

Outstanding District Officer Award

2020-21 Outstanding District Officer 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 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 9 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

Outstanding District Officer 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 or shared folder keeping the information in accordance with each individual heading described.
- In order to receive this award, a total of **1,040 out of a possible 1,300 points** must be accumulated.

Outstanding District Officer Award

Personal statement

(50 points maximum)

Table of contents:

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

Personal StatementPage_____

Provide a comprehensive review of your year as District Officer, 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.

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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. The following will be considered.

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 number 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 convention.....Newsletter ____ Page ____
7. District and International dues collection .. Newsletter ____ Page ____
8. Promotion of Key Club vision partners.....Newsletter ____ Page ____

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(Four times per year each, minimum)

9. Promotion of Key Club co-sponsorsNewsletter ____Page ____
(Two times per year each, minimum)

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Workshop

(50 points maximum)

Develop materials for and conduct a workshop held at the district convention at the end of term in office. Share club and district officer best practices.

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Position related materials

(625 points maximum)

These may include, but are not limited to:

- Board minutes.
- Club correspondence.
- Directory creation.
- Dues notification.
- Creation of district publications.
- Website creation.

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Required Attendance

(100 points maximum)

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

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

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

B. International Convention _____
(25 points)

C. All district board meetings _____
(25 points)

D. Kiwanis district convention or mid-winter conference... _____
(25 points)

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Reporting

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

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

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Key Club International trustee

(25 points maximum)

Regularly communicate via email and calls with Key Club International trustee.

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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.

Include description and verification by club president and faculty advisor.

A supporting statement with extenuating circumstances can be provided if you were unable to serve due to 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 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 _____

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