



section 5
RECOGNITION

SECRETARY *recognition*

As a Key Club Secretary, our organization offers you the unique opportunity to get recognized as an Outstanding or Distinguished secretary. The Outstanding and Distinguished stand for two different levels of recognition. If you pass the first threshold of points, you will receive the Outstanding Secretary award. If you pass the second threshold of points, you will receive the Distinguished Secretary award. Strive to earn the maximum number of points! You will be recognized on stage at District Convention if you receive the Distinguished award!

outstanding

Complete the secretary checklist on the Distinguished Secretary Application. Be sure to fill everything out to qualify for an Outstanding Secretary Award.

distinguished

This award is given to club secretaries who complete all aspects of the secretary checklist **AND** go above and beyond his/her/their duties during the term. This is the highest and esteemed award bestowed upon club secretaries.

For further information...

[Click here](#), or search cnhkeyclub.org

Hover for the **Recognition tab** at the top of the page

Click **Contests**

Scroll down to find the rubric for **Secretaries**

SECRETARY *checklist*

CLUB STANDARDS

	Membership: Paid membership dues by the on-time deadline (December 1st)
	Service: Served a minimum of 50 service hours
	Club Status: Home club is in good standing and has paid dues

WORK ACCOMPLISHMENTS

	Club Directory/Roster: Updated, completed, and distributed the club directory/roster
	Club Monthly Reports: Completed a minimum of eight (8) Monthly Report Forms and submitted forms on time by the 5th of the month of the Key Club Lieutenant Governor, sponsoring Kiwanis Club (Kiwanis Advisor), and home club (Faculty advisor and officers)
	Records: Recorded and filed minutes of club general and board meetings
	Election Results: Completed the Annual Club Elections Form and submitted the form to the Key Club Lieutenant Governor and sponsoring Kiwanis Club
	Club Officer Information: Completed the online club information form for club officers, advisors, and meeting information, made available on the CNH Cyberkey

ATTENDANCE

	Club Meetings: Attended at least seventy five percent (75%) of all club general meetings
	Board Meetings: Attended at least seventy five percent (75%) of all club executive board meetings meetings
	Division Council Meetings (DCM): Attended a minimum of six (6) Division Council Meetings
	Training Conferences: Attended the Officer Training Conference (OTC) or Region Training Conference (RTC)
	Secretary Workshop: Attended the Secretary Workshop at District Convention (DCON), International Convention/Summer Leadership Conference (ICON), Officer Training Conference (OTC), or Region Training Conference (RTC)

AUTOMATIC awards

Automatic awards are awarded to clubs based on the information/data directly reported on the club MRF.
You DO NOT need to apply for any of these awards as they will be automatically awarded as you complete your MRF.

DISTRICT TREE

Awarded to clubs with **100% on-time MRF submissions** by the last MRF submission of the administrative term.

DISTINGUISHED CLUB PATCH

Clubs that have received an Annual Achievement Report (AAR) Score within the range set by **Key Club International** in **Fall** on their Monthly Report Form (MRF) will qualify for a Distinguished Club Patch.

KIWANIS FAMILY

This is determined by the club MRF and the number of events hosted and attended with Kiwanis Club members. In order to qualify for this award, **21 Kiwanis Family activities and events must be hosted/attended.**

DIAMOND DISTINGUISHED CLUB PLAQUE

Clubs that have received an Annual Achievement Report (AAR) Score at within the range set by **Key Club International** in the **Fall** on their Monthly Report Form (MRF) will qualify for a Diamond Distinguished Club Plaque, presented at International Convention (ICON) in July.