Distinguished Secretary’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 2
- 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 Secretary’s Award

Applicants 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 below.

• In order to receive this award, a total of 1000 points out of 1250 possible points must be accumulated.
Personal Statement
(50 points maximum)

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

- What you accomplished
- What you learned
- What you would do differently
- Your goals as a District Executive officer
- Extenuating circumstances

(500 word limit)
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**Board Correspondence**
(125 points maximum)

Produce and distribute, via the postal service or email, at least ten (10) formal items of correspondence (email updates, newsletters, flyers, etc.) to the district board members.

The following are to be taken into consideration:

1. Observation of graphic standards (20 points)
2. Content (95 points)
   - Role of club secretary (general correspondence and minutes)
   - Club roster collection
   - Upcoming district visits
3. 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 ____
Distinguished Secretary's Award

**Club Correspondence**
(50 points maximum)

Produce and distribute, via the postal service or email, at least three (3) formal items of correspondence (email updates, newsletters, flyers, etc.) to club secretaries.

The following are to be taken into consideration:

1. Observation of graphic standards (10 points)
2. Content (30 points)
   - Role of club secretary (general correspondence and minutes)
   - Club roster collection
   - Upcoming district visits
3. Spelling/grammar (10 points)

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

- Newsletter 1
- Newsletter 2
- Newsletter 3
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Club Secretary’s Workshop
(50 points maximum)

Developed materials for and conduct a club secretary’s workshop held at the district convention at the end of term in office.
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**Board Minutes**
(125 points maximum)

Distribute copies of all district board minutes to district board officers and submit electronically to the Key Club International Office. *Date distributed may be verified by signature of District Administrator next to date.*

1. Within 15 days of board meeting (125 points)
2. Within 30 days of board meeting (75 points)
3. Within 45 days of board meeting (45 points)
4. Later than 45 days (25 points)
5. No report (0 points)

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

Board Meeting 1................................................................. Page ____
Board Meeting Date ______________ *Date Distributed ______________

Board Meeting 2................................................................. Page ____
Board Meeting Date ______________ *Date Distributed ______________

Board Meeting 3................................................................. Page ____
Board Meeting Date ______________ *Date Distributed ______________

Board meeting 4................................................................. Page ____
Board Meeting Date ______________ *Date Distributed ______________
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Required Attendance
(100 points maximum, deduct 25 points for each event not attended)

District secretary must attend the following during their term in office. District Administrator can sign to indicate the event was attended by the district secretary.

A. District convention at beginning and end of term _________________
   (30 points)

B. Key Club International convention..................................................
   (Unless prior approval not attend is approved by the district administrator.)
   (30 points)

C. All district board meetings.........................................................
   (40 points)
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**Reporting**
(50 points maximum, 10 points deducted for each report not submitted)

Present a secretary’s report at all official board meetings.

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 _________________
End of Year Report
(100 points maximum)

Compile the final reports of all the committees of the district board.
- Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives.
- Distribute the report to the following people: new district governor and district administrator.

Indicate page where the report can be found. ____________________________

______ The master committee report was created.
______ The master report was distributed to the new district governor.
______ The master report was distributed to the district administrator.
______ The master report was distributed to the district board liaison.

Administrator: Please initial by all applicable statements and sign below.
Verified by signature of District Administrator ____________________________
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Club Officer Directory
(200 points maximum)

Produce and distribute club officer directory to clubs and district officers, within specified time limits.

Attach copy of submitted club officer directory.

- Before November 1 (200 points)
- Before December 1 (100 points)
- After December 1 (50 points)

Date directory was distributed ________________

Verified by signature of District Administrator ______________________
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Club Officer Directory Addendums
(100 points maximum)

Produce at least one addendum to the club officer directory prior to district convention for distribution to clubs through Lieutenant Governors or district mailings.

Addendum 1 .................................................... Page ________
Addendum 2 .................................................... Page ________
Addendum 3 .................................................... Page ________
Addendum 4 .................................................... Page ________

Verified by signature of District Administrator ___________________
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**Key Club International Trustee**
(25 points maximum)

Send all copies of the district secretary’s board newsletter to the Key Club International trustee.
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Service to Home, School and Community
(150 points maximum, 5 points deducted for every hour below 50)

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.
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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.

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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