

## Distinguished Governor's Award

# 2020-21 Distinguished 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. All submissions are to be received in the Key Club International office by the last week of April otherwise your administrator will be responsible for bringing it to the Governor-Administrator Training Conference.

### **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.

If you have any questions about the criteria or your binder, please do not hesitate to 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

## Distinguished Governor's Award

**Applicant name:** \_\_\_\_\_

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

**Return binder to the following street address:**

---

---

### Verification

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

Verified by signature of district administrator

---

### Award information

- An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but recognition of an individual's performance.
- Nominations must be received at Key Club International no later than the first Friday in April.
- Copies of all required documents must accompany the nomination.
- Information must be submitted in a single binder, **not to exceed four inches**, keeping the information in accordance with each individual heading described.
- To receive this award, a nominee must receive a total of **1000 out of a possible 1250 points**.

# Distinguished 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 district 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.

# Distinguished Governor's Award

## Club correspondence

(55 points maximum)

Produce and distribute, via the postal service, email, or Lieutenant Governor newsletters, at least three formal articles of correspondence (articles, letters, flyers, etc.) with the following titles, or titles of a similar effect. Graphic standards will be taken into consideration where applicable.

### Points:

- Governors Greeting, including goals for the upcoming year (18 points).
- Mid-year Correspondence, including update on goals set in the beginning of the year (18 points).
- Year in Review, including result of goals set in the beginning of the year (19 points).

### Table of contents:

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

Governors Greeting ..... Page \_\_\_\_

Mid-year Correspondence ..... Page \_\_\_\_

Year in Review ..... Page \_\_\_\_

# Distinguished Governor's Award

## Board correspondence

(125 points maximum)

Produce and distribute, via the postal service or email, at least 10 formal items of correspondence (email updates, newsletters, flyers, etc.), to the district board. The following are to be taken into consideration.

### Points:

- Observation of graphic standards (15 Points).
- Content covered throughout the year (100 points).
- Spelling/grammar (10 points).

### Table of contents:

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

Newsletter 1 .....	Page ____
Newsletter 2.....	Page ____
Newsletter 3.....	Page ____
Newsletter 4.....	Page ____
Newsletter 5.....	Page ____
Newsletter 6.....	Page ____
Newsletter 7.....	Page ____
Newsletter 8.....	Page ____
Newsletter 9.....	Page ____
Newsletter 10.....	Page ____

### Table of contents:

Please indicate the correspondence and page where the judges can find references to each of the following:

1. Major Emphasis and Preferred Charities .... Newsletter \_\_\_\_ Page \_\_\_\_
2. Youth Opportunities Fund..... Newsletter \_\_\_\_ Page \_\_\_\_
3. Kiwanis family ..... Newsletter \_\_\_\_ Page \_\_\_\_
4. New club building and reactivation..... Newsletter \_\_\_\_ Page \_\_\_\_
5. District convention..... Newsletter \_\_\_\_ Page \_\_\_\_
6. International Leadership Conference .....Newsletter \_\_\_\_ Page \_\_\_\_
7. District and International dues collection .. Newsletter \_\_\_\_ Page \_\_\_\_
8. Promotion of Key Club vision partners ..... Newsletter \_\_\_\_ Page \_\_\_\_  
(Four times per year each, minimum)
9. Promotion of Key Club co-sponsors ..... Newsletter \_\_\_\_ Page \_\_\_\_  
(Two times per year each, minimum)

Distinguished Governor's Award

**Board meeting agenda**

(50 points maximum)

Prepare a tentative agenda for each district board meeting and distribute this agenda to the district board at least one week in advance of the board meeting. Provide a copy of each agenda and documentation of its distribution to be awarded points.

**Table of contents:**

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

- Agenda 1..... Page \_\_\_\_
- Agenda 2..... Page \_\_\_\_
- Agenda 3..... Page \_\_\_\_
- Agenda 4..... Page \_\_\_\_
- Agenda 5..... Page \_\_\_\_
- Agenda 6..... Page \_\_\_\_

# Distinguished Governor's Award

## District officer training

(125 points maximum)

Distribute the criteria for all distinguished officer awards (25 points)

Develop materials and institute a training program for district officers (100 points).

Deduct 25 points if training did not occur before the Key Club International Summer Leadership Conference, 20 points deducted for each topic not addressed.

### Table of contents:

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

1. Major Emphasis and preferred charities ..... Page \_\_\_\_\_
2. Youth Opportunities Fund ..... Page \_\_\_\_\_
3. Kiwanis family..... Page \_\_\_\_\_
4. Planning service projects and programs. .... Page \_\_\_\_\_  
(i.e. rallies, divisional training conferences, divisional projects, etc.)
5. Suggested calendar..... Page \_\_\_\_\_
6. Position responsibilities ..... Page \_\_\_\_\_
7. Emphasis on club building and reactivation ..... Page \_\_\_\_\_
8. Guidelines for divisional meetings ..... Page \_\_\_\_\_
9. Distribution of distinguished officer awards ..... Page \_\_\_\_\_
8. Distribution of partner descriptions and logos ... Page \_\_\_\_\_

## Distinguished Governor's Award

### District committees

(80 points maximum)

Provide written directives and assist district committees in their operation.

#### Table of contents:

Indicate the page numbers where the following can be found:

- A. Appoint at least the following standing committees (40 points). Page \_\_\_\_\_
- 1) Membership development.
  - 2) Key Club International connections/applications and preferred charities and corporate partners/sponsors.
  - 3) Service planning.
  - 4) Convention planning.
- B. Committee responsibilities thoroughly explained (10 points). Page \_\_\_\_\_
- C. Schedule committee meetings at district board meetings and provide directives for each in conjunction with committee chairs (20 points). Page \_\_\_\_\_
- D. Require committee members to complete regular reports to be recorded in the district minutes (10 points). Page \_\_\_\_\_



# Distinguished Governor's Award

## Required attendance

(150 points maximum.)

District governor must attend the following during their term in office.

District administrator can sign to verify the event was attended by the district governor.

A. District convention at the beginning and end of term... \_\_\_\_\_  
(30 points)

B. Governor/administrator Training Conference..... \_\_\_\_\_  
(20 points)

C. Key Club International Summer Leadership Conference \_\_\_\_\_  
(20 points)

D. Key Club Leadership Conference..... \_\_\_\_\_  
(20 points)

E. All district board meetings..... \_\_\_\_\_  
(20 points)

F. Kiwanis district convention or mid-winter conference..... \_\_\_\_\_  
(20 points)

G. Circle K district convention ..... \_\_\_\_\_  
(20 points)

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

## Distinguished Governor's Award

### **District board performance**

(75 points maximum)

#### **Table of contents:**

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

A. Institute a program of monthly reporting for lieutenant  
governors (25 points). Page(s) \_\_\_\_\_

B. Provide each board member with an evaluation of their  
performance quarterly (50 points). Page (s) \_\_\_\_\_

# Distinguished Governor's Award

## **Kiwanis family relations**

(65 points maximum)

The district administrator can sign to verify governor held at least one meeting with the following:

- A. Kiwanis governor. .... (9 points)
- B. Circle K International governor. .... (9 points)
- C. Kiwanis district board meeting. .... (9 points)
- D. Circle K International board meeting. .... (9 points)
- E. Participation in Kiwanis service project for the current Kiwanis global campaign. .... (11 points)
- F. Provide education about Circle K International during at least one district event. .... (9 points)
- G. Provide education about Kiwanis during at least one district event. .... (9 points)

## Distinguished Governor's Award

### **Key Club International trustee**

(75 points maximum)

- A. Written directives for trustee outlining how they can assist the district. (20 points)
- B. Provide time at board meeting for trustee's report. (10 points)
- C. Evidence of communications at least two times per month with your trustee. (35 points)
- D. Provide opportunity at the district convention for the trustee to address the entire convention. (10 points)

Signature of district administrator to verify completion of Part B.

---

Signature of district administrator to verify completion of Part D.

---

## Distinguished Governor's Award

### **Reporting**

(50 points maximum-5 points for each report submitted on time)

File all reports (international board committee questionnaires, surveys, etc.) required by the Key Club International office or board within specified time limits.

## Distinguished Governor's Award

### **Administrator**

(75 points maximum)

Contact the administrator prior to each board meeting to prepare the agenda. (20 points)

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

Communicate at least three (3) times per month with the administrator. (55 points)

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

## Distinguished Governor's Award

### **Service to home, school and community**

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

Perform at least 40 hours of service to home, school and community through Key Club activities. A supporting statement can be given if your service was affected by COVID-19.

Include description and verification by club president and faculty advisor.

## Distinguished Governor's Award

### **Recommendations**

(25 points maximum)

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



# Distinguished Governor's Award

## Miscellaneous

(100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. A supporting statement can be given if Key Club activities were canceled due to COVID-19. Points shall be awarded at the discretion of the judges.

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

A. \_\_\_\_\_ Page \_\_\_\_\_

B. \_\_\_\_\_ Page \_\_\_\_\_

C. \_\_\_\_\_ Page \_\_\_\_\_

D. \_\_\_\_\_ Page \_\_\_\_\_

E. \_\_\_\_\_ Page \_\_\_\_\_

F. \_\_\_\_\_ Page \_\_\_\_\_

G. \_\_\_\_\_ Page \_\_\_\_\_

H. \_\_\_\_\_ Page \_\_\_\_\_

I. \_\_\_\_\_ Page \_\_\_\_\_

J. \_\_\_\_\_ Page \_\_\_\_\_

K. \_\_\_\_\_ Page \_\_\_\_\_

L. \_\_\_\_\_ Page \_\_\_\_\_

M. \_\_\_\_\_ Page \_\_\_\_\_

N. \_\_\_\_\_ Page \_\_\_\_\_

O. \_\_\_\_\_ Page \_\_\_\_\_

P. \_\_\_\_\_ Page \_\_\_\_\_

**Verification**

**Personal Statement**

**Correspondence**

**Board Correspondence**

**Board Meeting Agenda**

**District Officer Training**

**District Committees**

**Required Attendance**

**District Board Performance**

**Kiwanis-Family Relations**

**International Trustee**

**Reporting**

**Administrator**

**Service**

**Recommendations**

**Miscellaneous**