

DISTINGUISHED OFFICER



SUBMISSION OVERVIEW

Deadline Wednesday, February 1, 2017

Mail to Kara Helmandollar, 70 NE Highway Y, Trenton, MO 64683

Questions 660-359-5966 or 800-471-5966

1. The Distinguished Officer recognition is District level recognition. All members receiving this distinction will be recognized with a plaque.
2. Read the Distinguished Officer guidelines.
3. Fill out the respective Distinguished Officer report form.
4. Submit by deadline listed above.

DISTINGUISHED OFFICER AWARD GUIDELINES.

1. Distinguished Officer Awards will be presented to any President, Vice-President, Secretary or Treasurer who meets the mandatory criteria as well as the designated number of additional criteria.
2. A subjective evaluation by the Faculty Advisor must be completed.
3. No exceptions will be granted for extenuating circumstances.
4. Decisions of the judges are final.

Distinguished Club President



In order to be eligible for this award, the president must meet all of the mandatory criteria, at least 9 of 11 additional criteria and have a satisfactory subjective evaluation by the Faculty Advisor. This nomination must be postmarked by February 1, 2017.

MANDATORY CRITERIA

YES NO

1. Held a minimum of two meetings per month.
2. Conducted monthly board meetings.
3. Made certain that club monthly reports were submitted by the Lt. Gov's deadline.
4. Made certain that District and International dues were paid by November 30, 2016.
5. Attended the District Leadership Conference during the year of election, prior to term of office.
6. Attended the Club Officer Workshop at the District Leadership Conference.

7. Made certain that the club was represented at over 50% of the Divisional Council meetings held by the Lt. Governor.
8. Made certain that the club participated in at least two activities with the sponsoring Kiwanis Club.
9. Conducted Club Officer elections in February or March.
10. Made certain that the Annual Club Achievement Report was submitted prior to District Conference.
11. Attended all club meetings. (One absence permitted.)
12. Made certain that the club participated in the district project.

ADDITIONAL CRITERIA

YES NO

1. Attended the Divisional Fall Rally.
2. Participated in over 75% of the inter-club* activities.
3. Attended at least five meetings of the sponsoring Kiwanis Club.
4. Recruited at least two new members while in office.
5. Made certain that the club had a regular program of *"inter-clubbing".
6. Made certain the club will submit a Single Service Report at the end of his/her term.
7. Attended the International Convention while in office.
8. Conducted a minimum of four Board meetings while in office.
9. Made certain that the club submitted at least one club activity to the Key Way.
10. Made certain the Club Officer Information sheet was submitted to the District Secretary by Sept. 15th.
11. Ensure all Club Officers submit a Distinguished Officer Application.

* Inter-clubbing is interacting with fellow members of the K-Family. Projects in conjunction with the sponsoring Kiwanis Club, Builders Club, Circle K or another Key Club will constitute inter-clubbing.

SUBJECTIVE EVALUATION BY THE FACULTY ADVISOR

Using a scale of 1 (lowest) – 5 (highest), please rate your president's performance for the past year.

1. Preparedness for club and board meetings.
2. Ability to relate to and work with fellow officers.
3. Consistency and quality of overall performance.
4. Participation in the service and fund-raising activities.
5. Regular attendance at meetings and projects.

We hereby nominate the following Key Clubber for the Distinguished Club President Award.

Key Club President (Please print name)

Key Club

Key Club President's Signature

Faculty Advisor's Signature

Distinguished Club Vice-President



In order to be eligible for this award, the vice-president must meet all of the mandatory criteria, at least 3 of 4 additional criteria and have a satisfactory subjective evaluation by the Faculty Advisor. This nomination must be postmarked by February 1, 2017.

MANDATORY CRITERIA

YES NO

1. Attended all board meetings.
2. Attended the District Leadership Conference during the year of election, prior to the term in office.
3. Attended the Club Officer Workshop at the District Leadership Conference.
4. Attended all but one of the club's meetings.
5. Made certain that the club had a working committee system.
6. Submitted the District Project Report Form by the deadline.
7. Presided over all meetings missed by the president.
8. Assisted the president with his/her duties whenever help was requested.

ADDITIONAL CRITERIA

YES NO

1. Attended the Divisional Fall Rally.
2. Participated in over 75% of the inter-club* activities.
3. Attended at least five meetings of the sponsoring Kiwanis Club.
4. Recruited at least two new members while in office.

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SUBJECTIVE EVALUATION BY THE FACULTY ADVISOR

Using a scale of 1 (lowest) – 5 (highest), please rate your president's performance for the past year.

1. Preparedness for club and board meetings.
2. Ability to relate to and work with fellow officers.
3. Consistency and quality of overall performance.
4. Participation in the service and fund-raising activities.
5. Regular attendance at meetings and projects.

We hereby nominate the following Key Clubber for the Distinguished Club Vice-President Award.

Key Club Vice-President (Please print name)

Key Club

Key Club President's Signature

Faculty Advisor's Signature

Distinguished Club Secretary



In order to be eligible for this award, the secretary must meet all of the mandatory criteria, at least 5 of 6 additional criteria and have a satisfactory subjective evaluation by the Faculty Advisor. This nomination must be postmarked by February 1, 2017.

MANDATORY CRITERIA

YES NO

1. Attended all board meetings.
2. Attended the District Leadership Conference during the year of election, prior to the term in office.
3. Attended the Club Officer Workshop at the District Leadership Conference.
4. Attended all but one of the club's meetings.
5. Prepared written minutes of each board meeting.
6. Compiled the Annual Club Achievement Report.
7. Submitted at least one brief description of a club activity to the Key Way.

ADDITIONAL CRITERIA

YES NO

1. Attended the Divisional Fall Rally.
2. Participated in over 75% of the inter-club* activities.
3. Attended at least five meetings of the sponsoring Kiwanis Club.
4. Recruited at least two new members while in office.
5. Attended the International Convention while in office.
6. Kept a written record of membership participation in projects.

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SUBJECTIVE EVALUATION BY THE FACULTY ADVISOR

Using a scale of 1 (lowest) – 5 (highest), please rate your president's performance for the past year.

1. Preparedness for club and board meetings.
2. Ability to relate to and work with fellow officers.
3. Consistency and quality of overall performance.
4. Participation in the service and fund-raising activities.
5. Regular attendance at meetings and projects.

We hereby nominate the following Key Clubber for the Distinguished Club President Award.

Key Club Secretary (Please print name)

Key Club

Key Club President's Signature

Faculty Advisor's Signature

Distinguished Club Treasurer



In order to be eligible for this award, the treasurer must meet all of the mandatory criteria, at least 5 of 6 additional criteria and have a satisfactory subjective evaluation by the Faculty Advisor. This nomination must be postmarked by February 1, 2017.

MANDATORY CRITERIA

YES NO

1. Attended all board meetings.
2. Submitted the club's District and International dues by the early bird deadline. (November 1st)
3. Attended the Club Officer Workshop at the District Leadership Conference.
4. Attended all but one of the club's meetings.
5. Coordinated all fund-raising activities.
6. Attended the District Leadership Conference during the year of election, prior to term.
7. Reported regularly to members the club's financial status.

ADDITIONAL CRITERIA

YES NO

1. Attended the Divisional Fall Rally.
2. Participated in over 75% of the inter-club* activities.
3. Attended at least five meetings of the sponsoring Kiwanis Club.
4. Recruited at least two new members while in office.
5. Attended the International Convention while in office.
6. Made certain the club participated in the District Project and submitted funds before the deadline.

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SUBJECTIVE EVALUATION BY THE FACULTY ADVISOR

Using a scale of 1 (lowest) – 5 (highest), please rate your president's performance for the past year.

1. Preparedness for club and board meetings.
2. Ability to relate to and work with fellow officers.
3. Consistency and quality of overall performance.
4. Participation in the service and fund-raising activities.
5. Regular attendance at meetings and projects.

We hereby nominate the following Key Clubber for the Distinguished Club President Award.

Key Club Treasurer (Please print name)

Key Club

Key Club President's Signature

Faculty Advisor's Signature