CNH | KEY CLUB

Club of the Year Contest

SUBMISSION OVERVIEW

SUBMISSION **DEADLINE**
Contact your Division Lieutenant Governor
EMAIL SUBMISSIONS TO:
d##.ltg@cnhkeyclub.org*
Subject: Club of the Year Contest
Body Text: State your full name (First, Last), Region (R##), Division (D##), Club full name and number (H#####)
CC: Faculty Advisor
*## shall be determined by your respective Division's number

The Club 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 2022, each Club of the Year will be announced.

1. Read the Club of the Year Contest guidelines.
2. Fill out the "Club of the Year Contest Entry Form" 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, Entry Form, entry essay, 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.

CLUB OF THE YEAR GUIDELINES

RULES GOVERNING THE CNH KEY CLUB OF THE YEAR AWARD

The Club of the Year Award shall provide recognition to Key Clubs that have demonstrated overall club excellence during the District administrative year, otherwise known as the Key Club term.

(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 <u>best pieces</u> 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 <u>one</u> E-Portfolio.
- It may not exceed 10MB.
- It may not exceed 54 pages total.
- Save as a PDF. Label the file: **CotY_LastNameFirstName**
- All required items for the E-Portfolio are listed on Page 3.

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

CLUB OF THE YEAR RUBRIC

Clubs shall be judged based upon an accumulated total of 100 points allocated to the following categories:

1. **Administrative Information | (5 pts max)**
   a. Club Information
   b. Nominator's Contact Information
   c. Administrative Information

2. **Checklist | (5 pts max)**
   a. The checklist must be completed as thoroughly as possible with all the necessary E-Signatures and contact information.

3. **School/Community Service Projects | (15 pts max)**
   a. List up to forty (40) of the best activities rendered to the club's school and community.
   b. Complete all statistical information requested on the form.

4. **Kiwanis Family Relations | (15 pts max)**
   a. List up to ten (10) of the most productive functions that have improved relations with Kiwanis, Aktion, Circle K, KIWIN'S, Builders, and K-Kids.
   b. Complete all statistical information requested on the form.
   c. Any activities in this section may not be included or repeated in any other section.

5. **Fundraising Activities | (10 pts max)**
   a. List up to five (5) charitable fundraisers.
   b. Complete all statistical information requested on the form.
   c. Include a **short description** of the purpose of each fundraiser. Any activities in this section may not be included or repeated in any other section.

6. **Essay | (30 pts max)**
   a. In essay form, please describe and document, with details, the efforts <u>undertaken by the club to promote the core values of Key Club, celebrate outstanding members, distribute useful information, encourage District involvement, implement useful and unique service projects, and promote a respect for Key Club core values and spirit.</u> **You can also add photos, clippings, and other pertinent material.**
   b. Make sure to cover all aspects of the prompt.

7. **Miscellaneous | (10 pts)**
   a. Includes various (10 or more) pictures, clippings, and/or other forms of documentation of their club's activities (fundraisers, service events, socials, Division-hosted events, etc.).

8. **Graphic Standards | (10 pts)**
   a. Your E-Portfolio will be judged on sections 1 through 7. It must demonstrate your knowledge of **Graphic Standards**.

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

<u>**FORMS:**</u>
All forms are located on the last few pages, but can be accessed here individually in Google Drive (Fillable Slide):
- Entry Form: Google
Refer to FAQ #12 for more information on accessing and completing the forms.
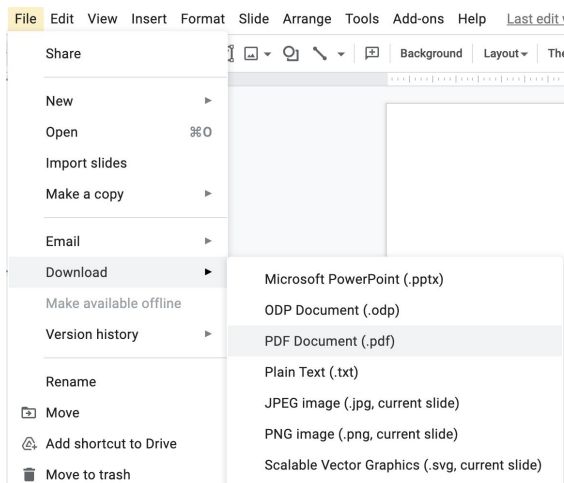
FREQUENTLY ASKED QUESTIONS

1. **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.

New Message	_ ⤢ ✕
To	Cc Bcc
Subject	
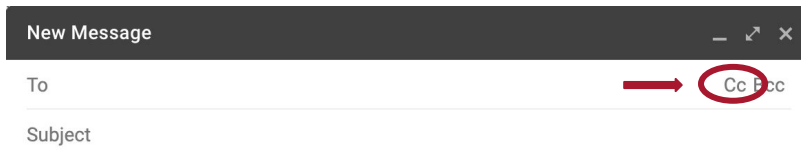
2. **On what application do I make the E-Portfolio and how do I convert it to a PDF file?**
   Google Slides is a good and free application to use; you can also use Publisher, Word, Photoshop, and PowerPoint. When saving a file in Google Slides, go to "File", then "Download" and you will see the PDF option. To find more information on how to make an e-portfolio, visit the **CNH Youtube Channel.**

File Edit View Insert Format Slide Arrange Tools Add-ons Help | Last edit
- Share
- New ▸
- Open ⌘O
- Import slides
- Make a copy ▸
- Email ▸
- Download ▸
  - Microsoft PowerPoint (.pptx)
  - ODP Document (.odp)
  - PDF Document (.pdf)
  - Plain Text (.txt)
  - JPEG image (.jpg, current slide)
  - PNG image (.png, current slide)
  - Scalable Vector Graphics (.svg, current slide)
- Make available offline
- Version history ▸
- Rename
- Move
- Add shortcut to Drive
- Move to trash

3. **How do I merge two or more separate PDF files into one?**
   Use online applications, such as http://www.pdfmerge.com.

4. **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 apply regardless of position, whether it be member of officer. When creating your submission, make sure to work with the club board.

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 Lleutenant 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. **What if I would like to revise my contest submission, but have already submitted the file?**
   Contact your Lt. Governor for instructions to resubmit. If your Lt. Governor has already judged your submission, alld decisions are final. Remember, no changes or revaluations will take place after the judges and the Member Recognition Chair have certified the results.

10. **What is the difference between an E-Signature and a digital signature?**
    E-Signatures are typed signatures. They take the format of "/s/ First Name Last Name." This is the type of signature you SHOULD be using for your E-Portfolio. Digital Signatures are digitally drawn and resemble a physical signature in appearance. You SHOULD NOT be using this type of signature for your E-Portfolio.

11. **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.

12. **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.

CLUB OF THE YEAR ENTRY FORM

PLEASE TYPE INFORMATION ON THIS FORM AND PROVIDE WITH THE SUBMISSION.

CLUB INFORMATION

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

Club #: _____

NOMINATOR'S CONTACT INFORMATION

Key Club President: _____   Key Club Secretary: _____

Key Club Applicant Contact Name: _____

Contact Email: _____   Contact Phone #: _____

ADMINISTRATIVE INFORMATION: (Indicate CURRENT Information)

Date District/International Dues Were Paid (MM/DD/YYYY)	Club Membership		Annual Achievement Score		% of Members Attending Distrct Convention	
	As of November 1, 2021	As of January 1, 2022	Previous Term	Current Term	Previous Year	Current Year
MONEY FUNDRAISED FOR CLUB	MONEY FUNDRAISED FOR SERVICE		TOTAL SERVICE HOURS			

CHECKLIST

*Note: Clubs do not have to check off everything on the checklist to be eligible to apply. ***You will need <u>at least two</u> 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		
		Membership: Paid membership dues by December 1st
		Elections: Held club elections before Division Conclave
		Membership Retention: Retained at least 100% of previous year's club dues-paid membership
		Annual Achievement Score: Achieved a total of at least 110 points by December 31, 2021
Attendance		
		Club Meetings: Hosted at least twenty (20) club meetings over the past year
		Board Meetings: Hosted at least one (1) executive board meeting per month over the past year
		Division Council Meetings: Sent at least one (1) club representative to every Division Council Meeting in the past year
		Kiwanis Participation: Participated in at least one (1) project with Kiwanis members every month
		District Convention: Sent two (2) delegates and at least 10% of club dues-paid membership to latest District Convention
		Training Conference: Sent at least 50% of club officers AND 10% of dues-paid club membership (including officers) to Officer Training Conference and/or Region Training Conference

CERTIFICATE 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. <u>NOTE</u>: All names, initials, and contact information are ONLY required if used as verification. <u>REMEMBER</u>: **There must be at 3 people certifying task completion.**

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

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Key Club Lt. Governor			
Kiwanis Lt. Governor			
Region Advisor			

SCHOOL/COMMUNITY SERVICE PROJECTS *ADDITIONAL ROWS (UP TO 40) MAY BE ADDED BY COPYING AND PASTING THE TABLES

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

KIWANIS FAMILY RELATIONS

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

FUNDRAISING

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

Please attach the following:

ONE (1) ESSAY

Describe and document with detail efforts undertaken by the club to promote the Core Values of Key Club, celebrate outstanding members, disseminate useful information, encourage District involvement, implement useful and unique service projects, and promote respect for Key Club Core Values and spirit. You may include supplementary materials such as photos, clippings, and other pertinent material.

**Not all Lieutenant Governor emails fit the format of d##.ltg@cnhkeyclub.org. Please check with your Lieutenant Governor to confirm their email address before sending.