number of members in club: _____ Total service hours involved: _____

Project name: _____ Contact name: _____

E-mail: _____ Phone number with area code: _____

Application return address: _____ City: _____

State/province: _____ Postal code: _____ Country: _____

Brief description of project: _____

Club membership

1. Enter the total number of **dues paid** club members as of **February 1, 2014**. 2. Enter the number of paid members in the box below. 3. Use the number in the box to determine the club's membership category. 4. Place a check next to the category that applies.

Number of dues paid members:

- | | |
|--|--|
| <input type="checkbox"/> Bronze (35 members or less) | <input type="checkbox"/> Silver (36-60 members) |
| <input type="checkbox"/> Gold (61-85 members) | <input type="checkbox"/> Platinum (86 members or more) |

A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.

B. Entries shall use the official Single Service Report form cover sheet and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.

C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.

D. Entries shall be judged based upon an accumulated total of points allocated to the following categories: service need, 10 points; project plan, 20 points; project implementation, 20 points; final results, 25 points; public awareness, 15 points; member participation, 10 points.

E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.

F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.

G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.

H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.

I. Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges.

Certification. This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Kiwanis/faculty advisor: _____ Principal: _____

Doug Madenberg Award for Excellence

The **Doug Madenberg Award for Excellence** is sponsored by the *New York District Key Club Foundation* and is a way of recognizing the outstanding contributions of Key Clubbers, faculty advisors, principals, parents, Kiwanians, or anyone else whose time and efforts have had a positive impact on Key Club in the New York District. Doug Madenberg was the first Key Club International President from New York, and this award honors his service to this district and this organization. For a *tax-deductible contribution of \$250*, you can have someone added to the rolls of Madenberg recipients and further assist the operations of Key Club in the New York District. A Madenberg Award is a great way to thank someone for everything they have done for Key Club whilst helping the district's operations. Madenberg honorees receive a very attractive and exclusive lapel pin (pictured right) to distinguish them as having received one of the highest honors bestowed by the New York District Key Club.



Doug Madenberg Award Order Form

Is this a surprise? Yes ___ No ___

Name of Recipient: _____

Recipient's Club Name: _____ Division: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Name of Donor: _____

Recipient's Club Name: _____ Division: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Checks should be payable to: New York District Key Club Foundation.

Mail payment and completed form to:

New York District Key Club Administrator Mr. John Goldstein
 590 Mullock Road
 Port Jervis, NY 12771

AUTOMATIC-ENTRY AWARDS

Your club is automatically entered for the following awards. No entry is required. All of the four following awards are noncompetitive—there is no limit on the number of clubs that will be presented this award. Your club must be in good standing with Key Club International and the New York District to be eligible for any of the following awards.

Achieve Increased Membership Award

2013-2014

Achieve Increased Membership Award

The Achieve Increased Membership Award is presented to clubs who have increased their club size significantly in comparison to the previous Key Club year.

General Information

1. Clubs that do not receive this award will automatically be entered for the Membership Retention Award.
2. Clubs that receive this award will not be eligible for the Membership Retention Award.
3. The winning clubs will be announced at Leadership Training Conference at the appropriate time.

Criteria

1. Key Club must be in good standing with New York District and Key Club International for two consecutive years.
2. All clubs that grow in size by twenty-five members will receive this award.

Membership Retention Awards

2013-2014

Membership Retention Award

The Membership Retention Award is presented to clubs who have maintained at least 100% membership compared to the previous Key Club year.

General Information

1. All clubs that do not the Achieve Increased Membership Award will automatically be entered for this award.
2. The winning clubs will be announced at Leadership Training Conference.

Criteria

1. The applying Key Club must be in good standing with New York District and Key Club International for two consecutive years.
2. Clubs that do not grow in size by over 25 members but keep a minimum of 100% membership of the pat year will receive this reward.

Perfect Paperwork Award

The Perfect Paperwork Award is presented to clubs who deserve to be recognized for giving all necessary reports to the District by the Annual Leadership Training Conference.

General Information

1. The winning clubs will be announced at Leadership Training Conference.

Criteria

1. Club must have submitted the following forms before Leadership Training Conference:
 - a. Election Report Form (submitted to your Lieutenant Governor, District Administrator, and District Secretary)
 - b. All Monthly Report Forms from April 2013 to April 2014 (submitted to the District Secretary)

Early Bird Dues Award

The Early Bird Dues Award is presented to clubs who deserve to be recognized for submitting dues early to the district.

General Information

1. The winning clubs will be announced at Leadership Training Conference.

Criteria

1. Clubs must have submitted dues for a minimum of 15 members to both New York District and Key Club International before the Early Bird Dues deadline of November 1, 2013.

Talent Contest

The Talent Contest is held annually at the Leadership Training Conference to showcase the outstanding talent that exists within the New York District of Key Club International.

General Information

1. Every Key Club may enter no more than one act in the Talent Contest.
2. First, second, and third place awards will be given at Leadership Training Conference.
3. All acts entered in the New York District Talent Contest will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the conference program). The most entertaining acts will then be selected to appear in the District Talent Show as finalists. The Conference Committee will determine the exact number of finalists depending on how much time is allocated to the Talent Contest.
4. First and second place winners will be eligible to represent the New York District and compete in the contest at the Key Club International Convention.

Criteria

1. A Talent Contest entry may take any form as long as it is entertaining and in good taste.
2. Acts should be no more than six minutes in length.
3. All contestants must provide any materials (props, instruments, costumes, etc.) that are needed for their own performance. Anyone who wishes to enter an act that requires something that cannot be brought to the conference (e.g. a piano) should contact the Conference Committee Chair, Executive Assistant Shelby Wadsworth at shelbywadsworth.ea@nydkc.org. The New York District is not responsible for providing materials for acts.
4. All participants in an act must be official members of a Key Club in good standing with New York District and Key Club International. In the case of a group act, all members must be from the same club or division. Accompanists must also belong to the same Key Club or division as the performer(s).

Judging

1. The performances will be judged on the following point system.
 - a. Content 20 Points
 - b. Performance and Entertainment value 30 Points
 - c. Poise and Stage presence 10 Points
 - d. Audience Response 20 Points
 - e. Personal Evaluation 20 Points
2. Selection of acts by the judges at the preliminary auditions, insofar as they are consistent with the high quality of performance, will be final.
3. The decisions of the judges are final and no changes or alterations in score will take place after the results have been certified by the judges.

This contest will be held at Leadership Training Conference.

Oratorical Contest

2014 Oratorical Contest Topic: What does a Key Club need to be strong?

General Information

1. The subject matter of the oration and the presentation must be original and completely developed by each orator. These factors will be considered equally in determining who is to receive the awards.
2. Each orator will be allowed a maximum of five (5) minutes for his/her presentation. Exceeding the time limit may result in a penalty.
3. During the conference, elimination trials will be held (time and place to be announced in the conference program), and no more than three orators may be selected to appear before the entire conference.
4. The three outstanding orators will receive suitable awards and recognition for their excellence in public speaking.
5. The Oratorical finalist will be expected to address the conference at a General Session. The Oratorical finalist is eligible to represent the New York District in the Oratorical Contest at the Key Club International Convention.
6. The decision of the judges is final. No changes, alternations, or re-scorings will take place after the judges, the Conference Committee Chair, and the District Administrator have certified the results.

Criteria

1. Each orator must be an official member in good standing with New York District and Key Club International.
2. The orator's home club must be in good standing with New York District and Key Club International.

Judging

The performance will be judged on the following point system:

Speech—50 Points

- | | |
|---|-----------|
| a. Clarity of message and projection of ideas | 25 Points |
| b. Depth | 5 Points |
| c. Originality | 5 Points |
| d. Structure (including organization, grammar, transitions, flow, etc.) | 15 Points |

Delivery—50 Points

- | | |
|---|-----------|
| a. Presence (posture, gestures, and ability to engage the audience) | 15 Points |
| b. Voice (tone, diction, effectiveness, pronunciation) | 15 Points |
| c. Ease of presentation and intimacy with audience | 15 Points |
| d. Attention of audience | 5 Points |

This contest will be held at the Leadership Training Conference.

Traditional Scrapbook Contest

General Information

1. A Key Club may not enter both the Traditional and the Non-Traditional Scrapbook Contest. Failure to comply with this rule will result in the disqualification of both entries.
2. First, second, and third place awards will be given at Leadership Training Conference.
3. First and second place winners will be eligible to represent the New York District and compete in the contest at the Key Club International Convention. No alterations may be made to scrapbooks that are sent to compete in the Traditional Scrapbook Contest at the Key Club International Convention. Scrapbooks that are found to be altered will be disqualified.
4. All submissions not claimed by clubs at the end of Leadership Training Conference will be disposed of.

Criteria

1. A Key may enter a scrapbook containing pictures, souvenirs, newspaper clipping, etc. of their activities during the club administrative year. Each scrapbook must be subdivided into the following categories: Service to School, Service to Community, Fundraising Projects, Kiwanis Family Interaction, Major Emphasis Involvement, and Miscellaneous.
2. Each category must be tabbed accordingly. In other words, the first page of each section must have a small tab affixed to the page on which the name of the section is written. The tabs should be visible when the scrapbook is opened, however, the tabs should not protrude from the side of the book. The pages must also be numbered with a table of contents at the beginning. Judges will deduct 5 points for a missing table of contents and 5 points for missing tabs.
3. Entries are to be submitted in a scrapbook binder not to exceed 14 inches in width and 14 inches in length. The cover may be decorated.
4. The "Year in review cost sheet" on page 35 must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations associated with the creation of the scrapbook. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club president and Faculty Advisor, stating the scrapbook's retail cost value (including photographic materials) does not exceed the amount of US\$300. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.
5. No audio, visual, or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary.

Judging

The scrapbooks will be judged on the following point system:

Visuals—50 points

- | | |
|-----------------------------------|-----------|
| a. Artwork and decorations | 30 Points |
| b. News clippings and photographs | 20 Points |

General Content—60 points

- | | |
|-------------------------------|-----------|
| a. Service to School | 10 Points |
| b. Service to Community | 10 Points |
| c. Fundraising Project | 10 Points |
| d. Kiwanis Family Interaction | 10 Points |
| e. Major Emphasis Involvement | 10 Points |
| f. Miscellaneous | 10 Points |

Note: The decisions of the judges are final. No changes or alterations in score will take place after the judges have certified the results.

All entries should be brought to the Leadership Training Conference to be judged during the convention.

Non-Traditional Scrapbook Contest

General Information

1. A Key Club may not enter both the Traditional and the Non-Traditional Scrapbook Contest. Failure to comply with this rule will result in the disqualification of both entries.
2. First, second, and third place awards will be given at the Leadership Training Conference.
3. First and second place winners will be eligible to represent the New York District and compete in the contest at the Key Club International Convention. Scrapbooks sent to compete in the Non-Traditional Scrapbook Contest at the Key Club International Convention may not be altered. Altered scrapbooks will be disqualified.
4. All submissions not claimed by clubs at the end of the Leadership Training Conference will be discarded.

Criteria

1. A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings, or other representations of their activities during the club administrative year (as defined as being from March 31st, 2013 to April 1st, 2014).
2. Each entry should adequately portray the following categories: Service to School, Service to Community, Fundraising Projects, Kiwanis Family Interaction, Major Emphasis Involvement, and Miscellaneous.
3. The “Year in review cost sheet” on page 35 must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations associated with the creation of the scrapbook. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club President and Faculty Advisor, stating the scrapbook’s retail cost value (including photographic materials) does not exceed the amount of US\$300. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.
4. No audio, visual, or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary.

Judging

1. The non-traditional scrapbooks will be judged on the following point system:
 - a. Presentation—50 points
 - i. Uniqueness/creativity of project presentation 10 points
 - ii. Artistic value and visual appearance 20 points
 - iii. Newspaper clippings and photographs 20 points
 - b. General Content—60 points
 - i. Service to School 10 points
 - ii. Service to Community 10 points
 - iii. Fundraising Projects 10 points
 - iv. Kiwanis Family Interaction 10 points
 - v. Major Emphasis Involvement 10 points
 - v. Miscellaneous 10 points
2. The decisions of the judges are final. No changes or alterations in score will take place after the judges have certified the results.

All entries should be brought to the Leadership Training Conference to be judged during the convention.

KEY CLUB®

Year in review cost sheet

Scrapbook

Check One: TRADITIONAL SCRAPBOOK NON-TRADITIONAL SCRAPBOOK

Key Club of: _____ Club ID #: _____

District: _____

Contact Information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

<u>Costs</u>	
Photo materials:	US\$ _____
Pages:	US\$ _____
Binder:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Total:	US\$ _____

<u>Donations</u>	
Materials by school:	US\$ _____
Materials by business:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Other:	US\$ _____
Total:	US\$ _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

Signature of club president:

(Signature) _____ (Print name here) _____

(PLEASE ATTACH THIS COST SHEET TO INSIDE COVER OF SCRAPBOOK ENTRY)

Club Non-Digital Poster Contest

General Information

1. Clubs entering this contest may not enter the Digital Poster Contest. Failure to comply with this rule will result in the disqualification of both entries.
2. The poster dimensions should be 18 inches by 22 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
3. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
4. First, second, and third place awards will be given at Leadership Training Conference.
5. The First place winners will be eligible to represent the New York District and compete in the Non-Digital Poster contest at the Key Club International Convention.
6. Winning entries will become property of Key Club International and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.

Criteria

1. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
2. The poster may not include material produced through electronic means, such as cameras and computer software.
3. The following information must be submitted with each entry. This information should be recorded on the sheet on page 38 and submitted with the award:
 - a. Name of the Key Club and district.
 - b. Contact name and information for the artist(s) producing the poster. The artist(s) must be a Key Club member.
4. Although a poster will not be selected based on its ability to be reproduced, keep in mind that a printer friendly poster is more likely to be circulated following Leadership Training Conference (and International Convention if applicable) than one that is difficult to reproduce.
5. All entries should be in good taste, appropriate, and in compliance with the objects of Key Club International.

Judging

1. The posters will be judged on the following point system:
 - a. Originality/Creativity 25 Points
 - b. Effectiveness for member recruitment 25 Points
 - c. Appearance and artistic expression 50 Points
2. The decision of the judges is final and no changes, alterations, or regradings will take place after the judges, the Contest Chair, and the District Administrator have certified the results.

All entries should be brought to the Leadership Training Conference to be judged during the convention.

Club Digital Poster Contest

General Information

1. Clubs entering this contest may not enter the Non-Digital Poster Contest. Failure to comply with this rule will result in the disqualification of both entries.
2. The poster dimensions should be 18 inches by 22 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
3. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
4. First, second, and third place awards will be given at Leadership Training Conference.
5. The First place winners will be eligible to represent the New York District and compete in the Digital Poster contest at the Key Club International Convention.
6. Winning entries will become property of Key Club International and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.

Criteria

1. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
2. Entries may include materials produced with electronic means such as cameras and computer software.
3. The following information must be submitted with each entry. This information should be recorded on the sheet on page 38 and submitted with the award:
 - a. Name of the Key Club and district.
 - b. Contact name and information for the artist(s) producing the poster. The artist(s) must be a Key Club member.
4. Although a poster will not be selected based on its ability to be reproduced, keep in mind that a printer friendly poster is more likely to be circulated following Leadership Training Conference (and International Convention if applicable) than one that is difficult to reproduce.
5. All entries should be in good taste, appropriate, and in compliance with the objects of Key Club International.
6. Entries should be e-mailed to District Administrator Mr. Goldstein at nydkca@frontier.com. The subject of the email should state "Digital Poster Submission" and include the club's name.

Judging

1. The posters will be judged on the following point system:
 - a. Originality/Creativity 25 Points
 - b. Effectiveness for member recruitment 25 Points
 - c. Overall appearance/artistic expression 50 Points
2. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges and District Administrator.

All entries are to be emailed to District Administrator John Goldstein at nydkca@frontier.com by February 15, 2014.

KEY CLUB®

Entry form 2014**Non-Digital Poster contest****Digital poster contest**

Contest and award criteria can be found in the Key Club Guidebook, www.keyclub.org/guidebook, in the Addendum to the Key Club International Board policies starting on page 38.

Please type or print information on this form and affix to the back of the poster.

Entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and the poster's artist.

Key Club of: _____ Club ID #: _____

District: _____

Contact Information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

Key Club artist producing poster

Artist name: _____ E-mail: _____

Signature of Key Club artist attesting to the poster's originality:

(Signature) _____ (Print name here) _____

Please select one:

____ This poster placed first at district convention.

____ This poster was selected by other means and was approved for entry for International competition by the Key Club district administrator.

Key Club district administrator signature: _____

Note: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.

Club Video Contest

General Information

1. All entries should be in good taste and appropriate to the standards set by the Objects of Key Club International.
2. First, second, and third place awards will be given at Leadership Training Conference.
3. The first place video will be shown at Leadership Training Conference.
4. The first place winner will be eligible to represent the New York District and compete in the Club Video Contest at the Key Club International Convention.
5. All entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries.

Criteria

1. The contest will be conducted according to the rules outlined below. Failure to comply with these rules may result in disqualification.
2. The video must be produced by club members only at a cost not to exceed \$300.
3. The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.
4. The length of the completed video/DVD segment should be no more than 60 seconds.
5. The video must be submitted on a DVD in Quicktime format (.mov) and must not contain any copyrighted music.
6. Each club must submit the Video Contest Entry Form, found in the 2010-2011 Applications and Forms Booklet.
7. The following information must be submitted with each entry:
 - a. Name of the Key Club and district.
 - b. Contact name and information for a Key Club member responsible for the submission.
 - c. Itemized listing of all costs associated with the production, including cost of the DVD.

Judging

1. The videos will be judged on the following point system:
 - a. Originality 10 Points
 - b. Promotion of Key Club 20 Points
 - c. Clarity of Message 20 Points
 - d. Quality of Production
 - i. Sound Quality 10 Points
 - ii. Picture Quality 10 Points
 - e. Overall Impression 30 Points
2. The decision of the judges is final and no changes, alterations, or regratings will take place after the results have been certified by the judges, the Chair of the Contests, and District Administrator.

All submissions must be postmarked no later than February 15, 2014 to the New York District Administrator Mr. Goldstein.



Video contest entry form 2014

Contest and award criteria can be found in the Key Club Guidebook, www.keyclub.org/guidebook, in the Addendum to the Key Club International Board policies starting on page 38.

Please type or print information on this form and affix the completed form to an envelope. Place the DVD inside the envelope. DVD or QuickTime format is required.

Entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries for any use deemed appropriate by Key Club International. Appropriate recognition will be provided to the Key Club.

Key Club of: _____ Club ID #: _____

District: _____

Contact information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

This certifies that this DVD is original and was created in accordance with copyright laws:

(Signature) _____ (Print name here) _____

Please itemize costs associated with creation of this DVD:	
Donations:	\$ _____
DVD:	\$ _____
Rentals:	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____
Total:	\$ _____

Please select one:

This video placed first at district convention.

This video was selected by other means and was approved for entry for International competition by the Key Club district administrator.

Key Club district administrator signature: _____

Note: Only district winners are eligible for submission to the International competition. Refer to the Key Club Guidebook for additional information and deadlines.

Club T-Shirt Contest

Key Clubbers often strive to promote Key Club International through apparel. The Club T-shirt Award recognizes a club who created an outstanding t-shirt design that promotes Key Club in a positive and effective manner.

General Information

1. All t-shirt entries will be returned at Leadership Training Conference. If no one is available to claim the t-shirt, the t-shirt will be given to the lieutenant governor of said club's home division. Should the position of lieutenant governor from the home division be vacant, the t-shirt will be kept until further notice.
2. Only one t-shirt may be submitted by a given Key Club each year. The entry of multiple t-shirts from one club will disqualify all entries from that club.
3. A first, second, and third place winner will be announced during Leadership Training Conference.

Criteria

1. It is recommended, but not mandated, that you mail a sample t-shirt (any size).
2. The following information must be submitted with each entry:
 - a. A file (preferably a PDF) containing the design on the front, back, and the base color of the shirt OR a working link to the design of the t-shirt online.
 - b. The text contained on the front and back of the shirt. If the shirt contains text anywhere else, please list it and specify the location.
3. The shirt must:
 - a. Promote the home club, the New York District, and/or Key Club International
 - b. Contain text and graphics. All text and graphics must be in good taste.
4. The Key Club submitting the entry must be in good standing with the New York District and Key Club International.

Judging

1. The t-shirt will be judged on the following point system:

a. Originality/Creativity	20 Points
b. Promotion of Key Club	20 Points
c. Overall t-shirt design	10 Points
2. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contests, and District Administrator.

All submissions must be postmarked or emailed no later than February 15, 2014 to the New York District Administrator Mr. Goldstein.

ELIMINATE PROJECT AWARDS

What is the Eliminate Project?

EliMiNaTe is Kiwanis International's global campaign to eradicate Maternal and Neonatal Tetanus or M.N.T. This is a deadly, but preventable disease. Babies infected with M.N.T often do not survive more than a week, and one baby dies every nine minutes from this disease.

Kiwanis International aims to eliminate this disease by 2015 by raising \$110 million. This is enough to vaccinate every mother whose children are vulnerable to this disease, protecting the mother and her future babies.

To recognize the outstanding fundraising efforts of individuals and clubs on behalf of the EliMiNaTe project, Kiwanis International has designed a recognition program for its Service Leadership Programs. Key Clubs or individuals who believe they are eligible for one of the following recognitions should contact campaign@TheEliminateProject.org so that they may be properly recognized.

Elimidallion

General Information

1. Minimum Donation: \$625
2. Money raised toward an Elimidallion must be raised within the Kiwanis Administrative year. That is to say, the entire \$625+ donation must have been donated to The EliMiNaTe Project **either** before September 30th or after October 1st, 2013.
3. Lives saved/protected: 350+
4. Advisors, Administrators, Key Clubbers, or any special individual are eligible to receive this award
5. A medallion and a framed certificate are given to the recipient of this honor.

How to order: Contact campaign@TheEliminateProject.org.

1K Club Honor

General Information

1. Minimum Donation: \$1000
2. Money raised toward the 1K Club Honor must be raised within the Kiwanis Administrative year. That is to say, all donations must have been donated to The EliMiNaTe Project **either** before September 30th or after October 1st, 2013.
3. Lives saved/protected: 550+
4. Clubs are eligible to receive this award
5. Clubs receiving the 1K Club honor will received an annually themed 1K Club banner patch as well as recognition at Leadership Training Conference and in The EliMiNaTe Project communications.

How to order: Contact campaign@TheEliminateProject.org.

Service Leadership Program Global Service Society

General Information

1. The following breakdown details how this award is given, based on the per-member average donation:
 - a. \$50—Gold
 - b. \$25—Silver
 - c. \$10—Bronze
2. All funds raised toward the SLP Global Service Society must be within the Kiwanis Administrative year. In other words, all donations must have been donated to The Eliminate Project either **before September 30th** or **after October 1st, 2013**.
3. Lives saved/protected:
 - a. 27—Gold
 - b. 12—Silver
 - c. 5—Bronze
4. All active clubs are eligible to receive this award.
5. Clubs receiving the SLP Global Service Society honor will receive a certificate and a banner patch with the corresponding per-member average donation. Gold clubs will be eligible for pins for each member.

How to order: Contact campaign@TheEliminateProject.org.

Kiwanis Club/Kiwanian Recognition

General Information

1. All Key Clubs and Key Clubbers remain eligible for Kiwanis International recognition, including the Walter Zeller Fellowship, Tablet of Honor and the George F. Hixson Fellowship.
2. Money raised toward Kiwanis International recognition must be raised within the Kiwanis Administrative year. That is to say, all donations must have been donated to The Eliminate Project either **before September 30th** or **after October 1st, 2013**.
3. For a complete list of Kiwanis International recognition (including recognition for individuals and clubs), please visit <http://sites.kiwanis.org/Kiwanis/en/theELIMINATEproject/Recognition/Recognition-Dashboard.aspx>

Please contact campaign@TheEliminateProject.org with any questions.

Sandy Ninger Medal

The Sandy Ninger Medal is given to a high school graduate who most exemplifies the tradition begun by Sandy Ninger. Since 1946, several thousand Sandy Ninger Medals have been presented by Key Clubs and Key Club districts to outstanding students who have gone above and beyond the call of duty. To purchase a Sandy Ninger Award, please visit <http://store.kiwanis.org/product/457>

G. Harold Martin Fellowship

The G. Harold Martin Fellowship is attainable through a donation of US\$250 to the Youth Opportunities Fund. Additional donation levels of US\$250 are honored as diamond level fellowships. Fellowships can be obtained through a donation in honor of an individual or by an individual. To purchase a Fellowship, fill out the G. Harold Martin Fellowship brochure which can be found at <http://keyclub.org/contestsawards/Grantsandfellowships/ghmartin.aspx>.

A.G. Terry Shaffer Honorary

This award is named after A.G. Terry Shaffer, the epitome of Kiwanis. Terry began his Kiwanis family adventure as a member of Key Club at Sunbury High School in Sunbury, Pennsylvania. Terry went on to serve as club president of three Kiwanis clubs: Selinsgrove, Pennsylvania; Southeast Area, Chicago; and Northwest Indianapolis. He served as secretary of those three clubs and the Kiwanis Club of Tri-Village, Rich Township, Illinois. He also served as lieutenant governor of Division 12, Pennsylvania District, for two years, and as district chairman of three committees of the Pennsylvania District. One of those committees was Key Club, and 44 new Key Clubs were built during that three-year period.

Terry also served as a member of the International Committee on Key Clubs during Kiwanis International's golden anniversary year of 1965. Terry was a member of the International Office staff for nearly 35 years, from 1969 to 2004. He held a wide variety of responsibilities on the Kiwanis International staff ranging from manager of club services, to Circle K International administrator, to International Secretary. In 1998, the title of International Secretary was changed to Executive Director. Terry served as Executive Director until his successor was named on January 8, 2004. He then served as the organization's Archivist/Historian.

Upon his retirement, the International Board of Trustees named him Executive Director Emeritus. Terry's life was cut short by cancer and he passed away in 2005. He is survived by his widow, Nancy Shaffer.

Recipients are presented an attractive award designed specifically for the Shaffer Honorary. The award signifies that a minimum contribution of US\$1,000 has been given. Shaffer Honorary proceeds are placed in the Key Club International Youth Opportunity Fund. Held within the Kiwanis International Foundation, this endowment fund's earnings will be used to provide grants in support of Key Club community-service projects and scholarships.

A.G. Terry Shaffer Honoraries may be ordered by submitting an order form to Kiwanis International. The order form, along with instructions, can be found at

http://keyclub.org/Libraries/Administrator_and_Advisor_Resources/Brochure_KeyClub_A_G_Terry_Schaffer_Honorary.sflb.ashx

Governor's Scholarship

The Governor's Scholarship is available to any college-bound New York District Key Club member in good standing. The scholarship will reward those Key Clubbers who go beyond the call of service and who recognize the importance of the Governor's Project. The scholarship winners (2) will be announced at the appropriate time during the Leadership Training Conference. Winners will be given a \$1000 check, made out in their name and the Educational Institution he/she will be attending. The Governor's Scholarship will be chosen by the Governor, the Administrator, and/or a special committee appointed by the Administrator. The scholarship will consist of a minimum of one and maximum of two \$1000 scholarships.

Criteria

1. High school transcript
2. Proof of at least 50 hours of service to home, school, and community (verified by club president and faculty advisor)
3. A minimum of 2 and a maximum of 5 recommendation letters (one must be from faculty or Kiwanis advisor)
4. A brief essay (150-200 words)
 - a. Describe the importance of this year's Governor's Project —“Nurturing our K-Family”
 - OR-
 - b. Describe the importance of a project that the applicant participated in that is related to this year's Governor's Project —“Nurturing our K-Family”

**All submissions must be postmarked no later than February 15th, 2014 to District Administrator
Mr. John Goldstein.**

Kiwanis Memorial Scholarship

Kiwanis has been our greatest source of support and guidance. They have encouraged us to continue our dedication to community service and to embrace the ideals of our organization. They strive to help Key Club members appreciate the many benefits that Key Club has to offer. The Kiwanis Memorial Scholarship awards an active Key Clubber, who aspires to make Key Club a more inclusive organization, \$1000.00 to assist in their collegiate career. With this scholarship we continue the work of the dedicated Kiwanis members below who educate and guide us.

Criteria

1. An applicant must have a minimum of two year involvement with Key Club.
2. An applicant should exhibit a dedication to the ideals of Key Club in daily living and support of Key Club Projects.
3. An applicant must be a college bound high school senior that will be pursuing a career that is involved with children.
4. An applicant must submit an essay with a minimum of 250 words and a maximum of 500 words that completes the following task:
 - a. Describe one way in which Key Club has assisted you or given you an opportunity to make an impact on someone's life, your school and/or community.
5. Applicant's essay is to be signed by their home club faculty advisor and/or Kiwanis advisor. By signing the essay, the advisor acknowledges that the contents of the essay are authentic.
6. An applicant must also send with their essay a brief letter of recommendation from their faculty/Kiwanis advisor and from a club member in good standing.

All submissions must be postmarked no later than February 15th, 2014 to District Administrator Mr. John Goldstein.

New York District Kiwanis Foundation Scholarship Program

Criteria:

1. Any Kiwanis club in the New York District of Kiwanis International may nominate a candidate for a scholarship. Only one nomination per year is permitted for each club.
2. Nominations are to be made on the form provided by the Foundation or reasonable facsimile, and must be delivered or postmarked to the New York District Office by April 30 of the current year. It is requested that the winners be awarded their scholarships at commencement in June or at an awards program, if preferred, by his/her high school.
3. This program is instituted by the Foundation to recognize and promote good citizenship among the youth of New York State. Winners will be selected by a committee of the Foundation on the basis of which nominees, in its opinion, best met the established criteria. All aspects of the program, including the criteria are subject to change by the Foundation Board of Directors.
4. Each nominee must be a resident of New York State and plan to graduate from a high school in New York State, the June of the year of their nomination. The scholarship may be used towards the recipient's cost of obtaining higher education. The award shall be payable to the recipient.
5. There will be a total of four \$1,000 on-time awards payable towards the recipient's first year expenses. The awards are not transferable.
6. A nominated student will be evaluated based on scholastic achievement, merit, need and career goals. Each of the four criteria will be weighed equally.

Send the completed nomination forms to:
New York District Kiwanis Foundation Scholarship Program
c/o Edward Sexton
220 Chestnut St.
Port Chester, New York 10573

Applicants should e-mail the co-chairs of the District Awards Committee for the deadline for submissions.

Kiwanis International Foundation Matching Program

The Kiwanis International Foundation and Key Club International have designed a scholarship program to recognize Key Club members who have excelled in leadership and have provided service to others. Financial need is not a factor in this award. Each winner will receive a one-time US \$1,000 award (unless a district changes the award amount). Districts are eligible to receive up to ten matching scholarships based on the amount of Kiwanis clubs participating in the Annual Club Gift Campaign with the Kiwanis International Foundation. Interested students need to mail their applications for this scholarship to the district administrator, unless the district administrator instructs otherwise. Each district determines its own deadline. Key Club International Board members and Key Club district governors are NOT ELIGIBLE for the District Matching Scholarship program. Each district's Key Club board is to determine the procedure to select the district scholarship winner(s). The district administrator is to forward the winning recipient form and matching District Matching Scholarship recipients will be notified by the Kiwanis International Foundation, announced at the provided as cash awards in the form of a check issued to the college or university and the student. This check is sent directly to the college or university for deposit into the student's account and most likely requires the student to endorse the check also. Checks are disbursed in August.

Who is qualified for the Kiwanis International Foundation & District Matching Scholarship Program?

A Key Club member who:

1. Has been an active Key Club member for two years in good standing.
2. Has paid dues and appears on the roster on file at Key Club International.
3. Is a graduating high school senior
4. Is a college, university, technical, or vocational school-bound student.
5. Has a grade-point average of at least a "B" average/ 3.0 on 4.0 scale.
6. Has attached an official high school transcript/grade system explanation.
7. Submits the application to the District Administrator by the deadline. For further information contact District Administrator John Goldstein to determine the district's participation in the 2014 program.

Local Kiwanis Club Scholarships

Many local Kiwanis Clubs offer scholarships to members of the Key Clubs that they sponsor. Members in Good Standing of the New York District are encouraged to reach out to their sponsoring Kiwanis Club to see what scholarships might be available. You can contact the co-chairs of the District Awards Committee if you need any assistance in finding your sponsoring Kiwanis Club.



Key Club Annual Achievement Report 2013-14

Print Form

Each Key Club is required to complete and submit this report prior to its district convention, according to the guidelines set by its own district. PLEASE READ THE RULES BEFORE COMPLETING THIS FORM.

KEY CLUB INTERNATIONAL DISTINGUISHED CLUB RULES

1. The filing of the Annual Achievement Report is required for every Key Club, per Key Club International Board policies. Part One and Part Two of the report must be printed in black or blue ink, or typed.
2. Part Two report attachments must be produced as computer-printed documents.
3. Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification from the contest.
4. The Annual Club Report should contain club activities occurring between the 2013 and 2014 district conventions.
5. Upon completion of the report, the club may score its own report according to the scoring directions shown in the right-hand column on each page; tabulate the scores from each section in Part Three.
6. This report should be submitted **to the Key Club district** prior to its convention, as directed by the proper Key Club district official(s).
7. The district may recognize clubs achieving predetermined scores as "Distinguished Club" or "Distinguished Club-Diamond Level."

Key Club: _____ Club ID Number: _____

District: Faculty advisor:

School address: City:

State/province: _____ Country: _____ Postal Code: _____

Telephone: Business (_____) Home (_____)

CLUB MEMBERSHIP

1. Enter the total number of actual club members as of (a) December 1, 2013 _____ (b) February 1, 2014 _____
2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box. This is the number that will be used for calculations elsewhere in this report.

CERTIFICATION

These signatures certify the validity and accuracy of the information contained herein. The school and Kiwanis club signatures cannot be by the same person.

Key Club president Kiwanis club president or advisor Principal or faculty advisor

Part One: Club Information

A. KEY CLUB ADMINISTRATION - 25 Points Possible

CLUB MEETINGS

- 1a. How many club meetings were held:
- a. During the school year that were attended by faculty advisor?
 - b. During the school year that had a speaker or program?
 - c. During the summer (or other break period)?
 - d. As special meetings (banquet, etc.)?
 - e. As board meetings?
- 1b. Average club meeting attendance percentage:
(Include all regular club meetings, round to nearest whole number)

%

CLUB REPORTS

2. Reports completed and submitted on time:
- a. Monthly Activity (submitted monthly to district)
 - b. Club Election (submitted to district)
 - c. Key Club Magazine Report Form (Submitted at least one)

YES NO

YES NO

YES NO

DUES PAYMENT

3. Dues payment date:

DIVISION INVOLVEMENT

4. Activities in which the club participated:
- a. Division or Region/Zone training conference
 - b. Presidents or Divisional Council Meeting(s)
 - c. Division-wide rally or service project

YES NO

YES NO

YES NO

CLUB COMMUNICATIONS

5. Did the club utilize either of these forms of communications for members?
- a. Club newsletter with a minimum of six (6) issues
 - b. Club Web site (address: _____)

YES NO

YES NO

B. CLUB MEMBERSHIP - 16 Points Possible

EDUCATION AND DEVELOPMENT PROGRAMS

1. Did the club provide a special program for new-member induction, including a ceremony, and pin presentation?
2. Did the club provide a formal program for member orientation and education including the new-member handbook, Key Club magazine, videos, etc?

YES NO

YES NO

CONVENTION ATTENDANCE

3. How many attended the 2013 district convention?
- Voting delegates: Advisors:
4. How many attended the 2013 International convention in Washington DC?
- Voting delegates: Advisors:

SCORING	Write Point Total Here
CLUB MEETINGS	
1a. 1 point for every five meetings, to a maximum 5 points.	
b. 6 or more is 1 point.	
c. 1 or more is 1 point.	
d. 1 or more is 1 point.	
e. 10 or more is 2 points, 5-9 is 1 point.	
1b. 80% or more is 4 points, 60-79% is 3 points, 40-59% is 1 point.	
CLUB REPORTS	
2a. If YES, 1 point.	
b. If YES, 1 point.	
c. If YES, 1 point.	
DUES PAYMENT	
3. By Nov 15th, 3 points; by Dec 1st, 2 points.	
DIVISION INVOLVEMENT	
4a. If YES, 1 point.	
b. If YES, 1 point.	
c. If YES, 1 point.	
CLUB COMMUNICATIONS	
5a. If YES, 1 point.	
b. If YES, 1 point.	
Total for Section A.	

EDUCATION & DEVELOPMENT	
1. If YES, 2 points.	
2. If YES, 2 points.	
CONVENTION ATTENDANCE	
3. 1 point per voting delegate (2 points maximum).	
3. An advisor is 1 point (maximum).	
4. 1 point per voting delegate (2 points maximum).	
4. An advisor is 1 point (maximum).	



MEMBERSHIP ACTIVITIES

5. How many club social activities were held for all club members?

6. How many inter-clubs were held with other Key Clubs?

MEMBERSHIP GROWTH

7. What is the increase (decrease) of dues-paid members over the previous year?

--

C. LEADERSHIP DEVELOPMENT- 15 Points Possible

KEY CLUB OFFICER TRAINING

1. Did your club participate in a formal officer training?

YES NO

2. Did the faculty and/or Kiwanis advisor participate in the club officer training?

YES NO

3. Did the president and secretary attend a division or district club officer training workshop or conference?

YES NO

KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT

4. Has your club conducted or participated in:

- a. District or division leadership conference or retreat?
- b. Key Leader event?
- c. A club officer/member leadership retreat?

YES NO
 YES NO
 YES NO

5. What percentage of members have served in leadership positions including officers, board members, committee and project chairpersons?

	%
--	---

6. During the past year, has the club included:

- a. A candidate for district or International office?
- b. A district officer or committee member?
- c. An International officer or committee member?

YES NO
 YES NO
 YES NO

D. KIWANIS FAMILY INVOLVEMENT- 14 Points Possible

SPONSORING KIWANIS CLUB INTERACTION

1. Have sponsoring Kiwanis club members attended a minimum of 15 Key Club meetings?

YES NO

2. Have Key Club members attended a minimum of 15 meetings of the sponsoring Kiwanis club?

YES NO

3. Has the Key Club participated in joint service projects with the sponsoring Kiwanis club?

YES NO

4. Has the Key Club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club? (Club name _____)

YES NO

5. Has the Key Club participated in at least one service project with a Kiwanis club (other than its sponsor), CKI, Builders Club, K-Kids or other Kiwanis-family organization?

YES NO

KIWANIS-FAMILY INTERACTION

6. Has the Key Club presented a program at a Builders Club or K-Kids meeting?

YES NO

7. Has the Key Club participated in at least one interclub with a Kiwanis club (other than its sponsoring Kiwanis club), CKI, Builders Club, K-Kids, or other Kiwanis-family organization?

YES NO

SCORING	Write Point Total Here
MEMBERSHIP ACTIVITIES	
5. 3 or more is 2 points. 1-2 is 1 point.	
6. More than 5 is 2 points. 3-4 is 1 point.	
MEMBERSHIP GROWTH	
7. The greater of: 10 members or 10% is 2 pts; 5 members or 5% is 1 pt.	
Total for Section B.	

KEY CLUB OFFICER TRAINING	
1. If YES, 1 point.	
2. If YES, 1 point.	
3. If YES, 1 point.	
KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT	
4. If YES to one of a), b), or c), 2 points; if YES to two of a), b), or c), 4 points.	
5. 50% is 5 pts, 40% is 4 pts, 30% is 3 pts, 20% is 2 pts, 10% is 1 point.	
6a. If YES, 1 point.	
b. If YES, 1 point.	
c. If YES, 1 point.	
Total for Section C.	

SPONSORING KIWANIS CLUB INTERACTION	
1. If YES, 2 points.	
2. If YES, 2 points.	
3. If YES, 3 points.	
4. If YES, 1 point.	
5. If YES, 2 points.	
KIWANIS-FAMILY INTERACTION	
6. If YES, 2 points.	
7. If YES, 2 points	
Total for Section D.	

Part Two: Club Service

A. SERVICE PROJECTS - 50 Points Possible

List all service projects and activities the Key Club has completed during the administrative year. The projects should be organized by month. If more than 50 projects have been undertaken, list the 50 projects involving the greatest number of members and producing the greatest number of service hours first. Then, list the remaining projects. For a recurring project (for example, daily raising and lowering of school flags) treat the project as a single project for each month.

Use separate sheets of paper, allowing only one line for each project. Provide the month, brief project description, number of members participating, and number of service hours produced by Key Club members during the month. The list must be a) typed or b) completed as a computer printed document. An example is provided.

Total the number of projects and enter the number in the scoring box below. Attach the list to this report.

Example			
Project Description	Month	# Members	Service Hours
1. Read at primary school	April	12	10
2. School trash pick-up	April	17	44
3. Bake sale for UNICEF	April	18	36
4. Easter egg hunt	April	15	60
5. Set up for carnival	May	12	24

SCORING	Write Point Total Here
SERVICE PROJECTS	
A. Each project is 1 point, With 50 points maximum.	
Total for Section A.	

B. SERVICE HOURS - 60 Points Possible

Total the number of service hours for the 50 best projects of the Key Club which have been listed on attached sheets (see section A. above). Divide the service hour total by the number of members (listed in the membership box on the front page of this form). Round to the nearest whole number. Enter that number in the scoring box to the right.

SERVICE HOURS	
B. Each average service hour is 1 point, with 60 points maximum.	
Total for Section B.	

C. SERVICE FUNDRAISING - 20 Points Possible

Total the money raised by the Key Club for nonprofit, educational, and other charitable purposes. Convert the funds raised to \$US. Enter that figure on the blank to the right.

\$US

Divide the \$US figure by the number of members (listed in the membership box on the front page of this form). Enter that figure on the blank below.

\$US/member

Round to the nearest whole number. Enter that number (maximum 20) in the scoring box to the right.

SERVICE FUNDRAISING	
C. 1 point for every \$US per member, with 20 points maximum.	
Total for Section C.	

Part Three: Scoring

Transfer the total score for each Section to the proper box below. Add the six Section totals to determine the report score. Enter this total in the REPORT SCORE box to the right of the chart below.

	PART ONE				PART TWO			
Section:	A.	B.	C.	D.	A.	B.	C.	FINAL SCORE
Points possible:	25 points	16 points	15 points	14 points	50 points	60 points	20 points	200 points possible
SCORE:								

Judging and Certification: _____