

## **Robert F. Lucas Outstanding Lieutenant Governor's Award**

This document includes instructions, cover sheets and section labels that you must use to apply for the distinguished district officer awards. Each district administration can select the means of applying — either a shared file folder on a digital cloud service like Google Drive or a traditional binder. Make sure to follow the instructions from your district administrator and to show them your final submission before you send it to the Key Club International office.

### **General requirements**

1. If your administrator signs that you have performed a task, no other verification is necessary.
2. Extraneous materials in sections (other than the Miscellaneous section) are not necessary and will not be counted. Only include requested materials.
3. Once your submission has been submitted to the office, no other materials will be added by Key Club International Staff.
4. Nominations must be received by the Key Club District Administrator no later than the last Friday in April.

### **Requirements for the non-digital binder:**

1. To properly format your binder, print the labels included in this document and insert them into three sets of five-tab dividers. You can use any brand or style.
2. Place the tab cover sheets included in this document as the first sheet behind the tab divider.
3. The binder may not exceed 4 inches of material. Please do not attempt to put 5-6 inches of material in a 4 inch binder.
4. The tabs must be visible when the binder is open so that judges can flip easily to the required section. Nothing should obstruct the view of the tab.
5. No page protectors should be used. Judges will not remove items from page protectors to view them.

### **Requirements for the digital binder:**

1. To properly format your digital binder, name 15 shared folders to match the labels included in this document.
2. Place all required contents in the proper folder.
3. Adjust the share settings on every folder and document to allow people outside of your organization to view the contents.

# Robert F. Lucas Outstanding Lieutenant Governor's Award

**Applicants name:** \_\_\_\_\_

**District:** \_\_\_\_\_

## **Award information**

- An evaluation will be made on the basis of the criteria set forth below. This is not a contest between Lieutenant Governors, but recognition of an individual's performance.
- Copies of all required documents must accompany the nomination.
- Information must be submitted in notebook form, keeping information in accordance with each individual heading described below.
- To be considered for this award, the nominee must accumulate a total of **1,050 points out of the 1,325 possible points.**
- If a nominee accumulated less than 1050 points and still feels that they should be considered for the award because of extenuating circumstances, they must submit in writing why they have not accumulated the total number of points along with the other requirements.
- If you have any questions about the criteria you can contact your district administrator or visit your district website.
- If you have any questions please contact the Key Club International staff. Greg Stowers, director, Key Club International, [gstowers@kiwanis.org](mailto:gstowers@kiwanis.org) 1-800-549-2647 ext. 209 or +1-317-217-6209

# Robert F. Lucas Outstanding Lieutenant Governor's Award

## Personal statement

(50 points maximum)

### Table of contents:

Please supply the page number, where the following can be found:

Personal Statement ..... Page \_\_\_\_

Provide a comprehensive review of your year as Lieutenant Governor, including, but not limited to:

*(500-word limit)*

- a. What you accomplished.
- b. What you learned.
- c. What you would do differently.
- d. Your goals as a district executive officer.
- e. Extenuating circumstances.
- f. Any hardships you may have faced with COVID-19.

# Robert F. Lucas Outstanding Lieutenant Governor's Award

## Club newsletters

(100 points maximum, 10 points each)

Points awarded \_\_\_\_\_

### The lieutenant governor may choose one of the following options:

1. Produce and distribute by postal service or email, to the clubs within their division, at least (10) ten monthly newsletters for the clubs within your division.

OR

2. Produce and distribute, to the clubs within their division, (10) ten monthly electronic bulletins containing the contents required in a newsletter to clubs within your division.

OR

Options 1 and 2 may be combined, as long as (10) ten publications are produced.

The newsletter or electronic bulletins will be judged on the following:

- a. Appearance (consistent with graphic standards).
- b. Content including: Major Emphasis, Youth Opportunities Fund, and partner organizations.
- c. Timeliness of covered materials.
- d. Spelling/grammar.

Please supply the page numbers, where the following can be found:

Newsletter/bulletin 1 ..... Page \_\_\_\_  
Newsletter/bulletin 2 ..... Page \_\_\_\_  
Newsletter/bulletin 3 ..... Page \_\_\_\_  
Newsletter/bulletin 4 ..... Page \_\_\_\_  
Newsletter/bulletin 5 ..... Page \_\_\_\_  
Newsletter/bulletin 6 ..... Page \_\_\_\_  
Newsletter/bulletin 7 ..... Page \_\_\_\_  
Newsletter/bulletin 8 ..... Page \_\_\_\_  
Newsletter/bulletin 9 ..... Page \_\_\_\_  
Newsletter/bulletin 10 ..... Page \_\_\_\_

# Robert F. Lucas Outstanding Lieutenant Governor's Award

## **Club officer training**

(100 points maximum)

Percentage of divisional clubs trained = \_\_\_\_\_ points (max 80)

*(The percentage of clubs receiving training will equal the total number of points awarded out of 80.)*

Quality of the content of training: (max 20) \_\_\_\_\_

By November 15, plan and implement divisional training at divisional training conferences or meetings of club officers.

Training should include the following topics:

- Position responsibilities.
- Committee structure.
- Meeting execution.
- Kiwanis relations.
- Communication.
- Major Emphasis, preferred charities, partners and co-sponsors.
- Youth Opportunities Fund.
- Key Club and Kiwanis education.

Include the following:

- Proof of Kiwanis input in the training process.
- Training materials.
- Agendas.
- Handouts.

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### **Face to face contact** *(in person or online)*

(150 points maximum)

Percentage of clubs visited = \_\_\_\_\_ points (100 max)

*(The percentage of clubs visited will equal the total number of points awarded out of 100.)*

Submit the visitation report for each club visited including the date and confirmation of visit from president and/or advisor through signatures or emails. If a visit in person is not feasible, as verified by the district administrator or designated district official, then alternatives such as video chatting are acceptable. Points will not be docked from this section if proof is provided that a visit request was denied.

Club project/divisional council meetings=\_\_\_\_\_ points (50 max)

- A. Attend club projects planned by clubs in addition to the first club visit. Half the percentage of clubs visited twice will equal the total points out of 50.

OR

- B. Hold at least five (5) divisional council meetings at which the majority of clubs is in attendance. Award 10 points for each meeting.

OR

- C. Options A and B may be combined.

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**Required attendance** (online or in person)  
(100 points maximum; deduct 25 points for each event not attended.) Points awarded \_\_\_\_\_

Signatures of administrator accepted as proof:

- a. District convention at the beginning and end of term as lieutenant governor. \_\_\_\_\_
- b. 2020 Summer Leadership Conference (the lieutenant governor must attend the workshops at this convention pertaining to their office.)  
\_\_\_\_\_
- c. All district board meetings. \_\_\_\_\_
- d. District Officers Training Conference. \_\_\_\_\_

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**Delegates at district convention** (50 points maximum)

Points awarded \_\_\_\_\_

Two-thirds of the clubs within the division should be represented by at least two delegates at district convention. The attendance of two-thirds of clubs by two delegates results in 50 points while a one-third quorum results in 20 points and a one-half quorum results in 10 points.

Lieutenant governors are considered delegates-at-large at district convention and should not be included in the calculation. If sufficient proof exists that attendance at convention exceeds a club's resources or capacity, verified by the district administrator, that club will not be counted as part of the calculation.

If no district convention or house of delegates was held, a written statement can be provided for full points on why they still feel that they have adapted well, considering the circumstances.

Verified by signature of district administrator \_\_\_\_\_



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**Dues collection**

(100 points maximum)

Percentage of divisional club's dues collected = \_\_\_\_\_ points  
*(The average percentage of district and International dues collected by February 1 will equal the total number of points awarded.)*

Verified by signature of district administrator \_\_\_\_\_

# Robert F. Lucas Outstanding Lieutenant Governor's Award

## **Club growth**

(50 points maximum)

Work with Kiwanis to increase the number of active clubs within the division during the administrative year by either building new clubs or reactivating suspended clubs.

a. New Kiwanis family club in the division =50 points

or

b. Reactivated Key Clubs, up to two (2) = 25 pts

or

c. A combination of both may be permitted

\_\_\_\_\_ points

*(Clubs on suspended status before the lieutenant governor's term, revoked at International Convention, will not affect points awarded. Clubs reactivated from suspended status during the lieutenant governor's term still will receive points.)*

Verified by signature of district administrator \_\_\_\_\_

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**Submission of new officer information**

(100 points maximum)

New club officer information must be submitted by all clubs within the division to the Key Club International office.

- a. By November 15 = 100 points
- b. By December 15 = 75 points

\_\_\_\_\_ points

Verified by signature of district administrator \_\_\_\_\_

## Robert F. Lucas Outstanding Lieutenant Governor's Award

### **Division-wide function**

(100 points maximum)

Percentage of clubs participating (online or in person) = \_\_\_\_\_ points

*(The percentage of clubs participating will equal the total number of points awarded.)*

Divisional council meetings are not considered division-wide functions.  
Submit an outline of the event and a roster of participating clubs.

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### **Communication**

(100 points maximum)

- Committee correspondence (25 points maximum) \_\_\_\_\_ lieutenant governors are encouraged to communicate with members of their district committees regularly and to report the committees' progress in the district. Five (5) points are awarded for each piece of correspondence.
- Monthly communication (50 points maximum) \_\_\_\_\_ Lieutenant governors are required to email and or call the following people once per month. Deduct 10 points for every month in which communication was not initiated.
  - District governor and one other district executive member.
  - District administrator.
  - Club presidents.

A phone log or hard copy of email should be submitted as proof of initiation and content of the monthly communication.

- Miscellaneous (25 points maximum) \_\_\_\_\_ Submit sufficient proof that communication throughout the lieutenant governor's term has gone above and beyond what is required. This can be but is not limited to attendance at meetings and/or the use of communication through other social media outlets. Points are awarded at the discretion of the judges.

# Robert F. Lucas Outstanding Lieutenant Governor's Award

## **Monthly reporting**

(50 points maximum)

Complete and file monthly reports regarding committee and/or board member performance with the district governor and district secretary by pre-established deadlines. Deduct five (5) points for each report not submitted and two (2) points for each late report.

Points awarded \_\_\_\_\_

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**Service to home, school and community**

(150 points maximum, 5 points deducted for every hour below 40)

Points awarded \_\_\_\_\_

Perform at least forty (40) hours of service to home, school and community through Key Club activities.

Include description/listing of projects and hours with verification by club president and faculty advisor.

A supporting statement with extenuating circumstances can be provided if your service was affected by COVID-19.

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## **Recommendations**

(25 points maximum)

Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by district administrator, Kiwanis counterparts, Key Club district executive officers, or recommenders of an equivalent stature)



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**Miscellaneous**

(100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges.

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

- A. \_\_\_\_\_ Page \_\_\_\_
- B. \_\_\_\_\_ Page \_\_\_\_
- C. \_\_\_\_\_ Page \_\_\_\_
- D. \_\_\_\_\_ Page \_\_\_\_
- E. \_\_\_\_\_ Page \_\_\_\_
- F. \_\_\_\_\_ Page \_\_\_\_
- G. \_\_\_\_\_ Page \_\_\_\_
- H. \_\_\_\_\_ Page \_\_\_\_
- I. \_\_\_\_\_ Page \_\_\_\_
- J. \_\_\_\_\_ Page \_\_\_\_
- K. \_\_\_\_\_ Page \_\_\_\_
- L. \_\_\_\_\_ Page \_\_\_\_
- M. \_\_\_\_\_ Page \_\_\_\_
- N. \_\_\_\_\_ Page \_\_\_\_
- O. \_\_\_\_\_ Page \_\_\_\_
- P. \_\_\_\_\_ Page \_\_\_\_

Club Newsletter

Club Officer Training

Face-to-Face Contact

Attendance

Convention Delegates

Dues Collection

Club Growth

Officer Submission

Division Function

Communication

Monthly Reporting

Service

Miscellaneous