

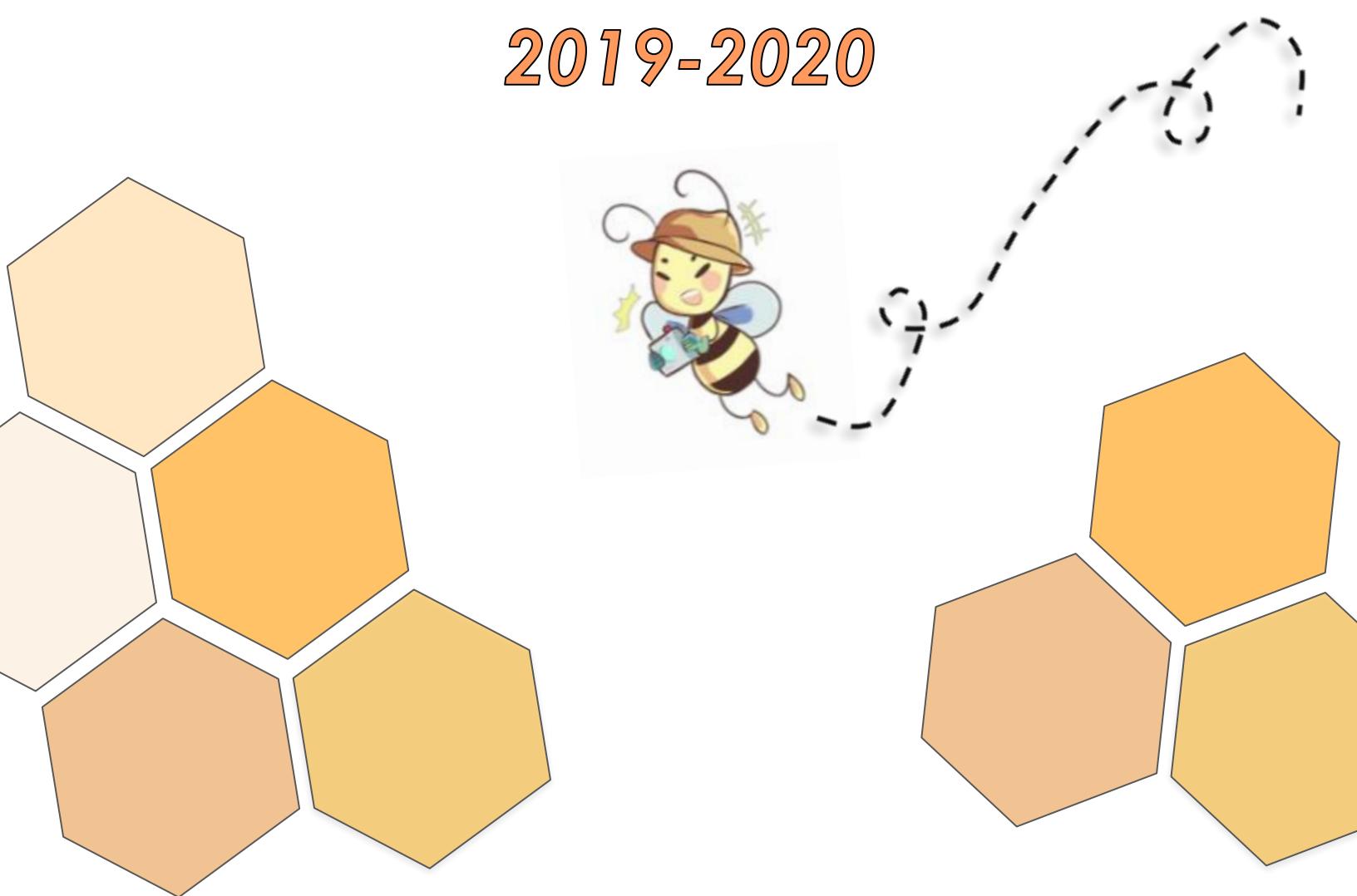


CNH | KEY CLUB

Division Judging

Manual

2019-2020



INTRODUCTION

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Submissions

All contests that are judged at the division level must adhere to the following:

Format:

E-Portfolio/PDF/Image

Submitted To:

Lieutenant Governor

Subject: Name of Contests

Deadline: Decided by the Lt. Governor

ALL RESULTS DUE TO THE

MEMBER RECOGNITION

COMMITTEE BY

JANUARY 25TH, 2020 BY

11:59PM PST/HST

Message from the Member Recognition Chair

Hello, CNH!

It is time for Division Judging! In order to ensure that members, advisors, and clubs from across the CNH District are recognized, the following six contests are judged purely on the Division level:

Advisor Contests

- Faculty Advisor of the Year
- Kiwanis Advisor of the Year

Club Contests

- Club Attire
- Club of the Year
- Most Improved Club

Member Contest

- Member of the Year

**TO QUALIFY FOR ANY CONTESTS,
DUES MUST BE PAID BY
DECEMBER 1ST**



Guidelines for each contest listed can be found under the contests tab on cyberkey.org! Lieutenant Governors are responsible for getting all Division Judging results into the District Member REcognition Committee no later than January 25th, 2020 by 11:59PM PST/HST but the task can be assigned to any member of the DJC (Please submit winner data within three days of your judging!). Before submitting, please make sure to check that there is only one winner per contest!

If you have any questions, comments, or concerns please feel free to contact me at anytime!

Serving with love,

Queenie Lam

2019-2020 Member Recognition Chair

cnhkc.mr@gmail.com

OVERVIEW - OFFICIAL EVENT & DJC

OFFICIAL EVENT

Each Lieutenant Governor (LTG) is responsible for hosting a Division Judging for contests that are judged on the division level.

Hosting a Division Judging is simple and easy with proper planning!

THINGS TO NOTE:

Consistency

Judging is a serious job.

If you're feeling tired or incapable of performing at your best, take a break. There is no excuse for inattentiveness.

Neutrality

Judging should be conducted as objectively as possible.

Before judging an applicant, make sure you have read his or her application in its entirety.

Judges may not review an application from their clubs.

Humanity

Number are not everything!

Yes, you are judging the content of the entry, but also take into account the effort and insight of the entry.

Remember to respect the applicant's hours of hard work and determination in applying for a contest.

DIVISION JUDGING COMMITTEE (DJC)

REQUIREMENTS WHEN ASSEMBLING THE DIVISION JUDGING COMMITTEE

- **At least one-third of the clubs** in a Division need to be represented in the DJC.
- **At least half** of the DJC member must be **non-elected/non-appointed** Key Club members.
- Membership in the DJC is **voluntary**. LTGs may not coerce people to join.
- Judging can take place **in person** or **online**!
- DJCs must have no fewer than 6 members and no more than 12
- **A judging application and waiver form have been made for all LTGs to use in selecting members for a DJC. They can be found on the CNH Cyberkey under Recognition > Judging.**

OVERVIEW - DIVISION JUDGING REPORT

Following your official Division Judging event, all scores should be compiled and consolidated in the Division Judging Report provided to you by the Member Recognition Committee.

The DJR will include:

Final Scores
Name of the Winners
Scores of all Applicants

SUBMISSION PROCESS:

Format: EXCEL File
Label: D##_DJR_1920
Submit to: CNH Contest Archive
(cjh.kccontests@gmail.com)

Subject: D## | Division Judging Report

Deadline: [insert deadline here]

Note: Please CC yourself and your Region Advisor
List and Identify all attachments, including the DJR
And the winning applications and applicants

ADVISOR OF THE YEAR RUBRIC

	5	Nomination Form
Exceeds	4-5	In order to qualify for the "Exceeds" category, the Nomination form must include the name of the nominee and the home club. There also needs to be a minimum of 5 items that the Advisor has achieved or completed over the past term.
Meets	3	In order to qualify for the "Meets" category, the Nomination form must include the name of the nominee and the home club. There also needs to be a minimum of 4 items that the Advisor has achieved or completed over the past term.
Approaching	2	In order to qualify for the "Approaching"" category, the Nomination form must include the name of the nominee and the home club. There also needs to be a minimum of 2 items that the Advisor has achieved or completed over the past term.
Below	0-1	Nomination form has less than the required items for the "Approaching" category or does not have one at all.

	10	Letter(s) of Recommendation
Exceeds	9-10	In order to qualify for the "Exceeds" category, there needs to be a minimum of two letters of recommendation, a maximum of 3 pages, and letters from different sources (Officers, Advisors excluding the nominee, etc.). The letters should also reflect positively about the applicant.
Meets	7-8	In order to qualify for the "Meets" category, there needs to be a minimum of one letter of recommendation, and a maximum of 3 pages. The letters should have a majority of positive things about the applicant.
Approaching	5-6	In order to qualify for the "Approaching"" category, there needs to be a minimum of one letter of recommendation.
Below	0-4	No letters or poorly written.

ADVISOR OF THE YEAR RUBRIC

	10	Commitment to the Core Values of Key Club
Exceeds	9-10	Explain how the advisor promoted and taught all 4 of the core values.
Meets	7-8	Explain how the advisor promoted and taught at least three of the core values.
Approaching	5-6	Explain how the advisor talked about some of the core values
Below	0-4	No report provided or poorly written

	10	Ensure Leadership Training
Exceeds	9-10	Explain how the advisor encouraged training of the officer and members with at least 2 examples (attendance at RTC, etc.)
Meets	7-8	Explain how the advisor encouraged training of the officer and members with at least one specific example (attendance at RTC, etc.).
Approaching	5-6	Explain how the advisor supported some of the training of the officer and members.
Below	0-4	No report provided or poorly written

	10	Celebrate Outstanding Members
Exceeds	9-10	Explain how the advisor recognized and encouraged the members of the club in their club to reach for levels of recognition (50 hours, etc).
Meets	7-8	Explain that the advisor recognized or encouraged the members in their club to reach for levels of recognition (50 hours, etc.).
Approaching	5-6	Explain how the advisor tried to encourage recognition of the members
Below	0-4	No report provided or poorly written

ADVISOR OF THE YEAR RUBRIC

	10	Involvement and Accomplishment
Exceeds	9-10	Showcase the advisor's involvement and accomplishments and how they encouraged attendance from others.
Meets	7-8	Provides information regarding the involvement of the advisor, their accomplishments and their general influence within the club
Approaching	5-6	Highlights most of the advisor's involvement and accomplishments
Below	0-4	No report provided or poorly written

	10	Disseminate Useful Information
Exceeds	9-10	Explain what the advisor was good at communication.
Meets	7-8	Explain that the advisor was mostly good at communication.
Approaching	5-6	Explain that the advisor was good at communication.
Below	0-4	No report provided or poorly written

	10	Promote Active and Unique Service/Fundraising Opportunities
Exceeds	9-10	Explain how the advisor successfully promoted different events throughout the year (not the same one every month).
Meets	7-8	Explain how the advisor successfully promoted events throughout the year.
Approaching	5-6	Explain how the advisor talked about events.
Below	0-4	Essay was poorly written or not written at all.

ADVISOR OF THE YEAR RUBRIC

	10	Inspirational Qualities
Exceeds	9-10	The applicant should describe how they have been an inspiration to others within their home, school, and community. The key focus they should share is "Do I have the qualities of a Key Advisor, and have I made a difference in my club".
Meets	6-8	The applicant should describe how they have been an inspiration to others within their home, school, and community. They key focus they should share is "Do I have the qualities of a Key Club Advisor, and have I made a difference in my club. Does not clearly state inspiration or fully describe the difference they made to their club.
Approaching	4-5	They applicant should describe how they have been an inspiration to others within their home, school, and community. The key focus they should share is "Do I have the qualities of a Key Advisor, and have I made a difference in my club." Description of inspiration does not describe the difference they made to their club.
Below	0	The applicant was not inspirational.

The following rubrics are “All or Nothing” meaning they either get the points or do not get any at all!

	10	Graphic Standards
Meets	10	All of the portfolio follows graphic standards.
Does not meet	0	The portfolio is not in graphic standards.

	5	File Size
Meets	5	The size of the file is less than or equal to 10 MB and 54 pages.
Does not meet	0	The size of the file is greater than 10 MB and/or 54 pages.

CLUB ATTIRE RUBRIC

	10	Aesthetic Appeal/Creativity
Exceeds	9-10	In order to qualify for the "Exceeds" category, any aspect of the attire must not be copyrighted, the design and color should be properly balanced so that any words presented are visible and easy to read. In addition, attire must be visually appealing.
Meets	6-8	In order to qualify for the "Meets" category, the design and color should be properly balanced so that any words presented are visible and easy to read.
Below	0-5	The applicant did not follow any directions, nothing is filled out correctly, and/or copyright material was used.

	10	Member Involvement
Exceeds	9-10	In order to qualify for the "Exceeds" category, a minimum of 3 examples validating the fact club members contributed ideas (using pictures, drawings, statements, etc...) to develop the attire design.
Meets	6-8	In order to qualify for the "Meets" category, 2 examples validating the fact that club members contributed ideas (using pictures, drawings, statements, etc...to develop the attire design.
Below	0-5	In order to qualify for the "Below" category, 1 example or less validation the fact club members contributed ideas (using picture

	20	Promotion of Key Club
Exceeds	13-20	In order to qualify for the "Exceeds" category, apparel must include the proper Key Club logos (District, International, and other word art). Apparel also should include other words promoting aspects of Key Club as an organization.
Meets	7-12	In order to qualify for the "Meets" category, apparel has included some of the proper Key Club logos (District, International, and other word art). Apparel also attempts to include other words promoting aspects of Key Club as an organization.
Below	0-6	No or minimum promotion of Key Club was done.

	15	Visual Verification
Exceeds	10-15	In order to qualify for the "Exceeds" category, the applicant should have at least 4 action shots of members wearing the apparel.
Meets	5-9	In order to qualify for the "Meets" category, the applicant should have at least 3 actions of member wearing the apparel.
Below	0-4	Applicant has 2 or less photos

CLUB ATTIRE RUBRIC

	20	Unique/Originality
Exceeds	15-20	In order to qualify for the "Exceeds" category, the design must not be similar to other designs. There must be no copyright infringement. All artwork must be the division's intellectual property.
Meets	10-14	In order to qualify for the "Meets" category, the design must be mostly different from other designs. This design may have slight similarity to other artwork. There must be no copyright infringement.
Approaching	5-9	In order to qualify for the "Approaching" category, the design is similar to other designs. There are only minor changes compared to the original. There must be no copyright infringement.
Below	0-4	The design is a copy or extremely similar to other designs. There is a copyright infringement.

The following rubric is "All or Nothing" meaning they either get the points or do not get any at all!

	10	Overall Appearance
Meets	10	The design must include the Key Club International Logo. The applicant must provide a copy of your vendor receipt to ensure the use of a licensed vendor.
Does not meet	0	The design does not include the Key Club International Logo or the applicant does not provide a copy of the vendor receipt to ensure the use of a licensed vendor.

	10	Graphic Standards
Meets	10	All of the portfolio follows graphic standards.
Does not meet	0	The portfolio is not in graphic standards.

	5	File Size
Meets	5	The size of the file is less than or equal to 10 MB and 54 pages.
Does not meet	0	The size of the file is greater than 10 MB and/or 54 pages.

CLUB OF THE YEAR RUBRIC

	5	Administrative Information
Meets	5	The form must include the club information, nominator's contact information, and administrative information.
Does not meet	0	The form does not include the club information, nominator's contact information, and administrative information.

	5	Checklist
Exceeds	5	In order to qualify for the "Exceeds" category, 4/4 must be checked "Yes" in the "Club Standard" section and 5/6 must be checked yes on the "Attendance" section. The certification must be done by at least two people per check. A four must be given if the checklist was not completed electronically like requested.
Meets	3-4	In order to qualify for the "Meets" category, 3/4 must be checked "Yes" in the "Club Standards" section and 4/6 must be checked "Yes" in the "Attendance" section. The certification must be done by at least two people per check.
Approaching	2-3	In order to qualify for the "Approaching"" category, 2/4 minimum must be checked "Yes" in the "Club Standards" section and 3/6 minimum must be checked "Yes" in the "Attendance" section. The certification must be done by at least 1 person per check.
Below	0-1	Some of the checklist if filled out, but not a lot OR the applicant forgot the checklist

	15	School/Community Service Projects
Exceeds	13-15	In order to qualify for the "Exceeds" category, the applicant should have at least 20 hours per member in their club, as well as a variety of projects with a minimum of 35 total.
Meets	10-12	In order to qualify for the "Meets" category, the applicant should have at least 15 hours per member in their club, as well as a variety of projects with a minimum of 30 total.
Approaching	7-9	In order to qualify for the "Approaching" category, the applicant should have at least 10 hours per member in their club, as well as a variety of projects with a minimum of 10 total
Below	0-6	There was none of minimum service completed

CLUB OF THE YEAR RUBRIC

	10	Kiwanis Family Relations
Exceeds	9-10	In order to qualify for the "Exceeds" category, the applicant should have at least 10 Kiwanis Family events that the club participated in.
Meets	6-8	In order to qualify for the "Meets" category, the applicant should have at least 8 Kiwanis Family events that the club participated in.
Approaching	4-5	In order to qualify for the "Approaching" category, the applicant should have at least 5 Kiwanis Family Events that the club participated in.
Below	0-3	Minimal Kiwanis Interaction

	10	Fundraising Activities
Exceeds	9-10	In order to qualify for the "Exceeds" category, there should be a significant amount of money fundraised by the club in total (over \$200), as well as a variety of fundraisers (at least 3) and these fundraisers should be supporting different preferred charities (at least 2 different ones).
Meets	6-8	In order to qualify for the "Meets" category, there should be a significant amount of money fundraised by the club in total (over \$100), as well as a variety of fundraisers (at least 2) and these fundraisers should be supporting different preferred charities.
Approaching	4-5	In order to qualify for the "Approaching"" category, there should be a significant amount of money fundraised by the club in total (over \$50), as well fundraisers (at least 1).
Below	0-3	No or little funds raised.

	30	Essay
Exceeds	25-30	In order to qualify for the "Exceeds" category, the essay must describe and document, with detail, the efforts undertaken by the club to promote the core values of Key Club (5), celebrate outstanding members (5), disseminate useful information (5), encourage district involvement (5), implement useful and unique service projects (5), and promote a respect for Key Club core values and spirit (5).
Meets	18-24	In order to qualify for the "Meets" category, the essay must describe and document, with a few details, the efforts undertaken by the club to promote the core values of Key Club (3-4), celebrate outstanding member (3-4), disseminate useful information (3-4), encourage district involvement (3-4), implement useful and unique service projects (3-4), and promote a respect for Key Club core values and spirit (3-4).

CLUB OF THE YEAR RUBRIC

	30	Essay (Continued)
Approaching	12-17	In order to qualify for the "Approaching"" category, the essay describes and documents, with vague or lacking details, the efforts undertaken by the cub to promote the core values of Key Club (2), celebrate outstanding member (2), disseminate useful information (2), and promote a respect for Key Club core values and spirit (2).
Below	0-11	The essay was poorly written or not written at all.

	10	Miscellaneous
Exceeds	8-10	The applicant includes various (10 or more) pictures, clippings and/or other forms of documentation of their club's activities as relating to the contest guidelines. Evidence must be from different events.
Meets	6-7	The applicant includes some (6 to 7) pictures, clippings and/or other forms of documentation of their club's activities as relating to the contest guidelines. Evidence is from a few events.
Approaching	4-5	The applicant includes few (4 to 5) pictures, clippings and/or other forms of documentation of their club's activities as relating to the contest guidelines.
Below	0-4	The applicant includes poor or no forms of evidence of any category listed in rubric.

The following rubrics are "All or Nothing" meaning they either get the points or do not get any at all!

		Graphic Standards
Meets	10	All of the portfolio follows graphic standards.
Does not meet	0	The portfolio is not in graphic standards.

		File Size
Meets	5	The size of the file is less than or equal to 10 MB and 54 pages.
Does not meet	0	The size of the file is greater than 10 MB and/or 54 pages.

MEMBER OF THE YEAR RUBRIC

	5	Nomination Form
Exceeds	5	In order to qualify for the "Exceeds" category, the nomination form must include the name of the nominee, home club, club number, division, region, name of the nominator, table of contents and statement of nomination (the statement of nomination must be no greater than 1000 words) all in the correct nomination form. If all is filled out correctly, it is up to the judge to decide if it looks visual appealing and organized.
Meets	3-4	In order to qualify for the "Meets" category, the nomination may miss a maximum two of the following things on the correct nomination form: the name of the nominee, home club, club number, division, region, name of the nominator, table of contents and statement of nomination (the statement of nomination must be no greater than 1000 words).
Approaching	1-2	In order to qualify for the "Approaching" category, the nomination form may miss a four of the following things on the correct nomination form: the name of the nominee, home club, club number, division, region, name of the nominator, table of contents and statement of nomination (the statement of nomination must be no greater than 1000 words).
Below	0	The applicant did not follow direction, and nothing is filled out correctly.

	5	Divider Pages Reflections
Exceeds	5	In order to qualify for the "Exceeds" category, the Divider Pages needs to have a reflection, not just a description. The Applicant should reflect upon what the section is about, as well as how they grew as a Key Clubber because of what is being covered in the section. In order to earn exceeds, the applicant needs a reflection in every new section.
Meets	3	In order to qualify for the "Meets" category, the Divider Pages need to contain mostly reflections, with little to no descriptions. The Applicant should reflect upon what the section is about, as well as how they grew as a Key Clubber because of what is being covered in the section. In order to earn meets, there needs to be a reflection in most new sections.
Approaching	1-2	In order to qualify for the "Approaching" category, the Divider Pages need to contain reflection and/or descriptions of the following section.
Below	0	There are no Divider Pages.

MEMBER OF THE YEAR RUBRIC

	10	Letter(s) of Recommendation
Exceeds	9-10	In order to qualify for the "Exceeds" category, there needs to be a minimum of three letters of recommendation, a maximum of 3 pages, and letters from different sources (Officers, Advisor, etc.). The letters should also reflect positively about the applicant.
Meets	7-8	In order to qualify for the "Meets" category, there needs to be a minimum of two letter of recommendation, and a maximum of 3 pages. The letters should have a majority of positive things about the applicant.
Approaching	5-6	In order to qualify for the "Approaching"" category, there needs to be a minimum of one letter of recommendation.
Below	0-4	No letters or poorly written.

	10	Commitment to Service
Exceeds	9-10	In order to qualify for the "Exceeds" category, this member should have over 65 hours and be a member in good standing. This page should showcase the member going to a variety of events.
Meets	7-8	In order to qualify for the "Meets" category, ths member should have over 60 hours and be a member in good standing. This page should showcase the member going to a variety of events.
Approaching	5-6	In order to qualify for the "Approaching"" category, the member should have 50 service hours, and go to at least two different kinds of events.
Below	0	This applicant did not serve.

	10	Commitment to Core Values
Exceeds	9-10	In order to qualify for the "Exceeds" category, this member should have four specific examples of how they demonstrated the core values throughout the year.
Meets	7-8	In order to qualify for the "Meets" category, this member should have three specific examples of how they demonstrated the core values throughout the year.
Approaching	4-6	In order to qualify for the "Approaching" category, this member should have one specific examples of how they demonstrated some of the core values.
Below	0-3	This applicant did not demonstrate the core values or demonstrated poorly.

The CNH Key Club Member of the Year Award is given to an outstanding, dues-paid, Key Club member with a minimum of fifty (50) service hours in the CNH District.

MEMBER OF THE YEAR RUBRIC

	10	Proof of Attendance
Exceeds	9-10	In order to qualify for the "Exceeds" category, the applicant should have over 65 service hours, with a variety of levels.
Meets	6-7	In order to qualify for the "Meets" category, the applicant should have over 60 service hours, with a variety of levels.
Approaching	4-5	In order to qualify for the "Approaching" category, the applicant should have over 50 service hours.
Below	0-3	The applicant should have some service hours.

	10	Active Membership
Exceeds	9-10	In order to qualify for the "Exceeds" category, the applicant should include AT LEAST 4 examples of accomplishments that they had this term at any of the following levels: Club, Division, Region, District, International.
Meets	6-7	In order to qualify for the "Meets" category, the applicant should include AT LEAST 3 examples of accomplishment that they had this term at any of the following levels: Club, Division, Region, District, International.
Approaching	4-5	In order to qualify for the "Approaching" category, the applicant should include AT LEAST 3 examples of accomplishment that they had this term at any of the following levels: Club, Division, Region, District, International.
Below	0-3	The applicant provided less than two examples.

	10	Kiwanis Family - Fellowship & Unity
Exceeds	9-10	In order to qualify for the "Exceeds" category, the applicant should include a minimum of 3 examples showcasing active participation with the Kiwanis Family.
Meets	6-7	In order to qualify for the "Meets" category, the applicant should include a minimum of 2 examples.
Approaching	4-5	In order to qualify for the "Meets" category, the applicant should include a minimum of 1 example.
Below	0-3	The applicant did not provide any examples.

MEMBER OF THE YEAR RUBRIC

	10	Personal Contributions
Exceeds	9-10	In order to qualify for the "Exceeds" category, the applicant must talk about how they made the most of their opportunities as a member of the club and include at least 3 examples.
Meets	6-7	In order to qualify for the "Meets" category, the applicant must talk about how they made the most of their opportunities as a member of the club and include at least 2 examples.
Approaching	4-5	In order to qualify for the "Approaching" category, the applicant must talk about how they made the most of their opportunities as a member of the club and include at least 1 example.
Below	0-3	No successes happened.

	10	Inspirational Qualities
Exceeds	9-10	In order to qualify for the "Exceeds" category, the applicant should talk about how they have been an inspiration to others via additional inspiration and at least 2 specific examples. The key things they should show is "Does this member have qualities of a Key Clubber?".
Meets	6-8	In order to qualify for the "Meets" category, the applicant should have been an inspiration to others via additional inspiration and at least 1 example. The key things they should show is "Does this member have qualities of a Key Clubber?".
Approaching	4-5	In order to qualify for the "Approaching" category, the applicant should talk about how they have been an inspiration to others via additional inspiration. The key things they should show is "Does this member have qualities of a Key Clubber?".
Below	0-3	The applicant was not inspirational.

The following rubrics are "All or Nothing" meaning they either get the points or do not get any at all!

		Graphic Standards
Meets	10	All of the portfolio follows graphic standards.
Does not meet	0	The portfolio is not in graphic standards.

		File Size
Meets	5	The size of the file is less than or equal to 10 MB and 54 pages.
Does not meet	0	The size of the file is greater than 10 MB and/or 54 pages.

MOST IMPROVED CLUB RUBRIC

	5	Administrative Information
Exceeds	5	In order to qualify for the "Exceeds" category, the Club Information, Nominators, Contact Information, as well as Administrative Information must be filled out correctly and completely.
Meets	3-4	In order to qualify for the "Meets" category, the Club Information, Nominators, Contact Information, as well as Administrative Information must be filled out correctly and may miss a maximum of one thing.
Approaching	1-2	In order to qualify for the "Approaching" category, the Club Information, Nominators, Contact Information, as well as Administrative Information must be filled out correctly and may miss a maximum of two things.
Below	0	The applicant did not follow direction, and nothing is filled out correctly.

	10	Checklist
Exceeds	9-10	In order to qualify for the "Exceeds" category, 4/4 must be checked yes in the "Club Standards" section and 5/6 must be checked yes in the "Attendance" section. The certification must be done by at least 2 people per check. A nine should be given if the checklist was not done electronically like requested.
Meets	6-8	In order to qualify for the "Meets" category, 3/4 must be checked yes in the "Club Standards" section and 4/6 must be checked yes in the "Attendance" section. The certification must be done by at least 2 people per check.
Approaching	4-5	In order to qualify for the "Approaching" category, 2/4 must be checked yes in the "Club Standards" section and 3/6 must be checked yes in the "Attendance" section. The certification must be done by at least 1 people per check.
Below	0-3	Some of the checklist is filled out, but not a lot (3) OR the applicant forgot the checklist (0).

	10	Community Service Projects
Exceeds	9-10	In order to qualify for the "Exceeds" category the applicant should have at least 15 hours per member in their club, as well as different types of projects with a minimum of 35 total.
Meets	7-8	In order to qualify for the "Meets" category the applicant should have at least 10 hours per member in their club, as well as different types of projects with a minimum of 30 total.
Approaching	5-6	In order to qualify for the "Approaching" category the applicant should have at least 10 hours per member in their club, as well as a variety of projects with a minimum of 10 total.
Below	0-4	No or minimum service was done.

MOST IMPROVED CLUB RUBRIC

	10	Fundraising Activities
Exceeds	9-10	In order to qualify for the "Exceeds" category there should be a significant amount of money fundraised by the club in total (over \$200), as well as a variety of fundraisers (at least 3) and these fundraisers should be supporting different preferred charities (at least 2 different ones).
Meets	7-8	In order to qualify for the "Meets" category there should be a significant amount of money fundraised by the club in total (over \$100), as well as a variety of fundraisers (at least 2) and these fundraisers should be supporting different preferred charities.
Approaching	5-6	In order to qualify for the "Approaching" category there should be a significant amount of money fundraised by the club in total (over \$50), as well as a variety of fundraisers (at least 2).
Below	0-4	No or little funds raised.

	10	Kiwanis Participation
Exceeds	9-10	In order to qualify for the "Exceeds" category the applicant must list and describe projects that (minimum 4) you have participated in with your sponsoring Kiwanis club.
Meets	7-8	In order to qualify for the "Meets" category the applicant must list and describe projects that (minimum 3) you have participated in with your sponsoring Kiwanis club.
Approaching	5-6	In order to qualify for the "Approaching" category the applicant must list and describe projects that (minimum 2) you have participated in with your sponsoring Kiwanis club.
Below	0-4	Few to no examples were given.

	20	Club Status Last Year
Exceeds	16-20	In order to qualify for the "Exceeds" category the applicant should state the condition of the club during the last school year and compare it to the club in its present state (minimum 4 examples). Examples such as photos, clippings and other pertinent material should be included.
Meets	10-15	In order to qualify for the "Meets" category the applicant should state the condition of the club during the last school year and compare it to the club in its present state (minimum 3 examples). Examples such as photos, clippings and other pertinent material should be included.
Approaching	6-9	In order to qualify for the "Approaching" category the applicant should state the condition of the club during the last school year and compare it to the club in its present state (minimum 2 examples).
Below	0-5	Few to no examples were given.

MOST IMPROVED CLUB RUBRIC

	20	Club Improvement Programs
Exceeds	16-20	In order to receive "Exceeds" the applicant must talk about the club's improvements (minimum 4) in service, membership, growth, etc. Examples such as pictures or testimonies should be given.
Meets	10-15	In order to receive "Meets" the applicant must talk about the club's improvements (minimum 3) in service, membership growth, etc. Examples such as pictures or testimonies should be given.
Approaching	6-14	In order to receive "Approaching" the applicant must talk about the club's achievements (minimum 2) in service, membership growth, etc.
Below	0-5	Little to no success happened.

The following rubrics are "All or Nothing" meaning they either get the points or do not get any at all!

		Graphic Standards
Meets	10	All of the portfolio follows graphic standards.
Does not meet	0	The portfolio is not in graphic standards.

		File Size
Meets	5	The size of the file is less than or equal to 10 MB and 54 pages.
Does not meet	0	The size of the file is greater than 10 MB and/or 54 pages.