

# 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 Secretary-Treasurer'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 Secretary-Treasurer's Award

**BOARD NEWSLETTERS**

(100 points maximum)

At least ten (10) monthly newsletters to the district board. Refer to the Key Club Guidebook for point values including utilization of graphic standards.

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 to indicate the date that each of the following was distributed.)*

- 1. Role of club secretary ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 2. Role of club treasurer ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 3. Club roster collection..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 4. District and International Dues Collection ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 5. Fundraising project ideas ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 6. Upcoming district events ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 7. Other responsibilities/duties of club secretary/treasurer  
..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_

Distinguished Secretary-Treasurer's Award

**CLUB NEWSLETTERS**

(100 points maximum)

At least three (3) monthly newsletters to club secretaries. Refer to the Key Club Guidebook for point values including utilization of graphic standards.

Table of contents:

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

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

Please indicate where the judges can find references to each of the following:

- 1. Role of club secretary ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 2. Role of club treasurer ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 3. Club roster collection..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 4. District and International dues collection .. Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 5. Fundraising project ideas ..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 6. Upcoming district events..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_
- 7. Other responsibilities/duties of club secretary/treasurer  
..... Newsletter \_\_\_\_ Page \_\_\_\_  
Date of Distribution.....\_\_\_\_\_

**CLUB SECRETARY'S WORKSHOP**

(50 points maximum)

Developed materials for conducted club secretary's workshop held at the district convention at the end of term in office.

Distinguished Secretary-Treasurer's Award

**BOARD MINUTES**

(50 points maximum)

Distribute copies of all district board minutes to district board officers and the International Office.

Board Meeting 1 Minutes ..... Page \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Date Minutes distributed \_\_\_\_\_

Verification by District Administrator \_\_\_\_\_

Board Meeting 2 Minutes ..... Page \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Date Minutes distributed \_\_\_\_\_

Verification by District Administrator \_\_\_\_\_

Board Meeting 3 Minutes ..... Page \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Date Minutes distributed \_\_\_\_\_

Verification by District Administrator \_\_\_\_\_

Board Meeting 4 Minutes ..... Page \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Date Minutes distributed \_\_\_\_\_

Verification by District Administrator \_\_\_\_\_

Distinguished Secretary-Treasurer's Award

**MONTHLY REPORTS**

(100 points maximum, 15 points deducted each item not submitted)

Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately.

Indicate where these reports can be found if they are not behind this tab.

- Monthly Report 1 .....Page \_\_\_\_\_
- Monthly Report 2 .....Page \_\_\_\_\_
- Monthly Report 3 .....Page \_\_\_\_\_
- Monthly Report 4 .....Page \_\_\_\_\_
- Monthly Report 5 .....Page \_\_\_\_\_
- Monthly Report 6 .....Page \_\_\_\_\_
- Monthly Report 7 .....Page \_\_\_\_\_
- Monthly Report 8 .....Page \_\_\_\_\_
- Monthly Report 9 .....Page \_\_\_\_\_
- Monthly Report 10 .....Page \_\_\_\_\_

Distinguished Secretary-Treasurer's Award

**REQUIRED ATTENDANCE**

(100 points maximum, 25 points for each event attended)

District secretary-treasurer must attend the following during their term in office. The District Administrator can sign to indicate the event was attended by the District Secretary/Treasurer.

A. District convention at the beginning and end of term \_\_\_\_\_

B. International Convention during term ..... \_\_\_\_\_

C. Either the District Secretary's forum or the District Treasurer's forum at the International Convention ..... \_\_\_\_\_

D. All district board meetings..... \_\_\_\_\_

Distinguished Secretary-Treasurer's Award

**REPORTING**

(100 points maximum, 25 points deducted for each report not submitted)

Present a secretary/treasurer's report at all official board meetings. If not in attendance, reports must be presented at the board meeting.

Indicate page where each report can be found.

Board Meeting 1 ..... Page \_\_\_\_

Board Meeting 2 ..... Page \_\_\_\_

Board Meeting 3 ..... Page \_\_\_\_

Board Meeting 4 ..... Page \_\_\_\_

The above board reports were presented at official board meetings.

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

Distinguished Secretary-Treasurer's Award

**CLUB OFFICER DIRECTORY**

(50 points maximum)

Produce and distribute a club officer directory to clubs and district officers, within specified time limits.

Attach copy of submitted Club Officer Directory.

Districts with 100 clubs or less

- A. Before October 1 (50 points)
- B. Before November 1 (25 points)
- C. After November 1 (0 points)

Districts with 101 clubs or more

- A. Before November 1 (50 points)
- B. Before December 1 (25 points)
- C. After December 1 (0 points)

Number of clubs in district \_\_\_\_\_

Date directory was distributed \_\_\_\_\_

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

**CLUB OFFICER DIRECTORY ADDENDUMS**

(15 points maximum)

Addendum 1 ..... Page \_\_\_\_\_

Addendum 2 ..... Page \_\_\_\_\_

Addendum 3 ..... Page \_\_\_\_\_

Addendum 4 ..... Page \_\_\_\_\_

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

## Section 11-13 Delinquent Dues Notification

### First Delinquent Dues Notification

(100 points)

Send notification of delinquent status to delinquent Key Club Presidents and faculty advisors by December 31st.

Page where document is found.....\_\_\_\_\_

Date verified by signature of District Administrator \_\_\_\_\_

### Second Delinquent Dues Notification

(100 points)

Send notification of delinquent status to school principal and president of the sponsoring Kiwanis club by January 31st.

Page where document is found.....\_\_\_\_\_

Date verified by signature of District Administrator \_\_\_\_\_

### Third Delinquent Dues Notification

(100 points)

Send notification of delinquent status school principal and faculty advisor prior to district convention.

Page where document is found.....\_\_\_\_\_

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

Distinguished Secretary-Treasurer's Award

**BOARD LIAISON**

(25 points maximum)

- A. Communicate at least once per month with the board liaison.  
(10 points)
  
- B. Send all copies of the district secretary-treasurer's board newsletter to the liaison. (15 points)

Distinguished Secretary-Treasurer's Award

**SERVICE TO HOME, SCHOOL AND COMMUNITY**

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

Performance of at least fifty (50) hours of service.

Include description and verification by club president and faculty advisor.

Distinguished Secretary-Treasurer'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**

**Board Newsletters**

**Club Newsletters**

**Secretary Workshop**

**Board Minutes**

**Monthly Reports**

**Attendance**

**Reporting**

**Convention Report**

**Club Officer Directory**

**Directory Addendums**

**Dues Notification**

**Board Liaison**

**Service**

**Miscellaneous**