

Distinguished Editor's Award

2020-21 Distinguished Editor'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 two 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 seven 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 Editor'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.
- In order to be considered for this award, a total of **1000 out of a possible 1,250 points** must be accumulated.

Distinguished Editor'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

Distinguished Editor's Award

Board correspondence

(125 points maximum)

Produce and distribute at least five (5) articles of correspondence for district board members. Examples include: memos, newsletters and reports. The following will be considered.

Please indicate the page numbers where each of the following can be found:

A. Publication deadlines (20 points) Page _____

B. Suggestions on how to write articles (i.e. advice on topics, providing templates, etc.) (40 points) Page _____

C. Notifications to officers of articles they are responsible to write for district publications (40 points) Page _____

D. Observation of graphic standards (15 points) Page _____

F. Spelling/grammar (10 points) Page _____

Distinguished Editor's Award

District publications

(650 points maximum)

Produce and distribute at least two publication(s) to clubs. To receive points for publications, graphic standards must be observed. If more than two publications are produced, please indicate which two are to be judged; each will be worth 325 points. If content from other publications needs to be considered for judging, please submit only the page(s) that include this information. The following will be considered.

Please indicate where the following can be found in each publication

A. Content (required in all publications)

1. Major Emphasis and Key Club International service partners
 - a. Issue one Page _____
 - b. Issue two Page _____
 - c. Issue three Page _____
2. International representative's message/Governor's message
 - a. Issue one Page _____
 - b. Issue two Page _____
 - c. Issue three Page _____
3. Club/division highlights
 - a. Issue one Page _____
 - b. Issue two Page _____
 - c. Issue three Page _____
4. Promotion of Key Club co-sponsors
 - a. Issue one Page _____
 - b. Issue two Page _____
 - c. Issue three Page _____
5. Promotion of Key Club vision partners
 - a. Issue one Page _____
 - b. Issue two Page _____
 - c. Issue three Page _____
6. Contact information for all district executive officers
 - a. Issue one Page _____
 - b. Issue two Page _____
 - c. Issue three Page _____

Distinguished Editor's Award

- B. Content (required in only one publication)
 - 1. District convention summation Page _____
 - 2. District convention promotion..... Page _____
 - 3. International convention summation..... Page _____
 - 4. International convention promotion..... Page _____
 - 5. Youth Opportunities Fund (Must be included in a publication produced before the due date for Youth Opportunities Fund applications) Page _____
- C. Spelling/grammar (all publications)
- D. Timeliness of covered material (all publications)
- E. Neatness
- F. Creativity

Distinguished Editor's Award

Required attendance

(100 points maximum, 50 points for each event attended)

District bulletin editors must attend (online or in person) the following during their term in office. The district administrator can sign to indicate the district bulletin editor's attendance. If the event was canceled, include a supporting statement in the extenuating circumstances section of your personal statement.

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

B. Key Club International 2020 Student Leadership Conference....._____ (30 points)

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

Distinguished Editor's Award

Reporting

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

Present a bulletin editor's report at all official board meetings. If the editor is not in attendance, reports must be presented by another representative at the board meeting.

Indicate page where each report can be found.

Board meeting 1 Page ____

Board meeting 2 Page ____

Board meeting 3 Page ____

The above board reports were presented at official board meetings.

Verified by signature of district administrator _____

Distinguished Editor's Award

Service to home, school and community

(150 points maximum)

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. Write a supporting statement to explain not being able to do the required minimum of 40 service hours. Five points deducted for every hour below 40.

Distinguished Editor's Award

Recommendations

(25 points maximum)

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

Distinguished Editor's Award

Miscellaneous

(100 points maximum)

Submit evidence of performance above and beyond the call of duty, including adaptations made due to COVID-19, recommendations and documentation of achievements not covered by these criteria.

Please list below what you have included and the page numbers where they can be found below: *(You don't have to fill in all 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

Board Correspondence

District Publications

Attendance

Reporting

Service

Recommendations

Miscellaneous