

Submit applications to awards@floridakeyclub.org

DEADLINE: MARCH 7, 2018

1. AWARD BACKGROUND

The Key Clubber of the Year award was established in 2015 for the Key Clubber who truly goes above and beyond what a Key Clubber's call to service is. This member works with his/her club, division, and Kiwanis family. This is an individual who truly demonstrates a passion for service.

- This award is presented to a Key Clubber who goes above and beyond all facets of Key Club.
- **The nominee must meet the criteria for a Distinguished Club Member.**
- **Current District board members cannot be nominated for this award.**
- The nominated individual may be any member regardless of the position of a Key Club in good standing.
- The individual must be nominated by an officer, advisor, or lieutenant governor in his/her division.
- **A district board member must endorse the nomination** through a letter of recommendation before it can be judged.
- **The nominee is not required to attend DCON and may know of his/her nomination.**
- Only one Key Clubber each year will receive this award.
- One \$1,000 scholarship will be awarded to the recipient.

2. INSTRUCTIONS FOR KEY CLUBBER OF THE YEAR NOMINATION

The following documentation must be included with this application:

- Letter of Nomination/Summation:** This letter should be written by the nominated Key Clubber's board, advisors, sponsoring Kiwanis club, district board member or a committee of individuals within the nominating Key Club. It should provide a nomination statement, basic overview of the individual being nominated, and the reason for their nomination. **It should summarize the letters of recommendation and the individual's relation with the Key Club, Kiwanis family, and division. It should also include the reasons why the nominated Key Clubber is deserving of this honor.**
- Biographical information:** This should include how the Key Clubber demonstrates a positive ongoing relationship with the Key Club and division they are a part of. This can be through lists, photos, essays, committee reports (if they worked with a divisional committee) news clippings, etc. These items may be **no more than three pages** and must be scanned and electronically submitted with this application.
- Letters of Recommendation:** A maximum of five letters may be submitted. **The letters must be no more than two pages in length and signed by the references. One letter must be written by a district board member who is familiar with the member in order to endorse the nomination.**
- Additional information:** Up to two pages of additional information may be submitted.

3. SUBMISSION

Submit your completed application and all supporting documents **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 all supporting documents are 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.



2017 – 2018

KEY CLUBBER OF THE YEAR APPLICATION

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Key Club of
Division:
Member's Name:

4. INFORMATION FOR KEY CLUBBER OF THE YEAR NOMINATION

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/)
Key Clubber's Name:
Key Club Member #: Grade Level: Phone:
Nominator's Name: Phone:
Nominator's Relationship to Key Clubber:
Faculty Advisor's Name: Phone:
Sponsoring Kiwanis Club of
Kiwanis Advisor's Name: Phone:

5. FACULTY ADVISOR AND NOMINATOR'S SIGNATURES

Faculty Advisor's Signature: _____ Date: _____
Nominator's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically DISQUALIFIED for this award.
If the faculty advisor is nominating, please sign both lines above.