

# Montana District of Key Club International

64th Annual Convention

March 3-6, 2012

**2011-2012**

## Contests and Awards

**This document contains the rules and forms for all contests and awards.**

**All forms may be downloaded from Part B forms to be available after International makes them available.**

**[www.mtkeyclub.org](http://www.mtkeyclub.org)**

**Completed forms must be received  
by February 8<sup>th</sup>, 2012**

**(except those specified within that can be turned in at convention)**

**Mail all forms and nominations to:**

**Montana District Key Club**

**2221 Rosewyn Lane**

**Billings, MT 59102-2147**

Most forms online and in this packet are pdf and the fields can be typed in, but not saved. So you need to print them out after you type in them. Please note that the paper forms need to be sent in and the signatures must be actual signature.

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# Montana District of Key Club International

## Contests and Awards Rules

Dear Key Clubs of the Montana District:

We hope all of you will attend this year's District Convention Billings and participate in the contests and awards programs. There are many opportunities for your Club to compete for recognition. Although most of the rules for these competitions are the same as the rules for International recognitions, there may be a few differences. Please review the rules carefully.

The rules for all contests and awards are included in this packet. In addition, your Club Officers and Club Members may receive recognition for outstanding service. The District awards the designation "Distinguished" to all Presidents, Vice-Presidents, Secretaries, Treasurers, Editors, and Members who have met the criteria enclosed in this Contest and Awards Packet. Applications and recommendations for these awards must be completed and **received by the date on the cover sheet**. The District also awards Ken Holmlund Outstanding President to those senior Club Presidents who have achieved more than the criteria for the distinguished honor. Again this year the most outstanding Key Club President, based upon a review of the Outstanding President nominations, will receive a \$1,000 scholarship. There are also Outstanding Kiwanis Advisor and Outstanding Faculty Advisor awards.

Scholarships will be awarded at the District Convention. The information, rules, and forms for scholarships are online.

Banner Patches are also awarded at the District Convention. For many Banner Patches, no application is necessary as the District uses monthly report forms, dues, reports, etc., to determine eligibility for the awards. The applications for other Banner Patches are included in this Contests and Awards Packet.

We hope this Contests and Awards Packet will help you prepare for the Montana District Key Club Convention. **It is highly recommended that the Advisor and Key Club members read the rules of each contest carefully and meet all deadlines as indicated.** If you have any questions concerning the contest, please contact District Administrator,

We look forward to seeing you

Sincerely,

*The Montana District Board of Trustees and the Montana District of Kiwanis Key Club Committee*

**Section I: NO APPLICATION REQUIRED but to be considered the Secretary's reports MUST HAVE BEEN SUBMITTED.**

Replace + 5	Convention Attendance	Best Club Spirit
Key Club Service Award	Key Club Service Hour Award	Annual Achievement Report
100% Reporting Award	Best Caucus	Key Clubber Mile Award
Ladder Awards		
Key Club of the Year Award (Annual Achievement Report must be submitted at District Convention)		

**Section II: APPLICATIONS MUST BE RECEIVED BY THE DEADLINE**

***PLEASE MAKE COPIES OF ANY SUBMISSION AS THEY WILL NOT BE RETURNED. ALL SUBMISSIONS OR ENTRIES BECOME THE PROPERTY OF THE MONTANA DISTRICT OF KEY CLUB INTERNATIONAL***

Distinguished Club Reporter	Ken Holmlund President
Distinguished Club President	Governor's Project
Distinguished Club Secretary	K-Family Relations Award
Distinguished Club Treasurer	K-Family Ties Banner Patch
Distinguished Club Vice President	Major Emphasis Banner Patch
Distinguished Member	Sandy Nininger Award
7 for 75	Wohler Award
Major Emphasis Project	Stanaway Award
Ronald McDonald House	Single Service Project
Faculty Advisor of the Year	

(From the distinguished applications, an outstanding officer will be chosen.)

**Section III: PLEASE REGISTER FOR/TURN IN AT THE DISTRICT CONVENTION CONTEST OFFICE BEFORE FIRST GENERAL SESSION. .**

***ALL ENTRIES (WITH THE EXCEPTION OF SCRAPBOOKS AND PODIUM BANNERS) SUBMITTED BECOME THE PROPERTY OF THE MONTANA DISTRICT OF KEY CLUB INTERNATIONAL AND WILL NOT BE RETURNED. IT IS RECOMMENDED THAT CLUBS MAKE COPIES OF ALL SUBMISSIONS OR ENTRIES***

Club Poster Contest	Club Project Display Contest
	Club Video Contest
	Major Emphasis Project
Distinguished Club Award/ Annual Achievement Report	
Oratorical Contest	Year in Review Contest: Scrapbook Digital
Best Original Kiwanis Podium Banner (or submit photo)	
Year in Review Contest: Scrapbook Non Traditional	
Year in Review Contest: Scrapbook Traditional	
Best Original Key Club Banner or submit photo	

# What is a Service Hour ?

Key Club International defines a service hour as "any hour of service performed by an individual Key Club member with the approval of his/her club's Board of Directors. The time expended in planning a project will not be counted as a reported service hour."

At its Winter Meeting, 2003, the Board of Trustees of the Montana District of Key Club International adopted the following guidelines to help you determine those hours which may be counted as 'service.'

## What Counts as a Key Club Service Hour ?

- A Projects that are pre-approved or organized by the individual Key Club
- A Book drives, food drives, or any other drives benefiting others. The service is the time a member actually works to collect, count, package, or deliver the objects of the drive.
- Fund raisers for organizations other than the club itself
- A Club Serving as a host club at the District Convention

## What Does Not Count as a Key Club Hour ?

1. Attendance at Divisional Council Meetings, Officer Training Conferences, or Regional Rallies
2. Club, Board, or planning meetings
3. Socials or church services (attending mass, etc.)
4. Anything that is considered a chore that is supposed to be done
5. Fund raisers for the Key Club's own use
6. Attendance at the District or International Convention
7. Providing transportation or time spent going to or from a service project

### Please Note :

For the purposes of its own records or as an incentive for members, the Key Club may award hours for any of the above, but these should not be reported to the District as a part of the Key Club's total service hours.

## **Montana District of Key Club International Portfolio to be sent to District Contests and Awards Office**

The nominations for the following awards should be done by Key Club Members and should not be disclosed to the advisor or club that is being nominated.

Letters of Recommendation: A maximum of 20 letters may be submitted. However, only the first five will be considered in the award judging. The letters may be divided into any categories desired.

1. Letter of Summation:  
This letter should be written by *the* individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this honor.

Including photographs, newspaper clippings, etc. may also be included in the nomination package.

Portfolios will not be returned and become part of the Montana District Records.

## **Outstanding Kiwanis Advisor and Outstanding Faculty Advisor**

**Submitted in folder or scrapbook type portfolio**

This award will be presented to the Kiwanis Advisor that best demonstrates the qualities of an outstanding Kiwanis Advisor. The Key Club members should compile a portfolio and submit all supporting documentation to the District Administrator to be received by February 14<sup>th</sup>. All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nominations will be judged.

All nominations must contain the following:

1. Letter of Nomination: This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club and should provide a nomination statement, basic overview of the candidate and the reason for the nomination.
2. Biographical Information: This should include schools/ colleges attended; community involvements, occupation/business interests, Kiwanis family and other youth service affiliations, and other pertinent biographical information.
3. Letters of Recommendation: A maximum of 20 letters may be submitted. However, only the first five will be considered in the award judging. The letters may be divided into any categories desired.
4. Letter of Summation: This letter should be written by the Individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this honor.
5. Additional Information: Up to four pages of additional information including photographs, newspaper clippings, etc. may also be included in the nomination package.

Only one Advisor will be presented the Outstanding Kiwanis Advisor each year.

The selection of the recipient will be made solely upon the presentation received, rather than the Montana District's knowledge of the nominee

Portfolios will not be returned. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contests, and Board Counselor of this contest. In the event of any dispute or challenge, the decision of the District Administrator is final.

## **Key Club Service Hour Award**

The District will recognize clubs with the largest number of service hours for the district.

Service hours reported and verified on Monthly Report Forms from April, through February will be used to recognize clubs.

To be considered for this award, services hours reported must meet the criteria of a service hour as defined by the District Board.

A first, second, and third place award will be presented at the District Convention.

All active Key Clubs registered for and attending District Convention may be considered for this award.

The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contests, and Board Counselor of this contest. In the event of any dispute or challenge, the decision of the District Administrator is final.

## **Key Club Service Hour Percentage Award**

This award is similar to the Key Club Service Hour Award except the total number of hours is divided by the number of registered Key Clubbers as of February.

## **Key Club of the Year Award**

All active Key Clubs registered for and attending the District Convention may be considered for the Key Club of the Year Award.

To compete for "Key Club of the Year," a club must:

- Have qualified for early bird dues
- Have submitted all Monthly Secretary Report Forms
- Submit a Single Service Report during registration at the District Convention.
- Submit an Achievement Report Form during registration at the District Convention.

Clubs will receive points towards the Key Club of the Year Award according to the following criteria:

- Five points for each Banner Patch received.
- Four points for each Distinguished Officer Award received. –Two points for each member receiving the Distinguished Member Award (up to 5 members).
- Two points for completing an activity related to the Governor's Project
- Two points for each Convention Contest entry
- One point for submitting an Officer Information Sheet at the District Convention.
- One point for each paid member above last year's paid membership (up to five members).
- One point for every five points earned on the Annual Achievement Report.
- One point for the average of service hours per member (# of service hours divided by # of members)

D. The Key Club that has the largest point total will be named Key Club of the Year.

1. In case of a tie, the Key Club with the larger average number of service hours per member will be selected as Key Club of the Year.
2. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the Chair of the Contests, and Board Counselor of this contest. In the event of any dispute or challenge, the decision of the District Administrator is final.

## **The Montana District (Leland) Key of Honor**

The Key of Honor is the highest recognition award presented by the Montana District of Key Club International. The recipient shall be an individual who has made a life-long positive impact upon youth in general and Key Club in specific, and must have served for 5 years3 or 2) an organization that should be so honored for a long-term support of youth and the Key Club program with at least a five year active connection. Nominations for the award shall be made by an individual Key Club or the member of a Key Club, and shall be according to the following criteria:

--All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nomination will be judged.

--All nominations must contain the following:

--Letter of Nomination: This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club, and should provide a nomination statement, basic overview of the candidate, and the reason for the nomination.

--Biographical Information: This should include schools/colleges attended, community involvements, occupation/business interests, Kiwanis-family and other youth service affiliations, and other pertinent biographical information.

--Letters of Recommendation: A maximum of 20 letters may be submitted; however, only the first five will be considered in the award judging. The letters may be divided into any categories desired.

--Letter of Summation: This letter should be written by the individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this highest honor.

--Additional Information: Up to four pages of additional information including photographs, newspaper clippings, etc., may also be included in the nomination package.

**Montana District of Key Club International**  
**Application for DISTINGUISHED CLUB PRESIDENT AWARD**

**Name (Please Print)** \_\_\_\_\_

**Key Club** \_\_\_\_\_ **Division** \_\_\_\_\_

To be eligible for this award, the Club President **must be recommended by the Faculty Advisor**. The advisor must attest that the officer is eligible for Distinguished Member, ALL qualitative criteria are met; assign points for the quantitative criteria, and attach a recommendation letter and any optional recommendation letters to this form for the Club President to be considered for this award. The total number of points required to achieve this award is 117 or 90% of the available points. District Convention attendance is required.(Point total is subject to change.)

**OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER**

\_\_\_\_\_ **YES (if yes, proceed with this application)** \_\_\_\_\_ **NO (if no, he/she is not eligible for the award)**

**QUALITATIVE ASSESSMENT**

**(Advisor's Written Initials)**

- Exhibits constructive leadership at all time \_\_\_\_\_
- Places Key Club as a top priority \_\_\_\_\_
- Encourages other club members \_\_\_\_\_
- Is accessible to club members \_\_\_\_\_
- Participates in club service projects \_\_\_\_\_
- Ensures Key Club is respected on school campus and in community \_\_\_\_\_
- Builds positive working relationships with Faculty Advisor, school administrator, faculty and non-teaching staff \_\_\_\_\_
- Respects all persons \_\_\_\_\_
- Maintains academic good standing \_\_\_\_\_
- Models Student Code of Conduct \_\_\_\_\_

**QUANTITATIVE ASSESSMENT**

**Points earned**

***Club administration***

- Holds weekly meetings (10 points) \_\_\_\_\_/10
- Holds board meetings, at least monthly (5 points) \_\_\_\_\_/5
- Ensures reports are submitted (Sec, reporter, Achievement, contract) (10 points) \_\_\_\_\_/10
- Ensures club has a representative(s) in attendance at all Divisional Council Meetings (15 points) \_\_\_\_\_/15
- Holds and participates in activities related to the Governor's Project (5 points) \_\_\_\_\_/5

***District/International Attendance***

- Must attend District Convention (**required** 15 points) \_\_\_\_\_/15
- Divisional Council Meetings (1 point/meeting/10 possible points) \_\_\_\_\_/10
- Club Attendance at Youth Conference (10 points) \_\_\_\_\_/10
- Club Attendance at Divisional Rally (10 points) \_\_\_\_\_/10
- Club Attendance at Divisional Trainer (10 points) \_\_\_\_\_/10
- International Convention (5 points) \_\_\_\_\_

***KFamily Involvement***

- Participates in activities with other K-Family members (5 points) \_\_\_\_\_/5
- Attends activities of sponsoring Kiwanis Club (10 points) \_\_\_\_\_/10
- Membership Recruitment (1 point/new member recruited: max 10) \_\_\_\_\_/10

**NUMBER OF SERVICE HOURS FOR THIS KEY CLUB YEAR**

\_\_\_\_\_ **Hours**

**ATTACH RECOMMENDATION LETTERS:** Advisor (**required 5 pts**), Lt. Governor (optional 3 pts), Assistant School Administrator (optional 3 pts), Kiwanis Advisor (optional 2 points), Other (optional 1 pt)

I nominate the Key Club Member named above for the Distinguished President Award

\_\_\_\_\_  
 Signature of Faculty Advisor

**MONTANA DISTRICT OF KEY CLUB INTERNATIONAL**  
**Application for**  
**KEN HOLMLUND OUTSTANDING CLUB PRESIDENT SCHOLARSHIP**

**Name (Please Print)** \_\_\_\_\_

**Key Club** \_\_\_\_\_ **Division** \_\_\_\_\_

To receive the award, the Club President must be in attendance at this year's District Convention. The Club President judged most outstanding in the District based upon the nominations will receive a \$1,000.00 scholarship. The Club Presidents nominated for this award must meet all criteria for the Distinguished Club President Award and be a senior in their school.

1. Dates of club's dues payment(s) \_\_\_\_\_
2. Were all Monthly Reports submitted by the tenth of the month? \_\_\_\_\_
3. Did the President attend all Divisional activities? \_\_\_\_\_
4. Did the President attend all Divisional Council Meetings? \_\_\_\_\_
5. How many club meetings did the President attend? \_\_\_\_\_
6. Did the President attend one Kiwanis Meeting a month? \_\_\_\_\_
7. Club membership, May: \_\_\_\_\_ Club membership, February: \_\_\_\_\_
8. Did the President participate in the Governor's Project? \_\_\_\_\_
9. How many projects were planned and conducted by the Club in of the following areas: Service to  
School \_\_\_\_\_  
Service to Community \_\_\_\_\_  
Service with Kiwanis \_\_\_\_\_

***Attach a Copy of the Distinguish Club President's Award Application.***

11. Did the Club participate in the ME? \_\_\_\_\_

12. Please attach recommendations from the following:

1. Key Club Lieutenant Governor
2. Key Club Assistant Administrator or Kiwanis Club President
3. Kiwanis Club Sponsored Youth or Key Club Chairperson or Kiwanis Advisor
4. Faculty Advisor or other Teachers
5. School Principal, Assistant Principal, or Activities Director
6. Other recommendations that demonstrate the Club President's Key Club Leadership

I have reviewed the information in this nomination and attest that it is an accurate reflection of the Club President's performance this year.

Signature of Faculty Advisor \_\_\_\_\_

# Montana District of Key Club International

## Application for DISTINGUISHED CLUB VICE PRESIDENT AWARD

Name (Please Print) \_\_\_\_\_  
 Key Club \_\_\_\_\_ Division \_\_\_\_\_

To be eligible for this award, the Club Vice President **must be recommended by the Faculty Advisor**. The advisor must attest that the officer is eligible for Distinguished Member, ALL qualitative criteria are met; assign points for the quantitative criteria, and attach a recommendation letter and any optional recommendation letters to this form for the Club Vice President to be considered for this award. The total number of points required to achieve this award is 121 or 90% of the available points. District Convention attendance is required

**OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER**  
 \_\_\_\_\_ YES (if yes, proceed with this application) \_\_\_\_\_ NO (if no, he/she is not eligible for the award)

QUALITATIVE ASSESSMENT	(Advisor's Initials)
Exhibits constructive leadership at all time	_____
Places Key Club as a top priority	_____
Could be President	_____
Supports club President	_____
Actively participates in clubs service projects	_____
Works to raise awareness of ME and Governor's project	_____
Encourages all committees	_____
Maintains academic good standing	_____
Models Student Code of Conduct	_____

QUANTITATIVE ASSESSMENT	Points earned
<b>Club administration</b>	
Attends weekly club meetings (10 points)	_____/10
Establishes effective committee system (15 points)	_____/15
Ensures club participation in ME (15 points)	_____/15
Ensures club participation in Governor's Project (15 points)	_____/15
Participated in activities related to the Governor's Project (5 points)	_____/15
<b>District/ International Attendance</b>	
Must attend District Convention (required 15 points)	_____/15
Divisional Council Meetings (1 point/meeting/10 possible points)	_____/10
Youth Conference (10 points) Regional Rally (10 points)	_____/15
International Convention (5 points)	_____/15
Attended Divisional Officer Trainer	_____/15

<b>KFamily Involvement</b>	
Participates in activities with other K-Family members (5 points)	_____/5
Attends activities of sponsoring Kiwanis Club (10 points)	_____/10
Membership Recruitment (1 point/new member recruited: max 10)	_____/10

**NUMBER OF SERVICE HOURS** \_\_\_\_\_ **Hours**

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt. Governor (optional 3 pts), Assistant Administrator (optional 3 pts), Kiwanis Advisor (optional 2 points), Other (optional 1 pt)

I nominate the Key Club Member named above for the Distinguished Vice President Award.

Signature of Faculty Advisor \_\_\_\_\_

# Montana District of Key Club International

## Application for DISTINGUISHED CLUB SECRETARY AWARD

Name (Please Print) \_\_\_\_\_  
 Key Club \_\_\_\_\_ Division \_\_\_\_\_

To be eligible for this award, the Club Secretary **must be recommended by the Faculty Advisor**. The advisor must attest that the officer is eligible for Distinguished Member, ALL qualitative criteria are met; assign points for the quantitative criteria, and attach a recommendation letter and any optional recommendation letters to this form for the Club Secretary to be considered for this award. The total number of points required to achieve this award is 139 or 90% of the available points. District Convention attendance is required

**OFFICER HAS MET HE REQUIREMENTS FOR DISTINGUISHED MEMBER**  
 \_\_\_\_\_ YES (if yes proceed with this application) \_\_\_\_\_ NO (if no, he/she is not eligible for the award)

### QUALITATIVE ASSESSMENT

### Advisor's Written Initials

Exhibits constructive leadership at all times	_____
Places Key Club as a top priority	_____
Maintains accurate account of member's service hours	_____
Takes minutes of Board meetings and makes them accessible to members and advisors	_____
Is accessible to club members	_____
Actively participates in club service projects	_____
Meets deadlines	_____
Supports the president in his/her district responsibilities	_____
Respects all persons	_____
Maintains academic good standing, model Student Code of Conduct	_____

### QUANTITAVE ASSESSMENT Points earned

#### *Club administration*

Attends weekly club meetings (10 points)	_____ /10
Attends board meeting, at least monthly (10 points)	_____ /10
Submits Secretaries report's on time (15 points)	_____ /15
Ensures that all reports are submitted (Secretary's reports, Achievement) (15 points)	_____ /15
Takes well-written and accurate minutes of Board meetings (15 points)	_____ /15
Participates in activities related to the Governor's Project (5 points)	_____ /5

#### *District/ International Attendance*

Must attend District Convention (15 points)	_____ /15
Divisional Council Meetings (1 point/meeting/10 possible points)	_____ /15
Youth Conference (10 points)	_____ /10
Divisional Rally (10 points)	_____ /10
International Convention (5 points)	_____ /5
Attended District Trainer (10 points)	_____ /10

#### *KFamily Involvement*

Participates in activities with other K-Family members (5 points)	_____ /5
Attends activities of sponsoring Kiwanis Club (10 points)	_____ /10
Membership Recruitment (1 point/new member recruited: max 10)	_____ /10

**NUMBER OF SERVICE HOURS** \_\_\_\_\_ **Hours**

**ATTACH RECOMMENDATION LETTERS:** Advisor (**required 5 pts**), Lt. Governor (optional 3 pts), Assistant Administrator (optional 3 pts), Kiwanis Advisor (optional 2 points), Other (optional 1 pt)  
 I nominate the Key Club Member named above for the Distinguished Secretary Award.

Signature of Faculty Advisor \_\_\_\_\_

# Montana District of Key Club International

## Application for DISTINGUISHED CLUB TREASURER AWARD

Name (Please Print) \_\_\_\_\_

Key Club \_\_\_\_\_ Division \_\_\_\_\_

To be eligible for this award, the Club Treasurer **must be recommended by the Faculty Advisor**. The advisor must attest that the officer is eligible for Distinguished Member. ALL qualitative criteria are met; assign points for the quantitative criteria, and attach a recommendation letter and any optional recommendation letters to this form for the Club Treasurer to be considered for this award. The total number of points required to achieve this award is 144 or 90% of the available points. District Convention attendance is required

**OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER**  
 \_\_\_\_\_ YES (if yes, proceed with this application) \_\_\_\_\_ NO (if no, he/she is not eligible for the award)

### QUALITATIVE ASSESSMENT

### Advisor's Written Initials

Exhibits constructive leadership at all times	_____
Places Key Club as a top priority	_____
Supports other club officers	_____
Actively participates in club service projects	_____
Recognizes significance of fundraising for Governor's Project	_____
Encourages and works with fundraising committee	_____
Attends and participates in all club fundraisers	_____
Respects all persons	_____
Maintains academic good standing	_____
Models Student Code of Conduct	_____

### QUANTATIVE ASSESSMENT

### Points earned

#### **Club administration**

Submits dues by November 15 (15 points)	_____ /15
Submits dues by December 1 (10 points)	_____ /10
Submits dues for new members by February 1 (5 points)	_____ /10
Attends weekly club meetings (10 points)	_____ /10
Attends board meetings monthly (10 points)	_____ /10
Coordinates and participates in all club or District fundraising activities (15 points)	_____ /15
Participates in all other club fundraising activities (15 points)	_____ /15
Participates in activities related to the Governor's Project (5 points)	_____ /5

#### **District/International Attendance**

Must attend District Convention ( <b>required</b> 15 points)	_____ /15
Divisional Council Meetings (1 point/meeting/10 possible points)	_____ /10
Youth Conference (10 points)	_____ /10
Divisional Rally ( <b>10</b> points)	_____ /10
International Convention (5 points)	_____ /5
Attended Divisional Trainer (10 points)	_____ /10

#### **KFamily Involvement**

Participates in activities with other K-Family members (5 points)	_____ /5
Attends activities of sponsoring Kiwanis Club (10 points)	_____ /10
Membership Recruitment (1 point/new member recruited: max 10)	_____ /10

**NUMBER OF SERVICE HOURS** \_\_\_\_\_ **Hours**

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt. Governor (optional 3 pts), Assistant Administrator (optional 3 pts), Kiwanis Advisor (optional 2 points), Other (optional 1 pt)

I nominate the Key Club Member named above for the Distinguished Treasurer Award.

Signature of Faculty Advisor \_\_\_\_\_

# Montana District of Key Club International

## Application for DISTINGUISHED CLUB REPORTER AWARD

**Name** (Please Print) \_\_\_\_\_

**Key Club** \_\_\_\_\_ **Division** \_\_\_\_\_

To be eligible for this award, the Club Editor must be recommended by the Faculty Advisor. The advisor must attest that the officer is eligible for Distinguished Member, ALL qualitative criteria are met; assign points for the quantitative criteria, and attach a recommendation letter and any optional recommendation letters to this form for the Club Editor to be considered for this award. The total number of points required to achieve this award is 153 or 90% of the available points. District Convention attendance is required

**OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER**  
 \_\_\_\_\_ YES (if yes, proceed with this application) \_\_\_\_\_ NO (if no, he/she is not eligible for the award)

**QUALITATIVE ASSESSMENT**

**Advisor's Written Initials**

Exhibits constructive leadership at all times	_____
Places Key Club as a top priority	_____
Encourages other club members	_____
Is accessible to club members	_____
Participates in club service projects	_____
Ensures Key Club is respected on school campus and in community	_____
Builds positive working relationships with Faculty Advisor and school staff	_____
Maintains academic good standing	_____
Models Student Code of Conduct	_____

**QUANTITATIVE ASSESSMENT**

**Points earned**

**Public relations**

Produces monthly newsletter to members during school year (2 pts each: max 20)	_____ /20
Produces summer newsletter (June/July) (5 points)	_____ /5
Post signs, posters, and banners advertising meetings date, projects, etc. (10 points)	_____ /10
Submits articles to the Key Club Magazine (10 points)	_____ /10
Submits articles to community print and visual media outlets (10 points)	_____ /10

**Club Administration**

Creates club scrapbook (20 points)	_____ /20
Maintains filing system for incoming club editor (5 points)	_____ /5
Works with club secretary to maintain accurate information (5 points)	_____ /5
Attends club board meetings (10 points)	_____ /10
Participates in activities related to the Governor's Project (5 points)	_____ /5

**District/International Attendance**

Divisional Council Meetings (1 point/meeting/10 possible points)	_____ /10
Youth Conference (10 points)	_____ /10
Divisional Rally (10 points)	_____ /10
Must attend District Convention (required 5 points)	_____ /5
International Convention (5 points)	_____ /5
Promotes District projects (5 Points)	_____ /5
Promotes ME (5 points)	_____ /5
Membership Recruitment (1 point/new member recruited: max 10)	_____ /10

**NUMBER OF SERVICE HOURS**

\_\_\_\_\_ **Hours**

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt. Governor (optional 3 pts), Assistant Administrator (optional 3 pts), Kiwanis Advisor (optional 2 points), Other (optional 1 pt)

I nominate the Key Club Member named above for the Distinguished Editor Award

Signature of Faculty Advisor \_\_\_\_\_

**Montana District of Key Club International**  
**Application for DISTINGUISHED CLUB MEMBER AWARD**

**Key Club** \_\_\_\_\_ **Division** \_\_\_\_\_

The District Board designed the criteria for the Distinguished Member Award to give Faculty Advisors maximum latitude in recognizing those members who truly model the Key Club motto. **Attach an additional sheet if needed.**

**We attest that the following Key Club members meet the following requirements:**

**QUALITATIVE ASSESSMENT**

- Attach a short summary describing the service hours.
- Attends majority of the club's meetings
- Is essential to the successful operations of the club

**QUANTITATIVE ASSESSMENT HOURS**

Minimum of 50 service hours required during the current Key Club year

NAME OF MEMBER	NUMBER OF SERVICE HOURS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

We attest that the above named Key Club Member has completed the hours listed and we recommend he/she be awarded the Distinguished Member Award.

Signature of Club President \_\_\_\_\_

Signature of Faculty Advisor \_\_\_\_\_

**MONTANA DISTRICT OF KEY CLUB INTERNATIONAL**  
**Application to Receive the BANNER PATCH FOR THE**  
**GOVERNOR'S PROJECT -- Club**

PLEASE PRINT

KEY CLUB NAME \_\_\_\_\_

DIVISION \_\_\_\_\_Sponsoring Kiwanis Club\_\_\_\_\_

PRESIDENT'S NAME \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

To receive the Governor's Project Banner Patch, the club must complete a project by convention early deadline which relates to the Governor's Project—Project Life.

Briefly describe the project your club **completed** relating to the Governor's Project. Please include the number of members involved, the approximate number of service hours recorded, the amount of funds raised, etc., as applicable. Use the reverse of this form or attach a sheet if necessary.

Project Name: \_\_\_\_\_ Project Date(s): \_\_\_\_\_

# of Key Club members involved: \_\_\_\_\_ # of K-Family members involved \_\_\_\_\_

	<u>Project Description (attach additional sheets if needed)</u>

**Attach documentation as needed to support your project.**

**MONTANA DISTRICT OF KEY CLUB INTERNATIONAL**  
**Application to receive the GOVERNOR'S PROJECT AWARD --individual**

PLEASE PRINT OR TYPE

KEY CLUB \_\_\_\_\_ Division \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

To earn the Governor's Project Award, a Key Club Member must record at least 15 hours of service directly related to the Governor's Project. This form may be considered the faculty advisor's recommendation, which is also a requirement for receiving this award. Use the reverse side of this form, if necessary, or attach an additional sheet.

Key Club Member	Brief Description of Projects	# Hours
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

I attest that the above named Key Club Member(s) has (have) recorded at least 15 hours of hands-on service participation in one or more activities related to the Governor's Project. I recommend them without reservation for the Governor's Project Award.

Signature of Faculty Advisor \_\_\_\_\_

**MONTANA DISTRICT OF INTERNATIONAL**

**Application to receive the K-FAMILY RELATIONS AWARD**

**Key Club of** \_\_\_\_\_

**Division** \_\_\_\_\_ **Sponsoring Kiwanis Club** \_\_\_\_\_

**President's Name:** \_\_\_\_\_

**Faculty's Advisor's Name:** \_\_\_\_\_

**Kiwanis Advisor's Name:** \_\_\_\_\_

*This award is given to the Key Club that demonstrates the best relationship with their sponsoring Kiwanis Club.*

1. **Qualitative Assessment:** Please write a paragraph --you may attach an additional page-- describing how your Key Club demonstrates a close relationship with your Kiwanis Club and K-Family. (To receive the award, your club must demonstrate all these qualities: Exhibits a close Key Club/Kiwanis Club Relationship; Club actively participates in joint project with their Kiwanis Club; Attends Kiwanis meetings whenever possible; Encourages sponsoring Kiwanis Club to attend Key Club meetings; Educates Key Club Members about Kiwanis & its history; Promotes K-Kids; Builders Clubs; Aktion Clubs; and Circle K membership and/or activities)

**2. Quantitative Assessment:**

**Number of Points**

Kiwanis member attends Key Club meetings (2 points per meeting) \_\_\_\_\_

Kiwanis Advisor meets with school principal at the beginning of the school year (5 points) \_\_\_\_\_

Key Club members attend Kiwanis meetings (2 points per meeting) \_\_\_\_\_

Key Club members attends a joint project with a Kiwanis Club (2 points per project) \_\_\_\_\_

Key Club members run a Kiwanis Meeting (10 points) \_\_\_\_\_

Kiwanis member attends a Key Club Spring Regional Rally (10 points) \_\_\_\_\_

Kiwanis member attends a Key Club District Convention (20 points) \_\_\_\_\_

Attends K-Kids, Builders, or Aktion Club Meetings (10 points) \_\_\_\_\_

Sponsors a K-Kids or Builders Club (10 points) \_\_\_\_\_

Key Club members attend K-Kids, Builders Club and/or Aktion Club Meetings (2 points per meeting) \_\_\_\_\_

Key Club members attend a joint project with K-Kids, Builders or Circle K (2 points per project) \_\_\_\_\_

Promotes membership in Circle K (5 points) \_\_\_\_\_

**Total Points** \_\_\_\_\_

Please note: The top ten winners (determined by points) will be recognized at Convention. An overall winner will be presented with an award at District Convention.

*We verify that the information about our Key Club, sponsoring Kiwanis and K-Family is accurate.*

Signature of Key Club President \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Key Club Advisor \_\_\_\_\_ Date: \_\_\_\_\_

**MONTANA DISTRICT OF KEY CLUB INTERNATIONAL**

Application to Receive the Banner Patch for

**K- FAMILY TIES**

Key Club of \_\_\_\_\_

Division \_\_\_\_\_ Sponsoring Kiwanis Club \_\_\_\_\_

President's Name \_\_\_\_\_

Faculty Advisor's Name \_\_\_\_\_

Kiwanis Advisor's Name \_\_\_\_\_

To receive the K-Family Ties Banner Patch, the club must complete at least three service projects with one of the following clubs of the K-Family: your Sponsoring Kiwanis Club, Circle K, Aktion Club, Builders Club, and/or K-Kids. Each project must include at least 5 Key Club members and three members from another K-Family club.

Project Name: \_\_\_\_\_ Project Date: \_\_\_\_\_

The K-Family club(s) involved with the service project: \_\_\_\_\_

# of Key Club members involved: \_\_\_\_\_ # of K-Family members involved \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Date: \_\_\_\_\_

The K-Family club(s) involved with the service project: \_\_\_\_\_

# of Key Club members involved: \_\_\_\_\_ # of K-Family members involved \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Date: \_\_\_\_\_

The K-Family club(s) involved with the service project: \_\_\_\_\_

# of Key Club members involved: \_\_\_\_\_ # of K-Family members involved \_\_\_\_\_

Project Description: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Faculty Advisor's Signature: \_\_\_\_\_

**MONTANA DISTRICT OF KEY CLUB INTERNATIONAL**  
**Application to receive the Banner Patch for**  
**Major Emphasis**

Please Print

KEY CLUB OF \_\_\_\_\_  
DIVISION \_\_\_\_\_ Sponsoring Kiwanis Club \_\_\_\_\_

PRESIDENT'S NAME \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

All clubs **must participate** in a Children Their Future Our Focus as part of the MEP Initiative.

In addition clubs that participate with  
two of the three partners will receive a Silver ME Patch. Clubs that participate with all three partners will receive a Gold ME  
Patch. The recognized service partners are listed on Key Club's Website.

Please mail the completed form to:

Montana District Key Club  
2221 Rosewyn Lane  
Billings, MT 59102

Major Emphasis Service Initiative - briefly describe how your club participated.

Children Their Future Our Focus

Briefly describe how your club participated with the service partners listed below. Please include number of members involved, number of service hours recorded, amount of funds raised, etc., as applicable. Use the reverse of this form or attach an additional sheet if necessary.

1. UNICEF
  
2. Children's Miracle Network
  
3. March of Dimes

We verify that the above named activities were completed by our club members on the dates listed

\_\_\_\_\_  
Signature of Key Club President

\_\_\_\_\_  
Signature of Key Club advisor

## District Banner Patches

The Montana District of Key Club banner patch program recognizes and awards Key Clubs for participating in particular District Projects selected by the District Board of Trustees. When placed on the banner or in a scrapbook, the patches serve as a reminder of the club's past success and as a challenge for the future.

Not all banner patches require applications. However, for those that do banner patch applications will be available in the Awards Packet .

The following banner patches do NOT require an application.

Replace + 5  
Convention Attendance  
Best Club Spirit  
Key Club Service Award  
Key Club Service Hour Award  
Best Banner  
100% Reporting Award  
Best Caucus  
Key Clubber Mile Award  
Ladder Awards  
Key Club of the Year Award (Report must be submitted at District Convention)

The following banner patches DO require an application.

**.K-Family Ties:-(Page 17)** Every Club that participates in at least three projects with a member of the K-Family will receive a banner patch. Each project must include five Key Clubbers and three K-Family members to earn the award. Meetings are not included as projects. K-Family members include Kiwanis, Circle K, Aktion and Builders Club.

### **ME: (Page 18)**

Clubs that participate with two of the three service partners and the Initiative will receive a Silver ME Patch. Clubs that participate with three of the hree service partners and the Initiative will receive a Gold ME Patch.

All you need to do to apply is to submit a letter that outlines what you did and who you did it with and when it was done, as per the requirements for the award. The letter should be signed by the club president and the advisor.

### **Governor's Project Award—Club (Pages 14)**

To earn the Governor's Project Award, a Key Club must meet the criteria of stated in the judging sheet.

Governor's Project Award –

## District Individual Certificates

### **Governor's Project Award—Individual (Page 15)**

### **Distinguished Club Member Award (Page 13)**

The District Board designed the criteria for the Distinguished Member Award to give Faculty Advisors maximum latitude in recognizing those members who truly model the Key Club motto. Attach an additional sheet if needed. The number of hours required to receive this award is determined by the Montana District of Key Club Board of Trustees at the Fall Board Meeting. These requirements include:

#### **Qualitative Assessment**

Attends most of the club's meetings

### **Outstanding Key Club Sponsor—Due to District Administrator by December 29<sup>st</sup>.**

This award will be presented to the Kiwanis club that best demonstrates a positive ongoing relationship with the Key Club they sponsor. The Key Club should compile a portfolio and submit all documentation to the District Administrator by December 29<sup>st</sup> of each year. This is an International award.

# District Contests

## Club Poster Contest

### Bring to convention

A. The poster shall be designed to recruit new members for Key Club, and should not bear the name of any school, community or district.

B. Poster dimensions should be 17 inches by 22 inches, with the actual height and width not varying more than one-half (1/2) inch for the prescribed contest dimensions. The poster should not measure more the one-eighth (1/8) inch in thickness.

C. The following information must be submitted with each entry:

1. Name of Key Club and District
2. Contact name and information for the artist producing the poster. The artist must be a Key Club member.
3. The form "Club Poster Contest Entry Form". If the club wins the contest it will be sent with the poster to KCI.

D. Posters will be judged according to the following criteria:

Originality	10 Points
Artistic Ability	10 Points
Effectiveness for membership recruitment.....	15 Points
Overall Appearance.....	30 Points
Creativity.....	10 Points
Promotion of Key Club.....	15 Points
Ability to reproduce the poster via printing.	10 Points

Suitable awards will be presented to first, second, and third places.

E. The first and second place Key Club Poster contest winners will be eligible to compete in the International contest.

F. Winning entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriated credit to the Key Club and the artist.

G. All entries shall be in good taste and appropriate to the standards set by the Objects of Club International.

H. The decision of the judges is final and no changes, alteration, or regradings will take place after the results have been certified by the judges, the Chair of Contests, and Board of Counselor of this contest.

I. All Posters will be exhibited during the Service Fair at the District Convention.

## Service Project Fair Display Contest

A. During District Convention registration, any Key Club may submit one display board of a favorite or most significant project completed during the Key Club year by the members of the Key Club.

B. Project display boards should be the size of "standard science fair" display boards. A tri-fold, self-standing poster display board is recommended.

C. Display boards will be judged on creativity and over-all presentation.

D. The form entitled "Project Display Contest Entry Form" should be attached to the back of the display board.

E. The District will present a first, second, and third place awards to the clubs with the winning display boards.

F. All display boards will be exhibited during the

G. Service fair at the District Convention. All display boards should be picked up no later than 11 a.m. on Sunday. Project Display Boards that are not picked up at this time will be discarded.

H. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.

I. The decision of the judges is final and no changes, alteration, or regradings will take place after the results have been certified by the judges, the Chair of Contests, and Board Counselor of this contest..

**Club Video Contest**

- A. The video must be produced by club members only, at a cost not to exceed US \$200.
- B. The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.
- C. The length of the completed video segment should be either **1-3 minutes**
- D. The video must be submitted on a VHS formatted videocassette.
- E. The following information must be submitted with each entry:
  - 1. Name of Key Club and District.
  - 2. Contact name and information for a Key Club member responsible for submission.
  - 3. Itemized listing of all costs associated with video production, including cost of the cassette.

F. Videos will be judged according to the following criteria:

- Originality.....10 Points
- Creativity..... 10 Points
- Promotion of Key Club.....20 Points
- Clarity of Message.....10 Points

*Quality of Production*

- Projection of idea.....10 Points
- Sound Quality.....10 Points
- Picture Quality.....10 Points
- Overall impression.....20 Points

G. All entries should have the “Club Video Contest Entry Form” completed. It should be affixed to an 8.5” X 11” manila envelope and place the videotape inside the envelope.

H. Suitable awards will be presented to first, second, and third place.

I. The first and second place Club Video Contest winners will be eligible to compete in the International contest.

J. All entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries.

K. All entries shall be in good taste and appropriate to the standards set by the object of Key Club International.

L. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of Contest and Board Counselor of this contest.

**Oratorical Contest**

A. The subject of all orations is to be announced at District convention.

B. The subject matter of the oration and the presentation must be original and completely developed by each orator. These factors will be considered equally in determining who is to receive the awards.

C. Each orator will be allowed a maximum of five minutes for his/her presentation. **Exceeding the time limit may result in a penalty.**

D. Each orator must be an official member in good standing with Key Club International and his/her club.

E. Judging and awarding points will be based on the following criteria:

F. Speech.....**75 Points**

**G.**

- Clarity of message and projection of idea....20 Points
- Depth.....10 Points
- Originality.....10 points
- Organization.....20 Points
- Reference.....5 Points
- Grammar/word choice.....10 Points
- Delivery.....25 Points
- Posture (composure and gesture) .....10 Points
- Voice (tone, effectiveness/pronunciation)10 Points
- Attention of audience.....5 Points

H. Any Key Club member in good standing is eligible to audition for the oratory contest. The Oratorical Contest Entry Form must be received by the District Contest Office before the start of the general session on the first day of convention.

I. During the convention, elimination trials will be held and three orators will be selected to appear

before the entire convention.

J. Three outstanding orators will receive suitable awards and recognition for their excellence in public speaking.

K. Oratorical finalist will be expected to address the convention.

L. The decision of the judges is final and no changes, alterations or regrading will take place after the results have been certified by the judges, the Chair of the Contest, and Board Counselor of this Contest.

M. If the Oratorical finalist wishes to compete on the International Level, they must submit the required form to Key Club International by June 1<sup>st</sup>.

**SINGLE SERVICE AWARD**

**For application sheet, see Awards Part B**

The club Single Service Award Program shall provide recognition to individual Key Clubs for their single best service project.

A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.

B. Entries shall use the official Single Service Report form and shall be submitted to the district for competition according to the guidelines as set by the district.

C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, 35 members or less; Silver, being 36 to 60 members; Gold being 61-85 members; and Platinum, being 86 members or more. The determination shall be verified by the International Membership Due Roster.

D. Entries shall be judged based upon an accumulated total of points allocated to the following categories:

- Service needed.....10 points
- Project plan.....20 points
- Project implementation.....20 points
- Public awareness.....15 points

Members participation.....10 points

E. Only activities which occurred during the district administrative year shall be included on the report.

F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate in each membership category. Each first place report will be forwarded to Key Club International for competition with other first place winners.

G. An entry may be disqualified by the judges for reporting incorrect or false information. Any disqualification at district level requires the approval of the district administrator or his/her designee. Suitable recognition will be provided to clubs achieving first, second, or third place in the District competition. The decisions of the judges are final. No changes, alterations or regarding will take place after the results have been certified by the judges.

**Year in Review Contest**

**For application sheet, see Awards Part B**

Each Key Club may enter one of the two following contests.

**1. Traditional Scrapbook**

A. A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc. of its activities during the club administrative year (defined as being from District Convention to District Convention). Each scrapbook must be subdivided into the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, Involvement with Major Emphasis Program and Miscellaneous. Each category must be tabbed accordingly. The pages must be numbered with a table of contents included at the beginning. Only the first and second place District winners in each category will be eligible to compete in the International contest.

B. Each entry is required to be submitted in a **specified scrapbook binder** to be determined by the International Office and made available for purchase from the Kiwanis International Supplies Department and other designated vendors. The cover may be decorated.

C. Judging of the scrapbook will be on the point system as follows:

**FORMAT—50 Points**

- Cover artwork.....10 Points
- Interior artwork.....20 Points
- News Clippings and Photos.....20 Point

**GENERAL CONTENT—60 points**

- Service to School.....10 Points
- Service to Community.....10 Points
- Fundraising Projects..... 10 Points
- Assistance to Kiwanis Projects.....10 Points
- Miscellaneous.....10 Points
- Involvement in Major Emphasis.....10 Points

*D. A sheet of paper must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club President and faculty advisor, stating the scrapbook’s retail cost value (including photographic materials) does not exceed the amount of \$150.00. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with rule will result in disqualification.*

E. Each scrapbook being judged at the International Convention MUST be the exact scrapbook judged at the District Convention. Any alterations in the scrapbook will result in disqualification.

F. Entries shall be submitted during Convention Registration in the Contest Registration Office.

G. First, second, and third place prizes will be awarded for scrapbooks judged best on the basis of format and general content at District Convention.

H. The decisions of the judges are final and no changes, alteration, or readings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of the contest.

I. No audio visual, or computer equipment, will be allowed as part of the entry.

**J.** Traditional scrapbooks will be exhibited during the Service Fair at District Convention.

**2. Non-Traditional Scrapbook**

A. A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings, or other representations, of its activities during the club administrative year (defined as being from District Convention to District Convention).

B. Each entry should **adequately** portray the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis, and Miscellaneous.

Judging of the entry will be on a point system as follows:

- CREATIVITY.....50 Points
- Uniqueness of Project Presentation... 10 Points
- Participation by Club Members.....20 Points
- GENERAL CONTENT.....60 Points
- Service to School.....10 Points

*A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations. This statement must be signed by the Key Club President and faculty advisor, stating the entry’s retail cost value (including photographic materials) does not exceed the amount of \$250.00. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.*

Entries shall be submitted during Convention registration.

Suitable prizes will be awarded for entries judged on the basis of creativity and general content.

The decision of the judges are final and no changes, alteration, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest.

No audio visual, or computer equipment, will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary.

Non-traditional scrapbooks will be exhibited during the Service Fair at District Convention.

**3. Non-Traditional Scrapbook--Digital**

A Key Club may enter a non-traditional scrapbook containing pictures and memories of the Key Club year in a digital format readable by most computers.

C. Each entry should **adequately** portray the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis, and Miscellaneous.

Judging of the entry will be on a point system as follows:

- CREATIVITY.....50 Points
- Uniqueness of Project Presentation...10 Points
- Participation by Club Members.....20 Points
- GENERAL CONTENT.....60 Points
- Service to School.....10 Points

*A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district. This statement must be signed*

*by the Key Club President and faculty advisor All work should be done by Key Clubbers.*

Entries shall be submitted during Convention registration.

Suitable prizes will be awarded for entries judged on the basis of creativity and general content.

The decision of the judges are final and no changes, alteration, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest.

Non-traditional scrapbooks may be exhibited during the Service Fair at District Convention.

## SANDY NININGER AWARD

Nominations should be submitted in portfolio form.

Eligibility: Any Key Club member in good standing, who is a senior in high school, and not a member of the District Board.

Criteria: The individual must demonstrate outstanding contributions to his/her school and community through Key Club.

Nominations: . This medal may not be applied for as a self-nomination.

Judging: A panel of judges will review all nominations. Once certified, their decision is final.

Nominations for the Sandy Nininger Award will be composed of at least three (3) letters of recommendation. A Kiwanis Advisor, Faculty Advisor, District or Club Board Member, or a Club Member can write these letters. However, an adult involved in Key Club must write at least one of the three letters. Additionally, a Key Club Member must write at least one of the letters. The rest of the letters are at the discretion of the individual making this nomination. **Phone numbers of authors must be included.**

## STANAWAY AWARD and WOHLER AWARD

These are two separate awards and will be awarded to two different Key Clubbers.

Nominations should be submitted in portfolio form.

Eligibility: Any member of the Montana District Key Club who is a senior in high school.

Criteria: The member (officer or otherwise) who has exemplified Key Club. These awards are given to an Outstanding District Key Clubber. Nominations: The Stanaway and Wohler Award nominees cannot be self-nominated. Judging: A panel of judges will review all nominations. Once certified, their decision is final.

Nominations for the Sandy Nininger Award and the Wohler Award will be composed of at least three (3) letters of recommendation. A Kiwanis Advisor, Faculty Advisor, District or Club Board Member, or a Club Member can write these letters. However, an adult involved in Key Club must write at least one of the three letters. Additionally, a Key Club Member must write at least one of the letters. The rest of the letters are at the discretion of the individual making this nomination. **Phone numbers of authors must be included. They cannot be self-nominated.**

# Project Life Award

- Eligibility: Any club participating in one or more projects for Project Life
- Criteria: Judging criteria will include number of service hours per member, involvement with other organizations, expanse of project, and anything else the committee deems important. The Judging Committee will also determine the most unique and creative project from the applications submitted and the club will receive a special award.
- Nominations: All correspondence (both this form and all attached sheets) must be submitted by the deadline. The address is included in the awards packet. All additional sheets must include club name. The Judging Committee will choose the top projects to receive the first, second, and third place awards. Honorable Mentions may also be given.
- Judging: The Governor and the Judging Committee will review all nominations. Once certified, their decision is final.

## Project Life Award Application Form

(Please make sure your entry is legible. Typing is preferred.)

Club: \_\_\_\_\_

Club President's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person to contact in case of questions: \_\_\_\_\_ Phone #: \_\_\_\_\_

Total number of Project Life service hours: \_\_\_\_\_

Number of club members participating in Project Life Project(s): \_\_\_\_\_

Total number of dues-paid club members: \_\_\_\_\_

Other groups/organizations involved in the project(s): \_\_\_\_\_

**Please fully describe any and all Project Life projects in which the club participated. Include pictures and news clippings if possible. Attach additional pages as necessary.**

We hereby certify that all information regarding this application is accurate:

\_\_\_\_\_  
Key Club President

\_\_\_\_\_  
School Principal/Administrator

\_\_\_\_\_  
Kiwanis Advisor

\_\_\_\_\_  
Key Club Lt. Governor of Applicant's Division

# District Project: Ronald McDonald House

\*\*Two different awards will be given in relation to the Ronald McDonald House (RMH) project: Most Unique and Most Collected.

## Most Unique

- Eligibility: Any club that participated in one or more Ronald McDonald House projects.
- Criteria: This award will be given for the **single** most unique project concerning RMH. The uniqueness can lie in the collection, delivery, promotion, etc. A report, in essay format, should be sent in, giving a detailed account of the project. This page, with the bottom filled out and all the necessary signatures, must also be included, with all the necessary signatures. The poundage collected will not necessarily be a factor in the decision.
- Nominations: All correspondence must be submitted by awards deadline. Only one submission per club is allowed for the most unique project. All additional sheets must include club name.
- Judging: A panel of judges will review all nominations. Once certified, their decision is final.

## Most Collected

- Eligibility: Any club that participated in Ronald McDonald House project(s).
- Criteria: These awards will be given to the three (3) clubs that collect the most pounds of pop tabs. **Town size and resources will be taken into special consideration.** Any clubs submitting an entry for the Most Unique Award will automatically be considered for the Most Collected Award.
- Nominations: This page, with the bottom filled out and all the necessary signatures, must be by deadline . The address is included in the Awards Package.
- Judging: A panel of judges will review all nominations. Once certified, their decision is final.

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### Ronald McDonald House Project Award Application

Club Name: \_\_\_\_\_

Pounds of Pop Tabs Collected (between conventions): \_\_\_\_\_

\*\*If applying for Most Unique Project, the required essay must also be attached.

We hereby certify that all information regarding this application is accurate:

\_\_\_\_\_  
Key Club President

\_\_\_\_\_  
School Principal/Administrator

\_\_\_\_\_  
Kiwanis Advisor

\_\_\_\_\_  
Key Club Lt. Governor of Applicant's Division



**Best Original Key Club Banner**

Should be the same size as the Key Club Banner purchased from International, but made by the club. This will be judged by the district board.

**Replace + 5**

Every club that adds 5 members to the previous year's membership will receive this award.

**Ladder Awards**

The top clubs in the ladder divisions: platinum, gold, silver and bronze, will receive this award based on the information received from the club's monthly secretary reports.

**Man-Mile Award**

This award is presented to the club with the greatest number of man-miles (number of convention attendees multiplied by the number of miles traveled.)

**Best Club Spirit**

The club that displays the most enthusiasm as judged by the district board will receive the club spirit award

**Best Caucus**

This award is given to clubs within the division that showed the most creativity, detail, and effort as

**Convention Attendance Award**

The club that has the most members in attendance will receive this award.

**Percent Attendance Award**

This award is presented to the club that has the greatest percentage of their membership at convention. (Based on the February figures from International)

**Monthly Reporting Awards**

**100% Secretary Reporting and 100% Reporter reporting**

Every club secretary and reporter who has submitted all of their reports by the 10 of the month will receive this award.

**Best Original Kiwanis Podium Sized Banner**

This is a banner created by a Key Club and presented to their Kiwanis Club to be put on their podium. It should be podium sized. The first three places will be awarded, as judged by the district board.

chosen by the candidates for district office in the caucus rooms.