



CNH | KEY CLUB

Marvin J Christiansen Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

E-mail by Tuesday February 12, 2019 by 11:59PM PST/HST

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Marvin J. Christiansen
Advisor Contest

Body Text: State your full name (First, Last),
Region (R##), Division (D##), Club full name
and number (H#####)

CC: Yourself

The Marvin J. Christiansen Advisor contest is a District contest. Members wishing to recognize a District level Kiwanis Advisor must submit the following application to the CNH Contest Archive for judging. At District Convention 2019 one distinguished contest winner will be announced.

1. Read the Marvin J. Christiansen Advisor Contest guidelines.
2. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, nomination form, and supporting document. Please remember that all documentation must be in PDF form.
3. E-mail the E-Portfolio to the CNH Contest Archive (cnh.kccontest@gmail.com). Submissions must be received by Tuesday, February 12, 2019 by 11:59PM PST/HST.

MARVIN J. CHRISTIANSEN ADVISOR GUIDELINES

RULES GOVERNING THE CNH KEY CLUB MARVIN J. CHRISTIANSEN ADVISOR AWARD

The Marvin J. Christiansen Advisor Award recognizes the achievements of a Kiwanis Advisor serving the California-Nevada-Hawaii Key Club District. It is the highest recognition award presented to a Kiwanis Advisor at the CNH Key Club District level.

(1) OVERVIEW:

- Any member in good standing with the California-Nevada-Hawaii (CNH) District and Key Club International will be eligible to nominate a Kiwanis advisor for his or her contributions made for the CNH district.
- The candidate (advisor) must have been an active district-level advisor for at least five years.
- The candidate must have noticeably served the CNH District.

(2) **E-SIGNATURES:** This application requires electronic signatures (e-signatures) by the applicant and Faculty or Kiwanis Advisor. E-Signatures for this application are defined as names and contact information provided into the form. E-Signatures display that the individuals listed have approved the application and supporting documentation. These individuals may be contacted for further verification. Please do not use digital signatures or actual signatures. Please type the name of the individual who approves in the appropriate locations for signatures.

(3) **E-PORTFOLIO:** The final submission for this contest includes an E-Portfolio. An E-Portfolio for this application is defined as one collective portfolio presenting the best pieces of documentation. This E-Portfolio should be a single PDF that includes all merged information.

(4) **SMALL FILE SIZES:** Application submissions should have a small file size. Files may not exceed 10MB. The following are tips to maintaining this:

- Include only the best samples of documentation
- Compress all photos and files before use
- Compress the final file

(5) The committee may select only one individual for this award. If no candidates are deemed worthy, this award will not be presented for that year. No one may receive this recognition more than once. Suitable awards will be presented.

(6) The decisions of the judges are final. No changes or re-evaluation will take place after the judges and the Member Recognition Chair have certified the results.

(7) An appropriate contest application (report) requires the submission of the following supporting documentation. The report may showcase the candidate's activities and accomplishments spanning a minimum of five years as a CNH Key Club district-level Kiwanis advisor.

- The entire submission needs to be given in one E-Portfolio.
 - It may not exceed 10MB.
- Save as a PDF. Label the file: **Marvin J. Christiansen_FirstName LastName**
- All required items for the E-Portfolio are listed on Page 2.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

Annaleigh Nguyen | Member Recognition Chair | cnhkc.mr@gmail.com

MARVIN J. CHRISTIANSEN ADVISOR GUIDELINES

1. **Cover Page** Page Limit: 1 | (10 pts max)
 - a. Name of Nominee
 - b. Position and Term
 - c. Home Club, Division, and Region
 - d. Picture of Applicant
- Nomination Form** Page Limit: 2
 - e. Name of Nominee
 - f. Home Club, Club Number, Division, and Region
 - g. Name of Nominator
 - h. Table of Contents
 - i. Statement of Nomination | Word Limit: 1,000
2. **Dividers** Page Limit: 8 | (5 pts max)

A one-page divider is required for each section. It should contain the following information:

 - a. Section Title with a personal reflection
 - b. Personal Reflection: *addresses personal growth, accomplishments, explanation of section, list of evidence not included, or other details that may assist judges in determining scoring.*
3. **Letter(s) of Recommendation** Page Limit: 3 | (5 pts max)
 - a. These are used as testimonies to support the overall E-Portfolio. Letters will portray the efforts the applicant set forth to serving as a Kiwanis Advisor on the district level.
4. **Mentor – Commitment to Helping District Officers and Members** Page Limit: 10 | (10 pts max)
 - a. Showcase how the applicant has been instrumental as a mentor and advisor to the district officers, district board members, club officers, and members.
5. **Commitment to the Key Club Core Values** Page Limit: 10 | (10 pts max)
 - a. The Key Club International core values include caring, character building, inclusiveness, and leadership. A Marvin J. Christiansen Award nominee should have demonstrated all core values throughout his/her service on the district level.
 - b. Make sure that this form is certified by the Club President, Club Secretary, or Club Advisor.
6. **District Achievements** Page Limit: 6 | (20 pts max)
 - a. Identify all of the District's achievements, challenges and obstacles, growth, and any other commendable achievements that were influenced by the mentorship of the advisor.
7. **Personal Contributions** Page Limit: 6 | (15 pts max)
 - a. Showcase how the applicant distinguished himself/herself by making the most of his or her opportunities.
- Kiwanis Family – Fellowship & Unity** Page Limit: 3
 - b. Showcase the applicant's active participation in establishing relationships as a member of the Kiwanis Family.
8. **Inspirational Qualities** Page Limit: 4 | (10 pts max)
 - a. Showcase how the applicant has been an inspiration to others by providing any additional information that will assist the judges in this evaluation process.
9. **Graphic Standards** | (10 pts)
 - a. Your E-Portfolio will be judged on sections 1 through 10. As a whole, it must demonstrate your knowledge of **Graphic Standards**. The proper and accurate demonstration of Graphic Standards is worth 10 points.
10. **File Size** | (5 pts)
 - a. If the E-Portfolio **file size** is less than or equal to 10 MB and 54 pages, it will earn 5 points.

FREQUENTLY ASKED QUESTIONS

1. Under *Submission Deadline*, What does “CC yourself” mean?

When composing the email, on the right side of the “To” box, there will BCC and CC, push the CC and type in your email, that way you have a Carbon Copy for yourself.



2. How do I do receive an E-Signature?

In order to put someone’s name down as an E-signature, you must ask their permission first and they will verify everything. Once they’ve said it was okay, then you may type their name in the line provided.

3. Who can apply for this award?

Only advisors serving the California Nevada-Hawaii District may apply for the Marvin J. Christiansen Award. Read the above guidelines for more details. If you do hold an elected or appointed position, such as President, then you may not sign off on your own sheet.

4. How do I compress my PDF files/pictures?

To compress photos, you can find a various websites online. One recommended web site is: <https://www.pdfcompress.com>. This will easily compress your photos to make the overall file size smaller. Keep in mind, a “JPEG” photo is already small enough, and would not need any compressions. To compress a PDF file you can use this website: www.pdfmerge.com.

5. How would I go about creating my E-Portfolio?

Create your E-Portfolio pages on Microsoft Word or Microsoft Publisher. Once your E-portfolio is all complete on a Word DOC. use a PDF file converter online to transform your Word Doc E-Portfolio to a PDF Portfolio. You can save the file as a PDF by clicking Save As > PDF or you can use this website to do so: <https://www.pdf2go.com>

6. What if I would like to revise my contest submission, but I’ve already submitted the file?

No, all submissions are final. Take your time and review your application several times before submitting it.

7. For the evidence report, may I use documentation from outside of this Key Club year?

No. All documentation must be from the past district administrative year.

8. How do I merge two or more separate PDF files into one?

Use online applications, such as <http://www.pdfmerge.com>.

MARVIN J. CHRISTIANSEN NOMINATION FORM

NOMINEE INFORMATION

Nominee Name: _____ Nominated By: _____
 Key Club: _____ Club #: _____
 District: **California-Nevada-Hawaii** Division: _____ Region: _____

TABLE OF CONTENTS

Complete the Table of Contents by listing the different focus areas in each application item, and by adding the page number for which the listed sections begin. This should also help you place the items in the correct order.

ITEM	FOCUS AREAS	START PAGE
Cover Page		1
Nomination Form		2
Section 3	Letter(s) of Recommendation	
Section 4	Mentor – Commitment to Helping District Officers and Members	
Section 5	Commitment to Key Club Core Values	
Section 6	District Achievements	
Section 7	Personal Contributions	
Section 8	Kiwanis Family – Fellowship & Unity	
Section 9	Inspirational Qualities	

STATEMENT OF NOMINATION

Why should this individual be recognized? Word Limit: 1,000