

Submit applications to awards@floridakeyclub.org

DEADLINE: March 7, 2018

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 #: _____

Grade Level: _____

Phone: _____

Faculty Advisor's Name: _____

Phone: _____

2. OFFICER HAS MET ALL QUALITATIVE ASSESSMENTS

A club secretary exhibits the following qualities:

| | |
|---|---|
| <ul style="list-style-type: none"> ★ Exhibits constructive leadership at all times ★ Places Key Club as a top priority ★ Is accessible to and respects all club members ★ Participates in club service projects ★ Ensures Key Club is respected on school campus and in the community ★ Meets all deadlines | <ul style="list-style-type: none"> ★ Maintains accurate account of member's service hours inclusive of club members ★ Takes minutes of Board meetings and makes them accessible to members and advisors ★ Supports the president in his/her district responsibilities ★ 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 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 |
|--|-------------------|----------------------|
| Attends weekly club meetings | 20 points | |
| Attends Board Meetings at least monthly | 10 points | |
| Submits Monthly Pride Reports on time | 15 points | |
| Ensures all reports are submitted (OPR, OIF, Achievement Report) | 15 points | |
| Takes well-written and accurate minutes of Board Meetings | 10 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) | |
| Holds and participates in activities related to the Governor's Project | 5 points | |
| 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 Key Club 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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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 those who are familiar with your Key Club activities. **(15 points maximum)**
- ★ **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)

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

| | | | | |
|---|---|---|--|---|
| SECTION 4 10-25 Points (Minimum of 10 points is required) | SECTION 5 0-185 Points (No minimum) | SECTION 6 5-20 Points (Minimum of 5 points is required) | TOTAL POINTS EARNED 15-230 Points | 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 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.

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.