

Montana District of Key Club International

64th Annual Convention

March 4-6, 2012

2011-2012

Contests and Awards

Section B –Forms only

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

All forms may be downloaded from

www.mtkeyclub.org

**Completed forms must be received
by February 8th, 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.

KEY CLUB®

Digital poster contest entry form 2012

Please type or print information on this form and affix to the back of the poster.

Winning entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and the poster's artist.

Key Club of: _____ Club ID #: _____

District: _____

Contact Information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

Key Club artist producing poster

Artist name: _____ E-mail: _____

Signature of Key Club artist attesting to the poster's originality:

(Signature) _____ (Print name here) _____

Placed at district convention: First place Second place (Please circle one)

This poster was selected by other means and was approved for entry for International competition by the Key Club district administrator.

Key Club district administrator signature: _____

Note: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.

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Major Emphasis Program Award 2012

Key Club of: _____ Club ID #: _____

District: _____ Number of members in club: _____

Project name: _____ Total service hours involved: _____

Contact name: _____ E-mail: _____

Phone number with area code: _____

Application return address: _____ City: _____

State/province: _____ Postal code: _____ Country: _____

Brief description of project: _____

Major Emphasis Program Award governing rules

A. Only one winner in the district contest will be eligible for entry in the International competition.

B. Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries and may be hand written legibly in black or blue ink pen. It must be completed in its entirety.

C. The activity described can cover any phase of Key Club Major Emphasis Involvement specifically highlighting personal development and social interaction of children, during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information.

D. Reports will be judged according to the amount of Major Emphasis Program activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Program Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.

E. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May.

F. The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.

G. The section to be described and the points for each are indicated below: **1. THE NEED:** To qualify for judging, a statement must establish in what way the project deals with the MEP. **2. THE PLAN (10 points):** Describe how the project was organized. **3. IMPLEMENTATION (20 points):** Describe the steps taken to implement the plan. **4. FINAL RESULTS (25 points):** Describe the benefits of the service rendered. **5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS (10 points):** Describe actions and partnerships formed. Describe how the project was publicized. **6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING (please refer to the Key Club Guidebook for details.) 7. CLUB'S OVERALL PROGRAM DEALING WITH MEP (25 points):** Describe any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year.

Certification. This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Sponsoring Kiwanis club: _____

Faculty advisor: _____

Principal: _____

KEY CLUB®

Non-Digital poster contest entry form 2012

Please type or print information on this form and affix to the back of the poster.

Winning entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and the poster's artist.

Key Club of: _____ Club ID #: _____

District: _____

Contact Information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

Key Club artist producing poster

Artist name: _____ E-mail: _____

Signature of Key Club artist attesting to the poster's originality:

(Signature) _____ (Print name here) _____

Placed at district convention: First place Second place (Please circle one)

This poster was selected by other means and was approved for entry for International competition by the Key Club district administrator.

Key Club district administrator signature: _____

Note: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines.

Partners in Service Award 2012

Key Club Partners in Service report cover sheet

DISTRICT: _____ KEY CLUB: _____ CLUB ID #: _____

Number of members in club: _____ Name of contact person: _____

Telephone: _____ E-mail: _____

The Partners in Service Award is given to each Key Club which, through its unselfish service efforts, has participated in at least one project with each official partner during an administrative year.

RULES GOVERNING THE PARTNERS IN SERVICE AWARD:

A. The report must be produced as a computer printed document. There is no word limit. The report cover sheet must accompany all entries, may be hand written legibly in black or blue ink pen, and must be signed by the individuals indicated below.

B. The activities described must cover the club's participation with the official partners of Key Club International performed between the 2011 district convention and the 2012 district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information.

C. Suitable recognition will be presented to the clubs that have 100% participation with the official partners. If a club is unable to participate with one of the official partners, a signed statement from the club president and faculty advisor should accompany the official form with an explanation. The explanation should include a description of a project that takes the place or a project related to the partner in question.

D. The project performed with each partner must be on a separate sheet of paper with the name of the partner at the top of the sheet. A description of the project, total service hours performed and funds collected if applicable should be reported. The three official partners of Key Club International are UNICEF, Children's Miracle Network, and March of Dimes.

E. To be eligible for the recognition, the report must be received by the Key Club International Office no later than the first Friday in May.

F. The decisions of the judges are final, and no changes, alterations, or regarding will take place after the results have been certified by the judges.

CERTIFICATION:

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members.

NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Kiwanis president

Faculty advisor

Principal

Partners in Service Award 2012

Key Club Partners in Service report cover sheet

DISTRICT: _____ KEY CLUB: _____ CLUB ID #: _____

Number of members in club: _____ Name of contact person: _____

Telephone: _____ E-mail: _____

The Partners in Service Award is given to each Key Club which, through its unselfish service efforts, has participated in at least one project with each official partner during an administrative year.

RULES GOVERNING THE PARTNERS IN SERVICE AWARD:

A. The report must be produced as a computer printed document. There is no word limit. The report cover sheet must accompany all entries, may be hand written legibly in black or blue ink pen, and must be signed by the individuals indicated below.

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CERTIFICATION:

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members.

NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Kiwanis president

Faculty advisor

Principal

KEY CLUB®

Video contest entry form 2012

Please type or print information on this form and affix the completed form to an envelope. Place the videotape or DVD inside the envelope. DVD format is required.

Winning entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries for any use deemed appropriate by Key Club International. Appropriate recognition will be provided to the Key Club.

Key Club of: _____ Club ID #: _____

District: _____

Contact information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

This certifies that this DVD is original and was created in accordance with copyright laws:

(Signature) _____ (Print name here) _____

Please itemize costs associated with creation of this DVD:

Donations: \$ _____
DVD: \$ _____
Rentals: \$ _____
Other: \$ _____
Other: \$ _____
Other: \$ _____
Total: \$ _____

Placed at district convention: First place Second place
(Please circle one)

This DVD was selected by other means and was approved for entry for International competition by the Key Club district administrator.

Key Club district administrator signature: _____

Note: Only district winners are eligible for submission to the International competition. Refer to the Key Club Guidebook for additional information and deadlines.

KEY CLUB®

Video contest entry form 2012

Please type or print information on this form and affix the completed form to an envelope. Place the videotape or DVD inside the envelope. DVD format is required.

Winning entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries for any use deemed appropriate by Key Club International. Appropriate recognition will be provided to the Key Club.

Key Club of: _____ Club ID #: _____

District: _____

Contact information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

This certifies that this DVD is original and was created in accordance with copyright laws:

(Signature) _____ (Print name here) _____

Please itemize costs associated with creation of this DVD:

Donations: \$ _____
DVD: \$ _____
Rentals: \$ _____
Other: \$ _____
Other: \$ _____
Other: \$ _____
Total: \$ _____

Placed at district convention: First place Second place
(Please circle one)

This DVD was selected by other means and was approved for entry for International competition by the Key Club district administrator.

Key Club district administrator signature: _____

Note: Only district winners are eligible for submission to the International competition. Refer to the Key Club Guidebook for additional information and deadlines.

KEY CLUB®

Year in review cost sheet

Scrapbook

Check One: TRADITIONAL SCRAPBOOK NON-TRADITIONAL SCRAPBOOK

Key Club of: _____ Club ID #: _____

District: _____

Contact Information

Please check one: Faculty advisor Kiwanis advisor

Advisor name: _____

Phone number with area code: _____ E-mail: _____

Costs

Photo materials: US\$ _____

Pages: US\$ _____

Binder: US\$ _____

Other: US\$ _____

Other: US\$ _____

Other: US\$ _____

Total: US\$ _____

Donations

Materials by school: US\$ _____

Materials by businesses: US\$ _____

Other: US\$ _____

Other: US\$ _____

Other: US\$ _____

Total: US\$ _____

Signature of faculty advisor or Kiwanis advisor:

(Signature) _____ (Print name here) _____

Signature of club president:

(Signature) _____ (Print name here) _____

(PLEASE ATTACH THIS COST SHEET TO INSIDE COVER OF SCRAPBOOK ENTRY)

KEY CLUB®

Single Service Award 2012

Key Club of: _____ Club ID #: _____ District: _____

Number of members in club: _____ Total service hours involved: _____

Project name: _____ Contact name: _____

E-mail: _____ Phone number with area code: _____

Application return address: _____ City: _____

State/province: _____ Postal code: _____ Country: _____

Brief description of project: _____

Club membership

1. Enter the total number of actual club members as of _____(a) December 1, 2011 _____(b) February 1, 2012. 2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box to the right. 3. Use the number in the box to determine the club's membership category. Check the one below that applies:

35 members or less: Bronze 36-60 members: Silver 61-85 members: Gold 86 members or more: Platinum

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 cover sheet and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.

C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.

D. Entries shall be judged based upon an accumulated total of points allocated to the following categories: service need, 10 points; project plan, 20 points; project implementation, 20 points; final results, 25 points; public awareness, 15 points; member participation, 10 points.

E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.

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 should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.

G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.

H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.

I. Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges.

Certification. This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Sponsoring Kiwanis club: _____

Faculty advisor: _____

Principal: _____