

# CNH KEY CLUB

## VICE PRESIDENT CONTEST

### DISTRICT CONTEST

This is a **District level** contest. Eligible applicants must complete the application as directed in the guidelines and submit the application to the CNH Contest Archive for judging. Contest winners will be announced at District Convention.

## SUBMISSION OVERVIEW

1. Read and understand the Contest Guidelines (below)
2. Complete the officer checklist and e-portfolio (if applying for distinguished). The e-portfolio for distinguished must include a cover page, checklist, nomination form, and supporting documentation. The final report must be in one .pdf form.
3. Email the officer checklist or e-portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by 11:59 PM (PST) March 2, 2012

## SUBMISSION DEADLINE

received by March 2, 2012

**E-MAIL SUBMISSIONS TO**  
**cnh.kccontests@gmail.com**

**Subject:** Vice President Contest  
**Body Text:** Identify recognition level & list attachment(s)  
**CC:** Copy yourself

## VICE PRESIDENT CONTEST GUIDELINES

### RULES GOVERNING THE KEY CLUB VICE PRESIDENT AWARD

- A. This contest requires electronic signatures (e-Signatures) by the applicant and by the faculty 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.
- 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:
    - 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.
- C. There are three levels of recognition available:
  1. Level 1: Appreciation. Applicant submits the Officer Checklist
  2. Level 2: Outstanding. Applicant submits the completed Officer Checklist
  3. Level 3: Distinguished. Applicant submits the completed Officer Checklist AND supporting documentation as one e-Portfolio
- D. Suitable awards will be presented.
- E. The decisions of the judges are final and no changes, alterations, or re-judging will take place after the judges and the Chair of Member Recognition have certified the results.

### Level 1: Appreciation

- F. This level of recognition requires the completion and submission of the Officer Checklist by the designated deadline. At this level, the applicant may not have completed all of the required tasks to meet the standards for the outstanding recognition.
  1. Save this file as a .pdf. Name the file: **Appreciation [insert position]\_Your name**
  2. Submit to the CNH Contest Archive.

### Level 2: Outstanding

- G. This level of recognition requires the completion and submission of the Officer Checklist by the designated deadline. At this level, the applicant may not have completed all of the required tasks to meet the standards for the distinguished recognition.
  1. Save this file as a .pdf. Name the file: **Outstanding [insert position]\_Your name**
  2. Submit to the CNH Contest Archive.

CNH District **Member Recognition Committee**

**QUESTIONS?** | Member Recognition Chair | [kcmr@cnhkiwanis.org](mailto:kcmr@cnhkiwanis.org)

# VICE PRESIDENT CONTEST GUIDELINES CONTINUED

## Level 3: Distinguished

- H. This level of recognition requires completion and submission of the Officer Checklist AND supporting documentation.
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 54 pages total. This includes all items identified in Section I.
  2. Save the file as a .pdf. Name the file: **Distinguished [insert position]\_Your name**
  3. Submit the e-Portfolio electronically to the CNH Contest Archive
- I. 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. Position and Term
    - 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. Table of Contents
    - e. Statement of Nomination: may not exceed 1,000 words
  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. Officer Checklist: 1 page maximum
    - c. Proof of Attendance: 1-3 pages; 3 page maximum
    - d. Summary of Position: 1-5 pages; 5 maximum; Provide a detailed explanation of your position as defined by your Board. Due to the fact that clubs may have multiple vice presidents it is vital for the judges to understand your duties as determined by your club.
    - e. Task Achievements: 1-15 pages; 15 pages maximum
    - f. Kiwanis Relations: evidence of interactions with any of the Kiwanis Family members; 5 pages maximum
    - g. Communication: samples or compilations of emails or letters to members, club, division or district officers or advisors; 5 pages maximum
    - h. Miscellaneous: 5 pages maximum
- J. The following criterion will be used in judging:
1. Nomination
  2. Leadership
    - a. Leadership initiative in uniting the club
    - b. Project selection, delegation
    - c. Problem solving
    - d. Club's growth and achievement during the year
    - e. Organization and ability to administrate—how the Vice President was able to deal and communicate with club members, Kiwanis club and Faculty advisor
  3. Officer Reflections
    - a. Organization and ability to administrate—how the Vice President was able to deal with club members, Kiwanis club and Faculty advisor
    - b. Character, attitude, and ways in which these qualities contributed to the club
  4. Participation on the Club, Division, Region, District and International levels
  5. Demonstrates knowledge of Graphics Standards and incorporates it in their work

## OFFICER CHECKLIST for VICE PRESIDENT

### INSTRUCTIONS:

**All Levels:** You need at least two people to verify your completed tasks, but you have up to four different people to use for this verification. The individual verifying the task completion needs to place his/her initials or give you permission to type in his/her initials in the appropriate area. **Please type directly on this form.**

**Level 1:** Most of the following tasks are completed.

**Level 2 & 3:** All of the following tasks are completed.

### CONTACT INFORMATION

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

### CHECKLIST

	INITIALS	ITEMS AND REQUIREMENTS
CLUB STANDARDS		<b>Membership:</b> Paid dues by December 1
		<b>Service:</b> Completed a minimum of 50 hours as per Key Club International Constitution and Bylaws
		<b>Club Status:</b> Home Club is in good standing: has paid dues
WORK ACCOMPLISHMENTS		<b>Administration:</b> Led a minimum of two (2) regular club meetings AND completed specific duties assigned by the President
		<b>Reporting—Kiwani Family Liaison:</b> Provided reports to the Board and Secretary (monthly report) on local Kiwanis Family activities
		<b>Projects:</b> Chaired a minimum of one (1) project
		<b>Membership Education:</b> Conducted a new member orientation; provided various member resources to the members; provided resources to promote attendance at conferences and participation in contests
		<b>Publicity:</b> Submitted a minimum of ten (10) articles to club bulletin, division newsletter, or CNH KEY AND collaborated with Bulletin Editor to publicize events
		<b>Dues Collection:</b> Assisted club Treasurer with timely dues collection and accurate updates of club roster
		<b>Club Communication:</b> Communicated monthly with the membership (phone, electronic, etc...) AND communicated monthly with the faculty advisor AND communicated monthly with the sponsoring Kiwanis Club
ATTENDANCE		<b>Division Communication:</b> Communicated monthly with the Division Lieutenant Governor and/or Region Advisor (in case of vacancies)
		<b>Club Meetings:</b> Attended a majority of regular club meetings
		<b>Board Meetings:</b> Attended a majority of club board meetings
		<b>Division Council Meetings:</b> Attended a minimum of six (6) Key Club Division Council Meetings
		<b>Kiwanis Meetings:</b> Attended a minimum of one (1) Kiwanis Division Council Meetings OR attended a minimum of three (3) regular Kiwanis meetings
		<b>Training Conference:</b> Attended the Officer Training Conference OR the Region Training Conference
	<b>Vice President Workshop:</b> Attended the Vice President Workshop at District Convention OR attended the Vice President Workshop at International Convention OR attended the Vice President Workshop at Officer Training Conference OR attended the Vice President Workshop at Region Training Conference.	

### CERTIFICATION OF ORIGINALITY

**THIS CERTIFIES THAT WE, THE UNDERSIGNED, VERIFY THE COMPLETION OF THE AFOREMENTIONED REQUIREMENTS BY THE INDIVIDUAL NAMED ON THIS APPLICATION. ALL APPROPRIATE CRITERIONS HAVE BEEN IDENTIFIED ON THIS FORM.**

Identified requirements must be met in order to be eligible for this recognition. 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 and the Chair of Member Recognition have certified the results. **NOTE:** All names, initials and contact information are **ONLY required if used as verification**. REMEMBER: There must be at least 2 out of 4 people verifying task completion. Signatures from the school representative and the Kiwanis club representative may not be by the same person.

**\*\*REMEMBER TO ONLY INCLUDE THOSE WHO ARE VERIFYING COMPLETION OF TASKS.\*\***

INITIALS	POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
	Faculty Advisor			
	Kiwanis Advisor			
	Key Club Lt. Governor			
	Kiwanis Lt. Governor			

## 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 <i>(complete only if you are not the nominee)</i>

### 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

### TABLE OF CONTENTS

Complete the Table of Contents by adding section focus area (two have been listed for you, please provide the other sections topics IN THE SAME ORDER AS LISTED IN THE GUIDELINES) and the page number for which the listed section begins. This should also help you place the items in the correct order.

ITEM	FOCUS AREA	START PAGE
Cover Page		1
Nomination Form		2
Section Title Page & Reflection	Recommendations	
Section Title Page & Reflection		
Section Title Page & Reflection		
Section Title Page & Reflection		
Section Title Page & Reflection		
Section Title Page & Reflection		
Section Title Page & Reflection	Miscellaneous	

### STATEMENT OF NOMINATION

**Why should this individual be recognized?** Please keep the nomination under 1,000 words. The form will expand as needed.

## PROOF OF ATTENDANCE FORM

### CONTACT INFORMATION

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 (PRESIDENT, 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

\*KEY: Level of Activity: C = Club Level; D = Division; I = International

PROJECT/EVENT	DATE	LEVEL OF ACTIVITY*			SERVICE HOURS
		C	D	I	
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