



CNH | KEY CLUB

Sandy Ninger Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Saturday, February 5th, 2022 by 11:59PM
PST/HST

EMAIL SUBMISSIONS TO:
cnh.kccontests@gmail.com

Subject: Sandy Ninger Contest

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

CC: Faculty Advisor and Division Lt. Governor

The Key Club Sandy Ninger Contest is a District contest that is also recognized on an International level. Eligible applicants must complete the application, as explained in the guidelines, and submit it to the CNH Contest Archive for judging. At District Convention 2022, one distinguished contest winner will be announced.

1. Read the Sandy Ninger Contest guidelines.
2. Fill out the "Sandy Ninger 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 the CNH Contest Archive (cnh.kccontests@gmail.com).
Submissions must be received by Saturday, February 5th, 2022 by 11:59PM PST/HST.

SANDY NINGER CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB SANDY NINGER AWARD

When a Key Club was organized at Fort Lauderdale High School in January of 1936, Sandy Ninger became a charter member. He showed the same dedication to his work at that time as he would later show in battle. The school's athletic program had deteriorated and only fifteen candidates (including skinny Sandy) went out for the school football team. Home games seldom attracted more than a hundred spectators.

Sandy decided to change the situation and as chairman of his Key Club's entertainment committee, he arranged a dinner at the school cafeteria to which the town's businessmen were invited. The Key Clubbers asked for help to improve athletics in their community, and within a few weeks had the backing of the people of Fort Lauderdale. The city sold the school board a tract of land two blocks long and one block wide. An electric power company donated poles. Electricians gave their services. The rest of the community loaned money for equipment and a grandstand. Finally, a special football game was played before 1500 spectators. Football receipts eventually paid for the field, the fence around it, another grandstand, and all athletic expenses. In the spring of 1942, at a convention of Florida Key Clubs, Kiwanian Harold Martin of Fort Lauderdale proposed the Sandy Ninger Plaque as an award in his memory. As conceived by Harold, the medal was to be awarded to high school students who distinguished themselves by making the most of their opportunities—disregarding any school average or societal standard. Thus, the award would recognize individuals in terms of their own abilities and weaknesses, opportunities, and lack of opportunity.

In 1946, Key Club International formally named Lieutenant Alexander Ninger Jr. as the ideal Key Clubber. At the same time, the Sandy Ninger Plaque was also adopted. This plaque, with Sandy's likeness superimposed upon it, is now given by Key Clubs throughout America to the high school graduate who most exemplifies the tradition begun by Sandy Ninger.

The CNH Key Club Sandy Ninger Award is given to an outstanding, dues-paid, Key Club member with a minimum of fifty (50) service hours who has done an outstanding job in serving their home, school, and community. (ALL members who fit the requirements are qualified for this award.)

- (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.**

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

SANDY NININGER CONTEST GUIDELINES

- (4) **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: **SandyNininger_LastNameFirstName**
 - All required items for the E-Portfolio are listed on Page 3.
- (5) **SMALL FILE SIZES: 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**
- (6) The committee may select one person for this award. If in their estimation no one is worthy, this award will not be presented for that year. No one may receive this award more than once. Suitable awards will be presented.
- (7) 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.
- (8) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid member by December 1st.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

SANDY NININGER 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 full duration 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 Sandy Nininger Award nominee should have demonstrated all 4 core values throughout their duration of Key Club membership.
 - b. Provide a maximum of 4 examples of how the applicant has demonstrated the core values throughout the duration of their membership.
- 6. Proof of Attendance** Page Limit: 3 | **(10 pts max)**
 - a. Identify the Key Club and/or Kiwanis Family meetings and events the applicant has attended.
 - b. This form is certified by the Faculty Advisor or Club Secretary.
- 7. Active Membership - Involvement & Accomplishments**
Page Limit: 10 | **(10 pts max)**
 - a. Showcase the applicant's involvement and accomplishments as a Key Club member in any or all applicable sections:
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.
- 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. Provide a reflection on how the applicant has inspired others to become better servant leaders.
 - b. Include examples of how the applicant has inspired others.
- 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 #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

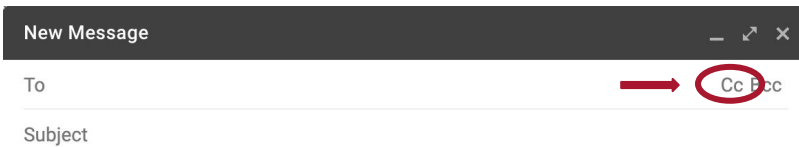
1. How do I receive E-Signatures?

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	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

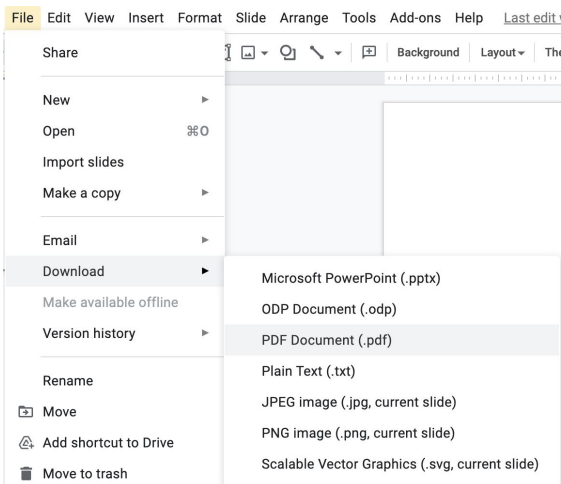
2. What does "CC:" mean?

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. 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.

8. 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.

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.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

SANDY NININGER 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)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			
19)			
20)			
21)			
22)			
23)			
24)			
25)			
26)			
27)			
28)			
29)			
30)			
31)			
32)			
33)			
34)			
35)			
36)			
37)			
38)			
39)			
40)			
Total Service Hours			