

# KEY CLUB

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

## **Robert F. Lucas Outstanding Lieutenant Governor's Award**

This document includes instructions, cover sheets and tab labels that you can use in your binder to apply for the Robert F. Lucas Outstanding Lieutenant Governor's Award. It is not required that you use the sheets in this document, but you can use it as a starting point for your entry. Please contact your district administrator for more information on applying for the award in your district.

To format your binder using the included materials, 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. You will need three sets of 5-tab dividers.

If you have any questions about the criteria or your binder, please contact your district administrator. If you do not have the contact information for your administrator, please visit your district website. You can find your district website address here: [www.keyclub.org/districtwebsites](http://www.keyclub.org/districtwebsites). If you have additional questions, please 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)

Developing competent, capable, and caring leaders since 1925.

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

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

**CLUB NEWSLETTERS**

(100 points maximum, 10 points each)

Produce and distribute at least ten (10) monthly newsletters for his/her club presidents. The following are to be taken into consideration.

- a. Appearance
- b. Content including: Major Emphasis, Youth Opportunities Fund
- c. Timeliness of covered materials
- d. Spelling/Grammar

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 \_\_\_\_

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**CLUB OFFICER TRAINING**

(100 points maximum)

Percentage of divisional clubs trained = \_\_\_\_\_ points

*(The percentage of clubs receiving training will equal the total number of points awarded.)*

Include training agenda and signed roster of those in attendance, along with description of the Kiwanians that participated in the training.

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**CLUB VISITATION**

(100 points maximum)

Percentage of clubs visited = \_\_\_\_\_ points

*(The percentage of clubs visited will equal the total number of points awarded.)*

Submit the visitation report for each club visited including the date and signature of the president and/or faculty advisor.

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**REQUIRED ATTENDANCE**

(200 points maximum, 50 points for each event attended) \_\_\_\_\_

Signatures of administrator accepted as proof:

- a. District convention at the beginning and end of term as Lt. governor.

\_\_\_\_\_

- b. International Convention during his/her term (the Lt. Gov. must attend the workshops at this convention pertaining to their office as Lt. Gov.)

\_\_\_\_\_

- c. All district board meetings \_\_\_\_\_

- d. District Officers Training Conference \_\_\_\_\_

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**DELEGATES AT DISTRICT CONVENTION**

(100 points maximum)

Total number of divisional delegates present divided by total number of divisional delegates possible = number of points awarded

\_\_\_\_\_

*(Each club within the division must be represented by at least two voting delegates at the district convention.)*

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

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**DUES COLLECTION**

(100 points maximum)

Percentage of divisional club's dues collected = \_\_\_\_\_ points

*(The average percentage of district and International dues collected by December 1 will equal the total number of points awarded.)*

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

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**CLUB GROWTH**

(100 points maximum)

Work with Kiwanis to increase the number of active clubs within the division during the administrative year by either building new clubs or reactivating suspended clubs.

- a. Increasing number of active clubs by 1 = 50 points
- b. Increasing number of active clubs by 2 or more clubs = 100 pts

\_\_\_\_\_ points

*(Clubs on suspended status before the Lt. gov. term, revoked at International Convention, will not affect points awarded. Clubs reactivated from suspended status during the Lt. gov. term will still receive points.)*

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

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**SUBMISSION OF NEW OFFICER INFORMATION**

(100 points maximum)

New club officer information must be submitted by all clubs within the division to the International Office.

- a. By June 15 = 100 pts
- b. By October 1 = 75 points
- c. By November 1 = 50 points
- d. Later than November 1 = 0 points

\_\_\_\_\_ points

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

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**DIVISION-WIDE FUNCTION**

(100 points maximum)

Percentage of clubs participating = \_\_\_\_\_ points

*(The percentage of clubs participating will equal the total number of points awarded.)*

Submit an outline of the event and a roster of participating clubs.

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### **COMMITTEE CORRESPONDENCE**

(50 points maximum, 5 points awarded for each piece of correspondence)

Lt. Governors are encouraged to communicate with members of their district committees regularly and to report the committees' progress in the district.

Copies of the correspondence should be included.

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### **PRESIDENT'S COUNCIL MEETINGS**

(100 points maximum, 20 points for each meeting held)

Minutes of each meeting should be included, along with a roster of the club's participating.

- a. At least 5 meetings held = 100 points
- b. At least 4 meetings held = 80 points
- c. At least 3 meetings held = 60 points
- d. At least 2 meetings held = 40 points
- e. At least 1 meeting held = 20 points
- f. No meetings held = 0 points

*(President's Council Meetings can be held in conjunction with a divisional meeting. A two-thirds quorum of the clubs in the division must be present for points to be awarded.)*

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**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/listing of projects and the hours with verification by club president and faculty advisor.

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**MISCELLANEOUS**

(50 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 \_\_\_\_\_

**Club Newsletters**

**Club Officer Training**

**Club Visitation**

**Attendance**

**Convention Delegates**

**Dues Collection**

**Club Growth**

**Officer Submission**

**Division Function**

**Committee  
Correspondence**

**Presidents Council**

**Service**

**Miscellaneous**