

# Montana District of Key Club International

## Application for DISTINGUISHED CLUB REPORTER AWARD

2009-2010

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 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)	_____
Produces summer newsletter (June/July) (5 points)	_____
Post signs, posters, and banners advertising meetings date, projects, etc. (10 points)	_____
Submits articles to the Keynoter (10 points)	_____
Submits articles to community print and visual media outlets (10 points)	_____

##### *Club Administration*

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

##### *District/International Attendance*

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