**Vision:** There are only Distinguished District Officer awards for a handful of district positions. The Leadership Committee would like to accommodate more underrated positions, such as, District Historian, Statistical Secretary, Executive Assistant, etc. This award would be called the Outstanding District Officer Award, since the District will be the judge of their performance.

**Qualifications:**
Any District Officer Position that does not have a Distinguished Award, such as:
- District Executive Assistant
- Committee Chairs (Not LTGs)**
- Statistical Secretary
- District Historian
- Tech Producer
- District Translator
- Etc.

An officer must obtain 80% of the points or 1040 out of 1300 points.

**Personal Statement (50 points maximum)**
Provide a comprehensive review of your year, including, but not limited to:
Personal Statement ........................................................................................................ Page ____ (500 word limit)
  a. What you accomplished
  b. What you learned
  c. What you would do differently
  d. Your goals as a District officer
  e. Extenuating circumstances (Due to the nature and variety of offices that will be applying, please thoroughly explain why any requirements could not be met)

**Board Correspondence (125 points maximum)**
Produce and distribute at least five (5) articles of correspondence for district board members. Examples include: memos, newsletters and reports. The following are to be taken into consideration. Please indicate the page numbers where each of the following can be found:

A. Updates on the status of your positional tasks (15 points per article)
B. Observation of graphic standards (5 points per article) Page _____
C. Spelling/grammar (5 points per article) Page _____

25 points per article

Workshop
(100 points maximum)
Develop materials to conduct a workshop related to your position or if not applicable a general workshop at the District Convention at the end of term in office.

Position Related Materials (150 points maximum, 30 points each)
List your job duties & show how you completed them. Provide 5 strong examples, additional work should be shown in the miscellaneous section.
A. _______
B. _______
C. _______
D. _______
E. _______

Required Attendance (100 points maximum, 25 points for each event attended)
You must attend the following during their term in office. District Administrator can sign to indicate the event was attended by the district bulletin editor.
A. District Convention at the Beginning of term........ ________________
B. District Convention at the end of term ............ ________________
C. International Convention during term ............ ________________
D. All district board meetings ..................... ________________

Reporting (50 points maximum, 12.5 points deducted for each report not submitted)
Present a report at all official board meetings. If not in attendance, reports must be presented at the board meeting. Indicate page where each report can be found.
Board meeting 1 ................................................................. Page ____
Board meeting 2 ................................................................. Page ____
Board meeting 3 ................................................................. Page ____
Board meeting 4 ................................................................. Page ____
The above board reports were presented at official board meetings. Verified by signature of District Administrator ________________________

Key Club International Trustee (25 points maximum)
Send all copies of your board newsletter to the Key Club International trustee.

Service to Home, School and Community (150 points maximum)
Perform at least fifty (50) hours of service to home, school, and community through Key Club activities. Include description and verification by club president and faculty advisor.

Deduct 5 points for every hour below 50 (150 points if service is verified).

Recommendations (25 points maximum)
Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature)

Miscellaneous (100 points maximum)
Submit evidence of performance above and beyond the call of duty including documentation of achievements not covered by these criteria. Please list what you have included and the page numbers where they can be found below:
(You don’t have to fill in all of the blanks. Extra blanks are provided in case they’re needed.)
A.
B.
C.
D.
E.
F.
G.
H.
I.
J.