



CNH KEY CLUB

MEMBER OF THE YEAR CONTEST

DISTRICT CONTEST | DIVISIONAL JUDGING

The Key Club Most Improved Club 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 Member of the Year Contest Guidelines (below)
2. Complete the e-portfolio. The e-portfolio (optional) must include a cover page, the attached nomination form (see below), and supporting documentation. All documentation must be in pdf form.
3. Email the application to your respective Divisional Lieutenant Governor. Contact your Lieutenant Governor for your 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: Member of the Year Application

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

CC: Copy yourself

MEMBER OF THE YEAR CONTEST GUIDELINES

RULES GOVERNING THE KEY CLUB MEMBER OF THE YEAR AWARD

- A. The CNH Member of the Year Award is given to outstanding, dues-paid, Key Club member with a minimum of fifty (50) service hours in the CNH District. The applicant may NOT hold an elected office during the district administrative year at the club, district, or international level. Anyone may nominate a person, including oneself.
 1. "Elected officer" for this contest shall be in compliance with elected officers recognized in the Key Club International Bylaws and Board Policies. Elected officers include: club president, club vice president(s), club secretary, club treasurer, club editor, division lieutenant governor, district governor, district secretary, district treasurer, district editor, international trustee, international vice president, and international president.
 2. "District administrative year" for this contest shall be defined as activities spanning the period from district convention to district convention.
- B. This contest requires electronic signatures (e-Signatures) by the applicant and by the faculty advisor or Kiwanis advisor. E-Signatures for this contest are defined as names and requested contact information typed into the form. The inclusion of the e-Signatures means the individuals identified have approved the application and all supporting documentation. Any individual used to verify the application may be contacted for further verification. Please do not include any digital signatures.
- C. This contest requires a final submission in the format of an e-Portfolio, also known as a digital or electronic portfolio. 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 recognized format for e-Portfolios is a single pdf file which merges all information into one final document.
 1. To support the creation of a small file size, please remember the following:
 - a. Include only the best samples of evidence
 - b. Compress 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.
- D. An appropriate contest application (report) requires the submission of the following supporting documentation. The report may only showcase the applicant's activities and accomplishments spanning the single, district administrative year of Key Club membership.
 1. The entire application needs to be submitted as one e-Portfolio.
 - a. The final report may not exceed 10MB
 - b. The final report may not exceed 50 pages of supporting documentation (Section H3). Page limits are provided for the cover sheet and the nomination form but are not included in the final report page count. (Therefore, the final report including the cover sheet, nomination form, a possible blank final page used as a back cover will result in a 54 page document.)
 2. Save the file as a pdf. Name the file: **MOTY_[Applicant name]**
 3. Submit the e-Portfolio electronically to the applicant's respective Divisional Lieutenant Governor.

MEMBER OF THE YEAR CONTEST GUIDELINES CONTINUED

- E. The report must include the following items in this order.
1. **Cover Page:** 1 page maximum; personal creation, no form is provided
 - a. Name of Nominee
 - b. Contest Name
 - c. Home Club, Division, and Region
 - d. Picture is optional
 2. **Nomination Form:** 2 page maximum
 - a. Name of Nominee
 - b. Home Club, Club number, Division, and Region
 - c. Name of Presenter(s): the individual(s) making the nomination
 - d. Statement of Nomination: may not exceed 1,000 words
 - e. Summary of Achievement: Table of Contents
 3. **Supporting Documentation:** Create a divider for each section that provides the following information: 1) section title, 2) reflective statement that may address growth, accomplishments, explanations, list of evidence not included, or other details that may assist the judges with understanding the selection of best evidence provided and items not included. (1 page per section divider, 8 pages maximum)
 - a. Letter of Recommendation: 1-3; 3 page maximum
 - b. Commitment to Service: 1-4; 4 page maximum; showcase the applicant's commitment to service for the district administrative year of Key Club membership
 - c. Commitment to the Key Club Core Values: 1-10; 10 page maximum
 - d. Attendance: 1-4; 4 page maximum; identify all of the Kiwanis Family meetings and events for the applicant spanning the Key Club district administrative year.
 - e. Active Membership—Involvement & Accomplishments: 1-10; 10 page maximum; showcase the applicant's involvement and accomplishments as a Key Club member during the district administrative year.
 - 1) Club Level
 - 2) Division & Region Level
 - 3) District Level
 - 4) International Level
 - f. Kiwanis Family—Fellowship & Unity: 1-3; 3 page maximum; showcase the applicant's active participation in establishing relationships as a member of the Kiwanis Family during the district administrative year
 - g. Personal Contributions: : 1-4; 4 page maximum; showcase how the applicant distinguished himself or herself by making the most of his or her opportunities
 - h. Inspirational Qualities: 1-4; 4 page maximum; showcase how the applicant has been an inspiration to others by providing any additional information that will assist the judges in this evaluation process.
- F. The following criteria will be used in judging:
1. Merit of application and presentation
 2. Commitment to service
 3. Commitment to the Key Club core values
 4. Attendance at Kiwanis Family activities
 5. Active membership including involvement and accomplishments at the club, division, region, district, and international levels
 6. Kiwanis Family fellowship and unity
 7. Personal contributions
 8. Inspirational qualities
- G. Each Division Lieutenant Governor will be responsible for setting up a judging committee to judge entries submitted. Judging must be completed by ~~March 1, 2011~~. It is the responsibility of each Division to submit the winning entry from each Division to the District Member Recognition Committee by ~~March 1, 2011~~, so that due recognition can be awarded to the winning member from each Division.
- H. 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.
- I. 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.

CNH District **Member Recognition Committee**

For more information contact

Sasha Spala | Member Recognition Chair | cnhkc.mr1112@gmail.com

NOMINATION FORM

PLEASE TYPE ALL NECESSARY INFORMATION DIRECTLY ON THIS FORM.

CONTACT INFORMATION

| | | | | | | |
|--------------|------------|---|-------------|-----------|-----------------|--|
| NOMINEE INFO | 1. NOMINEE | | | | 2. KEY CLUB OF | |
| | 3. CLUB # | 4. DISTRICT California-Nevada-Hawaii | 5. DIVISION | 6. REGION | 7. NOMINATED BY | |

CATEGORY OF NOMINATION

IDENTIFY THE APPROPRIATE CATEGORY FOR THIS NOMINATION (SELECT ONE)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> PRESIDENT | <input type="checkbox"/> VICE PRESIDENT | <input type="checkbox"/> SECRETARY | <input type="checkbox"/> TREASURER |
| <input type="checkbox"/> MEMBER OF THE YEAR | <input type="checkbox"/> SANDY NININGER | <input type="checkbox"/> JACK LUTHER HALL OF FAME | <input type="checkbox"/> MARVIN J CHRISTENSEN |

STATEMENT OF NOMINATION

Please keep nomination under 1,000 words.

SUMMARY OF ACHIEVEMENTS

Compile a table of Contents for this application (report).

PROOF OF ATTENDANCE FORM

CONTACT INFORMATION

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

CERTIFICATION

| | |
|--|----------------------------|
| 1. E-SIGNATURE | 2. E-SIGNER'S EMAIL |
| 3. E-SIGNER'S POSITION (CLUB PRESIDENT, CLUB SECRETARY, OR ADVISOR)* | 4. E-SIGNER'S PHONE NUMBER |

**Presidents and Secretaries may not sign-off their own form.*

PROOF OF ATTENDANCE ADDITIONAL ROWS MAY BE ADDED USING THE TAB KEY

| PROJECT/EVENT | DATE | LEVEL OF ACTIVITY | | | SERVICE HOURS |
|---------------|------|-------------------|------------|---------------|---------------|
| | | CLUB | DIVISIONAL | INTERNATIONAL | |
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