CNH | KEY CLUB

Secretary Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE
Saturday, January 25th, 2020 **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: Copy yourself and your 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 2020, 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, & supporting documentation.
4. E-mail the "Officer Checklist" and E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Saturday, January 25th, 2020 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 defined as names and contact information provided on the form. 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: 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
- Compress the final file
- It may not exceed 10MB

(4) The decisions of judging are final. No changes or revaluation will take places after the judges and the Member Recognition Chair have certified the results.
> Save as a PDF. Label the file **Appreciation Secretary_LastNameFirstName**

(5) **OUTSTANDING or DISTINGUISHED officer awards:** Requires the completion and submission of the E-Portfolio, which must include the completed Checklist. At this level, the applicant must have completed all of the required tasks listed on the checklist for outstanding recognition. Level of recognition will be determined by judging results.

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.

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 for each section. It should contain the following information:
   a. Section Title with a personal reflection
   b. Personal Reflection: *addresses personal growth, accomplishments, explanation of section, list of evidence not included, or other details that may assist judges in determining scoring.*

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 set forth to serving as a Club Secretary, as well as the growth you demonstrated in the immediate past district administrative year. demonstrated throughout the past year.

4. **Secretary Checklist** Page Limit: 1 | **(10 pts max)**
   a. The checklist must be completed as thoroughly as possible with all the necessary E-Signatures and contact information.

5. **Proof of Attendance** Page Limit: 3 | **(10 pts max)**
   a. This form displays what 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 **(10 pts max)**
   a. Secretaries compile an Excel Report Form and submit it 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: 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 full directory and any other directories that were used for special events or committees

7. **Minutes** Page Limit: 10 | **(10 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 each type of meeting minutes from each quarter.
      Quarter 1: April-May-June
      Quarter 2: July-August-September
      Quarter 3: October-November-December
      Quarter 4: January
   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 | **(5 pts max)**
   a. This section may focus on any additional contributions you have made as a club Secretary.

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**. The proper and accurate demonstration of Graphic Standards is worth

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 points**

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.

New Message	— ↗ ×
To	→ Cc Bcc
Subject	

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

   Microsoft Word is a good application to use; you can also use Publisher and PowerPoint. When saving a file in Microsoft Word 2007, go to "Save As," and you will see the PDF option.
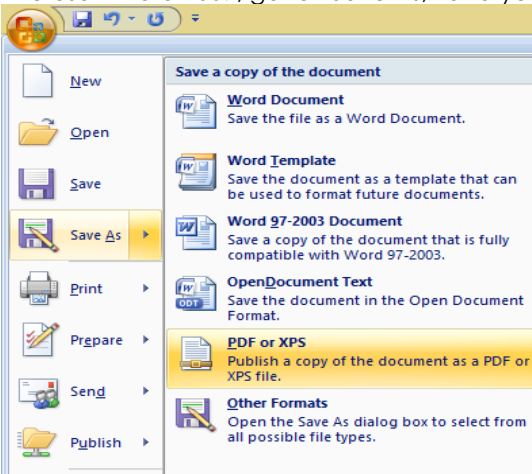
   If your version does not have this function, your E-Portfolio is all complete on a Word DOC. Use a PDF file converter online to convert your Word Doc E-Portfolio to a PDF E-Portfolio. You can use this website to do so: http://www.pdf2go.com/

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

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.

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.

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. If you are on a Mac, press the keys "command," "shift," and "4" simultaneously to select which area of the screen you wish to screenshot. The image should appear on your desktop.

    PrtScn SysRq   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 download a PDF converter at www.dopdf.com that allows you to "print" pages into PDF format. With this tool, you can select specific pages in a document, such as the page of the Nomination Form, to individually transfer to PDF format.

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, such as Letters of Recommendation or Minutes. 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. You will need to find another individual (either the Faculty Advisor or Key Club Lt. Governor) to provide his/her E-Signature.

13. **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.

14. **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 <u>at least two</u> individuals to verify that you have completed the items on the checklist. These individuals must place their initials or provide you with 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 4 of 6 items.

NOMINEE INFORMATION

Nominee Name: _____

Key Club: _____   Club #: _____

District: **California-Nevada-Hawaii**   Division: _____   Region: _____

CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
Club Standards	
	Membership: Paid club membership dues by December 1
	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
Work Accomplishments	
	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 5th 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
Attendance	
	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.

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 has to be your club President or Faculty/Kiwanis Advisor. Secretaries may not sign off on 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		