



CNH | KEY CLUB

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#####)

CC: 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 2021 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 all documentation 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 2020 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-Signatures for 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.**
- (3) **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 one collective portfolio presenting the best pieces of documentation. This E-Portfolio should be a single PDF that includes all merged information.
- (4) **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
- (5) Submissions are final. 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.
- (6) 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**
- (7) **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?

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

MEMBER OF THE YEAR CONTEST 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 Nominee
 - f. Home Club, Club Number, Division, and Region
 - g. Name of Nominator
 - h. Table of Contents
 - i. Statement of Nomination | Word Limit: 1,000
 2. **Dividers** Page Limit: 8 | **(5 pts max)**

A one page divider is required to precede 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 the District, as well as the growth you demonstrated throughout your time in Key Club.
 - b. Maximum of 3 Letters of Recommendation
 4. **Commitment to Service** Page Limit: 4 | **(10 pts max)**
 - c. 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
 - d. Include pictures and examples of various service events
 5. **Commitment to the Key Club Core Values**
Page Limit: 10 | **(10 pts max)**
 - a. *The Key Club International core values include caring, character building, inclusiveness, and leadership.*
A Member of the Year Award nominee should have demonstrated all core values throughout the district administrative year of Key Club membership. Provide a maximum of 4 examples of the applicant's commitment to the Key Club Core Values throughout the entire year.
 6. **Proof of Attendance** Page Limit: 4 | **(10 pts max)**
 - a. Identify all of the service projects attended throughout district administrative year of Key Club membership.
 - b. Hours and variety will be considered in judging.
 7. **Active Membership – Involvement & Accomplishments** Page Limit: 10 | **(10 pts max)**
 - a. Include at least four examples 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
 8. **Kiwanis Family – Fellowship & Unity**
Page Limit: 3 | **(10 pts max)**
 - a. Include at least three examples the applicant's active participation in establishing relationships as a member of the Kiwanis Family during the district administrative year.
 9. **Personal Contributions**
Page Limit: 4 | **(10 pts max)**
 - a. Include at least three examples how the applicant distinguished himself/herself by making the most of his or her opportunities.
 10. **Inspirational Qualities** Page Limit: 4 | **(10 pts max)**
 - a. Include at least two examples how the applicant has been an inspiration to others by providing any additional information that will assist the judges in this evaluation process..
 11. **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
 12. **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**.
- FORMS:**
All forms are located on the last few pages, but can be accessed here individually either in Google Drive (Fillable Slide) or PDF:
- Nomination Form: [Google](#) | [PDF](#)
 - Proof of Attendance: [Google](#) | [PDF](#)
- Refer to FAQ #9 for more information on accessing and filling out forms.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

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

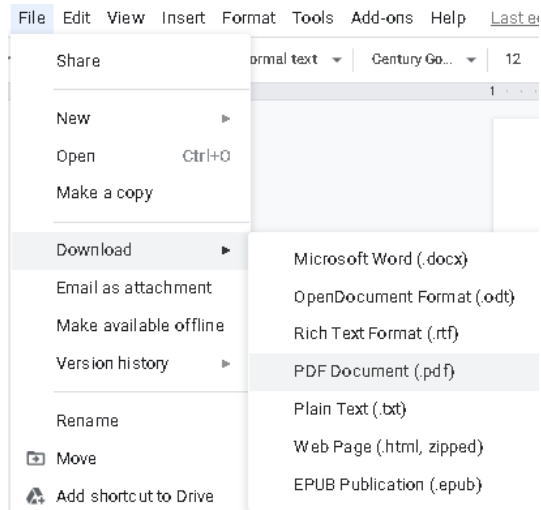
2. What does "CC" mean?

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, there will be a button with the letters "CC" and by clicking it, you will be enabled to type 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?

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](#).



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

Use online applications, such as <https://www.pdf2go.com>.

5. How do I compress PDFs and photos?

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

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

(Keep in mind, a "JPEG" photo is already small enough, and would not need any compression)

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

FREQUENTLY ASKED QUESTIONS

6. **Who can apply for this award?**

Anyone who is a dues paid member. If you do hold an elected position, such as President, you can not apply.

7. **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.

8. **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.

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 ways, 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>

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Antonio Quesada | 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 Position: _____

E-Signer's Phone Number: _____

ATTENDANCE *Additional Rows may be added using the tab key

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