



2016-2017 DISTINGUISHED CLUB SECRETARY AWARD APPLICATION

Submit to awards@floridakeyclub.org

DEADLINE: March 7, 2017

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 #:

Secretary's Grade Level:

Secretary's Email:

Phone:

Faculty Advisor's Name:

Faculty Advisor's Email:

Phone:

School's Mailing Address

City:

State/Province: FL

Postal Code:

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

The Club Secretary exhibits the following qualities:

- ✓ Exhibits constructive leadership at all times
- ✓ Places Key Club as a top priority
- ✓ Maintains accurate account of member's service hours
- ✓ Takes minutes of Board meetings and makes them accessible to members and advisors

- ✓ Is accessible to club members and respects all members
- ✓ Actively participates in club service projects
- ✓ Meets deadlines
- ✓ Supports the president in his/her district responsibilities
- ✓ Maintains academic good standing
- ✓ 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. SCORING

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Attends weekly meetings	20 points	
Attends board meetings at least monthly	10 points	
Submits Monthly Pride Reports on time	15 points	
Ensures that all reports are submitted (OPR, OIF, Achievement Report)	15 points	
Takes well-written and accurate minutes of Board meetings	10 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). (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	
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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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 (0-185 Points), SECTION 6 (5-20 Points), TOTAL POINTS EARNED (15-230 Points), and 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 at least 90% of the total points earned.

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 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.

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

All applications MUST be typed.