

77th Annual District Convention  
March 23-25, 2025

# Key Club International **Montana District**

## Contests & Awards



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This document contains the rules and forms for all contests and awards.  
Completed forms must be postmarked or faxed by **FEBRUARY 15th, 2025**.  
You may scan and email them-returned by **FEBRUARY 15TH, 2025**.

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

# Welcome Message



**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](mailto: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



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**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](mailto:michelle_preston@gfps.k12.mt.us)

**Please note that if you share this with me electronically, paper forms are NOT also necessary.**  
**Please try and have the signatures be actual signature.**



# Overview of Awards

## Section 1:

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

Replace +5

Ladder Awards

Key Club Man Mile Award

Best Club Spirit

Best Caucus

Convention Attendance

Percentage Convention Attendance

100% Reporting

Key Club Service Hour Percentage

Key Club Service Hours

Key Club of the Year

Division of the Year

Annual Achievement Report

Distinguished Clubs

## Section 2:

APPLICATIONS MUST BE RECEIVED BY THE DEADLINE

Please make a copy of any submissions as they will not be returned.

Distinguished Club Sgt. at Arms

Distinguished Club President

Distinguished Club Secretary

Distinguished Club Treasurer

Distinguished Club Vice President

Distinguished Members

Major emphasis Project

Single Service Project

Governor's Project: CLUB

Governor's Project: INDIVIDUAL

Ronald McDonald House

AIDSpirit USA Award

Kiwanis Family Relations Award

Project Life

Sandy Nininger Award

Stanaway Award

Wohler Award

Faculty & Kiwanis Adviser of the Year

Leland Key of Honor

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

## Section 3: Contests

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.

Key Club Promotional Video Contest

Year in Review: Traditional & Non-Traditional Scrapbook Contests

Member Recruitment Poster Contest

Essay Contest

Oratorical Contest

Key Club Quiz Bowl Contest

● Section 1: NO application required

# Banner Patch Awards

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## 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.

# Banner Patch Awards

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## 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)

## 100% Secretary Reporting

Every club secretary 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.

# Banner Patch Awards

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## 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.



## ● Section 1: NO application required

# Annual Achievement Report

*Each Key Club is required to complete and submit this report prior to its District Convention, according to the guidelines set by its own district.*

- The report should contain club activities occurring between the 2023 and 2024 district conventions.
- Upon completion of the report, the club may score its own report according to the scoring directions; tabulate the scores from each section in Part Three.
- This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district officials. The district may recognize clubs achieving predetermined scores as "Distinguished Club" or "Distinguished Club-Diamond Level."



The report is broken down into the following parts:

Part 1: Club Information

Part 2: Club Service

Part 3: Scoring

## Distinguished & Diamond Clubs

*(Bring Achievement Report to convention)*

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

- The filing of the report is required for every Key Club, regardless of total points, per Key Club International Board policies.
- Both parts of the report must be printed in black or blue ink or typed using Adobe.
- Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification.
- The report should contain club activities occurring between the district conventions or March to February each year.
- Upon completion of the report, the club may score its own report according to the scoring directions shown in the right-hand column on each page; tabulate the scores from each section in Part Three.
- This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district official(s).
- The district may recognize clubs achieving predetermined scores as "distinguished club" or "distinguished club-diamond level."

**Distinguished Club scores at least 147/190 points**

**Diamond Club scores at least 178/190 points**



## ● Section 2: Application Required

# Distinguished Sgnt. At Arms Award



Name (Please Print):

Key Club & 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 award)

### QUALITATIVE ASSESSMENT & ADVISER'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

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### QUANTITATIVE ASSESSMENT (Club Administration) & POINTS EARNED

- 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 (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
- 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.)

\_\_\_\_\_  
Faculty Advisor Signature:

● Section 2: Application Required

# Distinguished 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 CRITERIA FOR DISTINGUISHED MEMBER**

\_\_\_YES (if yes, proceed with application) \_\_\_NO (if no, not eligible for the award)

**QUALITATIVE ASSESSMENT & ADVISER'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

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**QUANTITATIVE ASSESSMENT**

- Holds weekly meetings (10 points)
- Holds board meetings, at least monthly (5 points)
- Ensures reports are submitted (Sec, reporter, Achievement, contract) (10 points)
- Holds and participates in activities related to the Governor's Project (5 points)
- District/International Attendance (if none held enter N/A)
- Must attend District Convention (required. 15 points)
- Attends Divisional Council Meetings (1 point/meeting, 10 possible points)
- Ensures club has representative(s) attending Divisional Council Meetings (15 points)
- Club Attendance at Youth Conference (10 points)
- Club Attendance at Divisional Rally (10 points)
- Club Attendance at Divisional Trainer (10 points)

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**K Family Involvement**

- Participates in activities with other K-Family members (5 points)
- Attends activities of sponsoring Kiwanis Club (10 points)
- Membership Recruitment (1 point/new member recruited, max 10)
- NUMBER OF SERVICE HOURS FOR THIS KEY CLUB YEAR

\_\_\_\_\_/5  
\_\_\_\_\_/10  
\_\_\_\_\_/10  
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**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.

\_\_\_\_\_  
**Faculty Adviser Signature**

● Section 2: Application Required

# Distinguished 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 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 & ADVISER'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 (Club Administration) & POINTS EARNED

- 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.

\_\_\_\_\_  
Faculty Adviser Signature

● Section 2: Application Required

# Distinguished 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 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 & ADVISER'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

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## QUANTITATIVE ASSESSMENT (Club Administration) & POINTS EARNED

- Submits dues by November 15 (15 points) by December 1 (10 points)
- Submits dues for new members by February 1 (5 points)
- Attends weekly club meetings (10 points)
- Attends board meetings monthly (10 points)
- Coordinates and participates in all club or District fundraising activities (15 pts)
- Participates in activities related to the Governor's project (5 points)
- District/International Attendance (if none held enter N/A)
- Must attend District Convention (required. 15 points)
- Divisional Council Meetings (1 point/meeting, 10 possible points)
- Attendance at Youth Conference (10 points)
- Attendance at Divisional Rally (10 points)
- Attendance at District Trainer (10 points)
- International Convention (5 points)

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## K Family Involvement

- Participates in activities with other K-Family members (5 points)
- Attends activities of sponsoring Kiwanis Club (10 points)
- Membership Recruitment (1 point/new member recruited, max 10)
- NUMBER OF SERVICE HOURS FOR THIS KEY CLUB YEAR

\_\_\_\_\_/5  
\_\_\_\_\_/10  
\_\_\_\_\_/10  
\_\_\_\_\_

**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.

\_\_\_\_\_  
Faculty Adviser Signature

● Section 2: Application Required

# Distinguished 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 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 & ADVISER'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

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**QUANTITATIVE ASSESSMENT & (Club's Administration) POINTS EARNED**

- Attends 10 weekly meetings (10 points)
- Establishes effective committee system (15 points)
- Ensures club participation in MEP (15 points)
- Ensures club participation in Governor's Project (15 points)
- Participated in activities related to the Governor's Project (5 points)
- District/International Attendance (if none held enter N/A)
- Must attend District Convention (required. 15 points)
- Divisional Council Meetings (1 point/meeting, 10 possible points)
- Club Attendance at Youth Conference (10 points)
- Club Attendance at Divisional Rally (10 points)
- Club Attendance at Divisional Trainer (10 points)
- International Convention (5 points)

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**K Family Involvement**

- Participates in activities with other K-Family members (5 points)
- Attends activities of sponsoring Kiwanis Club (10 points)
- Membership Recruitment (1 point/new member recruited, max 10)
- NUMBER OF SERVICE HOURS FOR THIS KEY CLUB YEAR

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**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.

\_\_\_\_\_  
(Faculty Adviser Signature)



# Distinguished Members Award

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## 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

- 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)

### NAME OF MEMBER & NUMBER OF SERVICE HOURS

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
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8.	_____
9.	_____
10.	_____
11.	_____
12.	_____

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

Signature of Club President:

Signature of Faculty Advisor:

# Major Emphasis Award

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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:

- The Need (10 points) – A statement must establish in what way the project deals with the ME.
- The Plan (10 points) – Describe how the project was organized.
- Implementation (20 points) – Describe the steps taken to implement the plan.
- Final Results (25 points) – Describe the benefits of the service rendered.
- Partnership with the Kiwanis Family and Other Organizations (10 points) – Describe actions and partnerships formed. Describe how the project was publicized.
- Percentage of Club Members Participating (10 points) –
  - 1-9% = 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
- 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

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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:

- The Need (10pts)—To qualify for judging, a statement must establish the way the project deals with the ME.
- The Plan (20pts) —Describe how the project was organized.
- Implementation (20pts) —Describe the steps taken to implement the plan.
- Final Results (25pts) —Describe the benefits of the service rendered.
- Public Awareness (10pts)—Describe how the project was publicized.
- Percentage of Club Members Participating (15pts)

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.

**SCHOOL ADDRESS:**

## See the Ability, Not the Disability

necessary.

[illegible]

# Governor's Project- Individual Award



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.

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

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

# Ronald McDonald House Pop Tabs Award

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## Ronald McDonald House Project Award Application

**Key Club & Division:**

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

- **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.

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

Signature of the Key Club President

Signature of the School Principal/Administrator

Signature of the Kiwanis Advisor

Signature of the Key Club Lt. Governor of Applicant's Division

# AIDSpirit USA Award



Key Club & Division:

Number of Members in Club:

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

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

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- 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
- 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.
- All entries will be judged by the District Board.

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

Signature of the Key Club President:

Signature of the Kiwanis Advisor:

Signature of the Faculty Advisor:

# Kiwanis Family Relations Award



**Key Club & 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*

**Project Participation:**

Please list up to 5 Kiwanis Family projects that your club participated in this year

- 1
- 2
- 3
- 4
- 5

**Quantitative Assessment: 100 Points Possible**

- 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)

\_\_\_\_\_

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\_\_\_\_\_

**TOTAL POINTS EARNED:** \_\_\_\_\_

**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:

# Project Life Award

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## Project Life Award Application Form

Key Club & Division:

Club President:

Faculty Adviser:

- **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.

**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:***

Signature of the Key Club President:

Signature of the Kiwanis Advisor:

Signature of the Faculty Advisor:



# Individual KCI Awards

## 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



## Stanaway & 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 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. 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.

# Outstanding Advisers: Faculty & Kiwanis Award

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*These awards will be presented to the Faculty & Kiwanis Advisors that best demonstrate the qualities of outstanding advisors. The Key Club members should compile a portfolio and submit all supporting documentation to the District Administrator to be received by March 1st. 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:**

- 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 honor.
- 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.

## ● Section 2: Application Required

# Key of Honor Award

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*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.



# Key Club Promotional Video Contest

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## Rules

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

- 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:
  - Name of Key Club and District.
  - Contact name and information for a Key Club member responsible for submission.
  - Itemized listing of all costs associated with video production, including cost of the DVD.

## Judging Criteria

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

- 10 points: Originality
- 20 points: Promotion of Key Clubs
- 20 points: Clarity of Message

Quality of Production

- 10 points: Sound Quality
- 10 points: Picture Quality
- 30 points: Overall impression

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.



# Year in review Scrapbook Contest

## Traditional Scrapbook

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

A. Key Clubs 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

- 50 points: Visuals
- 15 points: Artwork and decorations
- 15 points: News clippings and photographs
- 60 points: GENERAL CONTENT
- 20 points: Service to School
- 20 points: Service to Community
- 10 points; Fundraising Projects
- 10 points: Assistance to Kiwanis Projects
- 10 points: Involvement in Major Emphasis Program
- 10 points: Miscellaneous

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 regrading will take place after the results have been certified by the judges, the Chair of the Contest, and Board Counselor of the contest.

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





# Year in review Scrapbook Contest

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## Non-Traditional Scrapbook

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

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:

- 70 points: Presentation
- 30 points: Uniqueness of Project Presentation
- 20 points: Artistic Value and Visual Appearances
- 20 points: Newspaper clippings and photographs
- 60 points: GENERAL CONTENT
- 10 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

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.



# Membership Recruitment Poster Contest

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## Rules

***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.

## Judging Criteria

- E. Posters will be judged according to the following criteria:
- 50 points: Originality
  - 25 points: Effectiveness for membership recruitment
  - 25 points: Overall Appearance/Artistic Impression
- 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 regrading will take place after the results have been certified by the judges, the Chair of Contests, and Board of Counselor of this contest.





# Essay Contest

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## Rules

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

The 2024-2025 Essay Contest Prompt will be revealed in the contest period at DCON

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

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

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

## Judging Criteria

Essay—100 Points

- 25 points: Structure: Essay contains effective introduction, body, and conclusion
- 25 points: Content: Essay flows from intro to conclusion
- 15 points: Grammar & Mechanics: Grammar, syntax, punctuation, and spelling
- 15 points: Style & Readability: Essay is easy to read, with appropriate word usage and sentence length. Logical progression of ideas
- 20 points: Essay as a Whole: Overall impression of the essay

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

F. Three outstanding writers will receive suitable awards and recognition for their excellence..

G. Essay finalists may be expected to address the convention.

H. 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.



# Oratorical Contest

## Rules

A. The subject of all orations is to be announced at or before the District convention.  
The 2024-2025 Oratorical Contest Prompt is:

***As we celebrate the 100th anniversary of Key Club International as an organization, we honor the legacy of servant leadership that has positively impacted countless people. Reflect on your personal experiences as a Key Club member and how they have contributed to this century-long impact. How has your involvement shaped your growth, and what do you envision for the future of Key Club as it continues to empower the next generation of high school students?***

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:

## Judging Criteria

### SPEECH–50 Points

- 5 points: Clarity of message and projection of ideas
- 5 points: Depth
- 5 points: Originality
- 15 points: Structure (including organization, grammar, transitions, flow, etc.)

### DELIVERY–50 Points

- 15 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
- 5 points: Attention of audience

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



# Key Club Quiz Bowl Contest

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## Rules

- A. Each contestant will be allowed a maximum of one hour to complete the quiz bowl questionnaire
- B. Each contestant must be an official member in good standing with Key Club International & their club
- C. Three outstanding participants will receive suitable awards and recognition for their excellent knowledge of Key Club and the MT district.
- D. Quiz Bowl finalists may expected to address the convention.
- E. 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.
- F. Judging and awarding points will be based on the following criteria:

## Judging Criteria

SPEECH—50 Points

- 50 points= 1 point per question answered correctly



# Thank You

## Contact Information :

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