

# KEY CLUB

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

## Distinguished district office binders

This document includes instructions, cover sheets and tab labels that you are to use in your binder to apply for the distinguished district officer awards. It is required that you use the sheets in this document to separate your information to make it more efficient for the judges and to ensure that you receive proper credit. Here are some items to keep in mind while putting the binder together.

To properly format your binder, print out the labels included in this document and insert them into insertable binder 5-tab dividers. You can use any brand or style, as long as they are 5-tab dividers. Place the tab cover sheets also included in this document as the first sheet behind the tab divider. The number of 5-tab divider sets you will need depends on the award you are applying for. You will need the following number of sets for each award:

Governor	3	Secretary-Treasurer	3
Secretary	3	Bulletin Editor	2
Treasurer	2		

1. The binder may not exceed 4 inches of material. Please do not attempt to put 5-6" of material in a 4" binder.
2. The tabs must be visible when the binder is open so that the judges may flip easily to the required section. Nothing should obstruct the view of the tab.
3. No page protectors should be used. The judges will not remove items from page protectors to view them.
4. Extraneous materials in sections (other than the Miscellaneous Section) are not necessary. Only include materials requested behind the tabs.
5. If your administrator signs that you have performed a task, no other verification is necessary.
6. Make sure that your administrator has seen your binder before you send it to the International office.
7. Once a binder has been sent to the office, no other materials will be placed in it by the Key Club International Staff.
8. All binders are to be received in the International office by April 27, 2012 – otherwise your administrator will be responsible for bringing it to GATC.

If you have any questions about the criteria or your binder, please do not hesitate to contact the Key Club International staff.

Amanda Spice, [aspice@kiwanis.org](mailto:aspice@kiwanis.org)  
1-800-KIWANIS or 317-875-8755, ext. 133

a Kiwanis-family member  
[keyclub.org](http://keyclub.org)

Distinguished Governor's Award

**Applicants name:**\_\_\_\_\_

**District:**\_\_\_\_\_

**VERIFICATION**

As required, the District Administrator verifies that the district officer has been officially in office for at least 10 months.

Verified by signature of District Administrator

\_\_\_\_\_

# Distinguished Governor's Award

## **CLUB NEWSLETTERS**

(90 points maximum)

Refer to the Key Club Guidebook for point values including utilization of graphic standards.

Four (4) newsletters to club presidents.

Table of contents:

Please supply the page numbers, where the following can be found:

Newsletter 1 ..... Page \_\_\_\_  
Newsletter 2..... Page \_\_\_\_  
Newsletter 3..... Page \_\_\_\_  
Newsletter 4..... Page \_\_\_\_

Please indicate in which newsletter and page where the judges can find references to each of the following:

1. Major Emphasis ..... Newsletter \_\_\_\_ Page \_\_\_\_
2. Youth Opportunities Fund ..... Newsletter \_\_\_\_ Page \_\_\_\_
3. Kiwanis family ..... Newsletter \_\_\_\_ Page \_\_\_\_
4. New club building ..... Newsletter \_\_\_\_ Page \_\_\_\_
5. District convention ..... Newsletter \_\_\_\_ Page \_\_\_\_
6. International convention..... Newsletter \_\_\_\_ Page \_\_\_\_

# Distinguished Governor's Award

## **BOARD NEWSLETTERS**

(90 points maximum)

Refer to the Key Club Guidebook for point values including utilization of graphic standards.

At least ten (10) monthly newsletters to the district board

Table of contents:

Please supply the page numbers, where the following can be found:

Newsletter 1 .....	Page ____
Newsletter 2.....	Page ____
Newsletter 3.....	Page ____
Newsletter 4.....	Page ____
Newsletter 5.....	Page ____
Newsletter 6.....	Page ____
Newsletter 7.....	Page ____
Newsletter 8.....	Page ____
Newsletter 9.....	Page ____
Newsletter 10.....	Page ____

Please indicate in which newsletter and page where the judges can find references to each of the following: **(Be sure that articles are dated.)**

1. Major Emphasis ..... Newsletter \_\_\_\_ Page \_\_\_\_
2. Youth Opportunities Fund ..... Newsletter \_\_\_\_ Page \_\_\_\_
3. Kiwanis family ..... Newsletter \_\_\_\_ Page \_\_\_\_
4. New club building ..... Newsletter \_\_\_\_ Page \_\_\_\_
5. District convention ..... Newsletter \_\_\_\_ Page \_\_\_\_
6. International convention..... Newsletter \_\_\_\_ Page \_\_\_\_

Distinguished Governor's Award

**BOARD MEETING AGENDA**

(100 points maximum)

Prepared and distributed tentative dated agendas for each district board meeting.

Table of contents:

Please supply the page numbers, where the following can be found:

Agenda 1 ..... Page \_\_\_\_

Agenda 2..... Page \_\_\_\_

Agenda 3..... Page \_\_\_\_

Agenda 4..... Page \_\_\_\_

Agenda 5..... Page \_\_\_\_

Agenda 6..... Page \_\_\_\_

## Distinguished Governor's Award

### **DISTRICT OFFICER TRAINING**

(100 points maximum, 25 points deducted if training did not occur before the Key Club International convention.)

Developed materials and instituted training program for district officers.

Table of contents:

Please supply the page numbers, where the following can be found:

1. Major Emphasis ..... Page \_\_\_\_\_
2. Youth Opportunities Fund..... Page \_\_\_\_\_
3. Kiwanis family ..... Page \_\_\_\_\_
4. Planning service projects and programs. .... Page \_\_\_\_\_
5. Suggested calendar ..... Page \_\_\_\_\_
6. Position responsibilities..... Page \_\_\_\_\_
7. Emphasis on club building and reactivation .... Page \_\_\_\_\_
8. Guidelines for divisional meetings ..... Page \_\_\_\_\_

## Distinguished Governor's Award

### **COMMITTEE DIRECTIVES**

(120 points maximum)

Provide written directives and assist district committees in their operation.

Table of contents:

Indicate the page numbers where the following can be found:

- A. Appoint at least the following standing committees Page \_\_\_\_
- 1) Public Relations
  - 2) Kiwanis Family Relations
  - 3) Major Emphasis Program
- B. Appoint convention committees as needed. If no appointment, a letter or the signature of the administrator required below. Page \_\_\_\_
- C. Committee responsibilities thoroughly explained. Page \_\_\_\_
- D. Schedule committee meetings at district board meetings. Page \_\_\_\_
- E. Follow-up directives provided on a quarterly basis. Page \_\_\_\_
- F. Use of a committee report form and record in district minutes. Page \_\_\_\_

Signature of District Administrator to verify completion of Part B.

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Signature of District Administrator to verify completion of Part D.

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## Distinguished Governor's Award

### **REQUIRED ATTENDANCE**

(175 points maximum, deduct 25 points for each event not attended)

District Governor must attend the following during their term in office.

District Administrator can sign to verify the event was attended by the District Governor.

- A. District convention at the beginning and end of term...\_\_\_\_\_
- B. Governor/Administrator Training Conference..... \_\_\_\_\_
- C. International Convention.....\_\_\_\_\_
- D. Governor's forum at International Convention.....\_\_\_\_\_
- E. All district board meetings.....\_\_\_\_\_
- F. Kiwanis district convention or Mid-winter conference.....\_\_\_\_\_
- G. Circle K district convention .....\_\_\_\_\_

## Distinguished Governor's Award

### **ACTIVE CLUBS**

(40 points maximum)

Table of contents:

Please supply the page numbers, where the following can be found:

A. Publicity and promotion of new clubs. (20 points) Page(s) \_\_\_\_

B. Publicity and promotion of club membership growth. (20 points) Page(s) \_\_\_\_

## Distinguished Governor's Award

### **DUES COLLECTION**

(25 points maximum)

Table of contents:

Please supply the page numbers, where the following can be found:

A. Publicity and promotion of dues collection. (25 points) Page(s) \_\_\_\_\_

# Distinguished Governor's Award

## **KIWANIS FAMILY RELATIONS**

(125 points maximum)

The District Administrator can sign the blanks to verify attendance at these meetings.

A. Kiwanis Governor..... \_\_\_\_\_

B. Circle K Governor..... \_\_\_\_\_

C. Kiwanis District Board Meeting. .... \_\_\_\_\_

D. Circle K Board Meeting..... \_\_\_\_\_

E. Hold a district wide Kiwanis Family event... \_\_\_\_\_

## Distinguished Governor's Award

### **BOARD LIAISON**

(100 points maximum)

- A. Written directives for board liaison outlining how he/she can assist the district.
- B. Provide time at board meeting for board liaison's report.
- C. Evidence of communications at least two times per month with your board liaison.
- D. Provide opportunity at the district convention for the board liaison to address the entire convention.

Signature of District Administrator to verify completion of Part B.

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Signature of District Administrator to verify completion of Part D.

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## Distinguished Governor's Award

### **REPORTING**

(100 points maximum, deduct 25 points for each report submitted late and 50 points for each report not submitted.)

File all reports (International Board committee questionnaires, surveys, etc.) required by the Key Club International Office or Board within specified time limits.

## Distinguished Governor's Award

### **ADMINISTRATOR**

(100 points maximum)

Contact the administrator prior to each board meeting to prepare the agenda.

Verified by signature of District Administrator \_\_\_\_\_

Communicate at least three (3) times per month with the administrator.

Verified by signature of District Administrator \_\_\_\_\_

## Distinguished Governor's Award

### **SERVICE TO HOME, SCHOOL AND COMMUNITY**

(100 points maximum, 5 points deducted for every hour below 50)

Perform at least 50 hours of service.

Include description and verification by club president and faculty advisor.

## Distinguished Governor's Award

### **MISCELLANEOUS**

(100 points maximum)

Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges.

Please list what you have included and the page numbers where they can be found below: *(You don't have to fill in all of the blanks!)*

A. \_\_\_\_\_ Page \_\_\_\_\_

B. \_\_\_\_\_ Page \_\_\_\_\_

C. \_\_\_\_\_ Page \_\_\_\_\_

D. \_\_\_\_\_ Page \_\_\_\_\_

E. \_\_\_\_\_ Page \_\_\_\_\_

F. \_\_\_\_\_ Page \_\_\_\_\_

G. \_\_\_\_\_ Page \_\_\_\_\_

H. \_\_\_\_\_ Page \_\_\_\_\_

I. \_\_\_\_\_ Page \_\_\_\_\_

J. \_\_\_\_\_ Page \_\_\_\_\_

K. \_\_\_\_\_ Page \_\_\_\_\_

L. \_\_\_\_\_ Page \_\_\_\_\_

M. \_\_\_\_\_ Page \_\_\_\_\_

N. \_\_\_\_\_ Page \_\_\_\_\_

O. \_\_\_\_\_ Page \_\_\_\_\_

P. \_\_\_\_\_ Page \_\_\_\_\_

**Verification**

**Club Newsletters**

**Board Newsletters**

**Board Meeting Agenda**

**Officer Training**

**Committee Directives**

**Attendance**

**Active Clubs**

**Dues Collection**

**K Family Relations**

**Board Liaison**

**Reporting**

**Administrator**

**Service**

**Miscellaneous**