



CNH | KEY CLUB

Single Service Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

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

PST/HST

EMAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Single Service 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 Single Service Contest is an International contest. Eligible submissions must first be submitted to the CNH Contest Archive for online judging on the District level. At District Convention 2022, distinguished contest winners will be announced, but only the top submission per membership category (four winners) will go on to compete on the International level at ICON 2022.

1. Read the Single Service Contest guidelines.
2. Fill out the "Single Service 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, 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.

SINGLE SERVICE GUIDELINES

RULES GOVERNING THE KEY CLUB INTERNATIONAL SINGLE SERVICE AWARD

The Single Service Award shall provide recognition to Key Clubs for a commendable service project.

- (1) A qualifying Single Service project shall be defined as a club service project, **planned, organized, and produced** by the Key Club occurring on a single day, consecutive days, or recurring on different days. Projects acceptable for this award may include both hands-on service projects and fundraising efforts. In the case of a recurring project, the recurring project's purpose must be the same as the previous times it was held.
- (2) Entries shall use the official Single Service Entry Form and shall have it as the **FIRST PAGE** of their E-Portfolio.
- (3) Clubs shall compete with other clubs of similar size within four membership categories:
 - Bronze: 35 members or less
 - Silver: 36 to 60 members
 - Gold: 61 to 85 members
 - Platinum: 86 members or more
- (4) Only activities which occurred during the District administrative year shall be included on the report.
- (5) Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate.
- (6) In each membership category, each first-place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, District, or judging committee. The CNH District will submit winning entries to International for judging prior to the May 1st deadline.
- (7) An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the District's competition. Any disqualification at the District level requires the approval of the District Administrator or their designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.
- (8) Suitable recognition should be provided to clubs achieving first place and other places at District and International levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judge.
- (9) **E-SIGNATURES:** This application requires electronic signatures (E-Signatures) by the Faculty/Kiwanis Advisor and the Principal. 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.**
- (10) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1st.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

SINGLE SERVICE GUIDELINES

(11) **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)

Graphic Standards should be implemented throughout the entire E-Portfolio. The requirements of this E-Portfolio are explained below.

- The entire submission needs to be presented in one E-Portfolio.
- Save as a PDF. Label the file: **SingleService_LastNameFirstName**
- All required items for the E-Portfolio are listed on Page 3.

The E-Portfolio should include the following items:

- a. Single Service Entry Form
- b. Cover Page
 - i. Name of Club, Division, and Region
 - ii. Name of Service Project
 - iii. Pictures
- c. All listed information that is found on Page 3, which are:
 - i. **Service Need**
 - ii. **Project Plan**
 - iii. **Project Implementation**
 - iv. **Final Results**
 - v. **Public Awareness**
 - vi. **Member Participation**
- d. Divider
 - i. There are six sections (shown in part C above). A one-page divider is required to precede each section. It should contain the following information:
 1. Section Title
 2. Information relating to each section
- e. End Page

(12) **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**

SINGLE SERVICE RUBRIC

This is an International Contest and this is the breakdown of the number of points possible for each section. There is no limit to the number of pages each section may contain. Entries shall be judged based upon an accumulated total of 100 points allocated to the following categories:

1. Service Need | (10 pts max)

- a. States the need for this project with a maximum of 5 details as to why the need exists.

2. Project Plan | (20 pts max)

- a. List the detailed steps required to plan the project to make this project successful.

3. Project Implementation | (20 pts max)

- a. Provide a detailed description of the action steps from the Project Plan that were implemented to complete this project.

4. Final Results | (25 pts max)

- a. Describe 5 benefits of the service project and how it helped the community.
- b. Discuss how the service need was met.

5. Public Awareness | (15 pts max)

- a. Describe how the community played a role in this project and how the overall project was advertised.
- b. Provide a maximum of 4 examples as to how the project was advertised.

6. Member Participation | (10 pts max)

- a. Provide the percentage of participating members in your club and how they contributed to this project.

FORMS:

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 #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

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

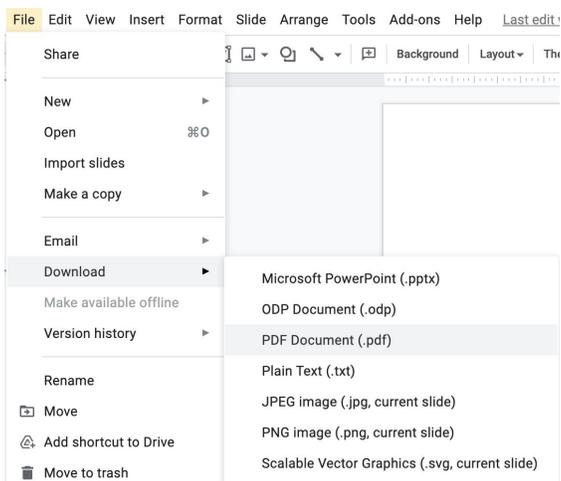
2. What does "CC:" mean?

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. Will the CNH District winners of this contest be recognized at DCON?

The winners of this contest will be recognized at District Convention 2022.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

FREQUENTLY ASKED QUESTIONS

7. How do I qualify for the International level contest?

In order to qualify for the International level contest, entries must first be submitted to the CNH Contest Archive for judging on the District level. At District Convention 2022, only the first place District winner in each membership category will be eligible to compete in the International contest.

8. Do you have to be present at DCON or ICON for your entry to win this contest?

It is recommended to be present at DCON or ICON; however, you do not need to be present. In the event that your submission wins, the award will be given to a representative from your home club/Division.

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's the difference between the Project Plan and Project Implementation?

The Project Plan is the steps taken to physically plan the event. The Project Implementation is how the club acted out the steps from the Project Plan.. Essentially, the Project Plan is the "procedure", while the Project implementation is the "experiment."

KEY CLUB®

Contest criteria are posted in the [Key Club Guidebook](#) on page 59.

Single Service Award 2021

Key Club name: _____ Club ID #: _____ District: _____

Number of members in club: _____ Total service hours involved: _____

Project name: _____ Contact name: _____

E-mail: _____ Phone number with area code: _____

Application return address: _____ City: _____

State/province: _____ Postal code: _____ Country: _____

Brief description of project: _____

Club membership

1. Enter the total number of **dues paid** club members as of **February 1, 2021**.
2. Enter the number of paid members in the box below.
3. Use the number in the box to determine the club's membership category.
4. Place a check next to the category that applies.

Number of dues paid members:

_____ Bronze (35 members or less)

_____ Silver (36-60 members)

_____ Gold (61-85 members)

_____ Platinum (86 members or more)

A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.

B. Entries shall use the official Single Service Report form cover sheet and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.

C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.

D. Entries shall be judged based upon an accumulated total of points allocated to the following categories: service need, 10 points; project plan, 20 points; project implementation, 20 points; final results, 25 points; public awareness, 10 points; member participation, 15 points.

E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.

F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.

G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.

H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.

I. Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges.

Certification. This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Kiwanis/faculty advisor: _____ Principal or designate: _____