



CNH KEY CLUB

CLUB OF THE YEAR CONTEST

DISTRICT CONTEST | DIVISIONAL JUDGING

The Key Club Club of the Year Contest is a **District level** contest judged at the **Divisional level**. Eligible clubs (see guidelines below) must submit the following application to their Divisional Lieutenant Governor for judging at the divisional level. One contest winner will be selected from each division. The contest winner from each Division will be recognized at District Convention 2012.

SUBMISSION OVERVIEW

1. Read and understand the Club of the Year Contest Guidelines (below)
2. Complete and compile an application. The application must include 'The Club of the Year Entry Form' as well as an essay and supplementary material. The application must be in pdf form.
3. Email the application to the respective Divisional Lieutenant Governor. Contact Divisional Lieutenant Governor for submission deadline.

SUBMISSION DEADLINE

contact Divisional Lieutenant Governor

E-MAIL SUBMISSIONS TO

[d\[Division#\].cnhkc.ltg@gmail.com](mailto:d[Division#].cnhkc.ltg@gmail.com)

Subject: Club of the Year Application

Body Text: Identify level of recognition & list attachment(s)

CC: Copy yourself

CLUB OF THE YEAR CONTEST GUIDELINES

RULES GOVERNING THE KEY CLUB CLUB OF THE YEAR AWARD

- A. The Club of the Year contest is designed to honor those Key Clubs that have demonstrated overall club excellence during the District administrative year. The CNH Club contest will be conducted according to the following rules:
- B. Entries shall use the Club Entry Form and shall be submitted to the club's Divisional Lieutenant Governor for judging by the Divisional Judging Committee. All applications will be typed and submitted as one pdf file.
 1. **Section A—Administrative Information (5 pts)** Complete this section with all requested information.
 2. **Section B—Club of the Year Checklist (10 pts)** Identify all items that have been achieved or completed by the club in the past district administrative year.
 3. **Section C—Community Service Projects (20 pts)** List up to forty (40) of the best continuous activities rendered to the club's school and community. Complete all statistical information requested on the form.
 4. **Section D—Kiwani's Family Relations (10 pts)** List up to ten (10) of the most productive functions that have improved relations with Kiwanis, Aktion, Circle K, KIWIN'S, Builders, and K-Kids. Complete all statistical information requested on the form. Any activities in this section may not be included or repeated in any other section.
 5. **Section E—Fund Raising Activities (15 pts)** List up to ten (10) of the most profitable fundraisers. Complete all statistical information requested on the form. Any activities in this section may not be included or repeated in any other section.
 6. **Section F—Essay (40 pts)** In essay form, please describe and document with detail efforts undertaken by the club to promote the core values of Key Club, celebrate outstanding members, disseminate useful information, encourage district involvement, implement useful and unique service projects, and promote a respect for Key Club core values and spirit. You can also add photos, clippings and other pertinent material.
- C. Each Division Lieutenant Governor will be responsible for setting up a judging committee to judge entries submitted. Judging must be completed by March 2, 2012. It is the responsibility of each Division to submit the winning entry from each Division to the District Member Recognition Committee by March 2, 2012, so that due recognition can be awarded to the winning club from each Division.
- D. The Divisional Judging Committee may decide not to report a winner to the District if no applicant from the Division is deemed a worthy recipient.
- E. The decisions of the judges are final and no changes, alterations, or re-judging will take place after the judges and the Lieutenant Governor for each Division have certified the results for their respective Division.

CLUB OF THE YEAR ENTRY FORM

PLEASE TYPE ALL NECESSARY INFORMATION DIRECTLY ON THIS FORM.

CLUB INFORMATION

NOMINEE INFO	1. KEY CLUB OF			2. SPONSORING KIWANIS CLUB	
	3. CLUB #	4. DISTRICT California-Nevada-Hawaii	5. DIVISION	6. REGION	

NOMINATED BY

7. POSITION (CHECK ONE)			8. E-SIGNATURE		9. E-MAIL			
Key Club President	Key Club Secretary	Key Club Member	10. ADDRESS		CITY	STATE	POSTAL CODE	COUNTRY USA

ADMINISTRATIVE INFORMATION

DATE DISTRICT AND INTERNATIONAL DUES WERE PAID	CLUB MEMBERSHIP		ANNUAL ACHIEVEMENT SCORE		% OF MEMBERS ATTENDING DISTRICT CONVENTION	
MM/DD/YYYY	AS OF NOVEMBER 1	AS OF FEBRUARY 1	PREVIOUS YEAR	CURRENT YEAEER	PREVIOUS YEAR	CURRENT YEAEER
MONEY FUNDRAISED FOR CLUB* \$	MONEY FUNDRAISED FOR SERVICE* \$		TOTAL SERVICE HOURS*			

*over the past district administrative year

CLUB OF THE YEAR CHECKLIST

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

	INITIALS	ITEMS
CLUB STANDARDS		Dues: Paid dues by December 1
		Elections: Held club elections in February as outlined in the Key Club guidebook
		Membership Retention: Retained at least 100% of previous year's club membership
		Annual Achievement Score: Achieved a score of at least 140 points AND scored the same or higher than the previous year
ATTENDANCE		Club Meetings: Hosted at least thirty (30) club meetings over the past year
		Board Meetings: Hosted at least one board meeting per month over the past year
		Divisional Council Meetings: Sent at least one club representative to every Divisional Council Meeting the past year
		Kiwanis Participation: Participated in at least one Kiwanis-hosted project every month
		District Convention: Sent 2 delegates AND at least 10% of club membership to latest District Convention
	Training Conference: Sent at least 50% of club officers AND 10% of club membership to the Officer Training Conference OR the Regional Training Conference	

CERTIFICATION OF ORIGINALITY

THIS CERTIFIES THAT WE, THE UNDERSIGNED, VERIFY THE COMPLETION OF THE INITIALED ITEMS BY THE NOMINATED CLUB 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 must not be by the same person. The below e-Signatures must be complete by at least 2 out of 4 people.

POSITION (CHECK ONE)				E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Key Club LTG	Kiwanis LTG	Faculty Advisor	Kiwanis Advisor			
POSITION (CHECK ONE)				E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Key Club LTG	Kiwanis LTG	Faculty Advisor	Kiwanis Advisor			
POSITION (CHECK ONE)				E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Key Club LTG	Kiwanis LTG	Faulty Advisor	Kiwanis Advisor			

CLUB OF THE YEAR ENTRY FORM

COMMUNITY SERVICE PROJECTS ADDITIONAL ROWS (UP TO 30) MAY BE ADDED USING THE TAB KEY

PROJECT/EVENT	DATE	# OF MEMBERS INVOLVED	TOTAL HOURS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

KIWANIS FAMILY RELATIONS

PROJECT/EVENT	DATE	# OF MEMBERS INVOLVED	TOTAL HOURS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

FUNDRAISING

PROJECT/EVENT	DATE	# OF MEMBERS INVOLVED	NET PROFIT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

PLEASE ATTACH THE FOLLOWING:

ONE (1) ESSAY:

Describe and document with detail efforts undertaken by the club to promote the core values of Key Club, celebrate outstanding members, disseminate useful information, encourage district involvement, implement useful and unique service projects, and promote a respect for Key Club core values and spirit. You may include supplementary materials such as photos, clippings, and other pertinent material.

The essay may not exceed 4 pages.