



CNH | KEY CLUB

Advisor of the Year Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lieutenant Governor

E-MAIL SUBMISSIONS TO:

d##.cnhkc.ltg@gmail.com*

Subject: Contest | AOY

Body Text: State your full name (First, Last), Region (R##), Division (D##), Club full name and number (H#####)

CC: Yourself

shall be determined by your respective Region, Division, and club numbers

The Advisor of the Year contest is a District contest judged on the Division level. Members wishing to recognize their advisors must submit the following application to their respective Division Lieutenant Governor. One contest winner per category (Kiwanis and Faculty) from each division will be selected.

1. Read the Advisor of the Year Contest guidelines. **Advisors who are already in the Jack Luther Hall of Fame are not eligible for this award.**
2. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, nomination form, and supporting documents. Please remember that all documentation must be in PDF form.
3. E-mail the E-Portfolio to your Division Lieutenant Governor. Please contact your LTG for more information on the submission deadline and to confirm submission email.

ADVISOR OF THE YEAR CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB ADVISOR OF THE YEAR AWARD & JACK LUTHER ADVISOR HALL OF FAME AWARD

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 of the Year Contest is a means by which local clubs can show appreciation to advisors who have gone above and beyond the call of duty.

- (1) **E-SIGNATURES:** This application requires electronic signatures (e-signatures) by the applicant and Faculty or Kiwanis Advisor. E-Signatures for this application are defined as names and contact information provided into the form. The purpose of the E-signatures is to show that the individuals listed have approved the application and supporting documentation. These individuals may be contacted for further verification. **Please do not use digital signatures.**
- (2) **E-PORTFOLIO:** The final submission for this contest includes an E-Portfolio. An E-Portfolio for this application is defined as one collective portfolio presenting the best pieces of documentation. This E-Portfolio should be a single PDF that includes all merged information.
- (3) **SMALL FILE SIZES:** Application submissions may not exceed 10MB. Tips to maintain this are the following:
 - Include only the best samples of documentation
 - Compress all photos and files before use in e-portfolio
 - Compress the final e-portfolio file
- (4) There are two categories for this contest: (1) Faculty Advisors and (2) Kiwanis Advisors. Each Club may nominate one per category. This means each division can have one Faculty Advisor AND one Kiwanis Advisor win per division. Suitable awards will be presented.
- (5) Submissions are final. Be sure when you submit it is the final product. The decisions of judging are final. No changes or re-evaluation will take place after the judges and the Member Recognition Chair have certified the results.
- (6) **OUTSTANDING:** The nominee's application meets a minimum standard of 75% for outstanding but does not meet the criterion for distinguished status.
- (7) **DISTINGUISHED:** The nominee's application meets a minimum standard of 90% for distinguished status.
- (8) **JACK LUTHER HALL OF FAME:** One advisor may be selected for this recognition and one may be selected for Superior status.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Antonio Quesada | Member Recognition Chair | cnhkc.mr@gmail.com

ADVISOR OF THE YEAR RUBRIC

1. Cover Page

Page Limit: 1

Personal Creation, No Form Provided

- Name of Nominee
- Position and Term
- Home Club, Division, and Region
- Picture of Applicant

2. Nomination Form

Page Limit: 2 | (5 pts max)

- Name of Nominee
- Home Club, Club Number, Division, and Region
- Name of Nominator
- Table of Contents
- Statement of Nomination | Word Limit: 1,000

3. Letter(s) of Recommendation

Page Limit: 3 | (10 pts max)

- These are used as testimonies to support your overall E-Portfolio. Letters will portray the efforts you set forth to serving the District, as well as the growth you demonstrated throughout your time in Key Club.

4. Commitment to the Core Values of Key Club

Page Limit: 4 | (10 pts max)

- The Key Club International core values include caring, character building, inclusiveness, and leadership. An Advisor of the Year Award nominee should have demonstrated all 4 core values throughout the district administrative year of Key Club membership. Showcase the applicant's commitment to promotion and teaching of the Key Club Core Values throughout the entire year.

5. Ensure Leadership Training

Page Limit: 2 | (10 pts max)

- With at least 2 examples, explain how the advisor encouraged training of officers and membership (attendance at RTC, OTC, etc.)

6. Celebrate Outstanding Members

Page Limit: 4 | (10 pts max)

- Explain how the advisor recognized and encouraged members to reach for levels of recognition. (MRP, Contests, etc.)
- Provide multiple examples.

7. Involvement & Accomplishments

Page Limit: 3 | (10 pts max)

- Showcase the applicant's involvement and accomplishments as an advisor as well as how they encouraged attendance from others.

8. Disseminate Useful Information

Page Limit: 3 | (10 pts max)

- Showcase how the advisor was responsive to communication and delivered important information to their club. This may include through online or in person methods.

9. Promote Active and Unique Service/Fundraising Opportunities

Page Limit: 3 | (10 pts max)

- Showcase how the advisor successfully encouraged various projects and fundraisers throughout the year.

10. Inspirational Qualities

Page Limit: 3 | (10 pts max)

- Showcase how the advisor has been an inspiration to others by providing any additional information that will assist the judges in this evaluation process.

11. Graphic Standards | (10 pts)

- Your E-Portfolio will be judged on sections 1 through 10. As a whole, it must accurately demonstrate your knowledge of the **Graphic Standards**.

12. File Size | (5 pts)

- If the E-Portfolio file size is less than or equal to 10 MB and 54 pages, it will earn **5 pts**.

FORMS:

All forms are located on the last few pages, but can be accessed here individually either in Google Drive (Fillable Slide) or PDF:

- Nomination Form: [Google](#) | [PDF](#)

Refer to FAQ #10 for more information on accessing and filling out forms.

CNH District **Member Recognition Committee**

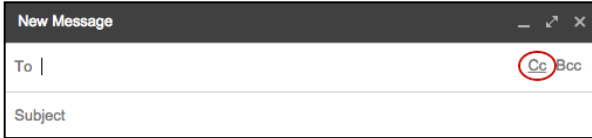
Questions, Comments, Concerns?

Antonio Quesada | Member Recognition Chair | cnhkc.mr@gmail.com

FREQUENTLY ASKED QUESTIONS

1. Under **Submission Deadline**, what does “CC yourself” mean?

- CC stands for “carbon copy” To carbon copy is to send an identical E-mail to the given recipient to save as a copy. By clicking the button with the letters “CC” on it while sending an email out, you will be able to type in the address which you would like to send a carbon copy—in this case, your own.



2. How do I do receive an E-Signature?

- Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, typed.

You may only include those who are verifying completion of the checklist items.

INITIALS	POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
GA	Faculty Advisor	Golden Advisor	goldenadvisor.cnh@gmail.com	(555) 555-5555
	Kiwanis Advisor			
GL	Key Club Lt. Governor	Golden Leader	d99.cnhkc.ltg@gmail.com	(999) 999-9999
	Kiwanis Lt. Governor			

3. Who can apply for this award?

- Any Key Clubber can fill out this application to nominate any Faculty or Kiwanis advisor for this award. This award must be filled out and completed by a Key Clubber to recognize and honor an adult Faculty or Kiwanis Advisor.

4. How do I compress my PDF files/pictures?

PDFs: <http://smallpdf.com/>

Photos: <https://imagecompressor.com/>

(Keep in mind, a “JPEG” photo is already small enough, and would not need any compressions).

6. Why is there no set due date?

- This is a Division-judged contest, so your Division Lieutenant Governor is responsible for coordinating and announcing respective due dates. Each Division may have different deadlines, so please contact your Lt. Governor for more information as soon as possible.

7. Why do I email a District contest to my Lieutenant Governor?

- This contest is judged at the Division level by your Lieutenant Governor, and then one finalist from each Division is submitted to advance to the District level. The process goes from club nomination to Division selection (by the LTG) to District judging.

8. I submitted the Nomination Form to my Lieutenant Governor. Who is judging my e-portfolio?

- Scoring is completed by the Division Judging Committee. Scoring for the Jack Luther Hall of Fame is completed by the Member Recognition Committee.

9. My advisor has only been an advisor for 2 years. Can he/she apply for this contest?

- No. Advisors who have served for a minimum of three years are eligible for outstanding and distinguished competition and recognition. Advisors who have served for a minimum of five years are eligible for Level 4+ competition and recognition.

10. How do I transfer the forms on this file, such as the nomination form or proof of attendance, to my e-portfolio?

- There are multiple ways you can transfer the ways, but here are some easier ways. You can access the google slides links to the single PDF files of each form in the rubric. Then, you would press file > make a copy. Now, you can fill out the form and copy and paste the slide into your e-portfolio. Other ways include using Adobe Acrobat with the single file PDFs in the rubric or using Microsoft Word.

If you have questions or problems with this, then please email Member Recognition Chair at cnhkc.mr@gmail.com

CNH District **Member Recognition Committee**

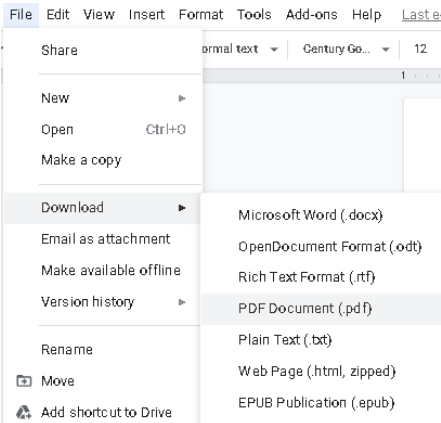
Questions, Comments, Concerns?

Antonio Quesada | Member Recognition Chair | cnhkc.mr@gmail.com

FREQUENTLY ASKED QUESTIONS

10. How would I go about creating my E-Portfolio?

- Google Slides is a good and free application to use; you can also use Publisher, Word, Photoshop, and PowerPoint. When saving a file in Google Slides, go to "File", then "Download" and you will see the PDF option. To find more information on how to make an e-portfolio visit the [CNH Youtube Channel](#).



11. How do I merge two or more separate PDF files?

- Use online applications, such as www.pdfmerge.com

12. Do all the sections of an e-portfolio need to utilize graphic standards?

- The whole E-Portfolio needs to utilize graphic standards. This applies to any documents that are added into the E-Portfolio as well, apart from Letter of Recommendation and anything sent to you. Colors can be customized, and appropriate fonts are preferred. A guide to Key Club graphic standards can be found at <https://www.keyclub.org/resources/key-club-brand-guide/>. Graphics such as seals, pencils and other logos can be found at <http://cnhkeyclub.org/resources/graphic>.

13. From whom do I receive Letters of Recommendation?

- Somebody who has seen your advisor's work and dedication in their Key Club term will be an appropriate person to write the recommendation. It may be a Faculty Advisor, Kiwanis Advisor, Region Advisor, another club officer, your Lieutenant Governor, or any other person who can verify your dedication to Key Club.

NOMINEE INFORMATION

Faculty Advisor _____ Kiwanis Advisor _____
 Nominee Name: _____ Nominated By: _____
 Key Club: _____ Club #: _____
 District: California-Nevada-Hawaii Division: _____ Region: _____
 Sponsoring Kiwanis Club: _____ 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) Club or Region Advisor, (3) Kiwanis Officer, 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.

INITIALS	POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
	Key Club Officer			
	Club/Region Advisor			
	Kiwanis Advisor			
	School Administrator			

CHECKLIST *Each item should have two sets of initials from the two individuals who gave their approval*

INITIALS	ITEMS AND REQUIREMENTS
<i>Club Standards</i>	
	Membership: Paid club membership 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
<i>Work Accomplishments</i>	
	Reporting: Assisted club 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; promoted leadership development of future leaders
	Communication: Communicated effectively with District and International officers on dues and club membership
<i>Attendance</i>	
	Club Meetings: Attended eighty-percent (80%) of all club general meetings
	Board Meetings: Attended eighty-percent (80%) of all club executive 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 International Convention
	Service Project Participation: Attended at least ten (10) or eighty-percent (80%) of club service projects
	Fundraiser Participation: Attended at least five (5) or eighty-percent (80%) of club fundraisers
	Club Social Participation: Attended at least five (5) or eighty-percent (80%) of club social events

Number of Years Served: _____ Dates: _____