Distinguished Governor’s Award

2019-20 Distinguished district office binders

This document includes instructions, cover sheets and tab labels that you are to use in your binder to apply for the distinguished district officer awards. It is required that you use the sheets in this document to separate your information to make it more efficient for the judges and to ensure that you receive proper credit. Here are some items to keep in mind while putting the binder together.

To properly format your binder, print out the labels included in this document and insert them into insertable binder 5-tab dividers. You can use any brand or style, as long as they are 5-tab dividers. Place the tab cover sheets also included in this document as the first sheet behind the tab divider. The number of 5-tab divider sets you will need depends on the award you are applying for. You will need the following number of sets for each award:

- Governor 4
- Secretary 3
- Treasurer 3
- Outstanding District Officer 3
- Secretary-Treasurer 3
- Bulletin Editor 3
- Webmaster 2

1. The binder may not exceed 4 inches of material. Please do not attempt to put 5-6” of material in a 4” binder.
2. The tabs must be visible when the binder is open so that the judges may flip easily to the required section. Nothing should obstruct the view of the tab.
3. No page protectors should be used. The judges will not remove items from page protectors to view them.
4. Extraneous materials in sections (other than the Miscellaneous Section) are not necessary. Only include materials requested behind the tabs.
5. If your administrator signs that you have performed a task, no other verification is necessary.
6. Make sure that your administrator has seen your binder before you send it to the Key Club International office.
7. Once a binder has been sent to the office, no other materials will be placed in it by the Key Club International Staff.
8. All binders are to be received in the Key Club International office by the due date listed at www.keyclub.org/contestsawards – otherwise your administrator will be responsible for bringing it to GATC.

If you have any questions about the criteria or your binder, please do not hesitate to contact the Key Club International staff.

Greg Stowers, Director, Key Club International, gstowers@kiwanis.org
1-800-549-2647 ext. 209 or +1-317-217-6209
Distinguished Governor’s Award

Applicant name:____________________________________________

District______________________________________________________

Return binder to the following street address:

_____________________________________________________________

_____________________________________________________________

Verification

As required, the District Administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator

________________________

Award information

- An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but recognition of an individual’s performance.

- Nominations must be received at Key Club International no later than the first Friday in May.

- Copies of all required documents must accompany the nomination.

- Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described.

- In order to receive this award, a total of 1000 points out of the 1250 possible points must be accumulated.
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Personal Statement

(50 points maximum)

Provide a comprehensive review of your year as District Governor, including, but not limited to:

Table of contents:
Please supply the page number, where the following can be found:

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 Executive officer

e. Extenuating circumstances
Club Correspondence
(55 points maximum)

Club Correspondence – Produce and distribute, via the postal service, email, or Lieutenant Governor newsletters, at least three formal articles of correspondence (articles, letters, flyers, etc.) with the following titles, or titles of a similar effect. Graphic standards will be taken into consideration where applicable.

Points:
- Governors Greeting, including goals for the upcoming year (18 points)
- Mid-Year Correspondence, including update on goals set in the beginning of the year (18 points)
- Year in Review, including final result of goals set in the beginning of the year. (19 points)

Table of contents:
Please supply the page numbers, where the following can be found:
Governors Greeting ................................................................. Page _____
Mid-Year Correspondence ..................................................... Page _____
Year in Review ......................................................................... Page _____
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Board Correspondence
(125 points maximum)

Board Correspondence—Produce and distribute, via the postal service or email, at least ten formal items of correspondence (email updates, newsletters, flyers, etc.), to the District Board. The following are to be taken into consideration.

Points:
- Observation of graphic standards (15 Points)
- Content covered throughout the year (100 points)
- Spelling/grammar (10 points)

Table of contents:
Please supply the page numbers, where the following can be found:

Newsletter 1 ................................................................. Page ___
Newsletter 2 ................................................................. Page ___
Newsletter 3 ................................................................. Page ___
Newsletter 4 ................................................................. Page ___
Newsletter 5 ................................................................. Page ___
Newsletter 6 ................................................................. Page ___
Newsletter 7 ................................................................. Page ___
Newsletter 8 ................................................................. Page ___
Newsletter 9 ................................................................. Page ___
Newsletter 10 .............................................................. Page ___

Table of contents:
Please indicate in which newsletter and page where the judges can find references to each of the following:

1. Major Emphasis and Preferred Charities .... Newsletter ___ Page ___
2. Youth Opportunities Fund ......................... Newsletter ___ Page ___
3. Kiwanis family ................................................. Newsletter ___ Page ___
4. New club building and reactivation .......... Newsletter ___ Page ___
5. District convention ......................................... Newsletter ___ Page ___
6. International convention .............................. Newsletter ___ Page ___
7. District and International dues collection .. Newsletter ___ Page ___
8. Promotion of Key Club vision partners ...... Newsletter ___ Page ___

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(Four times per year each, minimum)

9. Promotion of Key Club co-sponsors.......... Newsletter ___ Page ___
(Two times per year each, minimum)
Board Meeting Agenda
(50 points maximum)

Prepare a tentative agenda for each District Board meeting and distribute this agenda to the District Board at least one week in advance of the Board meeting. Provide a copy of each agenda and documentation of its distribution to be awarded points.

Table of contents:
Please supply the page numbers, where the following can be found:

Agenda 1................................................................................... Page ____
Agenda 2................................................................................... Page ____
Agenda 3................................................................................... Page ____
Agenda 4................................................................................... Page ____
Agenda 5................................................................................... Page ____
Agenda 6................................................................................... Page ____
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**District Officer Training**
(125 points maximum)

Distribute the criteria for all distinguished officer awards (25 points)

Develop materials and institute a training program for district officers (100 points).

Deduct 25 points deducted if training did not occur before the Key Club International convention, 20 points deducted for each topic not addressed.

**Table of contents:**
Please supply the page numbers, where the following can be found:

1. Major Emphasis and preferred charities ............ Page _____
2. Youth Opportunities Fund .................................... Page _____
3. Kiwanis family......................................................... Page _____
4. Planning service projects and programs .......... Page _____
   (i.e. rallies, Divisional Training Conferences, Divisional Projects, etc.)
5. Suggested calendar.......................... Page _____
6. Position responsibilities............................ Page _____
7. Emphasis on club building and reactivation ..... Page _____
8. Guidelines for divisional meetings ................. Page _____
9. Distribution of distinguished officer awards .... Page _____
8. Distribution of partner descriptions and logos ... Page _____

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District committees
(80 points maximum)

Provide written directives and assist district committees in their operation.

Table of contents:
Indicate the page numbers where the following can be found:
A. Appoint at least the following standing committees (40 points) Page _____
   1) Membership development
   2) Key Club International connections/applications and preferred charities and corporate partners/sponsors
   3) Service planning
   4) Convention planning

B. Committee responsibilities thoroughly explained (10 points) Page _____

C. Schedule committee meetings at district board meetings and provide directives for each in conjunction with committee chairs (20 points) Page _____

D. Require committee members to complete regular reports to be recorded in the district minutes (10 points) Page _____

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**Required Attendance**
(150 points maximum.)

District Governor must attend the following during their term in office.

District Administrator can sign to verify the event was attended by the District Governor.

A. District convention at the beginning and end of term…______________________
   (30 points)

B. Governor/Administrator Training Conference…………… ______________________
   (20 points)

C. International Convention……………………………………..______________________
   (20 points)

D. Key Club Leadership Conference…………………………. ______________________
   (20 points)

E. All district board meetings…………………………………….______________________
   (20 points)

F. Kiwanis district convention or Mid-winter conference…..______________________
   (20 points)

G. Circle K district convention ………………………………….______________________
   (20 points)
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District Board Performance
(75 points maximum)

Table of contents:
Please supply the page numbers, where the following can be found:

A. Institute a program of monthly reporting for Lieutenant Governors (25 points) Page(s) ____

B. Provide each board member with an evaluation of their performance quarterly (50 points) Page(s) ____
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Kiwanis Family Relations
(65 points maximum)

The District Administrator can sign the blanks to verify governor held at least one meeting with the following:

A. Kiwanis Governor............................................. __________ (9 points)

B. Circle K Governor.............................................. __________ (9 points)

C. Kiwanis District Board Meeting.............................. __________ (9 points)

D. Circle K Board Meeting........................................ __________ (9 points)

E. Participation in Kiwanis service project for the current Kiwanis Global campaign........ __________ (11 points)

F. Provide education about Circle K during at least one district event. ....................................................... __________ (9 points)

G. Provide education about Kiwanis during at least one district event........................................................ __________ (9 points)

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**Key Club International trustee**  
(75 points maximum)

A. Written directives for trustee outlining how he/she can assist the district. (20 points)

B. Provide time at board meeting for trustee’s report. (10 points)

C. Evidence of communications at least two times per month with your trustee. (35 points)

D. Provide opportunity at the district convention for the trustee to address the entire convention. (10 points)

Signature of District Administrator to verify completion of Part B.  
___________________________________

Signature of District Administrator to verify completion of Part D.  
___________________________________
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**Reporting**
(50 points maximum-5 points for each report submitted on time)

File all reports (International Board committee questionnaires, surveys, etc.) required by the Key Club International Office or Board within specified time limits.
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**Administrator**

(75 points maximum)

Contact the administrator prior to each board meeting to prepare the agenda. (20 points)

Verified by signature of District Administrator __________________________

Communicate at least three (3) times per month with the administrator. (55 points)

Verified by signature of District Administrator __________________________
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**Service to Home, School and Community**
(150 points maximum, 5 points deducted for every hour below 50)

Perform at least 50 hours of service to home, school and community through Key Club activities.

Include description and verification by club president and faculty advisor.
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)
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**Miscellaneous**
(100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges.

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. ________________________________________________ Page ___
B. ________________________________________________ Page ___
C. ________________________________________________ Page ___
D. ________________________________________________ Page ___
E. ________________________________________________ Page ___
F. ________________________________________________ Page ___
G. ________________________________________________ Page ___
H. ________________________________________________ Page ___
I. ________________________________________________ Page ___
J. ________________________________________________ Page ___
K. ________________________________________________ Page ___
L. ________________________________________________ Page ___
M. ________________________________________________ Page ___
N. ________________________________________________ Page ___
O. ________________________________________________ Page ___
P. ________________________________________________ Page ___

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Miscellaneous