



**CNH |** KEY CLUB

*Division Judges review all contests judged on the division level. These contests are Advisor of the Year, Club Attire, Club of the Year, Member of the Year, and Most Improved Club.*

## Read and understand the Division Judging Application guidelines.

1. Complete your application on the next page and save it as a PDF.
2. Your Division Lt. Governor may request further information from you. Be sure to check with him/her to ensure that you have completed

everything requested.

1. E-mail the application to your Division Lt. Governor (d##.cnhkc.ltg@gmail.com)

before the deadline.

SUBMISSION **DEADLINE**

Contact your Division Lt. Governor

**E-MAIL** SUBMISSIONS TO:

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

**Subject:** Division Judging Application

**Body Text:** List attachments

**CC:** Copy yourself

Note: Emails may vary for each LTG.

***RULES GOVERNING THE APPLICANT’S QUALIFICATIONS***

1. The CNH Key Club District Contests & Awards program is designed to honor individuals who have demonstrated overall excellence throughout the past District Administrative year. It is a privilege to serve as a judge. Please do not take these responsibilities lightly. To be eligible to serve as a division judge, the applicant must pertain to the following:
   * A current Key Club member in good standing–paid dues to Key Club International and provided at least 50 hours of service
   * Have a general knowledge about the levels of Key Club as well its focus and mission
   * Have the ability to work with a team and deadlines
2. Judging requires time to review submissions. Be sure to set aside a few hours to review submissions.
3. Judges must remain un-biased, level-headed, and focused.
4. Judges are not allowed under any circumstances to share or discuss any information or submissions with anyone else; this includes other judges.
5. Applicants are to complete the application on the following page and submit it as a PDF file by the deadline specified above.
6. **E-SIGNATURES:** This application requires electronic signatures (e-signatures) by the applicant, Club President of the applicant, and Faculty or Kiwanis Advisor. E-Signatures for this application are defined as names and contact information provided onto the form. E-Signatures represent the fact that individuals listed have approved the application and supporting documentation. These individuals may be contacted for further verification. Please do not use digital signatures.
7. Applicants are to answer a short answer prompt given in the application in 1,000 characters, including spaces, or less. Short Answer must be authentic work written by the applicant and no one else. Include the response in your submission.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Annaleigh Nguyen | Member Recognition Chair|cnhkc.mr@gmail.com

**DIVISION JUDGING APPLICATION** GUIDELINES

**Division Judging Application**

**SUBMISSION** OVERVIEW

**DIVISION JUDGING** APPLICATION

**APPLICANT INFORMATION**

Applicant’s Name: Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Club: Club #: District: **California-Nevada-Hawaii**

Division: Region:

Contact E-mail:

Contact Phone:

**CHECKLIST**

|  |  |
| --- | --- |
| **INITIALS** | **ITEMS AND REQUIREMENTS** |
| *Club Standards* | |
|  | **Membership:** Paid club membership dues by December 1st |
|  | **Service:** Provided a minimum of 50 hours of service |
|  | **Club Status:** Home Club is in good standing and has paid dues |
| *Qualifications* | |
|  | Has actively attended club events and activities |
|  | Has actively attended club meetings and Division Council Meetings |
|  | Has helped with club events and functions |
|  | Has actively promoted the Key Club core values |

**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 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INITIALS** | **POSITION** | **E-SIGNATURE** | **E-MAIL** | **PHONE W/ AREA CODE** |
|  | Club President |  |  |  |
|  | Club Secretary |  |  |  |
|  | Faculty Advisor |  |  |  |
|  | Kiwanis Advisor |  |  |  |

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

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Annaleigh Nguyen | Member Recognition Chair|cnhkc.mr@gmail.com

**SHORT ANSWER**

The following must be answered in 1,000 characters (including spaces) or less.

**As a Key Club member, how and why does recognition play an important role in this organization?**