



CNH | KEY CLUB

Secretary Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Tuesday, February 16th, 2021 by 11:59PM PST/HST

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Secretary Contest

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

CC: Yourself and club advisor

The Secretary Contest is a District contest. Eligible applicants must complete the application, as explained in the guidelines, and submit it to the CNH Contest Archive for judging. At District Convention 2021, distinguished contest winners will be announced.

1. Read the Secretary Contest guidelines.
2. Fill out the "Officer Checklist" if you plan to apply for this award.
3. When applying you must develop an E-Portfolio that consists of a cover page, Officer Checklist, Nomination Form, Proof of Attendance, & supporting documentation.
4. E-mail the E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Tuesday, February 16th, 2021 by 11:59PM PST/HST

SECRETARY CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB SECRETARY AWARD

The CNH Key Club Secretary Award shall provide recognition to Secretaries who have provided commendable service to others. The CNH Key Club Secretary Award is given to an outstanding, dues-paid, Key Club Secretary with a minimum of fifty (50) service hours who has done an outstanding job in serving their home, school, and community.

(1) **E-Signatures:** This application requires electronic signatures (E-Signatures) by the applicant and the Faculty or Kiwanis Advisor. E-Signatures for this application are names and contact information provided. E-Signatures represent the fact 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. (Programs to use: Google Slides, Photoshop, Microsoft Word, and Microsoft Publisher)

(3) **SMALL FILE SIZES:** Application submissions should have a small file size. The following tips are for maintaining this requirement:

- Include only the best samples of documentation
- Compress all photos and files before use in your portfolio.
- Compress the final portfolio file
- **It may not exceed 10MB**

(4) Submissions are final. Make sure when you submit you are sure it is the final version. The decisions of judging are final. No changes or reevaluation will take place after the judges and the Member Recognition Chair have certified the results.

Save as a PDF. Label the file **Secretary_LastNameFirstName**

(5) **OUTSTANDING or DISTINGUISHED officer awards:** Requires the completion and submission of the E-Portfolio, which must include the completed Checklist and forms. Level of recognition will be determined by judging results. Distinguished winners better fulfilled the e-portfolio guidelines. Distinguished winners will receive a medal and recognition at DCON. Outstanding winners will receive a certificate.

The requirements of this E-Portfolio are explained below.

- The entire submission needs to be presented in one E-Portfolio.
 - It may not exceed 10MB.
 - It may not exceed 54 pages total.
- Save as a PDF. Label the file: **Secretary_LastNameFirstName**
- All required items for the E-Portfolio are listed on Page 2.

(6) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid member by December 1st.

CNH District **Member Recognition Committee**
Questions, Comments, Concerns?

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

SECRETARY JUDGING RUBRIC

1. Cover Page Page Limit: 1

Personal Creation, No Form Provided

- a. Name of Nominee
- b. Position and Term
- c. Home Club, Division, and Region
- d. Picture of Applicant

Nomination Form Page Limit: 2 | (5 pts max)

- a. Name of Nominator
- b. Table of Contents
- c. Statement of Nomination | Word Limit: 1,000

2. Dividers Page Limit: 8 | (5 pts max)

A one-page divider is required to precede each section. It should contain the following information:

- a. Section Title with a personal reflection.
Personal Reflection: addresses personal growth, accomplishments, explanation of section, list of evidence not included, or other details that may assist judges in determining scoring.
- b. Relevant pictures to the section or reflection.

3. Letter(s) of Recommendation Page Limit: 3 | (10 pts max)

- a. These are used as testimonies to support your overall E-Portfolio. Letters will portray the efforts you've made as a Club Secretary, as well as the growth demonstrated in the past year.
- b. Maximum of 3 letters of recommendation.

4. Secretary Checklist Page Limit: 1 | (10 pts max)

- a. The checklist must be completed as *thoroughly as possible* with at least two individual E-Signatures and their respective contact information.
- b. At least two individuals confirming your checklist MUST include BOTH of their initials in the club standards, accomplishments, and attendance boxes

5. Proof of Attendance Page Limit: 3 | (10 pts max)

- a. This form displays projects you've attended, how many hours you have served throughout the year, and at what level you served.
- b. This form is certified by the Club Advisor and/or Club President.

6. Monthly Report Forms Page Limit: 15 (15 pts max)

- a. Secretaries compile an Excel Report Form and submit the form to their respective Lt. Governors on a monthly basis.
- b. Please be sure to include at least one sample monthly tab from each of the first 3 quarters.
Quarter 1: March-April-May-June
Quarter 2: July-August-September
Quarter 3: October-November-December

Club Directory Page Limit: 3 | (5 pts max)

- a. Secretaries are responsible for the creation of the club's overall directory, as well as supplemental directories.
- b. Please be sure to include the complete and organized Monthly Report Form directory and any other directories that were used for special events or committees

7. Minutes Page Limit: 10 | (15 pts max)

- a. The Secretary's duty is to record minutes at all executive board and general meetings.
- b. Please include at least one sample of board meeting minutes and one sample of general meeting minutes from each quarter.
Quarter 1: March-April-May-June
Quarter 2: July-August-September
Quarter 3: October-November-December
Quarter 4: January-February

Communication Page Limit: 10

- c. This section must focus on your communication with the members, club, division, district, and advisors. Sample E-mails, letters, and so forth may be utilized.

8. Miscellaneous Page Limit: 5 | (10 pts max)

- a. This section may focus on any additional contributions you have made as a club Secretary, include as many quality examples as you can.

9. Graphic Standards | (10 pts)

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

10. File Size | (5 pts)

- a. 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](#)
- Checklist: [Google](#) | [PDF](#)
- Proof of Attendance: [Google](#) | [PDF](#)

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

FREQUENTLY ASKED QUESTIONS

1. How do I receive E-Signatures?

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			

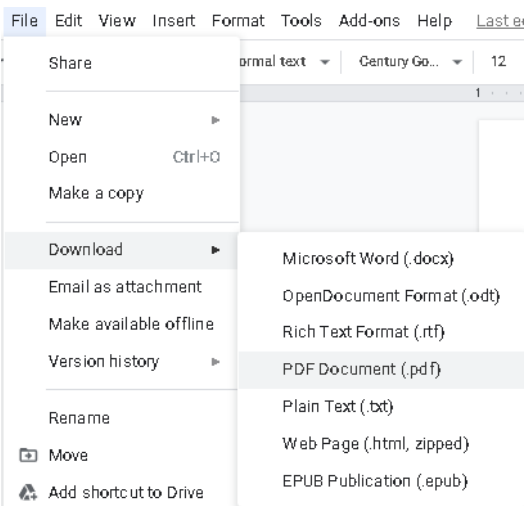
2. What does "CC:" mean?

CC stands for "carbon copy." To carbon copy is to send an identical E-mail to the given recipient without the other recipients knowing. By clicking the button with the letters "CC" on it while sending an email out, you will be able to type in the address to which you would like to send a carbon copy—in this case, your own.



3. On what application do I make the E-Portfolio and how do I convert it to a PDF file?

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](#).



4. How do I merge two or more separate PDF files into one?

Use online applications, such as <http://www.pdfmerge.com>.

5. How do I compress PDFs and photos?

PDF's: <http://smallpdf.com/>

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

(Keep in mind that a "JPEG" photo is already small enough and would not need any compressions).

FREQUENTLY ASKED QUESTIONS

6. What is the difference between **OUTSTANDING**, and **DISTINGUISHED** Recognition?

For Outstanding and Distinguished, you **must** complete the E-Portfolio, which includes the checklist but depending on the points received when judged, you will either be awarded Outstanding or Distinguished. Distinguished candidates have better fulfilled the rubric. Distinguished winners will receive a medal and walk on stage for DCON. Outstanding winners will receive a certificate at DCON.

7. What do I write in the **DIVIDERS**?

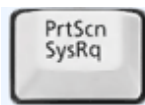
Focus on your growth, problems, achievements, and learning moments in each of the categories. It is a page dedicated to personal reflection, so there is no strict format. Reflections should be written in paragraph format. You also may include related pictures with captions.

8. From whom do I receive letters of recommendation?

Somebody who has seen your work and dedication in your 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 in Key Club.

9. How do I showcase E-mails in **COMMUNICATION**?

Use the screenshot functions on your computer. A keyboard should have a key with the words, "PrtScr" or some variation of it, which you can use to screenshot. . On Mac use command+shift+4 and drag the cross over the area you would like to screenshot. Go to the email, screenshot it, crop out any unnecessary parts of the picture, and paste it onto your document. You can scan letters and paste them to your document as well. Windows computers also have the snipping tool, which allows you to screenshot while cropping.



or

Programs (1)

Snipping Tool

10. How do I transfer the forms provided on this file, such as the **Nomination Form** or the **Proof of Attendance**, to my **E-Portfolio**?

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

11. Do all the sections of the 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>.

12. For the **Certification of Originality** where I need to get **E-Signatures**, what if my **Kiwanis Advisor** is also the **Kiwanis Lt. Governor**? Do I put his/her name twice?

No, only put that person's name once if he/she happens to fill both those positions. In that case, you will need to find another individual (either the Faculty Advisor or Key Club Lt. Governor) to provide his/her E-Signature.

13. What will the person who signs their **E-Signature** phone number and email be used for?

Random checks will be made to make sure that the person whose name is in the E-Signature section approved of what was being submitted. The member recognition committee has the right to disqualify those who do not get authentic E-signatures.

FREQUENTLY ASKED QUESTIONS

14. For the Club Directory, can I use the document I refer to whenever I update member hours, or is a club directory specifically the contact information and graduation year, etc.?

As a Secretary, there is a tab on your club MRF specifically for the official club directory. Directories should list the names, general information (graduation year, best method of contact, Key Club member number, paid dues, etc.), and contact information (phone number, E-mail address, home address, etc.) for each member of the club.

15. In that last answer, Key Club member number was mentioned. What is that, and how do I find it?

A Key Club member number is the ID number for each member of Key Club International. These can be found on the Membership Update Center, or MUC, as well as on Key Club membership ID cards if members have one. The club Treasurer and Advisor should have access to the MUC, so you must work with them to learn the member numbers and put them on your Club Directory.

15. What will the person who signs their E-Signature phone number and email be used for?

Random checks will be made to make sure that the person whose name is in the E-Signature section actually approved of what was being submitted. The member recognition committee has the right to disqualify those who do not get authentic E-signatures.

SECRETARY CHECKLIST and ENTRY FORM

This checklist must be completed in order for you to be recognized as Outstanding, or Distinguished. **You will need at least two individuals to verify that you have completed the items on the checklist. Each box in the checklist should have two sets of initials.** These individuals must place their initials or provide you permission to place their initials in the appropriate column. Officers do not have to check off everything on the checklist to be eligible to apply. Under the attendance portion, officers will receive total points for at least 5 of 6 items are checked.

NOMINEE INFORMATION

Nominee Name: _____
 Key Club: _____ Club #: _____
 District: **California-Nevada-Hawaii** Division: _____ Region: _____

CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
<i>Club Standards</i>	
	Membership: Paid club membership dues by December 1 st
	Service: Provided a minimum of 50 service hours as per Key Club International Constitution & By-Laws
	Club Status: Home Club is in good standing and has paid dues
<i>Work Accomplishments</i>	
	Club Directory/Roster: Updated, completed, and distributed the club directory/roster
	Club Monthly Reports: Completed a minimum of eight (8) Monthly Report Forms and submitted forms on time by the 5 th of the month to the Key Club Lieutenant Governor, sponsoring Kiwanis Club, and home club
	Records: Recorded and filed minutes of club general meetings
	Records: Recorded and filed minutes of club board meetings
	Election Results: Completed the Annual Club Elections Form and submitted the form to the Key Club Lieutenant Governor and sponsoring Kiwanis club
	Club Officer Information: Completed the online club information form for club officers, advisors, and meeting information, made available on the CNH CyberKey
<i>Attendance</i>	
	Club Meetings: Attended seventy-five percent (75%) of all club general meetings
	Board Meetings: Attended seventy-five percent (75%) of all club executive board meetings
	Division Council Meetings: Attended a minimum of six (6) Division Council Meetings
	Kiwanis Meetings: Attended a minimum of one (1) Kiwanis Division Council Meetings or attended a minimum of three (3) general Kiwanis meetings
	Training Conference: Attended the Officer Training Conference or Region Training Conference
	Secretary Workshop: Attended the Secretary Workshop at District Convention, International Convention, Officer Training Conference, or 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 criteria 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 Member Recognition Chair 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.

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

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

SECRETARY NOMINATION FORM

NOMINEE INFORMATION

Nominee Name: _____ Nominated By: _____
Key Club: _____ Club #: _____
District: **California-Nevada-Hawaii** Division: _____ Region: _____

TABLE OF CONTENTS

Complete the Table of Contents by listing the different focus areas in each application item, and by adding the page number for which the listed sections begin. This should also help you place the items in the correct order.

ITEM	FOCUS AREAS	START PAGE
Cover Page		1
Nomination Form		2
Section 3	Letter(s) of Recommendation	
Section 4	Secretary Checklist	
Section 5	Proof of Attendance	
Section 6	Club Directory	
Section 7	Monthly Report Forms	
Section 8	Minutes	
Section 9	Communication	
Section 10	Miscellaneous	

STATEMENT OF NOMINATION

May be completed on this page, and/or on 1 additional page.
Why should this Secretary be recognized? Word Limit: 1,000

PROOF OF ATTENDANCE

NOMINEE INFORMATION

Nominee Name: _____
 Key Club: _____ Club #: _____
 District: **California-Nevada-Hawaii** Division: _____ Region: _____

CERTIFICATION

The E-Signer must be your club President or Faculty/Kiwanis Advisor. Secretaries may not sign off their own forms.

E-Signature: _____ E-Signer's E-mail: _____
 E-Signer's Position: _____ E-Signer's Phone Number: _____

ATTENDANCE

Project, Activity, Event	Date	Level of Activity				Service Hours
		Club	Division	District	International	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						
32.						
33.						
34.						
35.						
36.						
37.						
38.						
39.						
40.						
Total Service Hours						