



CNH | KEY CLUB

Marvin J. Christiansen Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

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

PST/HST

EMAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Marvin J. Christiansen Contest

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

CC: Kiwanis Advisor and Division Lt. Governor

The Marvin J. Christiansen Advisor Contest is a District contest. Members wishing to recognize a District level Kiwanis Advisor must submit the following application to the CNH Contest Archive for judging. At District Convention 2022, one distinguished contest winner will be announced.

1. Read the Marvin J. Christiansen Advisor Contest guidelines.
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, Nomination Form, 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.

MARVIN J. CHRISTIANSEN ADVISOR GUIDELINES

RULES GOVERNING THE CNH KEY CLUB MARVIN J. CHRISTIANSEN ADVISOR AWARD

The Marvin J. Christiansen Advisor Award recognizes the achievements of a Kiwanis Advisor serving the California-Nevada-Hawaii Key Club District. It is the highest recognition award presented to a Kiwanis Advisor at the CNH Key Club District level.

(1) OVERVIEW:

- Any member in good standing with the California-Nevada-Hawaii (CNH) District and Key Club International will be eligible to nominate a Kiwanis Advisor for their contributions made for the CNH District.
- The candidate (advisor) must have been an active District-level Advisor for at least five years.
- The candidate must have noticeably served the CNH District.

(2) **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.**

(3) **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: **MarvinJChristiansen_LastNameFirstName**
- All required items for the E-Portfolio are listed on Page 2.

(4) **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**

(5) The committee may select only one individual for this award. If no candidates are deemed worthy, this award will not be presented for that year. No one may receive this recognition more than once. Suitable awards will be presented.

(6) 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.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

MARVIN J. CHRISTIANSEN ADVISOR 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. **Dividers** Page Limit: 8 **(5 pts max)**

A one-page divider is required to precede each section. It should contain the following information:

 - a. 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.
 - b. Relevant pictures to the section or reflection.
4. **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 the applicant has made as a Kiwanis Advisor to serve on the District level.
 - b. Maximum of 3 letters of recommendation.
5. **Mentor - Commitment to Helping District Officers and Members** Page Limit: 10 | **(10 pts max)**
 - a. Showcase how the applicant has been instrumental as a mentor and Advisor to the District officers, District Board members, club officers, and members.
6. **Commitment to the Core Values of Key Club** Page Limit: 10 | **(10 pts max)**
 - a. The Key Club International core values include caring, character building, inclusiveness, and leadership. A Marvin J. Christiansen Award nominee should have demonstrated all 4 core values throughout their service on the District level.
7. **District Achievements** Page Limit: 6 | **(20 pts max)**
 - a. Identify all of the District's achievements, challenges and obstacles, growth, and any other commendable achievements that were influenced by the mentorship of the Advisor.
8. **Personal Contributions** Page Limit: 6 | **(15 pts max)**
 - a. Showcase how the applicant distinguished themselves by making the most of their opportunities.
- Kiwanis Family - Fellowship & Unity** Page Limit: 3
 - b. Showcase the applicant's active participation in establishing relationships as a member of the Kiwanis Family.
9. **Inspirational Qualities** Page Limit: 3 | **(10 pts max)**
 - a. Showcase how the applicant has been an inspiration to others by providing any additional information that will assist the judges in this evaluation process.
10. **Graphic Standards | (10 pts)**
 - a. Your E-Portfolio will be judged on sections 1 through 9. It must demonstrate your knowledge of **Graphic Standards**.
11. **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 (illable Slide):

- Nomination Form: [Google](#)

Refer to FAQ #9 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

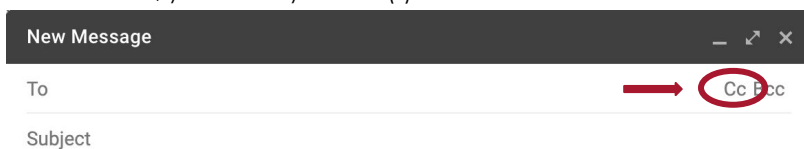
1. How do I receive E-Signatures?

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	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			

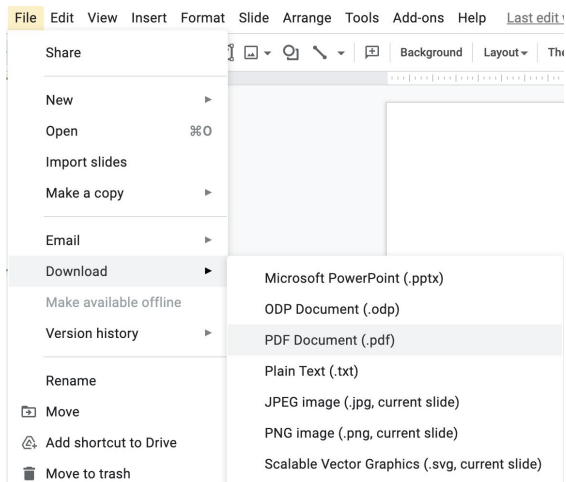
2. What does "CC:" mean?

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. 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 five years are eligible for recognition.

8. 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.

9. 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.

10. 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>.

11. 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.

MARVIN J. CHRISTIANSEN 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	Mentor – Commitment to Helping District Officers and Members	
Section 5	Commitment to Key Club Core Values	
Section 6	District Achievements	
Section 7	Personal Contributions	
Section 8	Kiwanis Family – Fellowship & Unity	
Section 9	Inspirational Qualities	

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?