CNH | KEY CLUB

Vice President Contest

SUBMISSION OVERVIEW

The Vice President 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 Vice President 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). Submissions must be received by Saturday, February 5th, 2022 by 11:59PM PST/HST.

VICE PRESIDENT CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB VICE PRESIDENT AWARD

The CNH Key Club Vice President Award shall provide recognition to Vice Presidents who have provided commendable service to others. The CNH Key Club Vice President Award is given to an outstanding, dues-paid, Key Club Vice President 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: **VicePresident_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 1st.

VICE PRESIDENT JUDGING 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.*
   b. Relevant pictures to the section or reflection.

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 made as a Club Vice President, as well as the growth demonstrated in the past year.
   b. Maximum of 3 letters of recommendation.

4. **Vice President Checklist** Page Limit: 1 | **(10 pts max)**
   a. The checklist must be completed *as thoroughly as possible* with at least <u>two</u> individual E-Signatures and their respective contact information.
   b. At least <u>two</u> 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)**
   a. This form displays events you've attended, how many hours you have served throughout the year, and at what level you served.
   b. This form is certified by the Faculty Advisor or Club Secretary.

6. **Summary of Position** Page Limit: 5 | **(10 pts max)**
   a. Every Key Club is allowed to have up to five (5) Vice Presidents to support the overall functioning of the club. Each Vice President is often given a focus that will determine their daily, weekly, monthly, and yearly tasks and responsibilities. In this section, provide a detailed explanation of your position as defined by your Executive Board. It is vital for the judges to understand your duties as determined by your club.

7. **Task Achievements** Page Limit: 15 **(15 pts max)**
   a. List the required tasks of this Vice President. Some Vice Presidents do not have enough to do to adequately fill 15 pages or even close to that.
   b. Showcase the specific tasks and general work that you completed out of the required tasks.

8. **Kiwanis Relations** Page Limit: 5 | **(10 pts max)**
   a. Key Club International is sponsored by Kiwanis International. This section must focus on how you as Vice President, have interacted or collaborated with your sponsoring Kiwanis Club and Kiwanis family members.
   b. Include at most 4 examples.

9. **Communication** Page Limit: 5 | **(5 pts max)**
   a. This section must focus on your communication with the members, club, division, district, and advisors. Emails, texts, letters, and etc. may be utilized.

10. **Miscellaneous** Page Limit: 5 | **(10 pts max)**
    a. This section may focus on any additional contributions you have made as a club Vice President. Include as many quality examples as you can.

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](#)
- Checklist: [Google](#)
- Proof of Attendance: [Google](#)
Refer to FAQ #10 for more information on accessing and completing the forms.

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, <u>typed</u>.

| 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.
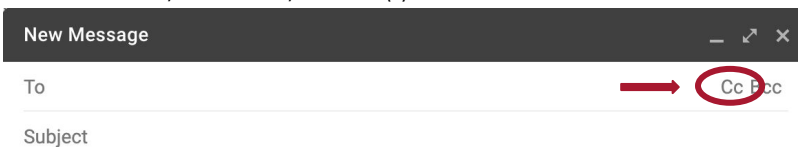
3. **On what application do I make the E-Portfolio and how do I convert it to a PDF file?**
   Google Slides is a good and free application to use; you can also use Publisher, Word, Photoshop, and PowerPoint. When saving a file in Google Slides, go to "File", then "Download" and you will see the PDF option. To find more information on how to make an e-portfolio, visit the **CNH Youtube Channel.**
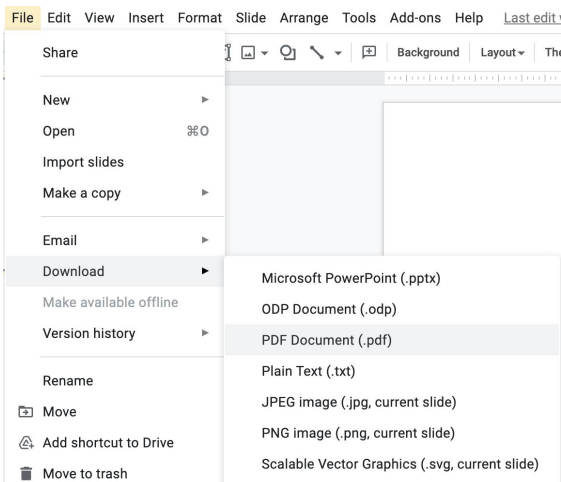
4. **How do I merge two or more separate PDF files into one?**
   Use online applications, such as http://www.pdfmerge.com.

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. **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.

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.

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.

11. **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.

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..

VICE PRESIDENT CHECKLIST AND ENTRY FORM

This checklist must be completed in order for you to be recognized as Outstanding or Distinguished. **You will need <u>at least</u> <u>two</u> 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
Club Standards		
		Membership: Paid club membership dues by December 1st
		Service: Provided a minimum of 50 service hours as per Key Club International Constitution & By-Laws
		Club Status: Home Club is in good standing and has paid dues
Work Accomplishments		
		Administration: Led a minimum of two (2) club general meetings and completed duties assigned by the President
		Reporting - Kiwanis Family Liasion: Provided monthly reports to the Board and Secretary on local Kiwanis activities
		Projects: Chaired a minimum of one (1) project
		Member Education: Conducted a new member orientation, provided various resources to the members, provided resources to promote attendance at conferences and participation in contests
		Publicity: Submitted a minimum of ten (10) articles to club bulletin, division newsletter, or CNH DIstrict Newsletter and collaborated with Editor to publicize events
		Dues Collection: Assisted Treasurer with timely dues collection and accurate updates of club roster
		Club Communication: Communicated on a monthly basis with the membership (phone, electronic, in person, etc.), with the Faculty/Kiwanis Advisor, and with the sponsoring Kiwanis Club
		Division Communication: Communicated on a monthly basis with the Division Lieutenant Governor and/or Region Advisor
Attendance		
		Club Meetings: Attended seventy-five percent (75%) of all club general meetings
		Board Meetings: Attended seventy-five percent (75%) of all club executive board meetings
		Division Council Meetings: Attended a minimum of six (6) Division Council Meetings
		Kiwanis Meetings: Attended a minimum of one (1) Kiwanis Division Council Meeting or attended a minimum of three (3) general Kiwanis meetings
		Training Conference: Attended the Officer Training Conference or Region Training Conference
		Vice President Workshop: Attended the Vice President 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. <u>REMEMBER: There must be 2 of 3 people verifying task completion</u>.

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			

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	Vice President Checklist	
Section 5	Proof of Attendance	
Section 6	Summary of Position	
Section 7	Task Achievements	
Section 8	Kiwanis Relations	
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 Vice President be recognized? How have they gone above and beyond? How have they demonstrated the four core values?

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. 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)			
7)			
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36)			
37)			
38)			
39)			
40)			
		Total Service Hours	