



CNH | KEY CLUB

Treasurer Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Saturday, February 5th, 2022 by 11:59PM

PST/HST

EMAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Treasurer Contest

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

CC: Faculty Advisor and Division Lt. Governor

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 2022, 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 contest.
3. When applying you must create and develop an E-Portfolio that consists of a cover page, Officer Checklist, Nomination Form, Proof of Attendance, and supporting documentation.
4. Email the E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Saturday, February 5th, 2022 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 performed an outstanding job in serving their home, school, and community.

- (1) **E-SIGNATURES:** This application requires electronic signatures (E-Signatures) by the applicant and the Faculty Advisor. E-Signatures for this application constitutes the individual's full name and contact information, as exemplified on page 3, in Question 1 of the "Frequently Asked Questions" section. E-Signatures represent the fact that the individual(s) 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. This E-Portfolio should be a single PDF file that includes all merged information, as indicated in the judging rubric on page 2. (Programs available: Google Slides, Photoshop, Microsoft Word, and Microsoft Publisher)
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.
- (3) **SMALL FILE SIZES:** Application submissions should have a small file size. The following tips are for maintaining this requirement:
 - Include only the best samples of documentation
 - Compress all photos and files before use in your portfolio.
 - Compress the final portfolio file
 - **E-Portfolio may not exceed 10MB**
- (4) Submissions are final. Make sure that when you submit, you are sure that it is the final version. The decisions of judging are final. No changes or revaluations will take place after the judges and the Member Recognition Chair have certified the results.
- (5) **OUTSTANDING OR DISTINGUISHED OFFICER AWARDS:** Requires the completion and submission of an E-Portfolio, which must include the completed Checklist and forms. Level of recognition will be determined by the judging results. Distinguished winners will receive a medal and recognition at DCON. Outstanding winners will receive a certificate.
- (6) **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?

Rachael Zheng | Member Recognition Chair | mr.chair@cnhkeyclub.org

TREASURER JUDGING RUBRIC

1. Cover Page Page Limit: 1

Personal Creation, No Form Provided

- Name of Nominee
- Position and Term
- Home Club, Division, and Region
- Picture of Applicant

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

- Name of Nominee
- Home Club, Club Number, Division, and Region
- Name of Nominator
- Table of Contents
- 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:

- Section Title with a personal reflection.
Personal Reflection: addresses personal growth, accomplishments, explanation of section, list of evidence not included, or other details that may assist judges in determining scoring.
- Relevant pictures to the section or reflection.

3. Letter(s) of Recommendation Page Limit: 3 | (10 pts max)

- These are used as testimonies to support your overall E-Portfolio. Letters will portray the efforts you've made as a Club Treasurer, as well as the growth demonstrated in the past year.
- Maximum of 3 letters of recommendation.

4. Treasurer Checklist Page Limit: 1 | (10 pts max)

- The checklist must be completed as thoroughly as possible with at least two individual E-Signatures and their respective contact information.
- At least two individuals confirming your checklist MUST include BOTH of their initials in the club standards, accomplishments, and attendance boxes.

5. Proof of Attendance Page Limit: 3 | (10 pts max)

- This form displays events you've attended, how many hours you have served throughout the year, and at what level you served.
- This form is certified by the Faculty Advisor or Club Secretary.

6. Financial Records Page Limit: 10 | (15 pts max)

- 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.
- This section must focus on showcasing a minimum of three budgets, dues collections, and other financial reports that the Treasurer has completed.

7. Fundraisers Page Limit: 10 (10 pts max)

- As the coordinator for club fundraisers, the Treasurer provides members with the opportunity to raise funds so that they will have the chance to participate in costly club-related events and activities.
- Showcase how as a Treasurer you were responsible for educating the members on charities associated with our organization.
- Include a minimum of three examples where you helped plan and run fundraisers.
- 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.

8. Kiwanis Relations Page Limit: 5 | (10 pts max)

- Key Club International is sponsored by Kiwanis International. This section must focus on how you as Treasurer, have interacted or collaborated with your sponsoring Kiwanis Club and Kiwanis family members.
- Include at most 4 examples.

9. Communication Page Limit: 5 | (5 pts max)

- This section must focus on your communication with the members, club, division, district, and advisors. Emails, texts, letters, and etc. may be utilized.

10. Miscellaneous Page Limit: 5 | (10 pts max)

- This section may focus on any additional contributions you have made as a club Treasurer. Include as many quality examples as you can.

11. Graphic Standards | (10 pts)

- Your E-Portfolio will be judged on sections 1 through 10. It must demonstrate your knowledge of **Graphic Standards**.

12. File Size

- If the E-Portfolio **file size** is more than 10MB and/or 54 pages, it will be disqualified.

FORMS:

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

- Nomination Form: [Google](#)
- Checklist: [Google](#)
- Proof of Attendance: [Google](#)

Refer to FAQ #10 for more information on accessing and completing the forms.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | mr.chair@cnhkeyclub.org

FREQUENTLY ASKED QUESTIONS

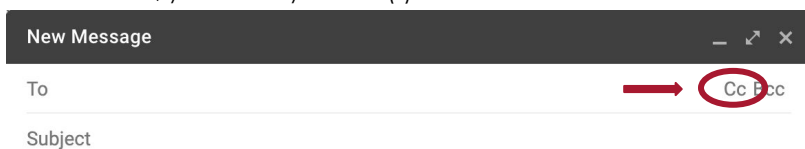
1. How do I receive E-Signatures?

Send an email to the respective people you would like to receive signatures from, asking permission on 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.

| INITIALS | POSITION | E-SIGNATURE | E-MAIL | PHONE W/ AREA CODE |
|----------|-----------------------|---------------|--------------------|--------------------|
| BB | Club Secretary | /s/ Busy Bee | busybee@gmail.com | (555) 555-5555 |
| | Faculty Advisor | | | |
| LB | Key Club Lt. Governor | /s/ Larry Bee | larrybee@gmail.com | (999) 999-9999 |

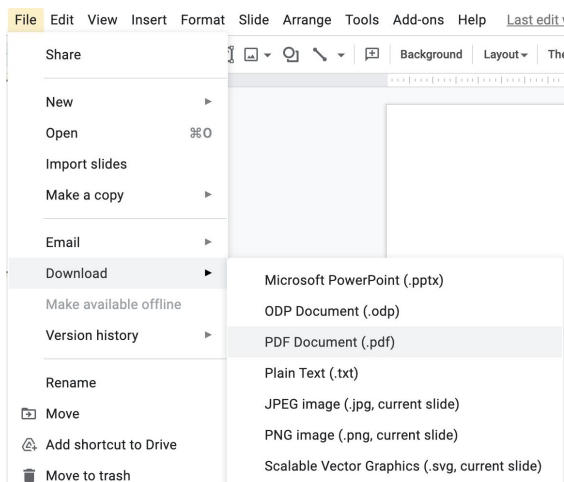
2. What does "CC:" mean?

CC stands for "carbon copy." To carbon copy is to send an identical email to the given recipient. By clicking the "CC" button, while sending an email, you will be able to type in the address to which you would like to send a carbon copy—in this case, your Faculty Advisor(s) and Lt. Governor.



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 <http://www.pdfmerge.com>.

5. How do I compress PDFs and photos?

PDF's: <http://smallpdf.com/>

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

(Keep in mind that 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 winners will receive a medal and walk on stage for DCON. Outstanding winners will receive a certificate at DCON.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | mr.chair@cnhkeyclub.org

FREQUENTLY ASKED QUESTIONS

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. Reflections should be written in paragraph format. You may also include related pictures with captions.

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. How do I showcase emails in COMMUNICATION?

Use the screenshot functions on your computer. A keyboard should have a key with the words, "PrtScr" or some variation of it, which you can use to screenshot. On a 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. Windows computers also have the snipping tool, which allows you to screenshot while cropping.



or

Programs (1)



Snipping Tool

10. 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 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 the Member Recognition Chair at mr.chair@cnhkeyclub.org.

11. 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, 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>.

12. 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 approved of what was being submitted. The Member Recognition Committee has the right to disqualify those who do not get authentic E-Signatures..

CNH District Member Recognition Committee

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | mr.chair@cnhkeyclub.org

TREASURER CHECKLIST AND ENTRY FORM

This checklist must be completed in order for you to be recognized as Outstanding or Distinguished. **You will need at least two individuals to verify that you have completed the items on the checklist. Each box in the checklist should have two sets of initials.** These individuals must place their initials or provide you permission to place their initials in the appropriate column. Not all boxes need to be checked to be eligible to apply. Under the attendance portion, officers will receive full points for at least 5 of 6 items are checked.

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 1st |
| | 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 and the official dues report (available from the Key Club Lieutenant Governor) |
| | Club Budget: Prepared and have approved by the club executive board a budget for the year |
| | Club Finances: Provided financial reports at the club executive 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 |

CERTIFICATE OF ORIGINALITY

This certifies that we, the undersigned, verify the completion of the aforementioned requirements by the individual names 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, alterations, 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 2 of 3 people verifying task completion.

****You may only include those who are verifying completion of the checklist items.****

| INITIALS | POSITION | E-SIGNATURE | E-MAIL | PHONE W/ AREA CODE |
|----------|-----------------------|-------------|--------|--------------------|
| | Club Secretary | | | |
| | Faculty Advisor | | | |
| | 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.

| ITEM | FOCUS AREAS | START PAGE |
|-----------------|-----------------------------|------------|
| Cover Page | | 1 |
| Nomination Form | | 2 |
| Section 3 | Letter(s) of Recommendation | |
| Section 4 | Treasurer Checklist | |
| Section 5 | Proof of Attendance | |
| Section 6 | Financial Records | |
| Section 7 | Fundraisers | |
| Section 8 | Kiwanis Relations | |
| Section 9 | Communication | |
| Section 10 | Miscellaneous | |

STATEMENT OF NOMINATION

Complete on additional page(s). Please use 12pt Century Gothic font. Word Limit: 1,000

Why should this Treasurer be recognized? How have they gone above and beyond? How have they demonstrated the four core values?

PROOF OF ATTENDANCE

NOMINEE INFORMATION

Nominee Name: _____ Nominated by: _____

Key Club: _____ Club #: _____

District: **California-Nevada-Hawaii** Division: _____ Region: _____

CERTIFICATION

The E-Signer must be your Club Secretary or Faculty Advisor. Secretaries may not sign their own forms.

Nominee Name: _____ Nominated by: _____

Key Club: _____ Club #: _____

District: **California-Nevada-Hawaii** Division: _____ Region: _____

ATTENDANCE

Max: 40 Projects, Activities, Events

| Project, Activity, Event | Date (Month, Year) | Level of Activity Club, Division, District, International | Service Hours |
|--------------------------|--------------------|--|---------------|
| 1) | | | |
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| 40) | | | |
| Total Service Hours | | | |