

CNH KEY CLUB

ADVISOR CONTEST

DISTRICT CONTEST | DIVISION JUDGING

The Key Club Advisor Contest is a **District level** contest judged at the **Division level**. Clubs, wishing to recognize their club advisors, must submit the following application to their Lieutenant Governor for judging at the Division level. One contest winner from each category per division will advance to District level competition. Due recognition will be awarded at District Convention.

SUBMISSION OVERVIEW

1. Read and understand the Advisor Contest Guidelines (below)
2. Complete the *Advisor Contest Entry Form*. The completed Entry Form must be in pdf form.
3. Email the Entry Form to your respective Key Club Lieutenant Governor. Contact your respective Key Club Lieutenant Governor for division contest submission deadline and email address for the division contests.

SUBMISSION DEADLINE

Contact Lt. Governor

E-MAIL SUBMISSIONS TO

Contact Lt. Governor

Subject: Advisor Contest
Body Text: List attachment(s)
CC: Copy yourself

ADVISOR CONTEST GUIDELINES

RULES GOVERNING THE KEY CLUB ADVISOR CONTEST & JACK LUTHER ADVISOR HALL OF FAME

- A. The CNH Advisor of the Year Award is given to an outstanding Advisor who fosters service leadership, long-term commitment, and growth in Key Club and promotes club representation and member involvement in serving its community. The Advisor Contest is a means by which local clubs can show appreciation to Advisors who have gone above and beyond the call of duty as an advisor.
- B. This contest requires a final submission in the format of an e-Portfolio, also known as a digital or electronic portfolio. An e-Portfolio for this contest is defined as one, all-inclusive, reflective portfolio presenting the best pieces of documentation or evidence of meeting the contest standards. The only format for e-Portfolios is a single .pdf file which has all information merged into one final document.
 1. To support the creation of a small file size, please remember the following tips:
 - a. Include only the best evidence
 - b. Decrease the resolution of all photos and individual files before use
 - c. Compress the final file
 2. It is required that the file is saved as a .pdf to maintain the integrity of the original documentation.
- C. There are **TWO** categories for this contest: Faculty Advisors and Kiwanis Advisors. Each club may nominate one per category.
- D. There are three levels of recognition available:
 1. Level 1: Appreciation. The nominee may be recognized by the club, Division, or District. Certificates available on the CyberKey
 2. Level 2: Outstanding. The nominee's application meets a minimum standard of 75% for outstanding but does not meet the criterion for distinguished status.
 3. Level 3: Distinguished. The nominee's application meets a minimum standard of 90% for distinguished status.
 4. Level 4: Jack Luther Hall of Fame. One advisor may be selected for this recognition. One may be selected for Superior status.

Application

- E. Entries shall use the Advisor Entry Form and shall be submitted to the Lieutenant Governor. Scoring will be completed by the Division Judging Committee. Scoring for the Jack Luther Hall of Fame is completed by the Member Recognition Committee.
 1. Advisors who have served a Key Club for a minimum of three years are eligible for recognition for Levels 1-3. Advisors who have served for a minimum of five years are eligible for Level 4 competition and recognition. To be eligible for this recognition, the advisor must be nominated by two of the following: (1) Key Club Officer, (2) Club or Region Advisor, (3) Kiwanis Officer, or (4) School Administrator.
 2. **Section A—Advisor of the Year Checklist (15 pts)** Identify all items that have been achieved or completed by the advisor in the past district administrative year.
 3. **Section B—Evidence Report (85 pts)** In essay/report form, please describe and document with detail the efforts undertaken by the advisor to promote the core values of Key Club, provide/ensure leadership training, celebrate outstanding members, disseminate useful information, encourage club involvement in division, district, and international projects or events, and promote active and unique service and fundraising opportunities. You can also add photos, clippings and other pertinent material.
- F. The decisions of the judges are final and no changes, alterations, or re-judging will take place after the judges and judging committee chairs at the division and district level have certified the results.

ADVISOR CONTEST ENTRY FORM

PLEASE TYPE ALL NECESSARY INFORMATION DIRECTLY ON THIS FORM.

ADVISOR INFORMATION

SELECT ONE		<input type="checkbox"/>	FACULTY ADVISOR		<input type="checkbox"/>	KIWANIS ADVISOR	
NOMINEE INFO	1. NOMINEE				2. SERVED KEY CLUB OF		
	3. CLUB #	4. DISTRICT California-Nevada-Hawaii	5. DIVISION	6. REGION	7. SPONSORING KIWANIS CLUB		8. YEARS IN POSITION

NOMINATION & CERTIFICATION OF ORIGINALITY

To be eligible for this recognition, the advisor must be nominated by two of the following: (1) Key Club Officer, (2) Key Club Region Advisor, (3) Kiwanis advisor or President, or (4) School Administrator.

THIS CERTIFIES THAT WE, THE UNDERSIGNED, VERIFY THE COMPLETION OF THE INITIALED ITEMS BY THE INDIVIDUAL NAMED ON THIS APPLICATION. It is also understood that the decisions of the judges are final and no changes, alteration or re-judging will take place after the judges, respective Lieutenant Governor, and Chair of Member Recognition have certified the results. **NOTE:** All names, initials and contact information are **required if used as verification**. Signatures from the school representative and the Kiwanis club representative may not be the same person. The below e-Signatures must be provided by at least 2 out of 4 people.

POSITION	NAME / E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
<input type="checkbox"/> Key Club Officer			
<input type="checkbox"/> Club/Region Advisor			
<input type="checkbox"/> Kiwanis Officer			
<input type="checkbox"/> School Administrator			

ADVISOR CHECKLIST

THE FOLLOWING ITEMS ARE NOT REQUIREMENTS. FOR EACH COMPLETED ITEM, THE NOMINATED ADVISOR WILL RECEIVE ONE (1) POINT

	INITIALS	ITEMS AND REQUIREMENTS
CLUB STANDARDS		Club Membership: Paid dues by December 1
		Club Elections: Worked with club president to facilitate the elections process; club held elections by the last day of February as outlined by Key Club International bylaws
		Kiwanis Relations: Key Club maintained an active relationship with the nominated advisor's Kiwanis Club
ADVISOR ACCOMPLISHMENTS		Reporting: Assisted clubs officers with timely submissions of reports
		Leadership Qualities: Promoted and exemplified the core values, led by example, and motivated the members.
		Leadership Skills: Developed effective problem-solving skills and helped to resolve issues/conflicts AND promoted leadership development of future leaders
		Communication: Communicated effectively with District and International officers on dues and club membership.
ATTENDANCE		Club Meetings: Attended at least 2/3rds of regular club meetings
		Board Meetings: Attended at least 2/3rds of club board meetings
		Key Club Division Council Meetings: Attended a minimum of six (6) Key Club Division Council Meetings
		Training Conference: Attended the Officer Training Conference OR the Region Training Conference
		Convention Involvement: Attended an advisors Workshop at District Convention OR International Convention
		Service Project Participation: Attended at least ten (10) OR 2/3rds of club service projects
		Fundraiser Participation: Attended at least five (5) OR a majority of club fundraisers
	Club Social Participation: Attended at least five (5) OR a majority of club social events	

ESSAY/ REPORT

Describe and document with detail the efforts undertaken by the advisor to promote the core values of Key Club, celebrate outstanding members, disseminate useful information, encourage club involvement in division, district, and international projects or events, and promote active and unique service and fundraising opportunities. You may include supplementary materials such as photos, clippings, and other pertinent material.

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