

# **Montana District of Key Club International** **Contests & Awards 2022-2023**

**75th Annual Key Club Convention**  
**March 19-21, 2023**



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

**Completed forms must be postmarked or faxed by FEBRUARY 15th, 2023.**

**You may scan and email them-returned by FEBRUARY 15TH, 2023.**

**This excludes the contest or awards specifically noted acceptable to be returned to convention!**

**Please mail all forms and nominations to:**

Montana District of Key Club International  
Michelle Preston  
3325 2nd Ave North  
Great Falls, MT 59401  
Fax: 406-268-6575  
Email: michelle\_preston@gfps.k12.mt.us

**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 title sheet**. There are also Outstanding Kiwanis Advisor and Outstanding Faculty Advisor awards, and the Montana District Leland Key of Honor

**Scholarships** will be awarded at the District Convention. The information, rules, and forms for scholarships have been sent to all faculty advisors and District Board members and can be obtained from them. They are also available online on the Montana District Kiwanis website at <https://www.kiwanisfoundationofmontana.org/key-club-scholarships>. They can also be obtained from the Co-Dist. Administrator, email michelle\_preston@gfps.k12.mt.us

**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.***

Please do not staple multi-page forms together. Use a paper clip or other type of fastener to attach them. This is for ease of processing only, and will have no bearing on the judging.

If you have any questions concerning any contest, please contact District Administrator,

We look forward to seeing you!

Sincerely,

**Montana District Board of Trustees & Montana District of Kiwanis Key Club Committee**

# Overview of Awards

## Section 1:

**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	Key Club Service Hour	Annual Achievement Report
Best Caucus	Key Clubber Man Mile Award	Ladder Point
100% Reporting	Key Club of the Year (Must submit annual report at DCON)	

## Section 2:

**APPLICATIONS MUST BE RECEIVED BY THE DEADLINE**

***Please make a copy of any submissions as they will not be returned. All submissions or entries become the property of the Montana District of Key Club International.***

Distinguished Club Reporter	Outstanding AIDSpirit USA Award
Distinguished Club Sgt. at Arms	K-Family Relations Award
Distinguished Club President	Project Life
Distinguished Club Secretary	Sandy Nininger Award
Distinguished Club Treasurer	Wohler Award
Distinguished Vice President	Stanaway Award
Distinguished Members	Single Service Project
Major Emphasis Project	Leland Key of Honor
Ronald McDonald House	Governor's Project
Faculty Adviser of the Year	Kiwanis Adviser of the Year

*An Outstanding Officer will be chosen from the Distinguished Officer applications.*

## Section 3:

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

**ALL ENTRIES SUBMITTED (WITH THE EXCEPTION OF SCRAPBOOKS AND BANNERS) 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**

Distinguished Club Award/Annual Achievement Report  
Key Club Promotional Video Contest  
Year in Review: Traditional & Non-Traditional Scrapbook Contests  
Member Recruitment Poster Contest  
Essay Contest  
Oratorical Contest  
Key Club 101 Contest

# 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 may now 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?

- All projects that are pre-approved or organized by the individual Key Club
- 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.
- Fundraisers 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 for non-service projects, such as fundraising for the Key Club's own use or social events
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, Youth Conference, or a Key Leader Event
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

## **Key Club International Awards**

### **Distinguished Club Award (Bring Achievement Report to convention)**

- Awarded to clubs based on a review of the annual club Achievement Report, in accordance with standards established by Key Club International

### **Oratorical Contest (Enter at convention check-in)**

- A.** The subject of all orations is to be announced at or before the District convention. The 2022 Oratorical Contest Topic:

#### **The Key Club pledge is:**

**"I pledge, on my honor, to uphold the Objects of Key Club International; to build my home, school and community; to serve my nation and world; and combat all forces which tend to undermine these institutions."**

**Describe your experiences with upholding the Key Club pledge and what you learned from them.**

- 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:

#### **SPEECH-50 Points**

Clarity of message and projection of ideas.....	25 Points
Depth.....	5 Points
Originality.....	5 Points
Structure (including organization, grammar, transitions, flow, etc.,.....	15 Points

#### **DELIVERY-50 Points**

Presence (posture, gestures, ability to engage the audience) .....	15 Points
Voice (tone, diction, effectiveness, pronunciation).....	15 Points
Ease of presentation and intimacy with audience .....	15 Points
Attention of audience.....	5 Points

- F.** 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.
- G.** Three outstanding orators will receive suitable awards and recognition for their excellence in public speaking.
- H.** Oratorical finalists will be expected to address the convention.
- I.** 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.
- J.** If the Oratorical finalist wishes to compete on the International Level, they must submit the required form to Key Club International by June

**Member Recruitment Poster Contest (Bring to convention)**

Entries must be accompanied by the “Key Club Membership Recruitment Poster Entry Form” issued by Key Club International.

- 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.** There are two categories in this contest – Digital and Non-Digital Poster. Non-digital posters may not include material produced through electronic means, such as cameras and computer software.
  
- C.** The Poster dimensions should be 18 inches by 24 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 than one-eighth (1/8) inch in thickness.
  
- D.** The following information must be submitted with each entry:
  - Name of Key Club and District
  - Contact name and information for the artist producing the poster.  
***The artist must be a Key Club member.***
  
- E.** Posters will be judged according to the following criteria:

Originality.....	50 Points
Effectiveness for membership recruitment.....	25 Points Overall
Appearance/Artistic Impression.....	25 Points
  
- F.** Suitable awards will be presented to first, second, and third places.
  
- G.** The first place Key Club Poster contest winner will be eligible to compete in the International contest.
  
- H.** 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 appropriate credit to the Key Club and the artist.
  
- I.** All entries shall be in good taste and appropriate to the standards set by the Objects of Club International.
  
- J.** 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.



**Key Club Promotional Video Contest**

- A.** The video must be produced by club members only, at a cost not to exceed US \$300.
- 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 shall be **no more than 60 seconds**.
- D.** The video must be submitted on a DVD in QuickTime format containing NO COPYRIGHTED MUSIC.
- 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 DVD.
- F.** Videos will be judged according to the following criteria:
  - Originality.....10 Points
  - Promotion of Key Club.....20 Points
  - Clarity of Message.....20 Points

***Quality of Production***

- Sound Quality.....10 Points
- Picture Quality.....10 Points
- Overall impression.....30 Points

- G.** All entries must have the “Key Club Promotional Video Contest Entry Form” completed. It should be affixed to a DVD envelope or sleeve with the DVD inside.
- H.** Suitable awards will be presented to first, second, and third place.
- I.** The first place Club Video Contest winner 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 regrading will take place after the results have been certified by the judges, the Chair of Contest and Board Counselor of this contest.

## **Major Emphasis Award (For Application Cover Page, see Awards Part B)**

- A.** Report must be typed. Each section found in Section E below 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. It must be completed in its entirety. If the MEP cover sheet from KCI is not included, the application will not be eligible for consideration at the International level.
- B.** The activity described may 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. Projects acceptable for this award may include both hands-on service and fundraising efforts.
- C.** Reports will be judged according to the amount of Major Emphasis activity described in Section E. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Report in compliance with these rules.
- D.** The decisions of the judges are final, and no changes, alterations, or re-gradings will take place after the results have been certified by the judges.
- E.** The section to be described and the points for each are indicated below:
1. **The Need (10 points)** – A statement must establish in what way the project deals with the ME.
  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. **Partnership 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 (10 points)** –

01-09% = 1 point	50-59% = 6 points
10-19% = 2 points	60-69% = 7 points
20-29% = 3 points	70-79% = 8 points
30-39% = 4 points	80-89% = 9 points
40-49% = 5 points	90-100% = 10 points
  7. **Club's Overall Program Dealing with MEP (25 points)** - Describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with ME during other parts of the year.

**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 Dues Roster.
  
- D.** Entries shall be judged based upon an accumulated total of points allocated to the following categories:
  - 1. The Need (10 points)**—To qualify for judging, a statement must establish in what way the project deals with the ME.
  - 2. The Plan (20 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. Public Awareness (10 points)**—Describe how the project was publicized.
  - 6. Percentage of Club Members Participating (15 points)—**

01-07% = 1 point	54-60% = 9 points
08-14% = 2 points	61-77% = 10 points
15-20% = 3 points	68-73% = 11 points
21-27% = 4 points	74-80% = 12 points
28-33% = 5 points	81-87% = 13 points
34-40% = 6 points	88-93% = 14 points
41-47% = 7 points	94-100% = 15 points
48-53% = 8 points	
  
- E.** Only activities which occurred during the district administrative year shall be included in 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\*\*\***

**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 the 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 scrapbook binder measuring no larger than 14 inches wide and 14 inches high. The cover may be decorated.

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

Visuals.....	50 Points
Artwork and decorations.....	15 Points
News clippings and photographs.....	15 Points

**GENERAL CONTENT—60 points**

Service to School.....	20 Points
Service to Community.....	20 Points
Fundraising Projects.....	10 Points
Assistance to Kiwanis Projects.....	10 Points
Involvement in Major Emphasis Program.....	10 Points
Miscellaneous.....	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, district and an itemized statement of the total expenditures and donations associated with the creation of the scrapbook. 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 that the scrapbook retail cost value (including photographic materials) does not exceed the amount of \$300.00. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with the 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 check-in 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 the DCON

**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 the Community, Fundraising Projects, Kiwanis Family functioning, Major Emphasis involvement, and Miscellaneous.

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

Presentation.....	70 Points
Uniqueness of Project Presentation.....	30 Points
Artistic Value and Visual Appearance.....	20 Points
Newspaper clippings and photographs.....	20 Points

**GENERAL CONTENT---60 Points**

Service to school.....	10 Points
Service to community.....	10 Points
Fundraising projects.....	10 Points
Kiwanis Family interaction.....	10 Points
Involvement with MEP.....	10 Points
Miscellaneous.....	10 Points

**D.** A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state, district and an itemized statement of the total expenditures and donations in the creation of the scrapbook. 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 \$300.00. 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.

**E.** Entries shall be submitted during Convention check-in.

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

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

**H.** 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.

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

**SANDY NININGER AWARD** (Nominations should be submitted in portfolio form)

**Eligibility Criteria:** Any Key Club member in good standing, who is a senior in high school, and not a member of the District Board. The individual must demonstrate outstanding contributions to his/her school and community through Key Club.

**Nomination:** 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**

## **Montana District Awards**

### **Montana District of Key Club International Portfolio to be sent to District Contests and Awards Office for Outstanding Advisor and Leland Key of Honor**

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.

**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.

**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. Please do not staple the pages in the portfolio together. Either leave them loose, or use a paperclip. This is for ease of processing only, and will have no bearing on how the nominee will be judged.

### **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 lifelong positive impact upon youth in general, and Key Club in particular. The nominee must have had an active connection with Key Club, or some other organization that supports youth for at least 5 years. 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 should be submitted in 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.

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

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 March 1<sup>st</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 as the Outstanding Kiwanis Advisor and Outstanding Faculty 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.**



### **Distinguished Club Officer**

Any Club Officer (President, Vice President, Secretary, Treasurer, Reporter, Sergeant-at-Arms) who has exceeded the standards of performance for the office may be nominated for this award. Those judged most worthy will receive the award.

**Stanaway and Wohler Awards** These are two separate awards and will be awarded to two different Key Club members. Nominations should be submitted in portfolio form.

**Eligibility:** The Stanaway award may be awarded to any member of the Montana District of Key Club. It is for the most outstanding Key Clubber in the District. The Wohler Award may be presented to any senior member of the Montana District Key of Club.

**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 Stanaway 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 letters. The rest of the letters are at the discretion of the individual making this nomination. Phone numbers of authors must be included.

# **Montana 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

Ladder Awards

Key Clubber Member-Mile Award

Best Club Spirit

Best Caucus

Convention Attendance

% Convention Attendance

100% Reporting Award

Key Club Service Percentage Award

Key Club Service Hour Award

Key Club of the Year Award (Achievement Report must be submitted at District Convention)

Key Club Division of the Year

### **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.

### **Key Club Member 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 chosen by the candidates for district office in the caucus room

### **Convention Attendance Award**

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

### **Percent Convention 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

### **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 1.

### **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 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 be eligible 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 check-in at the District Convention.
- Submit an Achievement Report Form during check-in at the District Convention.

The District Board will determine the Club of the Year, taking into account awards received at convention, Distinguished Members and Officers, Governor's Project participation, contest entries, membership growth, average service hours per member, and total service hours performed.

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 Division of the Year Award**

This award will be given to each club in the division which, as a whole, most exemplifies the ideals of Key Clubbing. Nominations for this award must be made by a District Board member. The recipient will be chosen by the Board.

## **The following banner patches DO require an application**

Governor's Project- Club  
Kiwanis Family Relations  
Major Emphasis Project  
Project Life  
Ronald McDonald House  
Governor's Project-- Individual Key Clubber  
AIDSpirit USA Award  
Distinguished Member

### **Governor's Project Award—Club (Page 29)**

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

### **Kiwanis Family Relations (Page 32)**

A Key Club that maintains an active relationship with other members of the Kiwanis Family may apply for this banner patch.

### **Major Emphasis Project (Page 33)**

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 three service partners in 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.

### **Project Life (Page 34)**

Any club that participated in one or more projects for Project Life may compete for this award. Patches will be awarded for the top three applications.

### **Ronald McDonald House (Page 35)**

The three clubs that collect the most pounds of pop tabs will receive this banner patch. It is not necessary to bring the tabs to the convention.

## **District Individual Certificates:**

### **Governor's Project Award-Individual (Page 31)**

Any member who performs at least 15 hours service on the Governor's project will receive this certificate.

### **Outstanding AIDSpirit USA Award (Page 30)**

This award is for the club which has shown the most outstanding efforts toward the AIDSpirit USA project.

### **Distinguished Club Member Award (Page 28)**

This certificate is available to Key Club members who truly model the Key Club motto. A minimum of 50 hours service is necessary to be eligible for this award.

# Montana District of Key Club International

## Application for DISTINGUISHED CLUB PRESIDENT AWARD

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

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

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 CRITERIA FOR DISTINGUISHED MEMBER**

YES (if yes, proceed with application) NO (if no, 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, school administration, 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
Holds and participates in activities related to the Governor's Project (5 points)	_____ /5

##### ***District/International Attendance (if none held enter N/A)***

Must attend District Convention (required. 15 points)	_____ /15
Attends Divisional Council Meetings (1 point/meeting, 10 possible points)	_____ /10
Ensures club has representative(s) attending Divisional Council Meetings (15 points)	_____ /15
Club Attendance at Youth Conference (10 points)	_____ /10
Club Attendance at Divisional Rally (10 points)	_____ /10
Club Attendance at Divisional Trainer (10 points)	_____ /10

##### ***K Family 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**

\_\_\_\_\_

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt Governor (optional 3 pts) School administrator (optional 3 pts), Kiwanis Advisor (optional 2 pts), 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 DISTINGUISHED CLUB VICE PRESIDENT AWARD

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

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

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 135 or 90% of the available points. District Convention attendance is required..

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

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

**QUALITATIVE ASSESSMENT**

**(Advisor's Written Initials)**

Exhibits constructive leadership at all times	_____
Places Key Club as a top priority	_____
Could be president	_____
Supports club president	_____
Actively Participates in club service projects	_____
Works to raise awareness of MEP and Governor's Project	_____
Encourages all committees	_____
Maintains academic good standing	_____
Models Student Code of Conduct	_____

**QUANTITATIVE ASSESSMENT**

**Points earned**

***Club administration***

Attends 10 weekly meetings (10 points)	_____/10
Establishes effective committee system (15 points)	_____/15
Ensures club participation in MEP (15 points)	_____/15
Ensures club participation in Governor's Project (15 points)	_____/15
Participated in activities related to the Governor's Project (5 points)	_____/5

***District/International Attendance (if none held enter N/A)***

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)	_____/5

***K Family 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**

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt Governor (optional 3 pts)  
 School administrator (optional 3 pts), Kiwanis Advisor (optional 2 pts), other (optional 1 pt)

**I nominate 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 of \_\_\_\_\_

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 144 or 90% of the available points. District Convention attendance is required.

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

**YES (if yes, proceed with this application)**     **NO (if no, 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 members' service hours	_____
Takes minutes of Board meetings and makes them accessible to members and advisors	_____
Is accessible to club members	_____
Actively Participate in club service projects	_____
Meets deadlines	_____
Supports the president in his/her district responsibilities	_____
Respects all persons	_____
Maintain academic good standing. Model Student Code of Conduct	_____

**QUANTITATIVE ASSESSMENT**

**Points earned**

***Club administration***

Attends 10 weekly meetings (10 points)	_____ /10
Attends board meetings, at least monthly (10 points)	_____ /10
Submits Secretaries reports on time (15 points)	_____ /15
Ensures that all reports are submitted (Secretary's reports, Achievement) (15 pts)	_____ /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(if none held enter N/A)***

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

***K Family 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**

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt Governor (optional 3 pts)  
 School administrator (optional 3 pts), Kiwanis Advisor (optional 2 pts), 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 of

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 135 or 90% of the available points. District Convention attendance is required.

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

     YES (if yes, proceed with this application)           NO (if no, 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 Key Club officers	_____
Actively Participate 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	_____

**QUANTITATIVE ASSESSMENT**

**Points earned**

***Club administration***

Submits dues by November 15 (15 points)      by December 1 (10 points)	_____ /15
Submits dues for new members by February 1 (5 points)	_____ /5
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 pts)	_____ /15
Participates in activities related to the Governor's project (5 points)	_____ /5

***District/International Attendance (if none held enter N/A)***

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

***K Family 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**

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt Governor (optional 3 pts) School administrator (optional 3 pts), Kiwanis Advisor (optional 2 pts), 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 of \_\_\_\_\_

Division \_\_\_\_\_

To be eligible for this award, the Club Reporter **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 149 or 90% of the available points. District Convention attendance is required.

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

\_\_\_ YES (if yes, proceed with this application)    \_\_\_ NO (if no, 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 Key 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
- Posts signs, posters, and banners advertising meeting dates, 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
- Maintain filing system for incoming club reporter (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 (if none held enter N/A)***

- Must attend District Convention (**required**. 5 points) \_\_\_\_\_/5
- Divisional Council Meetings (1 point/meeting, 10 possible points) \_\_\_\_\_/10
- Attendance at Youth Conference (10 points) \_\_\_\_\_/10
- Attendance at Divisional Rally (10 points) \_\_\_\_\_/10
- International Convention (5 points) \_\_\_\_\_/5
- Promotes District projects (5 points) \_\_\_\_\_/5
- Promotes MEP (5 points) \_\_\_\_\_/5
- Membership Recruitment (1 point/new member recruited, max 10) \_\_\_\_\_/10

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

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt Governor (optional 3 pts)  
 School administrator (optional 3 pts), Kiwanis Advisor (optional 2 pts), other (optional 1 pt)

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

\_\_\_\_\_  
 (signature of Faculty Advisor)

**Montana District of Key Club International**  
**Application for DISTINGUISHED CLUB SERGEANT-at-ARMS AWARD**

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

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

Division \_\_\_\_\_

To be eligible for this award, the Club Reporter **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 CRITERIA FOR DISTINGUISHED MEMBER**

\_\_\_ **YES (if yes, proceed with this application)**    \_\_\_ **NO (if no, 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 Key Club officers	_____
Actively Participate in club service projects	_____
Recognizes significance of fundraising for Governor's Project	_____
Encourages and works with fundraising committee	_____
Builds positive working relationships with Faculty Advisor and school staff	_____
Respects all persons	_____
Maintains academic good standing	_____
Models Student Code of Conduct	_____

**QUANTITATIVE ASSESSMENT**

**Points earned**

***Club Administration***

Attends weekly club meetings (10 points)	_____ /10
Welcomes members to meetings (10 points)	_____ /10
Helps the president maintain an orderly meeting (10 points)	_____ /10
Maintains club property (10 points)	_____ /10
Attends monthly club board meetings (10 points)	_____ /10
Coordinates and participates in all club or District fundraising activities (15 points)	_____ /15
Participates in activities related to the Governor's Project (5 points)	_____ /5

***District/International Attendance (if none held enter N/A)***

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

***K Family 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**

\_\_\_\_\_

**ATTACH RECOMMENDATION LETTERS:** Advisor (required 5 pts), Lt Governor (optional 3 pts)  
 School administrator (optional 3 pts), Kiwanis Advisor (optional 2 pts), other (optional 1 pt)

**I nominate the Key Club Member named above for the Distinguished Sergeant-at-Arms**

\_\_\_\_\_

(signature of Faculty Advisor)

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

**Key Club of:**

**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**

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  
(March 1 to Feb. 28)

<b><u>NAME OF MEMBER</u></b>	<b><u>NUMBER OF SERVICE HOURS</u></b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

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



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# KEY CLUB<sup>®</sup>

## Outstanding AIDSpirit USA Award

**Key Club of:**

**Club ID #:**

**District:**

**Number of Members in Club:**

**Total Service hours involved with AIDSpirit USA:** \_\_\_\_\_

**Application Return Address:**

### Brief Description of the project(s) done for AIDSpirit USA:

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- A. This award will be given to a club of the Montana District that has shown outstanding effort towards AIDSpirit USA. The winning club will be chosen based on the amount of money raised per member and any other ways used to spread the word about the organization
  
- B. A qualifying AIDSpirit USA service project shall be defined as a club service project, planned, organized, and produced by the Key Club occurring on a single day or on consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for achieving the same service goal.
  
- C. All entries will be judged by the District Board.

**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.

Kiwanis/Faculty Advisor: \_\_\_\_\_

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

**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 one of the Governor's Project: Inspiring Bright Futures. 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.

<b>Key Club Member</b>	<b>Brief Description of or Name of Projects</b>	<b>Hours</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 CLUB INTERNATIONAL**  
**Application to receive the Kiwanis FAMILY RELATIONS AWARD**

**Key Club of**

**Division**

**Sponsoring Kiwanis Club**

**President's Name:**

**Faculty 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. Project Participation:** Please list up to 5 Kiwanis Family projects that your club participated in this year

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**2. Quantitative Assessment:**

**Points**

- Kiwanis member attends Key Club meetings (2 points per meeting, 10 points max) \_\_\_\_\_
- 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, 10 points max) \_\_\_\_\_
- Key Club members run a Kiwanis meeting (10 points) \_\_\_\_\_
- Key Club members attend K-Kids, Builders, or Aktion Club meetings (2 pts/meeting, 10max)\_\_\_\_\_
- Key Club members attend joint project with a K Family Club (2 pts/project, 10 pts max)\_\_\_\_\_
- Kiwanis member attends a Key Club Spring Regional Rally (10 points) \_\_\_\_\_
- Kiwanis member attends a Key Club District Convention (20 points) \_\_\_\_\_
- Key Club sponsors a K-Kids or Builders Club (10 points) \_\_\_\_\_
- Key Club promotes membership in Circle K (5 points) \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

**Please note: The top clubs (determined by points) will be recognized at the Convention. An overall winner will be presented with an award at the District Convention. We verify the information about our Key Club, sponsoring Kiwanis, and K-Family is accurate.**

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

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

# MONTANA DISTRICT OF KEY CLUB INTERNATIONAL

## Application to receive the Banner Patch for Major Emphasis

Also complete the Key Club International application for Major Emphasis Program

Key Club of  
Division  
Sponsoring Kiwanis Club  
President's Name:  
Faculty Advisor's Name:  
School Address:

Your club **must participate** in 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 SilverMEP Patch. Clubs that participate with all three partners will receive a Gold MEP Patch. The recognized service partners are listed on Key Club's Website.

### **Children: Their Future Our Focus Major Emphasis Initiative.**

Briefly describe how your club participated in the initiative and how your club participated with the service partners listed below. *Please include the number of members involved, number of service hours recorded, amount of funds raised, etc., as applicable.* Attach additional sheets if necessary.

#### **1. UNICEF (include the ELIMINATE Project here)**

#### **2. Children's Miracle Network**

#### **3. March of Dimes**

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Signature of Key Club President

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Signature of Faculty Advisor

# Project Life Award

**Eligibility:** Any club participating in one or more projects for Project Life

**Criteria:** Judging criteria will include the 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.

**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**

***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. Gov. of Applicant's Division

## District Project: Ronald McDonald House

### 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.** Tabs or monies need not be brought to convention.

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

### Ronald McDonald House Project Award Application

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

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

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