

Submit applications to [awards@floridakeyclub.org](mailto:awards@floridakeyclub.org)

**DEADLINE: MARCH 7, 2018**

**1. CLUB TREASURER'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 Treasurer's Name: \_\_\_\_\_

Key Club Member #: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty Advisor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS**

The Club Treasurer exhibits the following qualities:

<ul style="list-style-type: none"> <li>✓ Exhibits constructive leadership at all times</li> <li>✓ Places Key Club as a top priority</li> <li>✓ Supports other club officers</li> <li>✓ Actively participates in club service projects</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recognizes significance of fundraising for the Governor's Project</li> <li>✓ Encourages and works with fundraising committee</li> <li>✓ Attends and participates in all club fundraisers; respects all persons</li> <li>✓ Maintains academic good</li> </ul>
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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
Submits dues by November 1(15 points) or December 1 (10 points)	15/10 points	
Submits dues for new members by February	5 points	
Attends weekly meetings	20 points	
Attends board meetings at least monthly	10 points	
Coordinates and participates in all club or District fundraising activities	15 points	
Holds and participates in activities related to the Governor's Project or the District Large Scale Service Project.	5 points	
Attended required Divisional Council Meetings (5 points per meeting). <b>(Applicants will earn the maximum points if less than six DCM's were held, and they had attended all those that were held.)</b>	30 points( MAX)	
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 International Convention	5 points	
Participates in inter-clubs with other Kiwanis Family members	10 points	
Attends activities of sponsoring and/or another Kiwanis Club	10 points	
Memberships Recruitment (1 point per new member)	5 points (MAX)	
<b>SUM</b>	<b>185 points</b>	

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Key Club of  
Division:  
Officer's Name:

**6. RECOMMENDATION LETTERS**

- **Required: Faculty Advisor (5 points)**
- Optional: You may obtain up to **three additional** recommendation letters from individuals who are familiar with your Key Club activities. (15 points maximum)

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

**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](mailto: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](mailto: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](mailto:awards@floridakeyclub.org).