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Introduction from the MR Chair

Hello California-Nevada-Hawaii,

Welcome to another exciting year of community involvement and leadership! As a Key Clubber, you have wonderful things ahead of you, and the Member Recognition Committee would like to ensure that those opportunities are recognized!

The CNH Member Recognition creates an annual edition of the MR Handbook in order to help clubs throughout the district get involved in the awards and recognition process. We hope that you make full use of the awards available and are able to be recognized for all the hard work and dedication you show during the year.

The Handbook has been updated over the years and is an evolving Member Recognition Resource. If you find any issues with the current Handbook, do not hesitate to contact the committee so that due corrections can be made in the future.

If you ever have any questions, or are unsure of a specific item, feel free to send an email to the committee or make a post to the CNH Recognition Reflector (see the Cyberkey for more information).

Buzzing with Service!

Sasha Spala

2011-12 Member Recognition Chair
California-Nevada-Hawaii District
Key Club International
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ACRONYMS

DJC	Division Judging Committee
MRF	Monthly Report Form
LTG	Lieutenant Governor
DCON	District Convention

Make sure you know these!

APPLICATION TIPS

Tip #1	Do not procrastinate.
Tip #2	Always check for errors.
Tip #3	Take your time.

CONTEST FORMS + Terminology

OUTSTANDING OFFICER CHECKLIST

This document is required for **EVERY** CNH Key Club Officer applying for Outstanding or Distinguished awards. Every item on the checklist needs to be completed or addressed. These include:

- ❖ President
- ❖ Vice President
- ❖ Secretary
- ❖ Treasurer

NOMINATION FORM

This form is **required** to nominate applicants applying for awards that require a statement of nomination. Please only fill this out if indicated to do so.

- ❖ This form will be needed for the following officer contests: President, Vice President, Secretary, and Treasurer.
- ❖ **Statement of Nomination:** Nominators must type a Statement of Nomination explaining why the applicant is worthy of receiving the award. This statement cannot exceed a 1000 word limit.
- ❖ **Summary of Achievements:** The Summary of Achievements is similar to a Table of Contents in that it gives an overview or outline of one's work and achievements included in one's submission (i.e. Agendas, Minutes, MRFs, Emails, etc.). However, unlike in a Table of Contents, applicants also have the opportunity to provide a brief description of each of their achievements.

PHOTO RELEASE FORM (SLP FORM)

This document should **NOT** be sent in with **ANY** award submissions. However, it should be kept on file with one's home club. This should only be sent in if requested in writing by the Member Recognition Committee. **The photo release form should be submitted only upon request.**

PROOF OF ATTENDANCE

This is proof that the applicant has completed at least 50 hours of community service. This 50-hour minimum is set by Key Club International. (Consult the Key Club International Guidebook for more details).

- ❖ The Proof of Attendance form must be signed by a Club President, Club Secretary or Advisor.
- ❖ A Club President or Secretary may not provide an e-signature on his or her own application.

E-SIGNATURE

CNH District contests utilize e-signatures in the place of actual hand-written signatures.

- ❖ An e-signature is simply the contact information of the appropriate person (Club Advisor, President, etc.) verifying that the nominee's information is correct.
- ❖ Please note: e-signatures will be verified by the Member Recognition Committee before the final list of winners is released. Any inauthentic e-signatures may result in the disqualification of the application.

INTERNATIONAL CONTESTS

Club Poster

The Club Poster contest is a fun, creative way to express one's Key Club spirit! It should effectively recruit new members and inform others of Key Club International. Go grab a poster and spread the word!

FORMS NEEDED

Club Poster Contest Entry Form

KEEP IN MIND...

1. The poster is to endorse Key Club as an organization and should not have any of the following:
 - A. School Name
 - B. Community Name
 - C. District Name

2. If your poster receives 1st or 2nd place recognition at the District Level, it will automatically be submitted for competition on the International Level. The poster will then become property of Key Club International and will not be returned.
3. The poster dimensions should not exceed 18" by 24".
4. The artist designed a poster must be a current Key Club member.

SENDING IT IN

1. Include the Club Poster Contest Entry Form.
2. The **CNH District Office** must receive all contest materials by **March 2, 2012**.

Club Video

FORMS NEEDED

Club Video Contest Entry Form

KEEP IN MIND...

1. This video must promote Key Club as an organization that serves the school and community.
2. The video length should be between 30 and 60 seconds. **It may not exceed 60 seconds.**
3. The video must be submitted on a labeled DVD.
4. The finalized video (DVD) **MUST** play on its own.
 - A. When the disk is inserted into a computer, it will "auto-run".

5. Acceptable video formats include PowerPoint, Windows Media Player, QuickTime, or AVI.
6. No more than US \$250.00 may be spent on the production of the video.
7. Professional assistance is not allowed.

SENDING IT IN

1. Remember to attach the Video Contest Entry Form to the DVD when submitting. Please label the DVD.
2. The **CNH District Office** must receive all contest materials by **March 2, 2012**.

Major Emphasis Program

FORMS NEEDED

Major Emphasis Program Entry Form

KEEP IN MIND...

1. This contest requires a typed report. When starting a new section, start on another page.
 - A. There is no word limit to the report.
2. You may include visuals in your report:
 - A. Newspaper clippings, substantiating photographs, any pertinent information.
3. The MEP contest does not consider club size; one winner from the district will be eligible for international competition; 1st, 2nd, and 3rd place winners are

- recognized by Key Club International.
4. Reports must be divided into the following categories:
 - A. The Need, The Plan, Implementation, Final Results, Partnership with the Kiwanis Family and other Organizations, Percentage of Club Members Participating, Club's Overall Program Dealing with the Major Emphasis Program Project.

SENDING IT IN

1. The Major Emphasis Program Entry Form must be affixed to the front of the report.
 - A. All signatures need to be provided.
2. The **CNH District Office** must receive all contest materials by **March 2, 2012**.

International Contests

Partners in Service

FORMS NEEDED

Partners in Service Entry Form

KEEP IN MIND...

1. This contest requires a typed report and participation with **ALL** official Partners in Service (UNICEF, March of Dimes, and Children's Miracle Network).
2. If a club is not able to participate with one of the service partners:
 - A. A signed statement should be attached with an explanation.

- B. The explanation must be signed by the President and Faculty Advisor.

3. The report must be typed.

- A. Each project must be on a different page.

SENDING IT IN

1. The Partners in Service Entry Form must be affixed to the report (with each service partner on a separate page).
 - B. All signatures need to be provided.
2. The **CNH District Office** must receive all contest materials by **March 2, 2012**.

Single Service

Forms Needed

Single Service Entry Form

KEEP IN MIND...

1. There are different levels of recognition based on club size: **Bronze, Silver, Gold, and Platinum**.
2. The described project may occur on a single day, consecutive days, or recurring days.
3. If your club is recognized, it may move on to compete at the International level.

4. The report must comprise of the following:

- A. Service Need, Project Plan, Project Implementation, Final Results, Public Awareness, and Member Participation.

- B. Each topic must be started on a new page.

SENDING IT IN

1. The Single Service Entry Form must be affixed to the front of the report.
 - A. All signatures need to be provided.
2. The **CNH District Office** must receive all contest materials by **March 2, 2012**.

Year-In-Review

FORMS NEEDED

Year-In-Review Contest Entry Form

KEEP IN MIND...

1. The memories that you include in your scrapbook must come from the current administrative year (April 2011 – April 2012).
2. You may submit a traditional, non-traditional, or digital scrapbook. Here are quick overviews of the different types of scrapbooks:
 - A. **Traditional Scrapbook:** an actual scrapbook with a *Table of Contents* divided into the sections defined in the guidelines.
 - B. **Non-Traditional Scrapbook:** anything within reason (a composition of pictures, souvenirs, newspaper clippings, etc.). *BEE as creative as you want to BEE.*
 - C. **Digital Scrapbook:** an electronic scrapbook containing pictures, examples, video, and/or music clips.

- ❖ If a video, the scrapbook should **NOT** exceed five (5) minutes in playing time.
- ❖ The video must contain a credits section at the end to document all sources in the video.
 - *This does not count towards the 5 minutes.*

3. How much you may spend on scrapbook materials:

- A. Traditional: \$200.00

- B. Non-Traditional & Digital: \$300.00

SENDING IT IN

1. For traditional scrapbooks, the Entry Form must be affixed to the inside cover.
2. All traditional and non-traditional scrapbook items must be checked-in at **District Convention on April 13, 2012 by 6:45pm**.
3. The digital scrapbook must be electronically submitted to the **CNH Contest Archive** by **March 2, 2012**. The scrapbook may be, but is not limited to, a Power Point, Windows Media Player, or QuickTime file.

CNH DISTRICT CONTESTS

Automatic Entry Contests

No formal application is necessary; information used to determine winners is extracted from Club & Division MRFs, District Reports, AARs, or official Dues' Reports. The resources stated above must be completed to ensure your automatic entry into these contests.

FORMS NEEDED

Club Monthly Report Form

KEEP IN MIND...

1. Clubs eligible for this contest are automatically entered into the following contest:

- | | |
|----------------------------------|--|
| A. Achieved Increased Membership | F. Kiwanis Family |
| B. Club Achievement Award | G. Membership Retention |
| C. Distinguished Club | H. Most Improved Division |
| D. District Tree | I. Overall Division Excellence |
| E. Governor's Focus | J. Spirit |
| | K. Club Website (<i>Contest Closed on Nov. 15</i>) |
2. The proper filing of club reports on-time and payment of dues are the only things necessary for clubs to be entered into these contests.

Club Attire

FORMS NEEDED

Club Attire Contest Entry Form

KEEP IN MIND...

1. This is a *club* attire contest, **not** a division attire contest.
2. The article of clothing must display original and current design. It is always good to start early.
3. Take pictures of your club members wearing the shirt while serving the community.

4. The attire should promote Key Club and include:
 - A. Club Name
 - B. Key Club Year
 - C. Division ##
 - D. Region ##

SENDING IT IN

1. E-mail the Club Attire Contest Entry Form along with *up to* 10 images of the attire.
2. Sent in pictures should be candid and high resolution.
3. All contest materials must be electronically e-mailed to the **CNH Contest Archives** by **March 2, 2012**.

Club Newsletter

FORMS NEEDED

Club Newsletter Contest Entry Form

KEEP IN MIND...

1. This is a **CLUB** newsletter contest **NOT** a division newsletter contest.
This contest required the submission of an e-portfolio, which must include the Contest Entry Form as well as excerpts from club newsletters.

2. Use only the best pieces of work and compress the file to keep the size under 10MB.
3. Newsletters should promote Key Club and follow graphic standards.

SENDING IT IN

1. Send in the e-portfolio (which should include the Contest Entry Form and Club Newsletter excerpts).
2. All contest materials must be electronically e-mailed to the **CNH Contest Archives** by **March 2, 2012**.

District Project

CNH District Contests

FORMS NEEDED

District Project Contest Entry Form

KEEP IN MIND...

1. You are limited to just 2 applications per type of projects: direct service or fundraising. This gives you a total of *up to* 4 SEPARATE possible submissions.

SENDING IT IN

1. Send in the completed District Project Contest Entry Form. There is no report. There are 4 questions on the Entry Form that must be completed. If sending in multiple submissions, save each Entry Form separately.
2. All contest material must be electronically e-mailed to the CNH Contest Archives by **March 2, 2012**.

Jack Luther's Advisor Hall of Fame

To compete, applicants must first apply for the **Kiwanis or Faculty Advisor of the Year** awards. These two contests are judged at the division-level. Division Judging Committees review applications for both awards in their respective divisions. Division Judging Committees will select up to one contest winner for each award in their division.

Winning Kiwanis and Faculty Advisors are recognized at District Convention. **Kiwanis and Faculty Advisor award winners who have served their clubs for at least 5 years, automatically go on to compete for the Jack Luther Hall of Fame award.** See application for *Kiwanis and Faculty Advisor of the Year*

Marvin J. Christiansen

This prestigious award is given to an advisor who has made many contributions to Key Club at the district level. The Marvin J. Christiansen award is for advisors who have provided dependable guidance, support, counsel, and enthusiasm to the district throughout the years. Why not show your advisor your appreciation by nominating them for the Marvin J. Christiansen award?

FORMS NEEDED

Marvin J. Christiansen Nomination Form

KEEP IN MIND...

1. Recipients of this award must have served the district for a minimum of 5 years as shown on the Key Club Membership Roster.
2. Recipients are judged for their contributions made at the district level.
3. An e-portfolio of supporting documentation must be submitted. It should include: Letters of

Recommendation, Commitment to Helping Key Club Officers and Members, Commitment to Key Club Core Values, District Achievements, Personal Contributions, Kiwanis Family Fellowship, and Inspirational Qualities.

4. Anyone may nominate an advisor.
5. The Statement of Nomination must be typed, with a maximum of 1,000 words. It should describe why the nominee deserves this award.
6. The report should also include a picture of the nominee and a summary of his/her achievements.
7. Recipients may only receive this award once; up to one person will be selected for this award per year.
 - A. Runner-ups may still receive the Super Advisor's patch (only receivable once as well).

SENDING IT IN

1. All contest materials must be electronically e-mailed to the CNH Contest Archives by **March 2, 2012**.

Sandy Nininger

FORMS NEEDED

Nomination Form, Proof of Attendance Form

KEEP IN MIND...

1. Anyone may nominate a Key Clubber for the award.
2. Supporting documentation may include: Letters of Recommendation, Commitment to Service, Commitment to Key Club Core Values,

Attendance, Active Membership, Kiwanis Family Fellowship & Unity, Personal Contributions, and Inspirational Qualities.

3. The Statement of Nomination must be typed, with a maximum of 1,000 words. It should describe why the nominee deserves this award.

SENDING IT IN

1. All contest material must be electronically e-mailed to the CNH Contest Archives by **March 2, 2012**.

CNH District Contests (Officer Contests)

President

FORMS NEEDED

Nomination Form, Proof of Attendance Form

DISTINGUISHED REQUIREMENTS

1. **Letters of Recommendation (1-3):** These letters may be written by anyone, including Kiwanis Advisors, Faculty Advisors, Lieutenant Governors, fellow officers, or members. If you are submitting multiple letters, please be sure that the letters are not repetitive.
2. **Proof of Attendance:** This form is required and you must have completed at least 50 hours of service throughout the 2011-2012 administrative year.
3. **Agendas (4-15):** Any agendas you have composed for general OR board meetings throughout the year.
4. **Club Achievements:** Anything your club has accomplished this year (*i.e. Increased Membership, Increased Service Hours or Fundraising, etc.*).
5. **Communication:** Proof of your communication with others regarding Key Club business (*i.e. E-mails, Phone Logs, etc.*).
6. **Kiwanis Relations:** Evidence of interactions with any of

the Kiwanis-family members (*i.e. Pictures, Projects, etc.*).

7. **Miscellaneous:** Here you may include any information not previously mentioned that you may deem pertinent to your application.

KEEP IN MIND...

1. There are two levels of recognition for the President's Award: Distinguished and Outstanding.
2. To apply for Distinguished, you must compile an e-portfolio, which includes the Outstanding Officer Checklist.
3. To apply for Outstanding, complete *only* the Outstanding Officer Checklist.
4. You may only submit one e-portfolio. The e-portfolio should not exceed 10MB.

SENDING IT IN

1. Do not wait until the last minute to send in the e-portfolio. Late submissions will not be accepted.
2. The Cover Page should be the first page in the file.
3. All contest material must be electronically e-mailed to the **CNH Contest Archives** by **March 2, 2012**.

Vice President

FORMS NEEDED

Nomination Form, Proof of Attendance Form

DISTINGUISHED REQUIREMENTS

8. **Letters of Recommendation (1-3):** These letters may be written by anyone, including Kiwanis Advisors, Faculty Advisors, Lieutenant Governors, fellow officers, or members. If you are submitting multiple letters, please be sure that the letters are not repetitive.
1. **Proof of Attendance:** This form is required and you must have completed at least 50 hours of service throughout the 2011-2012 administrative year.
2. **Summary of Position:** Provide a detailed explanation of your position as defined by your Executive Board. Some clubs have multiple Vice Presidents; therefore, it is vital that the judges understand what your duties are to the club.
3. **Task Achievements:** Any work you completed for the Club President, fellow board member, or for the club (*i.e. How you completed each task, paper work, etc.*).
4. **Communication:** Proof of your communication with others regarding Key Club business (*i.e. E-mails, Phone Logs, etc.*).

5. **Kiwanis Relations:** Evidence of interactions with any of the Kiwanis-family members (*i.e. Pictures, Projects, etc.*).

6. **Miscellaneous:** Is there anything that you have done as a Vice President, Key Club officer, or member that you like would like the judges to know about? If so, here is your place to include any additional information you deem pertinent.

KEEP IN MIND...

5. There are two levels of recognition for the Vice President's Award: Distinguished and Outstanding.
6. To apply for Distinguished, you must compile an e-portfolio, which includes the Outstanding Officer Checklist.
7. To apply for Outstanding, complete *only* the Outstanding Officer Checklist.
8. You may only submit one e-portfolio. The e-portfolio should not exceed 10MB.

SENDING IT IN

4. Do not wait until the last minute to send in the e-portfolio. Late submissions will not be accepted.
5. The Cover Page should be the first page in the file.
6. All contest material must be electronically e-mailed to the **CNH Contest Archives** by **March 2, 2012**.

CNH District Contests (Officer Contests)

Secretary

FORMS NEEDED

Nomination Form, Proof of Attendance Form

DISTINGUISHED REQUIREMENTS

9. **Letters of Recommendation (1-3):** These letters may be written by anyone, including Kiwanis Advisors, Faculty Advisors, Lieutenant Governors, fellow officers, or members. If you are submitting multiple letters, please be sure that the letters are not repetitive.
1. **Proof of Attendance:** This form is required and you must have completed at least 50 hours of service throughout the 2011-2012 administrative year.
2. **Club Directory/Roster:** A full roster of the club membership and any directories created for committees or events.
3. **Monthly Report Forms (4-10):**
 - A. MRFs from April 2011 to March 2012
 - ❖ Judged on thoroughness and completion.
4. **Minutes (4-10):**
 - A. Minutes of Board and General Meetings.
 - B. Minutes will be judged on thoroughness and extensiveness.
5. **Communication:** Proof of your communication with

others regarding Key Club business (*i.e. e-mails, phone logs, etc.*).

6. **Miscellaneous:** IS there anything that you have done as Secretary, Key Club officer, or member that you like would like the judges to know about? If so, here is your place to include any additional information you deem pertinent.

KEEP IN MIND...

1. There are two levels of recognition for the Secretary's Award: Distinguished and Outstanding.
2. To apply for Distinguished, you must compile an e-portfolio, which includes the Outstanding Officer Checklist.
3. To apply for Outstanding, complete *only* the Outstanding Officer Checklist.
4. You may only submit one e-portfolio. The e-portfolio should not exceed 10MB.

SENDING IT IN

1. Do not wait until the last minute to send in the e-portfolio. Late submissions will not be accepted.
2. The Cover Page should be the first page in the file.
3. All contest material must be electronically e-mailed to the CNH Contest Archives by **March 2, 2012**.

Treasurer

FORMS NEEDED

Nomination Form, Proof of Attendance Form

DISTINGUISHED REQUIREMENTS

10. **Letters of Recommendation (1-3):** These letters may be written by anyone, including Kiwanis Advisors, Faculty Advisors, Lieutenant Governors, fellow officers, or members. If you are submitting multiple letters, please be sure that the letters are not repetitive.
1. **Proof of Attendance:** This form is required and you must have completed at least 50 hours of service throughout the 2011-2012 administrative year.
2. **Financial Records:** Any records you have that deal with club money (*i.e. budgets, dues reports, etc.*).
3. **Fundraisers:** Any materials or resources you created for fundraisers (*i.e. forms, flyers, letters, etc.*)
4. **Communication:** Proof of your communication with others regarding Key Club business (*i.e. e-mails, phone logs, etc.*).
5. **Kiwanis Relations:** Evidence of interactions with any of the Kiwanis-family members (*i.e. Pictures, Projects, etc.*).

6. **Miscellaneous:** Is there anything that you have done as a Treasurer, Key Club officer, or member that you like would like the judges to know about? If so, here is your place to include any additional information you deem pertinent.

KEEP IN MIND...

1. There are two levels of recognition for the Treasurer's Award: Distinguished and Outstanding.
2. To apply for Distinguished, you must compile an e-portfolio, which includes the Outstanding Officer Checklist.
3. To apply for Outstanding, complete *only* the Outstanding Officer Checklist.
4. You may only submit one e-portfolio. The e-portfolio should not exceed 10MB.

SENDING IT IN

4. Do not wait until the last minute to send in the e-portfolio. Late submissions will not be accepted.
5. The Cover Page should be the first page in the file.
6. All contest material must be electronically e-mailed to the CNH Contest Archives by **March 2, 2012**.

CNH District Contests (Division-Judged Awards)

About Division-Judged Awards: The California-Nevada-Hawai'i District of Key Club International is now offering 5 division-judged contests. These contests include: **Member of the Year, Club of the Year, Most Improved Club, Kiwanis Advisor of the Year, and Faculty Advisor of the Year.** Applications for these contests are first submitted sometime in January/February (deadline varies by division) to a division's Lieutenant Governor for judging at the division level. Up to one applicant from each division for each of the five contests is then recognized at the district level at District Convention. *In addition to this, applicants also have a chance to get recognized at the division level.*

Member of the Year

The Member of the Year contest is for those extraordinary members who stand out, but would normally not think about receiving such an award. The member may nominate any other member as well as himself/herself for the award.

FORMS NEEDED

Nomination Form, Proof of Attendance Form

KEEP IN MIND...

1. Anyone may nominate a Key Club member for this award.
2. The nominated Key Club member may not hold an elected position at the following levels: club, district, or International.
 - A. Elected club positions include: President, Vice President, Secretary, Treasurer, and Editor.

3. The Statement of Nomination must be typed, with a maximum of 1,000 words. It should describe why the nominee deserves this award.
4. The application must include an e-portfolio of supporting documentation for the nominee:
 - A. Supporting documentation includes: Letters of Recommendation, Commitment to Service, Commitment to Key Club Core Values, Attendance, Active Membership, Kiwanis Family Fellowship & Unity, Personal Contributions, and Inspirational Qualities.

SENDING IT IN

1. All contest material must be electronically e-mailed to your Lieutenant Governor by a division application submission deadline in **January or February.**

Club of the Year

KEEP IN MIND...

1. This contest requires the completion of the Club of the Year Contest Entry Form and an attached essay.
2. The essay is not to exceed 4 pages. The essay should describe efforts undertaken by the club to promote the core values of Key Club, celebrate outstanding members, encourage division and district involvement, implement useful and unique service projects, and promote a respect for Key Club core values and spirit.
3. You may include supplementary materials in your essay.

- A. Supplementary material includes: Photos, clippings, and other pertinent material.

SENDING IT IN

1. Attach the Club of the Year Contest Entry Form to the front of the essay. Please note that the Contest Entry Form is 2 pages long
2. All contest material must be electronically e-mailed to your Lieutenant Governor by a division application submission deadline in **January or February.**

Most Improved Club

KEEP IN MIND...

1. This contest requires the completion of the Most Improved Club Entry Form and of an attached essay.
2. The essay is not to exceed 4 pages. The essay should state the exact conditions of the club at the beginning of the year and discuss what the club has done to improve.
3. You may include supplementary materials in your essay.
 - A. Supplementary material includes: Photos, clippings, and other pertinent material.

SENDING IT IN

3. Attach the Most Improved Club Contest Entry Form to the front of the essay. Please note that the Contest Entry Form is 2 pages long
4. All contest material must be electronically e-mailed to your Lieutenant Governor by a division application submission deadline in **January or February.**

CNH District Contests (Division-Judged Awards)

Faculty Advisor of the Year

FORMS NEEDED

Faculty Advisor contest Entry Form

KEEP IN MIND...

1. This contest requires the completion of the Faculty Advisor Contest Entry Form (which includes a checklist) and an attached essay.
2. The essay may not exceed 4 pages.
3. You may include supplementary materials in your essay.
 - A. Supplementary material includes: Photos, clippings, and other pertinent material.
4. District-recognized advisors, who have served for at least 5 years will automatically be entered in the Jack Luther Advisor's Hall of Fame contest (*see page 6*)

5. To be eligible for recognition, the advisor must be nominated by one of the following:
 - A. Key Club Officer
 - B. Kiwanis Advisor
 - C. School Administration Member

SENDING IT IN

1. The Faculty Advisor Contest Entry Form (*including essay*) must be submitted.
2. All contest material must be electronically e-mailed to your Lieutenant Governor by a division application submission deadline in **January or February**.

Kiwanis Advisor of the Year

FORMS NEEDED

Kiwanis Advisor contest Entry Form

KEEP IN MIND...

1. This contest requires the completion of the Kiwanis Advisor Contest Entry Form (which includes a checklist) and an attached essay.
2. The essay may not exceed 4 pages.
3. You may include supplementary materials in your essay.
 - A. Supplementary material includes: Photos, clippings, and other pertinent material.
4. District-recognized advisors, who have served for at least 5 years will automatically be entered in the Jack Luther Advisor's Hall of Fame contest (*see page 6*)

5. To be eligible for recognition, the advisor must be nominated by one of the following:
 - D. Key Club Officer
 - E. Faculty Advisor
 - F. School Administration Member

SENDING IT IN

3. The Kiwanis Advisor Contest Entry Form (*including essay*) must be submitted.
4. All contest material must be electronically e-mailed to your Lieutenant Governor by a division application submission deadline in **January or February**.

Member Recognition Tutorials

The seven Member Recognition Video Tutorials may be found under the **Recognition** tab of the CNH Cyberkey. These tutorials were created by the Member Recognition Committee to assist applicants in creating e-portfolios (necessary for some awards). These seven tutorials are as follows:

1. **President's Checklist**
2. **Vice President's Checklist**
3. **Secretary's Checklist**
4. **Treasurer's Checklist**
5. **Club & Member of the Year**
6. **How to Complete the "Nomination" Form**
7. **How to Complete the "Attendance" Form**

Please Refer Others to These Tutorials.

You should also familiarize yourself with these tutorials so that you may help others with any of the tasks involved in the application process. Some of these tips are crucial to the creation of e-portfolios.

Text format tutorials are also available on the Cyberkey as follows:

1. **MR Tutorials (Microsoft 97-2003 Version)**
2. **MR Tutorials (Microsoft 2007 Version)**

Member Recognition Powerpoints

The Member Recognition Powerpoints can be used to educate your clubs and members about the recognition process. The Powerpoints include:

1. Awards Overview

Learn about the changes to the district awards for the upcoming year. In this presentation, you will also learn about important submission deadlines for the awards process and go over many of the important components of the district awards.

2. Year-Long Recognition

Learn about all the ways that clubs and divisions can implement recognition throughout the year. From district-wide recognition to monthly division and club certificates, awards don't just come around at the end of the year!

Member Recognition Certificates

The Member Recognition Certificates may be found under the "Recognition" tab of the CNH Cyberkey. These certificates were created by the Member Recognition Committee for awarding clubs and individuals at the club and division level. The certificates are as follows:

Club Certificates

1. **Member of the Month**
2. **Most Service Hours**
3. **Most Spirited**
4. **Completed 50 Hours of Service**

Division Certificates

1. **Club of the Month**
2. **Member of the Month**
3. **Most Funds Raised**
4. **Most Service Hours**
5. **Most Spirited**
6. **Outstanding Officers**

Certificates are available in Color and Black and White.

All of these certificates may be found on the CNH Cyberkey. Please be sure to use them.

Past Recognition Winners

The Past Recognition Winners may be found under the “Recognition” tab of the CNH Cyberkey. The California-Nevada-Hawai’i winners from the 2009 District Convention, 2010 District Convention, and 2011 District Convention are recognized.

All of these winners may be found on the CNH Cyberkey.

Monthly Recognition Winners

The Monthly Recognition winners may be found under the “Recognition” tab of the CNH Cyberkey. The following categories are recognized:

1. Most Funds Raised per Member
2. Most Funds Raised
3. Most Service Hours per Member
4. District Project
5. Kiwanis Family and Foundation
6. The Major Emphasis

All of these winners may be found on the CNH Cyberkey.

Note: Monthly winners are determined based on data extracted from the Lieutenant Governor Monthly Report Forms (MRFs) sent to the CNH District Secretary. This means that clubs will **NOT** be recognized if they do not send in their Monthly Report Forms to their Lieutenant Governor **OR** if their Lieutenant Governor does not send his/her Monthly Report Form to the District Secretary. **If you want your club to be recognized for its hard work, make sure that your Club Secretary AND Division Lieutenant Governor submit all of their work submissions on-time.**

DEADLINES

International **MARCH 2, 2012**

District **MARCH 2, 2012***

Division-Judged **JANUARY/FEBRUARY 2012**

Contact your Lieutenant Governor for details.

*Club websites must be recognized by the Cyberkey no later than *November 15th, 2011*. See details on submitting club websites to the CNH Cyberkey.

Contact Information

Member Recognition Committee

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