**C N H |** K E Y C L U B

**Member of the Year** Contest

**SUBMISSION** OVERVIEW

SUBMISSION **DEADLINE**

Contact your Division Lt. Governor

**E-MAIL** SUBMISSIONS TO:

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

**Subject:** Member of the Year Contest

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

1. Copy yourself

*The Member of the Year contest is a District contest judged on the Division level. Eligible applicants must complete the application, as explained in the guidelines, and submit it to their respective Division Lieutenant Governors for judging at the division level. One contest winner will be selected from each Division. At District Convention 2020 each Member of the Year will be announced.*

1. Read the Member of the Year Contest guidelines.
2. Complete and compile an E-Portfolio. The E-Portfolio must include a **Cover Page,** **Nomination Form, and Supporting Document**. Please remember that alldocumentation must be in **PDF form.**
3. E-mail the E-Portfolio to your Division Lieutenant Governor. Please contact your LTG for more information on the submission deadline.

**MEMBER OF THE YEAR CONTEST** GUIDELINES

***RULES GOVERNING THE CNH KEY CLUB MEMBER OF THE YEAR AWARD***

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.

1. **OVERVIEW:** The applicant may NOT hold an elected office during the District administrative year at the Club, District, or International level.Anyone may nominate a person, including oneself.
	* “Elected officer" for this contest pertains to those recognized in Key Club International Bylaws and Board Policies. Elected officers include: Club President, Club Vice President(s), Club Secretary, Club Treasurer, Club Editor, Division Lieutenant Governor, District Governor, District Secretary, District Treasurer, District Editor, International Trustee, International Vice President, and International President.
	* “District administrative year” -- for this contest shall be defined as activities spanning the period from District Convention 2019 to Date of Division Judging.
2. **E-SIGNATURES:** This application requires electronic signatures (E-Signatures) from the applicant and the applicant’s Faculty or Kiwanis Advisor. E-Signaturesfor this application are defined as names and contact information; 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.**

1. **E-PORTFOLIO:** The final submission for this contest is in the form of an E-Portfolio. An E-Portfolio for this application is defined as onecollective portfolio presenting the best pieces of documentation. This E-Portfolio should be a single PDF that includes all merged information.
2. **SMALL FILE SIZES:** Application submissions should have a small file 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
1. The decisions of judging are final. No changes or re-evaluation will take place after the judges and the Member Recognition Chair have certified the results.
2. An appropriate contest application report requires the submission of the following supporting documentation. The report may showcase the applicant’s activities and accomplishments spanning the single, district administrative year of Key Club membership.
* Save as a PDF.
* Label the file: **Member of the Year\_LastNameFirstName**
1. **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?

Queenie Lam| Member Recognition Chair | cnhkc.mr@gmail.com



**MEMBER OF THE YEAR CONTEST** RUBRIC

1. **Cover Page** Page Limit: 1

Personal Creation, NoForm Provided

* 1. Name of Nominee
	2. Position and Term
	3. Home Club, Division, and Region
	4. Picture of Applicant

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

* 1. Name of Nominee
	2. Home Club, Club Number, Division, and Region
	3. Name of Nominator
	4. Table of Contents
	5. Statement of Nomination | Word Limit: 1,000
1. **Dividers** Page Limit: 8 | **(5 pts max)**

## A one page divider is required for each section. It should contain the following information:

1. Section Title with a personal reflection
2. Personal Reflection: addresses personal growth,

accomplishments, explanation of section, list of evidence not included, or other details that may assist judges in determining scoring*.*

1. **Letter(s) of Recommendation**

Page Limit: 3 **| (10 pts max)**

* 1. These are used as testimonies to support your overall E-Portfolio. Letters will portray the efforts you set forth to serving the District, as well as the growth you demonstrated throughout your time in Key Club.
1. **Commitment to Service** Page Limit: 4 **| (10 pts max)**
	1. Key Club International is a service organization. It is important to showcase the applicant’s commitment to service for the district administrative year of Key Club membership.
2. **Commitment to the Key Club Core Values**

Page Limit: 10 **| (10 pts max)**

* 1. *The Key Club International core values include caring, character building, inclusiveness, and leadership.*

AMember of the Year Award nominee should have demonstrated all core values throughout the district administrative year of Key Club membership. Showcase the applicant’s commitment to the Key Club Core Values throughout the entire year.

1. **Proof of Attendance** Page Limit: 4 **| (10 pts max)**
	1. Identify all of the service projects attended throughout district administrative year of Key Club membership.

**7. Active Membership – Involvement & Accomplishments** Page Limit: 10 **| (10 pts max)**

* 1. Showcase the applicant’s involvement and accomplishments as a Key Club member on one or more of the following levels during the district administrative year:

Club Level

Division & Region District Level International Level

1. **Kiwanis Family – Fellowship & Unity**

Page Limit: 3 **| (10 pts max)**

* 1. Showcase the applicant’s active participation in establishing relationships as a member of the Kiwanis Family during the district administrative year.
1. **Personal Contributions**

Page Limit: 4 **| (10 pts max)**

* + 1. Showcase how the applicant distinguished himself/herself by making the most of his or her opportunities.
1. **Inspirational Qualities** Page Limit: 4 **| (10 pts max)**
	* + 1. Showcase how the applicant has been an inspiration to others by providing any additional information that will assist the judges in this evaluation process.
2. **Graphic Standards** | **(10 pts)**

a.| 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

1. **File Size** | **(5 pts)**
	* 1. If the E-Portfolio **file size** is less than or equal to 10 MB and 54 pages, it will earn **5 points**.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Queenie Lam| Member Recognition Chair | cnhkc.mr@gmail.com



**MEMBER OF THE YEAR CONTEST** 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 | Commitment to Service |  |  |
| Section 5 | Commitment to the Key Club Core Values |  |  |
| Section 6 | Proof of Attendance |  |  |
| Section 7 | Active Membership – Involvement & Accomplishments |  |  |
| Section 8 | Kiwanis Family – Fellowship & Unity |  |  |
| Section 9 | Personal Contributions |  |  |
| Section 10 | Inspirational Qualities |  |  |

**STATEMENT OF NOMINATION**

*May be started and/or continued on one (1) additional page.*

Why should this member be recognized? Word Limit: 1,000



**MEMBER OF THE YEAR CONTEST** PROOF OF ATTENDANCE

**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 Phone |  |  |  |  |  |  |  |
| E-Signer’s Position: |  |  |  | Number: |  |  |  |  |  |  |
|  | **ATTENDANCE** \*Additional Rows may be added using the tab key |  |  |  |  |  |  |  |  |  |  |
|  | **Project, Activity, Event** |  | **Date** |  |  |  | **Level of Activity** |  |  | **Service Hours** |
|  |  |  | **Club** | **Division District** |  | **International** |
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**Total Service Hours**