

Montana District of Key Club International
Application for DISTINGUISHED CLUB SECRETARY AWARD
2009-2010

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 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 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	_____

QUANTITATIVE ASSESSMENT Points earned

Club administration

Attends weekly club meetings (10 points)	_____ /10
Attends board meeting, at least monthly (10 points)	_____ /10
Submits MPR's on time (15 points)	_____ /15
Ensures that all reports are submitted (MPR, OIS, 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)	_____ /10
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 inter-clubs 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 _____
 DEADLINE TO RECEIVE APPLICATION FEBRUARY 15TH