

Submit applications to awards@floridakeyclub.org

DEADLINE: MARCH 7, 2018

1. GENERAL INSTRUCTIONS

There are **two levels** of recognition for the President's Award: Distinguished Club President and G. Harold Martin Outstanding Club President.

You only have to **complete one application** in order to be eligible for **one or both** of these awards.

In order to be eligible for the **Distinguished** Club President Award, the Club President must meet ALL the mandatory award criteria and **earn at least 207 points**.

All Distinguished Club Presidents will receive a label pin at the District Conference (DCON).

To be eligible for the G. Harold Martin **Outstanding** Club President Award, the Club President must be recognized as a Distinguished Club President, meet ALL other mandatory award criteria, and **earn at least 452 points**.

Only Distinguished Club Presidents will be judged for the G. Harold Martin Outstanding Club President Award.

This application and letters of recommendation must be saved as **one PDF file** and emailed by **March 7, 2018**, to awards@floridakeyclub.org. Any application not following the instructions will be disqualified; no exceptions.

Information provided must be exactly as found at <http://floridakeyclub.org/club-directory/>, <http://floridakeyclub.org/membership-verification/>, and on the Officer's Information Form (OIF).

All applicable fields must be completed or the applicant will be disqualified.

2. G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD BACKGROUND

After graduating from Ohio University in 1921, G. H. Martin went to Ohio State University Law School where he received his J.D. degree in 1923, and moved to Ft. Lauderdale in 1925 to start his law practice. Mr. Martin was the founder of Boy Scout Troop #1, Toys for Tots, and Every Child a Swimmer. He started a Key Club at Fort Lauderdale High School in 1936 and, founded Key Club International in 1943, and attended all but two of the first 50 Key Club International Conventions. He also helped found the first YMCA in 1944, served as Charter President of the Broward County Cancer Society from 1954 to 1959, and served as Judge of the Municipal Court of Fort Lauderdale from 1932 to 1936. Mr. Martin added 15 new Kiwanis Clubs and 13 Key Clubs to the Florida District while serving as Governor in 1948. Notably, G. H. Martin received the Key Club International Key of Honor in both 1965 and 1979.

There is no figure in the history of Key Club or Kiwanis International who serves as a better example of the qualities of an outstanding club president as evidenced by Mr. Martin's life of unselfish, dedicated, and committed servant leadership.

- This is not an award given lightly and is one of great honor.
- This award is given to the club president who did truly outstanding work as president and can show this through his/her efforts.
- The **top five** who qualify for the G. Harold Martin Outstanding Club Presidents will receive the award at the District Conference (DCON).
- The distinguished president judged to be the most outstanding will also receive one \$1000 college scholarship provided by the Brooksville Kiwanis Club.

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3. CLUB PRESIDENT'S INFORMATION

Key Club of

Division: _____ Zone: _____

(TYPE information exactly as shown in the Florida Key Club Directory found at <http://floridakeyclub.org/club-directory/> and the OIF)

Club President's Name:

Key Club Member#: _____ Grade Level: _____ Phone: _____

Faculty Advisor's Name: _____ Phone: _____

Sponsoring Kiwanis Club of

Kiwanis Advisor's Name:

YOU MUST CHECK AWARD(S) YOU ARE APPLYING FOR:

- Distinguished Club President
- G. Harold Martin Outstanding Club President Award (also requires Sections 11 and 12)

4. PRESIDENT HAS MET ALL QUALITATIVE ASSESSMENT FOR DISTINGUISHED CLUB PRESIDENT

The Club President exhibits the following qualities: 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, school administrator, faculty; respects all persons; and 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)

5. PRESIDENT 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)

6. NUMBER OF SERVICE HOURS PERFORMED DURING 2016-2017

Please refer to the chart below to complete: service hours = points

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

7. DISTINGUISHED CLUB PRESIDENT QUANTITATIVE ASSESSMENT

Fill in the actual points earned for each assessment:

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Holds weekly meetings	20 points	
Holds monthly board meetings	10 points	
Ensures reports are submitted (OPR, OIF, Annual Achievement Report)	20 points	
Ensures club is in attendance at all Divisional Council Meetings	15 points	
Holds and participates in activities related to the Governor's Project	10 points	
Attended required Divisional Council Meetings held; up to a maximum of six (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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8. 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)
- **See Section 12 for the required recommendation letters for the G. Harold Martin Outstanding Club President Award** (Key Club Lieutenant Governor; Kiwanis Club President; Kiwanis Club Service Leadership Program or Key Club Chairperson or Kiwanis Advisor, Faculty Advisor or another teacher, and School Principal, Assistant Principal, or Activities Director)

NOTE: You may use the same recommendation letter for the Distinguished Club President Award and G. Harold Martin Outstanding Club President Award.

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 letters must be scanned and emailed with this application to awards@floridakeyclub.org.

Please notify the Awards Committee in advance if this is not permitted by your school or your references.

9. SCORING FOR DISTINGUISHED CLUB PRESIDENT ONLY (Fill out before submitting)S

Fill in the number of points in each section before submitting your application:

SECTION 6 10-25 Points (Minimum of 10 points is required)	SECTION 7 0-185 Points (No minimum of points is required)	SECTION 8 5-20 Points (Minimum of 5 points is required)	TOTAL POINTS EARNED 15-230 Point	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 maximum points available.

10. PRESIDENT HAS MET ALL QUANTITATIVE ASSESSMENT FOR DISTINGUISHED CLUB PRESIDENT

Did Club President **earn at least 207 points** required for Distinguished President **and is applying for the G. Harold Martin Outstanding Club President Award?**

YES (proceed to Section 11)

NO (proceed to Section 13)

11. G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT AWARD REQUIREMENTS

The club president **must meet 100% of the criteria listed below in order to be eligible for G. Harold Martin Outstanding Award.** The club president **must have met all criteria for the Distinguished Club President Award.**

- Date(s) of dues payment:
- Were all Monthly reports submitted by the monthly deadline? YES NO
- Did the president attend 100% of the required Divisional and Zone activities? YES NO
- How many club meetings did the president attend?
- Club membership in February 2017: _____ Club membership in February 2018: _____
- Did the president participate in the Governor's Project? YES NO
- How many projects were planned and conducted by the Club in the following areas:
 Service to School: _____ Service to Community: _____ Service with Kiwanis: _____
- Will the club receive the Governor's Citation at DCON? YES NO
 (The club recorded at least 30 hours of service per member.)

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12. G. HAROLD MARTIN OUTSTANDING CLUB PRESIDENT QUANTITATIVE ASSESSMENT

Fill in the actual points earned for each assessment. Refer to chart for criteria with an asterisk.

ASSESSMENT CRITERIA	ASSIGNED POINTS	ACTUAL POINTS EARNED
Dues payment made by November 1 (Early Bird Dues)	10	
Distinguished Club President Award earned	207	
Number of club meetings attended	30 Max*	
All monthly reports submitted by the monthly deadline	10	
Attended 100% of the required Divisional and Zone activities (DCM's =30, KCKC=5; SZR=5)	40 Max	
Club membership percentage growth from February 1, 2017 to February 1, 2018. (Subtract 2018 membership from 2017 membership, then divide by 2016 membership, then multiple by 100).	30 Max*	
President participated in the Governor's Project	5	
Number of projects planned and conducted by the club in service to school	30 Max*	
Number of projects planned/conducted by the club in service to community	30 Max*	
Number or projects planned/conducted by the club in service with Kiwanis	30 Max*	
The club recorded at least 30 hours of service per member ; will receive the Governor's Citation at DCON	5	
A recommendation letter from your Key Club Lieutenant Governor	5	
A recommendation letter from your Kiwanis Club President	5	
A recommendation letter from your Kiwanis Club Service Leadership Program or Key Club Chairperson or Kiwanis Advisor	5	
A recommendation letter from your Faculty Advisor or another teacher	5	
A recommendation letter from your School Principal, Assistant Principal, or Activities Director	5	
SUM	452	

***Use the following chart to determine number of actual points earned:**

Number of Events (meetings, percentage, projects)	1 to 10	11 to 20	21 to 30	31 to 40	41 to 50	Over 50
Points Earned	5	10	15	20	25	30

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13. CLUB PRESIDENT'S AND FACULTY ADVISOR'S SIGNATURES

Club President's Signature: _____ Date: _____

Faculty Advisor's Signature: _____ Date: _____

Without the signatures requested above, your application will be automatically **DISQUALIFIED** for these awards.

14. SUBMISSION

Submit your completed application and letter(s) of recommendation **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 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.