

## Distinguished Treasurer's Award

# 2020-21 Distinguished Treasurer'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 12 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 Treasurer's Award

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

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

Return binder to the following street address:

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### 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.

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### 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.
- In order to receive this award, a total of **990 points out of 1,240 possible points** must be accumulated.

# Distinguished Treasurer's Award

## Personal statement

(50 points maximum)

Provide a comprehensive review of your year as district treasurer, including, but not limited to:

### Table of contents:

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

Personal statement ..... Page \_\_\_\_\_

*(500-word limit)*

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

## Distinguished Treasurer's Award

### Monthly reports

(200 points maximum, 20 points for each item submitted)

Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. Indicate where these reports can be found if they are not behind this tab.

Monthly report 1 ..... Page \_\_\_\_

Monthly report 2 ..... Page \_\_\_\_

Monthly report 3 ..... Page \_\_\_\_

Monthly report 4 ..... Page \_\_\_\_

Monthly report 5 ..... Page \_\_\_\_

Monthly report 6 ..... Page \_\_\_\_

Monthly report 7 ..... Page \_\_\_\_

Monthly report 8 ..... Page \_\_\_\_

Monthly report 9 ..... Page \_\_\_\_

Monthly report 10 ..... Page \_\_\_\_

## Distinguished Treasurer's Award

### Board correspondence

(125 points maximum)

Produce and distribute, via the postal service or email, at least ten (10) formal items of correspondence (e.g., email updates, newsletters, flyers, etc.) to the district board members.

The following are to be taken into consideration:

1. Observation of graphic standards (20 points).
2. Content (95 points).
  - Role of club treasurer (i.e. dues collection and club budget).
  - District and International dues collection.
  - Fundraising project ideas.
  - Upcoming District events.
  - Divisional dues payment status updates.
3. 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 ____

## Distinguished Treasurer's Award

### **Club correspondence**

(50 points maximum)

Produce and distribute, via the postal service or email, at least (3) three items of correspondence (e.g., email updates, newsletters, flyers, etc.) written to club treasurers.

The following are to be taken into consideration:

1. Observation of graphic standards (10 points).
2. Content (30 points).
  - Role of club treasurer (i.e. dues collection and club budget).
  - District and International dues collection.
  - Fundraising project ideas.
  - Registering and paying for upcoming district events.
3. 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 \_\_\_\_

## Distinguished Treasurer's Award

### **Club treasurer's workshop**

(50 points maximum)

Develop materials for and conduct a club treasurer's workshop held at the district convention at the end of term in office. If no convention was held, a supplemental statement can be provided.

Distinguished Treasurer's Award

**Delinquent dues notification**

(315 points maximum – 105 points for each notification)

**First delinquent dues notification**

(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by February 1.

Page where document is found.....\_\_\_\_\_

Date verified by signature of district administrator \_\_\_\_\_

**Second delinquent dues notification**

(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by March 1.

Page where document is found.....\_\_\_\_\_

Date verified by signature of district administrator \_\_\_\_\_

**Third delinquent dues notification**

(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors prior to district convention.

Page where document is found.....\_\_\_\_\_

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



## Distinguished Treasurer's Award

### **Required attendance**

(100 points maximum.)

District treasurer must attend the following during their term in office. A signature or email from the district administrator should be included to indicate the event was attended by the district treasurer.

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

B. Key Club International Summer Leadership Conference \_\_\_\_\_  
(25 points)

C. All district board meetings..... \_\_\_\_\_  
(25 points)

## Distinguished Treasurer's Award

### **Reporting**

(50 points maximum, 10 points deducted for each report not submitted)

Present a treasurer's report at all official board meetings.

Indicate page where each report can be found.

Board meeting 1 ..... Page \_\_\_\_

Board meeting 2 ..... Page \_\_\_\_

Board meeting 3 ..... Page \_\_\_\_

Board meeting 4 ..... Page \_\_\_\_

The above board reports were presented at official board meetings.

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

## Distinguished Treasurer's Award

### **Key Club International trustee**

(25 points maximum)

Send all copies of the district treasurer's board newsletter to the Key Club International trustee.

## Distinguished Treasurer's Award

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

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

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

Include description and verification by club president and faculty advisor. A supporting statement can be given if your service was affected by COVID-19.

## Distinguished Treasurer'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 Treasurer'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. 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**

**Monthly Reports**

**Board Correspondence**

**Club Correspondence**

**Club Treasurer's Workshop**

**Delinquent Dues Notification**

**Required Attendance**

**Reporting**

**Trustee**



**Service**

**Recommendations**

**Miscellaneous**