



CNH | KEY CLUB

Member of the Year Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lieutenant Governor

EMAIL SUBMISSIONS TO:

d##.ltg@cnhkeyclub.org*

Subject: Member 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 Member 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 Member of the Year will be announced.

1. Read the Member of the Year Contest guidelines.
2. Fill out the "Member of the Year Nomination 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, Nomination Form, Proof of Attendance, 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.

MEMBER OF THE YEAR CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB MEMBER OF THE YEAR AWARD

The CNH Key Club Member of the Year Award is given to an outstanding, dues-paid, Key Club member with a minimum of fifty (50) service hours in the CNH District.

- (1) **OVERVIEW:** The applicant may NOT hold an elected office during the District administrative year at the Club, District, or International level. Anyone can nominate a person, including oneself.
 - "Elected officer" for this contest pertains to those recognized in the Key Club International Bylaws and Board Policies. Elected officers include: Club President, Club Vice President(s), Club Secretary, Club Treasurer, Club Editor, Division Lieutenant Governor, District Governor, District Secretary, District Treasurer, District Editor, International Trustee, International Vice President, and International President. (Note: Division Leadership Team members who do not hold an elected officer position are eligible to apply.)
 - "District administrative year" for this contest shall be defined as activities spanning the period from District Convention 2021 to the date of Division Judging.
- (2) **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.**
- (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: **MoY_LastNameFirstName**
 - All required items for the E-Portfolio are listed on Page 3.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

MEMBER OF THE YEAR GUIDELINES

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

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MEMBER 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**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
- 2. 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.
- 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've set forth to serving the District, as well as the growth you demonstrated throughout your time in Key Club.
 - b. Maximum of 3 letters of recommendation.
- 4. Commitment to Service** Page Limit: 4 | **(10 pts max)**
 - a. Key Club International is a service organization. It is important to showcase the applicant's commitment to service for the District administrative year of Key Club membership.
 - b. Include pictures and examples of various service events.
- 5. 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 Member of the Year Award nominee should have demonstrated all 4 core values throughout the Key Club term.
 - b. Provide a maximum of 4 examples of how the applicant has demonstrated the core values throughout the entire year.
- 6. Proof of Attendance** Page Limit: 3 | **(10 pts max)**
 - a. Identify all the service projects attended by the applicant throughout the District administrative year of Key Club.
 - b. Hours and variety will be considered in judging.
 - c. This form is certified by the Faculty Advisor or Club Secretary.
- 7. Active membership - Involvement & Accomplishments**
Page Limit: 10 | **(10 pts max)**
 - a. Include at least four examples of the applicant's involvement and accomplishments as a Key Club member on one or more of the following levels during the District administrative year:
Club Level
Division & Region Level
District Level
International Level
- 8. Kiwanis Family - Fellowship & Unity**
Page Limit: 3 | **(10 pts max)**
 - a. Include at least three examples of the applicant's active participation in establishing strong relationships as a member of the Kiwanis Family during the District administrative year.
- 9. Personal Contributions** Page Limit: 4 | **(10 pts max)**
 - a. Showcase how the applicant distinguished themselves by making the most of their opportunities.
 - b. This can be anything the applicant would like to show to the judges.
 - c. Include at least three examples.
- 10. Inspirational Qualities** Page Limit: 4 | **(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.
 - b. Include at least two examples.
- 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](#)
- Proof of Attendance: [Google](#)

Refer to FAQ #11 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

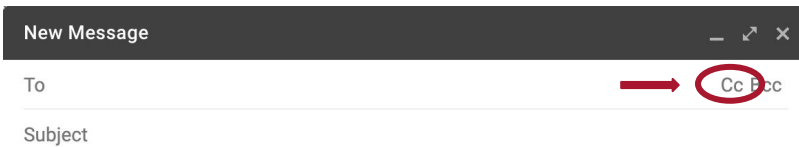
1. How do I receive E-Signatures?

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

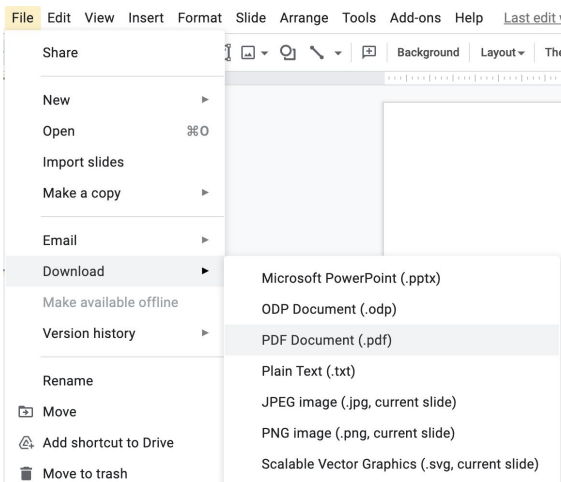
2. What does "CC:" mean?

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. Who can apply for this award?

Anyone who is a dues paid member. If you hold an elected position, such as President, you cannot apply.

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. 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.

10. 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.

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>.

13. 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.

MEMBER OF THE YEAR 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	Commitment to Service	
Section 5	Commitment to the Core Values of Key Club	
Section 6	Proof of Attendance	
Section 7	Active Membership - Involvement & Accomplishments	
Section 8	Kiwanis Family - Fellowship & Unity	
Section 9	Personal Contributions	
Section 10	Inspirational Qualities	

STATEMENT OF NOMINATION

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

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

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			

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. Presidents 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)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
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29)			
30)			
31)			
32)			
33)			
34)			
35)			
36)			
37)			
38)			
39)			
40)			
Total Service Hours			