

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

**DEADLINE: March 7, 2018**

**1. 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 #: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Faculty Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

A club editor 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>★ Encourages other club members</li> <li>★ Is accessible to club members</li> <li>★ Participates in club service projects</li> <li>★ Ensures Key Club is respected on school campus and in the community</li> </ul>	<ul style="list-style-type: none"> <li>★ Builds positive working relationships with Faculty Advisor and school staff</li> <li>★ Inclusive of club members</li> <li>★ Respects all persons</li> <li>★ Maintains academic good standing and models student code of conduct</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
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 a club scrapbook	30 points	
Attends club board meetings	10 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)	
Holds or participates in activities related to the Governor's Project	5 points	
Attended Key Club Kick Off Conference or Leadership Training	10 points	
Attended Spring Zone Rally	10 points	
Attended past District Conference	10 points	
Attending upcoming District Conference	5 points	
Attended Key Club International Convention	5 points	
Submits articles to the Sunshine Source Editor	15 points	
Memberships Recruitment (1 point per new member)	5 points (MAX)	
<b>SUM</b>	<b>200 points</b>	

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Key Club of  
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 individuals who are familiar with your Key Club activities. **(15 points maximum)**
- ★ **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:

<b>SECTION 4</b> <b>10-25 Points</b> <small>(Minimum of 10 points is required)</small>	<b>SECTION 5</b> <b>0-200 Points</b> <small>(No minimum)</small>	<b>SECTION 6</b> <b>5-20 Points</b> <small>(Minimum of 5 points is required)</small>	<b>TOTAL POINTS EARNED</b> <b>15-245 Points</b>	<b>90% OF MAXIMUM POINTS AVAILABLE</b> <b>=221</b>

*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).