



## 2016-2017 DISTINGUISHED CLUB EDITOR AWARD APPLICATION

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

**DEADLINE: MARCH 7, 2017**

### 1. CLUB EDITOR'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 Editor's Name:

Key Club Member #:

Editor's Grade Level:

Editor's Email:

Cellphone:

Faculty Advisor's Name:

Faculty Advisor's Email:

Cellphone:

School's Mailing Address

City:

State/Province: FL

Postal Code:

### 2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The Club Editor exhibits the following qualities: 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 the community; builds positive working relationships with Faculty Advisor and school staff; maintains academic good standing and models student code of conduct.

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 2016-2017

hours = \_\_\_\_\_ points (Refer to service hour chart below)

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

### 5. QUANTITATIVE ASSESSMENT

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Produces monthly newsletter to members during school year (5 points each)	(40 points MAX)	
Produces summer newsletter	5 points	
Post signs, posters, and banner advertising meetings date, projects, etc.	10 points	
Submits articles to community print and visual media outlets	10 points	
Creates club scrapbook	50 points	
Attends club board meetings	10 points	
Holds and participates in activities related to the Governor's Project or the District Large Scale Service Project.	5 points	
Attends 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)	
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	
Submits articles to the Sunshine Source Editor	20 points	
Memberships Recruitment (1 points per new member)	5 points (MAX)	
<b>SUM</b>	<b>245 points</b>	



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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. 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)

Table with 5 columns: SECTION 4 (10-25 Points), SECTION 5 (0-245 Points), SECTION 6 (5-20 Points), TOTAL POINTS EARNED (15-290 Points), and 90% OF MAXIMUM POINTS AVAILABLE = 261.

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, 2017, to the Awards Committee at awards@floridakeyclub.org.

Please scan the application and letter(s) of recommendation and attach them to the email.

Do NOT submit a picture of the application for judging.

Please only submit one application per email to the Awards Committee.

Ensure that the subject line of the email is as follows: name of the award/ and your school's name.

Your application WILL BE DISQUALIFIED if any information requested is missing.

All applications MUST be typed.

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