Distinguished Treasurer’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
- Secretary-Treasurer 3
- Bulletin Editor 2
- Webmaster 2
- Outstanding District Officer 3

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 Treasurer’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.

- In order to receive this award, a total of 1000 points out of 1250 possible points must be accumulated.
Distinguished Treasurer’s Award

Personal Statement
(50 points maximum)

Provide a comprehensive review of your year as District Treasurer, 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 Executive officer

e. Extenuating circumstances
Distinguished Treasurer’s Award

Monthly Reports
(210 points maximum, 20 points for each item submitted)

Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter, but will be judged separately. Indicate where these reports can be found if they are not behind this tab.

Monthly report 1 ................................................................. Page __
Monthly report 2 ................................................................. Page __
Monthly report 3 ................................................................. Page __
Monthly report 4 ................................................................. Page __
Monthly report 5 ................................................................. Page __
Monthly report 6 ................................................................. Page __
Monthly report 7 ................................................................. Page __
Monthly report 8 ................................................................. Page __
Monthly report 9 ................................................................. Page __
Monthly report 10 ............................................................... Page __
Distinguished Treasurer’s Award

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 treasurer (i.e. dues collection and club budget)
   - District and International dues collection
   - Fundraising project ideas
   - Upcoming District events
   - Divisional dues payment status updates
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 Treasurer’s Award

**Club Correspondence**  
(50 points maximum)

Produce and distribute, via the postal service or email, at least (3) three items of correspondence (email updates, newsletters, flyers, etc.) written to club treasurers. The following are to be taken into consideration.

The following are to be taken into consideration:

1. Observation of graphic standards (10 points)
2. Content (30 points)  
   - Role of club treasurer (i.e. dues collection and club budget)  
   - District and International dues collection  
   - Fundraising project ideas  
   - Registering and paying for upcoming District events
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 ____

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**Club Treasurer’s Workshop**
(50 points maximum)

Developed materials for and conduct a club treasurer’s workshop held at the district convention at the end of term in office.
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**Delinquent Dues Notification**
(315 points maximum – 105 points for each notification)

**First Delinquent Dues Notification**
(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31st.

Page where document is found.................................................................

Date verified by signature of District Administrator _______________________

**Second Delinquent Dues Notification**
(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by January 31st.

Page where document is found.................................................................

Date verified by signature of District Administrator _______________________

**Third Delinquent Dues Notification**
(105 points)

Send notification of delinquent status to delinquent Key Club presidents and faculty advisors prior to district convention.

Page where document is found.................................................................

Verified by signature of District Administrator ____________________________

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Required Attendance
(100 points maximum.)

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

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

B. International Convention ................................................__
   (25 points)

C. All district board meetings.............................................
   (25 points)
Distinguished Treasurer’s Award

**Reporting**
(50 points maximum, 10 points deducted for each report not submitted)

Present a treasurer’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 ______________________
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**Key Club International Trustee**
(25 points maximum)

Send all copies of the district treasurer’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. 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 ____
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N. ________________________________________________ Page ____
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