C N H | K E Y C L U B

Treasurer Contest

SUBMISSION OVERVIEW

The Treasurer 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 Treasurer 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.

TREASURER CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB TREASURER AWARD

The CNH Key Club Treasurer award shall provide recognition to treasurers who have provided commendable service to others. The CNH Key Club Treasurer Award is given to an outstanding, dues-paid, Key Club Treasurer 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 Faculty or Kiwanis Advisor. E-Signatures for this application are defined as names and contact information provided into the form. E-Signatures display 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 or actual signatures.** Please type the name of the individual who approves in the appropriate locations for 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 should have a small file size. It may not exceed 10 MB in size. The following are tips to maintaining this:
- Include only the best samples of documentation
- Compress all photos and files before use
- Compress the final file

(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.

(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: **Treasurer_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.

TREASURER 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)**
   e. Name of Nominator
   f. Table of Contents
   g. Statement of Nomination | Word Limit: 1,000

2. **Divider** 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 treasurer, as well as the growth you demonstrated in the immediate past district administrative year.

4. **Treasurer 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. Make sure that this form is certified by the President, Secretary, or Advisor.

6. **Financial Records** Page Limit: 10 | **(15 pts max)**
   a. As Treasurer, you work collectively with the club board in overseeing the success of your club. You should be setting goals at the beginning of the year and following through in achieving these goals.
   b. This section must focus on showcasing a minimum of three budgets, dues collections, and other financial reports that the Treasurer has completed.

Fundraisers Page Limit: 10
   c. As the coordinator for club fundraisers, the treasurer
   provides members with the opportunity to raise funds so that they'll have the chance to participate in costly club-related events and activities. The treasurer is also responsible for educating the members on philanthropy opportunities associated with our organization.
   d. Please be sure to include the fundraiser name, date, and a summation of the purpose, event, budget, funds raised, effectiveness, and/or other information for each fundraiser showcased in the report.
   e. In addition, include a minimum of three examples where you helped plan and run fundraisers.

7. **Kiwanis Relations** Page Limit: 5 | **(10 pts max)**
   a. Key Club International is sponsored by Kiwanis International. This section must focus on how you as Treasurer, have interacted with your sponsoring Kiwanis Club and Kiwanis family members.
   Communication Page Limit: 5
   b. This section must focus on your communication with the members, with your 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 treasurer.

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 points.

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**.

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 a given recipient. To do so, when sending an e-mail out, there will be a button with the letters "CC" and by clicking it, you will be enabled to type in the address you would like to copy to, in this case, yourself.

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, and 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:
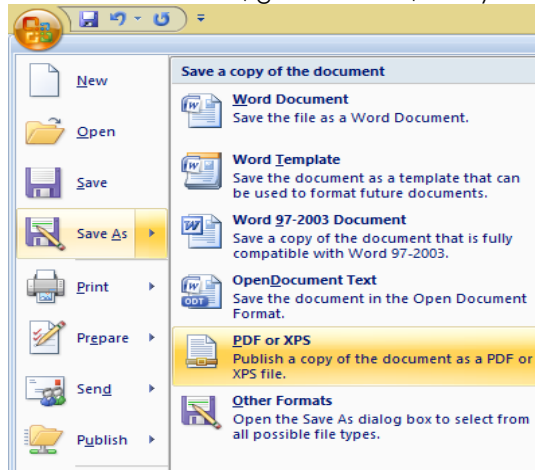
   If your version does not have this function, your E-Portfolio is all complete on a Word DOC. use a PDF file converter online to transform your Word DOC E-Portfolio to a PDF Portfolio. You can use this website to do so: http://www.pdf2go.com/

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

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

5. **How do I compress PDFs and photos?**
   PDF's: http://smallpdf.com/
   Photos: http://pdfcompress.com/
   (Keep in mind, 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 has 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. **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.

10. **How do I showcase e-mails in COMMUNICATION?**
    Use the screenshot functions on your computer. A keyboard should have a key with the words, "PrtSc" 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.

 or
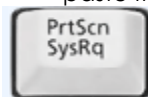
11. **How do I transfer the forms provided on this file, such as the Nomination Form or the Proof of Attendance, to my E-Portfolio?**
    You can download a PDF converter at www.dopdf.com that allows you to "print" pages into PDF format. With this tool, you can select specific pages in a document, such as the page of the Nomination Form, to individually transfer to PDF format.

12. **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 anything included in the "Miscellaneous" section. 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. **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.

TREASURER 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 Dues: In accordance with school policy, collected dues, submitted dues and updated roster to Key Club International by December 1st
	Member Education: Educated the membership on the purpose and value of dues
	Accuracy in reporting: Checked the membership in monthly reports completed by the Secretary to the official dues report (available from the Key Club Lieutenant Governor)
	Club Budget: Prepared and have approved by the Board a budget for the year
	Club Finances: Provided financial reports at the Board Meeting
	Club Fundraising: Assisted the organization with fundraisers
	Fundraising for Service: Assisted with organization and implementation of fundraisers for charitable causes (i.e. UNICEF, Project Eliminate, March of Dimes, Children's Miracle Network, PTP)
	Division Communication: Communicated on a monthly basis with the Division Lieutenant Governor and/or Region Advisor
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 Meeting or attended a minimum of three (3) general Kiwanis meetings
	Training Conference: Attended the Officer Training Conference or Region Training Conference
	Treasurer Workshop: Attended the Treasurer 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			
	Kiwanis Lt. Governor			
	Key Club Lt. Governor			

TREASURER 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 Treasurer 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, Secretary, or Faculty/Kiwanis Advisor. Presidents and Secretaries may not sign-off on their own form.
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	
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				Total Service Hours		