



CNH | KEY CLUB

Advisor of the Year Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lieutenant Governor

EMAIL SUBMISSIONS TO:

d##.lit@cnhkeyclub.org*

Subject: Advisor of the Year Contest

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

CC: Faculty/Kiwanis Advisor

*## shall be determined by your respective Division's number

The Advisor of the Year Contest is a District contest judged on the Division level. Members wishing to recognize their advisors must submit the following application to their respective Division Lieutenant Governor. One contest winner per category (Faculty and Kiwanis) from each division will be selected.

1. Read the Advisor of the Year Contest guidelines. **Advisors who are already in the Jack Luther Hall of Fame are not eligible for this award.**
2. Fill out the "Advisor of the Year 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, Advisor of the Year Checklist, Nomination Form, and supporting documentation
4. Email the E-Portfolio to your Division Lieutenant Governor. Please contact your Lieutenant Governor for more information on the submission deadline and to confirm submission email.

ADVISOR OF THE YEAR CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB ADVISOR OF THE YEAR AWARD & JACK LUTHER ADVISOR HALL OF FAME AWARD

The CNH Advisor of the Year Award is given to an outstanding Advisor who encourages service leadership, long-term commitment, and growth in Key Club and promotes club representation and member involvement in serving its community. The Advisor of the Year Contest is a means by which local clubs can show appreciation to advisors who have gone and beyond the call of duty.

- (1) **E-SIGNATURES:** This application requires electronic signatures (E-Signatures) by the applicant (Key Club member completing the E-Portfolio) and the Faculty or Kiwanis Advisor. The Advisor who is providing the signature does not have to be the same Advisor that the E-Portfolio is being filled out for. 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: **AoTY_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) There are two categories for this contest: (1) Faculty Advisors and (2) Kiwanis Advisors. Each Key Club may nominate one per category. This means each Division can have one Faculty Advisor AND one Kiwanis Advisor win.
- (5) 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 reevaluations will take place after the judges and the Member Recognition Chair have certified the results.
- (6) **OUTSTANDING:** The nominee's application meets a minimum standard of 75% for outstanding but does not meet the criterion for distinguished status.
- (7) **DISTINGUISHED:** The nominee's application meets a minimum standard of 90% for distinguished status.
- (8) **JACK LUTHER HALL OF FAME:** One Advisor may be selected by the District for this recognition.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

ADVISOR OF THE YEAR 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
2. **Nomination Form** Page Limit: 2 | **(5 pts max)**
 - a. Name of Nominee
 - b. Home Club, Club Number, Division, and Region
 - c. Name of Nominator
 - d. Table of Contents
 - e. Statement of Nomination | Word Limit: 1,000
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 made as a Club Advisor to serve the District, as well as the growth the Advisor demonstrated throughout the writer's time in Key Club.
 - b. Maximum of 3 letters of recommendation.
4. **Commitment to the Core Values of Key Club**
Page Limit: 4 | **(15 pts max)**
 - a. The Key Club International core values include caring, character building, inclusiveness, and leadership. An Advisor of the Year Award nominee should have demonstrated all 4 core values throughout the Key Club term. Showcase the applicant's commitment to promotion and teaching of the Key Club Core Values throughout the entire year.
5. **Ensure Leadership Training** Page Limit: 2 | **(10 pts max)**
 - a. With at least 2 examples, explain how the Advisor encouraged training of officers and membership (attendance at RTC, OTC, etc.)
6. **Celebrate Outstanding Members**
Page Limit: 4 | **(10 pts max)**
 - a. Explain how the Advisor recognized and encouraged members to reach for levels of recognition (MRP, Contests, etc.)
 - b. Provide multiple examples.
7. **Involvement & Accomplishments**
Page Limit: 3 | **(10 pts max)**
 - a. Showcase the Advisor's involvement and accomplishments as well as how they encouraged attendance from others.
8. **Distribute Useful Information** Page Limit: 3 | **(10 pts max)**
 - a. Showcase how the Advisor was responsive to communication and delivered important information to their club. This may include online or in person methods.
9. **Promote Active and Unique Service/Fundraising Opportunities** Page Limit: 3 | **(10 pts max)**
 - a. Showcase how the Advisor successfully encouraged various projects and fundraisers throughout the year.
10. **Inspirational Qualifies** Page Limit: 3 | **(10 pts max)**
 - a. Showcase how the Advisor 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. Your E-Portfolio will be judged on sections 1 through 10. It must demonstrate your knowledge of **Graphic Standards**.
12. **File Size**
 - a. 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](#)

Refer to FAQ #12 for more information on accessing and completing the forms.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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FREQUENTLY ASKED QUESTIONS

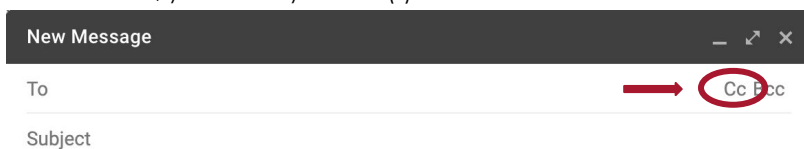
1. How do I receive E-Signatures?

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	Key Club Officer	/s/ Busy Bee	busybee@gmail.com	(555) 555-5555
LB	Faculty/Region Advisor	/s/ Larry Bee	larrybee@gmail.com	(999) 999-9999
	Kiwanis Advisor			
	School Administrator			

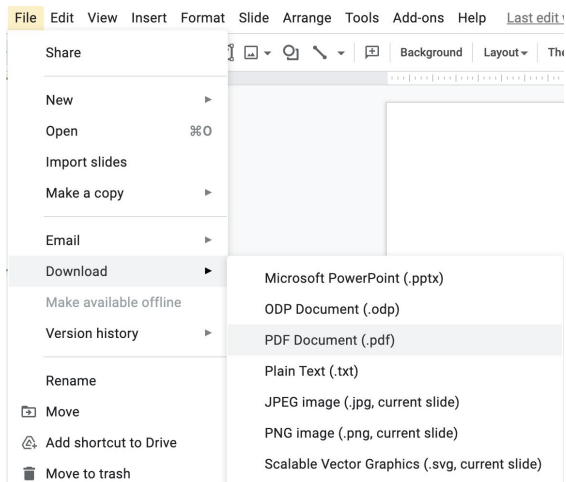
2. What does "CC:" mean?

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. Who can apply for this award?

Any Key Clubber can fill out this application to nominate any Faculty or Kiwanis Advisor for this award. This award must be filled out and completed by a Key Clubber to recognize and honor an adult Faculty or Kiwanis Advisor.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

FREQUENTLY ASKED QUESTIONS

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. Each Division may have different deadlines, so please contact your Lt. Governor for more information as soon as possible.

8. Why do I email a District Contest to my Lieutenant Governor?

This contest is judged at the Division level by your Lieutenant Governor, and then one finalist from each Division is submitted to advance to the District level. The process goes from club nomination to Division selection (by the LTG) to District judging.

9. I submitted the Nomination Form to my Lieutenant Governor. Who is judging my E-Portfolio?

Scoring is completed by the Division Judging Committee. Scoring for the Jack Luther Hall of Fame is completed by the District Member Recognition Committee composed of ten Lieutenant Governors.

10. My Advisor has only been an advisor for 2 years. Can they apply for this contest?

No. Advisors who have served for a minimum of three years are eligible for outstanding and distinguished competition and recognition. Advisors who have served for a minimum of five years are eligible for Level 4+ recognition.

11. From whom do I receive letters of recommendation?

Somebody who has seen your Advisor's work and dedication in their 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 the Advisor's dedication to Key Club.

12. 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@cnnkeyclub.org.

13. 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>.

14. 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.

ADVISOR CHECKLIST AND ENTRY FORM

NOMINEE INFORMATION

Faculty Advisor _____ Kiwanis Advisor _____
 Nominee Name: _____ Nominated By: _____
 Key Club: _____ Club #: _____
 District: **California-Nevada-Hawaii** Division: _____ Region: _____
 Sponsoring Kiwanis Club: _____ Years in Position: _____

NOMINATION & CERTIFICATE OF ORIGINALITY

To be eligible for this recognition, the advisor must be nominated by two of the following: (1) Key Club Officer, (2) Club or Region Advisor, (3) Kiwanis Officer, or (4) School Administrator.

THIS CERTIFIES THAT WE, THE UNDERSIGNED, VERIFY THE COMPLETION OF THE INITIALED ITEMS BY THE INDIVIDUAL NAMED ON THIS APPLICATION. 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, respective Lieutenant Governor, and Member Recognition Chair have certified the results. NOTE: All names, initials, and contact information are required if used as verification. Signatures from the school representative and the Kiwanis club representative may not be the same person. The below E-Signatures must be provided by at least 2 out of 4 people.

INITIALS	POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
	Key Club Officer			
	Faculty/Region Advisor			
	Kiwanis Advisor			
	School Administrator			

CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
	Club Standards
	Membership: Paid club membership dues by December 1st
	Club Elections: Worked with club President to facilitate the elections process; club held elections by the last day of February as outlined by Key Club International bylaws
	Kiwanis Relations: Key Club maintained an active relationship with the nominated Advisor's Kiwanis Club
	Work Accomplishments
	Reporting: Assisted club officers with timely submissions of reports
	Leadership Qualities: Promoted and exemplified the core values, led by example, and motivated the members
	Leadership Skills: Developed effective problem-solving skills, helped to resolve issues/conflicts; promoted leadership development of future leaders
	Communication: Communicated effectively with District and International officers on dues and club membership
	Attendance
	Club Meetings: Attended eighty percent (80%) of all club general meetings
	Board Meetings: Attended eighty percent (80%) of all club executive board meetings
	Key Club Division Council Meetings: Attended a minimum of six (6) Key Club Division Council Meetings
	Training Conference: Attended the Officer Training Conference or Region Training Conference
	Convention Involvement: Attended an Advisors Workshop at International Convention
	Service Project Participation: Attended at least ten (10) or eighty-percent (80%) of club service projects
	Fundrasier Participation: Attended at least five (5) or eighty-percent (80%) of club fundraisers
	Club Social Participation: Attended at least five (5) or eighty-percent (80%) of club social events

Number of Years Served: _____ Dates: _____

STATEMENT OF NOMINATION

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

Why should this Advisor be recognized? How have they gone above and beyond?