

Distinguished Secretary's Award

2020-21 Distinguished Secretary'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 14 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 1-800-549-2647 ext. 209 or +1-317-217-6209

Distinguished Secretary's Award

Applicants 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 below.
- In order to receive this award, a total of **1000 points out of 1250 possible points** must be accumulated.

Distinguished Secretary'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 bulletin editor, 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 Secretary's Award

Board correspondence

(125 points maximum)

Produce and distribute, via the postal service or email, at least 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 secretary (general correspondence and minutes).
 - Club roster collection.
 - Upcoming district visits.
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 Secretary's Award

Club correspondence

(50 points maximum)

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

The following are to be taken into consideration:

1. Observation of graphic standards (10 points).
2. Content (30 points).
 - Role of club secretary (general correspondence and minutes).
 - Club roster collection.
 - Upcoming district visits.
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 Secretary's Award

Club secretary's workshop

(50 points maximum)

Developed materials for and conduct a club secretary's workshop held at the district convention or other district event by the end of term in office. A supporting statement can be given if no district event was held due to COVID-19.

Distinguished Secretary's Award

Board minutes

(125 points maximum)

Distribute copies of all district board minutes to district board officers and submit electronically to the Key Club International office. *Date of distribution may be verified by signature of district administrator.

1. Within 30 days of board meeting (125 points).
2. Within 45 days of board meeting (75 points).
3. Later than 45 days (45 points).
4. No report (0 points).

Table of contents:

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

Board meeting 1..... Page ____

Board meeting date _____ *Date distributed _____

Board meeting 2..... Page ____

Board meeting date _____ *Date distributed _____

Board meeting 3..... Page ____

Board meeting date _____ *Date distributed _____

Board meeting 4..... Page ____

Board meeting date _____ *Date distributed _____

Verified by signature of district administrator _____

Distinguished Secretary's Award

Required attendance

(100 points maximum, deduct 20 points for each event not attended.)

District secretary must attend the following during their term in office. District Administrator can sign to indicate the event was attended by the district secretary. A supporting statement can be given if no district convention was held due to COVID-19.

A. District convention at beginning and end of term _____
(30 points)

B. Key Club International Student Leadership Conference _____
(Unless prior approval not attend is approved by the district administrator.)
(30 points)

C. All district board meetings..... _____
(40 points)

Distinguished Secretary's Award

Reporting

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

Present a secretary'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 Secretary's Award

End-of-year report

(100 points maximum)

Compile the final reports of all the committees of the district board:

- Create a master report which lists each committee, its directives for the year and what work has been done to address those directives.
- Distribute the report to the following people: new district governor and district administrator.

Indicate page where the report can be found. _____

_____ The master committee report was created.

_____ The master report was distributed to the new district governor.

_____ The master report was distributed to the district administrator.

_____ The master report was distributed to the district board liaison.

Administrator: Please initial by all applicable statements and sign below.

Verified by signature of district administrator _____

Distinguished Secretary's Award

Club officer directory

(200 points maximum)

Produce and distribute club officer directory to clubs and district officers, within specified time limits.

Attach copy of submitted club officer directory.

- Before December 1 (200 points).
- Before February 1 (100 points).
- After February 1 (50 points).

Date directory was distributed. _____

Verified by signature of district administrator. _____

Distinguished Secretary's Award

Club officer directory addenda

(100 points maximum)

Produce at least one addendum to the club officer directory prior to district convention for distribution to clubs through lieutenant governors or district mailings.

Addendum 1 Page _____

Addendum 2 Page _____

Addendum 3 Page _____

Addendum 4 Page _____

Verified by signature of district administrator _____

Distinguished Secretary's Award

Key Club international trustee

(25 points maximum)

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

Distinguished Secretary'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 Secretary's Award

Recommendations

(25 points maximum)

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

Distinguished Secretary'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

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Trustee

Service

Recommendations

Miscellaneous