



# CNH | KEY CLUB

## Secretary Contest

### SUBMISSION OVERVIEW

#### SUBMISSION DEADLINE

Saturday, February 5<sup>th</sup>, 2022 by 11:59PM

PST/HST

EMAIL SUBMISSIONS TO:

[cnh.kccontests@gmail.com](mailto:cnh.kccontests@gmail.com)

Subject: Secretary 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 Secretary Contest is a District contest. 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, distinguished contest winners will be announced.

1. Read the Secretary Contest guidelines.
2. Fill out the "Officer 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, Officer Checklist, Nomination Form, Proof of Attendance, and supporting documentation.
4. Email the E-Portfolio to the CNH Contest Archive ([cnh.kccontests@gmail.com](mailto:cnh.kccontests@gmail.com)). Submissions must be received by Saturday, February 5th, 2022 by 11:59PM PST/HST.

### SECRETARY CONTEST GUIDELINES

#### RULES GOVERNING THE CNH KEY CLUB SECRETARY AWARD

The CNH Key Club Secretary Award shall provide recognition to Secretaries who have provided commendable service to others. The CNH Key Club Secretary Award is given to an outstanding, dues-paid, Key Club Secretary with a minimum of fifty (50) service hours who has performed an outstanding job in serving their home, school, and community.

- (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 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: **Secretary\_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) 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) **OUTSTANDING OR DISTINGUISHED OFFICER AWARDS:** Requires the completion and submission of an E-Portfolio, which must include the completed Checklist and forms. Level of recognition will be determined by the judging results. Distinguished winners will receive a medal and recognition at DCON. Outstanding winners will receive a certificate.
- (6) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid member by December 1<sup>st</sup>.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | [mr.chair@cnhkeyclub.org](mailto:mr.chair@cnhkeyclub.org)

# SECRETARY JUDGING RUBRIC

**1. Cover Page** Page Limit: 1

*Personal Creation, No Form Provided*

- Name of Nominee
- Position and Term
- Home Club, Division, and Region
- Picture of Applicant

**Nomination Form** Page Limit: 2 | **(5 pts max)**

- Name of Nominee
- Home Club, Club Number, Division, and Region
- Name of Nominator
- Table of Contents
- 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:

- 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.*
- Relevant pictures to the section or reflection.

**3. Letter(s) of Recommendation** Page Limit: 3 | **(10 pts max)**

- These are used as testimonies to support your overall E-Portfolio. Letters will portray the efforts you've made as a Club Secretary, as well as the growth demonstrated in the past year.
- Maximum of 3 letters of recommendation.

**4. Secretary Checklist** Page Limit: 1 | **(10 pts max)**

- The checklist must be completed as thoroughly as possible with at least two individual E-Signatures and their respective contact information.
- At least two individuals confirming your checklist MUST include BOTH of their initials in the club standards, accomplishments, and attendance boxes.

**5. Proof of Attendance** Page Limit: 3 | **(10 pts max)**

- This form displays events you've attended, how many hours you have served throughout the year, and at what level you served.
- This form is certified by the Faculty Advisor or Club President.

**6. Monthly Report Forms** Page Limit: 15 | **(15 pts max)**

- Secretaries compile a Google Sheets Report Form and submit the form to their respective Lt. Governors on a monthly basis.
- Please be sure to include at least one sample monthly tab from each of the first 3 quarters.  
Quarter 1: April-May-June  
Quarter 2: July-August-September  
Quarter 3: October-November-December

**Club Directory** Page Limit: 3 | **(5 pts max)**

- Secretaries are responsible for the creation of the club's overall directory, as well as supplemental directories.
- Please be sure to include the complete and organized Monthly Report Form directory and any other directories that were used for special events or committees.

**7. Minutes** Page Limit: 10 | **(10 pts max)**

- The Secretary's duty is to record minutes at all executive board and general meetings.
- Please include at least one sample of board meeting minutes and one sample of general meeting minutes from each quarter.  
Quarter 1: April-May-June  
Quarter 2: July-August-September  
Quarter 3: October-November-December  
Quarter 4: January

**Communication** Page Limit: 5 | **(10 pts max)**

- This section must focus on your communication with the members, club, division, district, and advisors. Emails, texts, letters, and etc. may be utilized.

**8. Miscellaneous** Page Limit: 5 | **(10 pts max)**

- This section may focus on any additional contributions you have made as a club Secretary. Include as many quality examples as you can.

**9. Graphic Standards** | **(10 pts)**

- Your E-Portfolio will be judged on sections 1 through 10. It must demonstrate your knowledge of **Graphic Standards**.

**10. File Size**

- 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](#)
- Checklist: [Google](#)
- Proof of Attendance: [Google](#)

*Refer to FAQ #10 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](mailto:mr.chair@cnhkeyclub.org)

# FREQUENTLY ASKED QUESTIONS

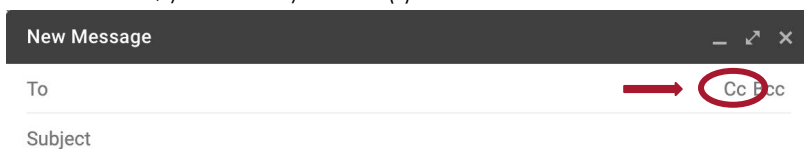
## 1. How do I receive E-Signatures?

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 President	/s/ Busy Bee	busybee@gmail.com	(555) 555-5555
	Faculty Advisor			
LB	Key Club Lt. Governor	/s/ Larry Bee	larybee@gmail.com	(999) 999-9999

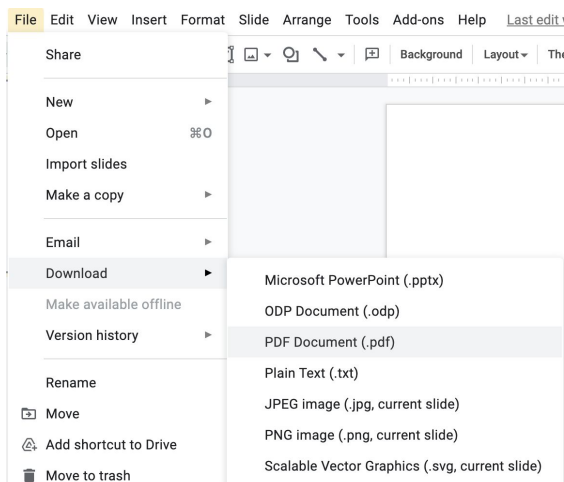
## 2. What does "CC:" mean?

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. What is the difference between OUTSTANDING, and DISTINGUISHED Recognition?

For Outstanding and Distinguished, you must complete the E-Portfolio, which includes the checklist but depending on the points received when judged, you will either be awarded Outstanding or Distinguished. Distinguished winners will receive a medal and walk on stage for DCON. Outstanding winners will receive a certificate at DCON.

**CNH District Member Recognition Committee**

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | [mr.chair@cnhkeyclub.org](mailto:mr.chair@cnhkeyclub.org)

# FREQUENTLY ASKED QUESTIONS

**7. What do I write in the DIVIDERS?**

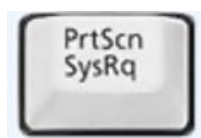
Focus on your growth, problems, achievements, and learning moments in each of the categories. It is a page dedicated to personal reflection, so there is no strict format. Reflections should be written in paragraph format. You may also include related pictures with captions.

**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 showcase emails in COMMUNICATION?**

Use the screenshot functions on your computer. A keyboard should have a key with the words, "PrtScr" or some variation of it, which you can use to screenshot. On a Mac, use command+shift+4 and drag the cross over the area you would like to screenshot. Go to the email, screenshot it, crop out any unnecessary parts of the picture, and paste it onto your document. You can scan letters and paste them to your document as well. Windows computers also have the snipping tool, which allows you to screenshot while cropping.



or

Programs (1)



Snipping Tool

**10. 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](mailto:mr.chair@cnhkeyclub.org).

**11. Do all the sections of the portfolio need to utilize graphic standards?**

The entire 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>.

**12. 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..

**13. For the Club Directory, can I use the document I refer to whenever I update member hours, or is a club directory specifically the contact information and graduation year, etc.?**

As a Secretary, there is a tab on your club MRF specifically for the official club directory. Directories should list the names, general information (graduation year, best method of contact, Key Club member number, paid dues, etc.), and contact information (phone number, email address, home address, etc.) for each member of the club.

**14. In that last answer, Key Club member number was mentioned. What is that, and how do I find it?**

A Key Club member number is the ID number for each member of Key Club International. These can be found on the Membership Update Center, or MUC, as well as on Key Club membership ID cards if members have one. The club Treasurer and Advisor should have access to the MUC, so you must work with them to learn the member numbers and put them on your Club Directory.

**CNH District Member Recognition Committee**

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | [mr.chair@cnhkeyclub.org](mailto:mr.chair@cnhkeyclub.org)

# SECRETARY CHECKLIST AND ENTRY FORM

This checklist must be completed in order for you to be recognized as Outstanding or Distinguished. **You will need at least two individuals to verify that you have completed the items on the checklist. Each box in the checklist should have two sets of initials.** These individuals must place their initials or provide you permission to place their initials in the appropriate column. Not all boxes need to be checked to be eligible to apply. Under the attendance portion, officers will receive full points for at least 5 of 6 items are checked.

## NOMINEE INFORMATION

Nominee Name: \_\_\_\_\_

Key Club: \_\_\_\_\_ Club #: \_\_\_\_\_

District: **California- Nevada-Hawaii** Division: \_\_\_\_\_ Region: \_\_\_\_\_

## CHECKLIST

INITIALS	ITEMS AND REQUIREMENTS
<i>Club Standards</i>	
	<b>Membership:</b> Paid club membership dues by December 1st
	<b>Service:</b> Provided a minimum of 50 service hours as per Key Club International Constitution & By-Laws
	<b>Club Status:</b> Home Club is in good standing and has paid dues
<i>Work Accomplishments</i>	
	<b>Club Directory/Roster:</b> Updated, completed, and distributed the club directory/roster
	<b>Club Monthly Reports:</b> Completed a minimum of eight (8) Monthly Report Forms and submitted forms on time by the 5th of each month to the Key Club Lieutenant Governor, sponsoring Kiwanis Club, and home club
	<b>Records:</b> Recorded and filed minutes of club general meetings
	<b>Records:</b> Recorded and filed minutes of club board meetings
	<b>Election Results:</b> Completed the Annual Club Elections Form for the current term and submitted the form to the Key Club Lieutenant Governor and sponsoring Kiwanis Club
	<b>Club Officer Information:</b> Completed the online club information form for club officers, advisors, and meeting information, made available on the CNH CyberKey
<i>Attendance</i>	
	<b>Club Meetings:</b> Attended ninety percent (90%) of all club general meetings
	<b>Board Meetings:</b> Attended ninety percent (90%) of all club executive board meetings
	<b>Division Council Meetings:</b> Attended a minimum of six (6) Division Council Meetings
	<b>Kiwanis Meetings:</b> Attended a minimum of one (1) Kiwanis Division Council Meeting or attended a minimum of three (3) general Kiwanis meetings
	<b>Training Conference:</b> Attended the Officer Training Conference or Region Training Conference
	<b>Secretary Workshop:</b> Attended the Secretary Workshop at District Convention, International Convention, Officer Training Conference, or Region Training Conference

## 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 President			
	Faculty Advisor			
	Key Club Lt. Governor			

# SECRETARY 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	Secretary Checklist	
Section 5	Proof of Attendance	
Section 6	Club Directory	
Section 7	Monthly Report Forms	
Section 8	Minutes	
Section 9	Communication	
Section 10	Miscellaneous	

## STATEMENT OF NOMINATION

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

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

# 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 President or Faculty Advisor. Secretaries 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)			
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30)			
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32)			
33)			
34)			
35)			
36)			
37)			
38)			
39)			
40)			
Total Service Hours			