



CNH | KEY CLUB

Club of the Year Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lt. Governor

E-MAIL SUBMISSIONS TO:

d##.cnhkc.ltg@gmail.com

Subject: Club of the Year Contest

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

CC: Yourself and advisor

shall be determined by your division number

The Club 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 Governor for judging at the Division level. One contest winner will be selected from each Division. At District Convention 2021, each Club of the Year winner will be announced.

1. Read the Club of the Year contest guidelines.
2. Complete and compile an E-Portfolio. The E-Portfolio must include the "Club of the Year Contest Entry Form", entry essay, and supplementary material.
3. E-mail the E-Portfolio to your Division Lieutenant Governor. Please contact your LTG for more information on the submission deadline.

CLUB OF THE YEAR GUIDELINES

RULES GOVERNING THE CNH CLUB OF THE YEAR AWARD

The Club of the Year Award shall provide recognition to Key Clubs that have demonstrated overall club excellence during the District administrative year. The CNH District Club of the Year contest will be conducted according to the following rules:

- (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 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. It can vary to anything significant that the club you served has done this past term. 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. The following are tips to maintaining this:
 - Include only the best samples of documentation
 - Compress all photos and files before use in e-portfolio
 - Compress the final e-portfolio file
- (4) Submissions are final when submitted. The decisions of judging are final. No changes or re-judging will take places after the judges and the Member Recognition Chair have certified the results.
- (5) 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.
 - The entire submission needs to be given in one E-Portfolio.
- (6) It may **not** exceed 10MB.
 - Save as a PDF. Label the file: **Club of the Year_[ClubName]**
 - Submit the E-Portfolio electronically to your Division Lieutenant Governor
- (7) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1st.

CNH District **Member Recognition Committee**
Questions, Comments, Concerns?

Antonio Quesada | Member Recognition Chair | cnhkc.mr@gmail.com

CLUB OF THE YEAR RUBRIC

Clubs will be judged according to the following:

1. Administrative Information | (5 pts max):

- a. Club Information
- b. Nominator's Contact Information
- c. Administrative Information

Checklist | (5 pts max):

- d. The checklist must be completed as thoroughly as possible with all the necessary E-Signatures and contact information.

2. School/Community Service Projects | (15 pts max):

- a. List up to forty (40) of the best continuous activities rendered to the club's school and community.
- b. Complete all statistical information requested on the form.

3. Kiwanis Family Relations | (10 pts max):

- a. List up to ten (10) of the most productive functions that have improved relations with Kiwanis, Aktion, Circle K, KIWIN'S, Builders, and K-Kids.
- b. Complete all statistical information requested on the form.
- c. Any activities in this section may not be included or repeated in any other section.

4. Fundraising Activities: (10 points max)

- a. List up to five (5) charitable fundraisers.
- b. Complete all statistical information requested on the form.
- c. Include a **short description** of the purpose of each fundraiser. Any activities in this section may not be included or repeated in any other section.

5. Essay: (30 points max)

- a. In essay form, please describe and document, with detail, the efforts undertaken by the club to promote the core values of Key Club, celebrate outstanding members, disseminate useful information, encourage district involvement, implement useful and unique service projects, and promote a respect for Key Club core values and spirit. **You can also add photos, clippings and other pertinent material**
- b. Make sure to cover all aspects of the prompt.

6. Miscellaneous | (10 pts)

- a. Includes various (10 or more) pictures, clippings and/or other forms of documentation of their club's activities (Fundraisers, service, socials, division-hosted events, etc.)

7. Graphic Standards | (10 pts)

- a. Your E-Portfolio will be judged on sections 1 through 8. As a whole, it must demonstrate your knowledge of **Graphic Standards**.

8. File Size | (5 pts)

- a. If the OVERALL E-Portfolio **file size** is less than or equal to 10 MB and 54 pages, it will earn **5 points**.

FORMS:

All forms are located on the last few pages, but can be accessed here individually either in Google Drive (Fillable Slide) or PDF:

- Entry Form: [Google](#) | [PDF](#)
- Section 2-4 Form: [Google](#) | [PDF](#)

Refer to FAQ #9 for more information on accessing and filling out forms.

FREQUENTLY ASKED QUESTIONS

1. Under Submission Deadline, what does “CC yourself” mean?

CC stands for “carbon copy.” To carbon copy is to send an identical E-mail to the given recipient to save as a copy. 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.



2. How do I do an E-Signature?

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 | goldensadvisor.cnh@gmail.com | (555) 555-5555 |
| | Kwanis Advisor | | | |
| GL | Key Club Lt. Governor | Golden Leader | d99.cnhkc.ltg@gmail.com | (999) 999-9999 |
| | Kwanis Lt. Governor | | | |

3. Who can apply for this award?

Anyone who is dues paid can apply because as a Key Clubber, you are a member no matter what elected or appointed position you hold. If you do hold an elected or appointed position, such as President, you may not sign off on your own sheet.

4. How do I compress my PDF files/pictures?

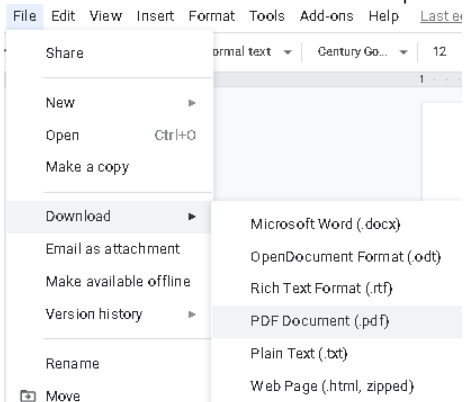
PDFs: <http://smallpdf.com/>

Photos: <https://imagecompressor.com/>

(Keep in mind, a “JPEG” photo is already small enough, and would not need any compressions).

5. How would I go about creating my E-Portfolio?

Google Slides is a good and free application to use; you can also use Publisher, Word, Photoshop, and PowerPoint. When saving a file in Google Slides, go to “File”, then “Download” and you will see the PDF option. To find more information on how to make an e-portfolio visit the [CNH Youtube Channel](#).



CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Antonio Quesada | Member Recognition Chair | cnhkc.mr@gmail.com

FREQUENTLY ASKED QUESTIONS

6. Why is there no set due date?

This is a division-judged contest, so your Division Lieutenant Governor is responsible for coordinating and announcing respective due dates. Different divisions may have different deadlines, so please contact your LTG for more information as soon as possible.

7. Why do I email a district contest to my Lt. Governor?

This contest is judged at the divisional level by your Lt. Governor, and then one finalist from each division is submitted to advance to the District level.

8. What if I would like to revise my contest submission, but have already submitted the file?

Contact your Lt. Governor for instructions to resubmit. If your Lt. Governor has already judged your submission, all decisions are final. Remember, changes or re-evaluation will take place after the judges and the Member Recognition Chair have certified the results.

9. How do I transfer the forms on this file, such as entry form, to my e-portfolio?

There are multiple ways you can transfer the forms, but here are some easier ways. You can access the google slides links to the single PDF files of each form in the rubric. Then, you would press file > make a copy. Now, you can fill out the form and copy and paste the slide into your e-portfolio. Other ways include using Adobe Acrobat with the single file PDFs in the rubric or using Microsoft Word.

If you have questions or problems with this, then please email Member Recognition Chair at cnhkc.mr@gmail.com

10. Do all the sections of an e-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, apart from Letter of Recommendation and anything sent to you. 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>.

11. How do I merge two or more separate PDF files?

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

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. In that case, you will need to find another individual (either the Faculty Advisor or Key Club Lt. Governor) to provide his/her E-Signature.

CLUB OF THE YEAR ENTRY FORM

PLEASE TYPE INFORMATION ON THIS FORM AND PROVIDE WITH THE SUBMISSION.

CLUB INFORMATION

Key Club: _____ District: California-Nevada-Hawaii Division: _____ Region: _____
 Club #: _____

NOMINATOR'S CONTACT INFORMATION

Key Club President: _____ Key Club Secretary: _____
 Key Club Applicant Contact Name: _____
 Contact E-mail: _____ Contact Phone #: _____

ADMINISTRATIVE INFORMATION: (Indicate CURRENT Information)

| Date District/International Dues Were Paid (MM/DD/YYYY) | Club Membership | | Annual Achievement Score | | % of Members Attending District Convention | |
|---|-------------------------------|------------------------|--------------------------|--------------|--|--------------|
| | As of November 1, 2020 | As of February 1, 2021 | Previous Term | Current Term | Previous Year CANCELLED | Current Year |
| MONEY FUNDRAISED FOR CLUB* | MONEY FUNDRAISED FOR SERVICE* | | TOTAL SERVICE HOURS* | | | |

CHECKLIST *Note: Clubs do not have to check off everything on the checklist to be eligible to apply. * **You will need at least two individuals to verify that you have completed the items on the checklist. Each box should have two sets of initials**

| INITIALS | ITEMS AND REQUIREMENTS |
|-----------|---|
| | <i>Club Standards</i> |
| | Dues: Paid dues by December 1, 2020 |
| | Elections: Held club elections before Division Conclave |
| | Membership Retention: Retained at least 100% of previous year's club dues-paid membership |
| | Annual Achievement Score: Achieved a score of at least 110 points by December 31, 2020 |
| | <i>Attendance</i> |
| | Club Meetings: Hosted at least twenty (20) club meetings over the past year |
| | Board Meetings: Hosted at least one executive board meeting per month over the past year |
| | Division Council Meetings: Sent at least one club representative to every Division Council Meeting the past year |
| | Kiwanis Participation: Participated in at least one project with Kiwanis members every month |
| CANCELLED | District Convention: Sent 2 delegates and at least 10% of club dues-paid membership to latest District Convention |
| | Training Conference: Sent at least 50% of club officers AND 10% of dues-paid club membership (including officers) to Officer Training Conference and/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 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.

***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 | | | |

School/COMMUNITY SERVICE PROJECTS *ADDITIONAL ROWS (UP TO 40) MAY BE ADDED USING THE TAB KEY

| Project/Event | Date | # of Members | Total Hrs. |
|---------------|------|--------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

KIWANIS FAMILY RELATIONS

| Project/Event | Date | # of Members | Total Hrs. |
|---------------|------|--------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

FUNDRAISING

| Project/Event | Date | # of Members | Net Profits |
|---------------|------|--------------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Please attach the following:

ONE (1) ESSAY

Describe and document with detail efforts undertaken by the club to promote the Core Values of Key Club, celebrate outstanding members, disseminate useful information, encourage District involvement, implement useful and unique service projects, and promote respect for Key Club Core Values and spirit. You may include supplementary materials such as photos, clippings, and other pertinent material.

**Not all Lieutenant Governor emails fit the format of d##.cnh.kc.ltg@gmail.com, please check with your Lieutenant Governor to confirm their email address before sending.