

Submit applications to awards@floridakeyclub.org

DEADLINE: March 7, 2018

1. CLUB SECRETARY'S INFORMATION

Key Club of _____

Division: _____ Zone: _____

(Information must be TYPED exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/> and the OIF.)

Club Secretary's Name: _____

Key Club Member #: _____

Grade Level: _____

Phone: _____

Faculty Advisor's Name: _____

Phone: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

A club secretary exhibits the following qualities:

<ul style="list-style-type: none"> ★ Exhibits constructive leadership at all times ★ Places Key Club as a top priority ★ Is accessible to and respects all club members ★ Participates in club service projects ★ Ensures Key Club is respected on school campus and in the community ★ Meets all deadlines 	<ul style="list-style-type: none"> ★ Maintains accurate account of member's service hours inclusive of club members ★ Takes minutes of Board meetings and makes them accessible to members and advisors ★ Supports the president in his/her district responsibilities ★ Maintains academic good standing and models student code of conduct
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YES (if yes, proceed with application)

NO (if not, **officer is not eligible** for the award)

3. OFFICER HAS MET THE REQUIREMENTS FOR DISTINGUISHED MEMBER

OFFICER COMPLETED A MINIMUM OF 75 SERVICE HOURS:

YES (if yes, proceed with application)

NO (if not, **officer is not eligible** for the award)

4. NUMBER OF SERVICE HOURS PERFORMED DURING 2017-2018

Please refer to the chart below to complete: service hours = points

Number of Service Hours	Points to Be Awarded
75-100	10
101-150	15
151-200	20
Over 200	25

5. QUANTITATIVE ASSESSMENT

Fill in the actual points earned for each assessment:

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Attends weekly club meetings	20 points	
Attends Board Meetings at least monthly	10 points	
Submits Monthly Pride Reports on time	15 points	
Ensures all reports are submitted (OPR, OIF, Achievement Report)	15 points	
Takes well-written and accurate minutes of Board Meetings	10 points	
Attended required Divisional Council Meetings (5 points per meeting). (Applicants will earn the maximum points if less than six DCM's were held, and they had attended all those that were held.)	30 points (MAX)	
Holds and participates in activities related to the Governor's Project	5 points	
Attended Key Club Kick Off Conference or Leadership Training	20 points	
Attended Spring Zone Rally	20 points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended Key Club International Convention	5 points	
Participates in inter-clubs with other Kiwanis Family members	5 points	
Attends activities of sponsoring and/or another Kiwanis Club	10 points	
Memberships Recruitment (1 point per new member)	5 points (MAX)	
SUM	185 points	

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Division:
Officer's Name:

6. RECOMMENDATION LETTERS

NOTE: The recommendation letters should describe your leadership ability, character, and dedication to service.

- ★ **Required: Faculty Advisor (5 points)**
- ★ You may obtain up to **three additional** recommendation letters from those who are familiar with your Key Club activities. **(15 points maximum)**
- ★ **The letters must be no more than two pages in length and signed by your references.**
- ★ Your recommendation letter(s) must be scanned and submitted electronically with this application to awards@floridakeyclub.org.
- ★ Please notify the Awards Committee in advance if this is not permitted by your school or your reference(s).

7. SCORING (Fill out before submitting)

Fill in the number of points in each section before submitting your application:

SECTION 4 10-25 Points (Minimum of 10 points is required)	SECTION 5 0-185 Points (No minimum)	SECTION 6 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-230 Points	90% OF MAXIMUM POINTS AVAILABLE =207

The Florida Board of Trustees sets the total number of points required to achieve this award, but applicants should have earned **at least 90%** of the total possible points.

8. FACULTY ADVISOR AND APPLICANT'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for this award.

9. SUBMISSION

Submit your completed application and letter(s) of recommendation **electronically by March 7, 2018** to the Awards Committee at awards@floridakeyclub.org.

The following actions will result in DISQUALIFICATION of your application:

- ★ The application and letter(s) of recommendation IS NOT scanned and attached to the email.
- ★ The application is submitted as a picture
- ★ More than one application is submitted per email to the Awards Committee.
- ★ The subject line of the email is NOT as follows: name of the award/ and your school's name.
- ★ Any information requested is missing
- ★ The above instructions are not followed
- ★ The application is not typed

If you have any questions or concerns, contact the Awards Committee Chair at awards@floridakeyclub.org.