CNH | KEY CLUB

Most Improved Club Contest

SUBMISSION OVERVIEW

SUBMISSION **DEADLINE**

Contact your Division Lt. Governor

E-MAIL SUBMISSIONS TO:

d##.cnhkc.ltg@gmail.com

Subject: Most Improved Club Contest
Body Text: State your full name (First, Last), Region (R##), Division (D##), Club full name and club number (H#####)
CC: Yourself and advisor
shall be determined by your division number

The Most Improved Club 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 Most Improved Club winner will be announced.

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

MOST IMPROVED CLUB GUIDELINES

RULES GOVERNING THE CNH KEY CLUB MOST IMPROVED CLUB AWARD

The Most Improved Club Award shall provide recognition to Key Clubs that have demonstrated the greatest improvement during the district administrative year. The CNH Key Club Most Improved Club contest will be conducted according to the following rules:

(1) Key Clubs that were awarded in the following areas at the previous District Convention are **NOT** eligible for this competition: *Distinguished Club, Most Improved Club, or Year-In-Review*. In addition, clubs applying to Most Improved Club cannot apply for Club of the Year.

(2) **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 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 (Please refer to the FAQs section for more information).

(3) **E-PORTFOLIO: Sending an E-Portfolio will be the final part of your submission**. 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. You can create an E-Portfolio using applications such as Google Slides, Adobe, Photoshop and more.

(4) **SMALL FILE SIZES:** Application submissions should have a small file size. The following are tips to adhering to this rule:
   - Include only the best samples of documentation
   - Compress all photos and files before use in e-portfolio
   - Compress the final e-portfolio file before submission

(5) Submissions are final. The decisions of the judges are final. No changes or re-judging will take places after the judges and the Member Recognition Chair have certified the results.

(6) An appropriate contest application report requires the submission of the necessary supporting documentation. The report may showcase the applicant's activities and accomplishments spanning the single, district administrative year of Key Club membership.
   - The entire e-portfolio needs to be submitted in one E-Portfolio.

(7) File may not exceed 10MB.
   - Save as a PDF. Label the file **Most Improved Club_ClubName**
   - Submit the E-Portfolio electronically to your Division Lieutenant Governor

(8) **DUES-PAID:** In order to be eligible to apply for this contest, your club must be a dues-paid by December 1st.

MOST IMPROVED CLUB RUBRIC

Applicants will use the Most Improved Club Contest Entry Form and must submit it to their Division Lieutenant Governor for judging at the Division level. The following are specific sections identified in the Most Improved Club application:

1. **Administrative Information** | (**5 pts max**)
   a. Complete this section with all requested information.

2. **Most Improved Club Checklist** | (**10 pts**)
   a. The checklist must be completed as thoroughly as possible with all the necessary E-Signatures and contact information.

3. **School/Community Service Projects** | (**10 pts max**)
   a. List up to forty of the best continuous activities rendered to the club's school and community.
   b. Complete all statistical information requested on the form.

4. **Fundraising Activities**| (**10 pts max**)
   a. List up to ten charitable fundraisers. Complete all statistical information requested on the form. Include a short description of the purpose of the fundraiser. Any activities in this section may not be included or repeated in any other section.

5. **Kiwanis Participation** | **(10 pts max)**
   a. List and describe at least 5 projects that you have participated in with your sponsoring Kiwanis club

6. **Club Status Last Year** | **(20 pts max)**
   a. Please state the condition of the club during the last school year and compare it to the club in its present state. You may also add photos, clippings and other pertinent material.

7. **Club Improvement Program**| (**20 pts max**)
   a. List and describe up to ten new ideas that the club created and carried out to improve club operations.

8. **Graphic Standards** | **(10 pts max)**
   a. Your E-Portfolio will be judged on sections 1 through 10. As a whole, it must demonstrate your knowledge of **Graphic Standards**.

9. **File Size** | **(5 pts max)**
   a. If the E-Portfolio **file size** must not exceed 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
   - Club Activities: Google | PDF

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

FREQUENTLY ASKED QUESTIONS
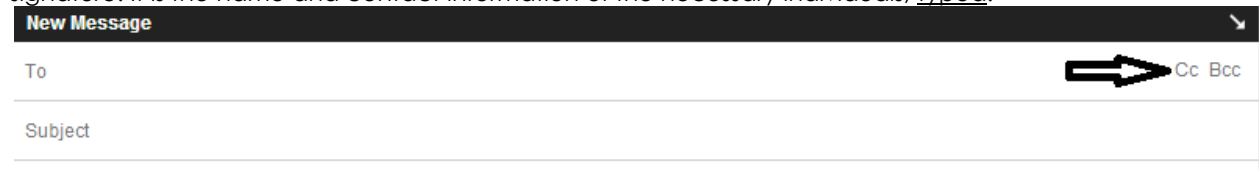
1. Under Submission Deadline, what does "CC yourself" mean?
Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, <u>typed</u>.

New Message	↘
To	➡ Cc Bcc
Subject	

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, <u>typed,</u> etc.

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			

3. Who can apply for this award?
Any club is eligible to apply for this award who did not win *Distinguished Club, Most Improved Club, or Year-In-Review* in DCON 2020. You cannot apply for Club of the Year if you are applying for Most Improved Club. 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.**

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 District.

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

Remember to look over your submission very carefully before E-Mailing it out to the archive. No revisions may be made after it has been submitted. Please remember and consider, that following the Most Improved Club Contest guidelines, once the decision of the judges and MR Chair has been made final, absolutely NO changes, alterations, or re-judging can be made.

9. How do I transfer the forms on this file, such as the nomination form or proof of attendance, 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 of 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.

CLUB INFORMATION

Key Club: _____

District: __California-Nevada-Hawaii__ Division: :_____ Region: _____ Club #: _____

NOMINATOR'S CONTACT INFORMATION

Key Club President_____ Key Club Secretary_____

Key Club Member Contact Name: _____

Contact E-mail:_____ Contact Phone #: _____

ADMINISTRATIVE INFORMATION

Date District/International Dues Were Paid (MM/DD/YYYY)	Club Membership		Annual Achievement Score		% of Members Attending District Convention	
	As of November 1	As of February 1	Previous Year	Current Year	Previous Year **CANCELLED**	Current Year
MONEY FUNDRAISED FOR CLUB*	MONEY FUNDRAISED FOR SERVICE*		TOTAL SERVICE HOURS*		*over past district administrative year	

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
Club Standards	
	Dues: Paid dues by December 1
	Elections: Held club elections in February as outlined in the Key Club guidebook
	Annual Achievement Score: Increased Annual Achievement Score by at least 20 points
	Increased Membership: Increased membership by at least 30%
Attendance	
	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 five projects with Kiwanis members during the year
CANCELLED	**District Convention:** ~~Increased % of members attending District Convention by at least 50%~~
	Training Conference: Sent at least 50% of club officers and 10% of club membership to the Officer Training Conference or the 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			

CLUB ACTIVITIES

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.			

FUNDRAISING

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

IMPROVEMENT PROGRAM (Action Plan)

Goal	Action	Result
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		