

CAPITAL DISTRICT KEY CLUB 2018-2019 OUTSTANDING CLUB AWARDS RUBRIC

<i>Award Name</i>		
Best New Club		
<i>Key Club:</i>		
<i>Division Number:</i>		
<i>Number of members:</i>		
Section I: Club-Based Criteria		
<i>Application Question</i>	<i>Points Scale</i>	<i>Points Earned by Nominee</i>
How often does your club hold meetings of the Club's Board of Officers?	Every other week or more frequent = 5 Points Every month = 4 Points Every other month = 2 Points Less than every other month = 1 Point	
How often does your club hold regular general membership meetings?	Every other week or more frequent = 10 Points Every month = 7 Points Every other month = 4 Points Less than every other month = 1 Point	
Have the following items been present during at least 50% of the club's general meetings?	2 Points for each checked box (max of 6 Points)	
What is your club's charter date, and what was the charter membership?	Verify the club was chartered after June 1, 2017 (no points for this)	
<i>Total Points Earned in Section I</i>		<i>/21</i>
Section II: Kiwanis Family Involvement		
List the top Kiwanis Family activity that your club participated in. A Kiwanis Family activity is a meeting, service project, social or event including at least 2 Key Clubbers and 2 members of	<p>The club lists a Kiwanis Family activity that clearly shows positive Kiwanis Family relations between the club and at least 1 Kiwanis family group. = 10 Points</p> <p>The club lists a Kiwanis Family activity that somewhat shows positive Kiwanis Family relations between the club and at least 1 Kiwanis family group.</p>	

<p>another Kiwanis Family group (K-Kids, Builders Club, CKI, Aktion Club or Kiwanis). Include the date, type of activity, which Kiwanis Family group(s) were involved, and how this event positively impacted Kiwanis Family Relations.</p>	<p style="text-align: center;">= 7 Points</p> <p>The club lists a Kiwanis Family activity that minimally shows positive Kiwanis Family relations between the club and at least 1 Kiwanis family group. = 3 points</p> <p>The club does not list any Kiwanis Family activities. = 0 points</p>	
<p>How did members of Kiwanis help your club in the chartering process?</p>	<p>Kiwanis substantially helped with the chartering process or the club was chartered as an orphan club (without a Kiwanis or Jaycee Club sponsor) = 5 points</p> <p>Kiwanis somewhat helped with the chartering process. = 3 points</p> <p>Kiwanis did not help with the chartering process. = 0 points</p>	
<p><i>Total Points Earned in Section II</i></p>		<p><i>/15</i></p>
<p>Section III: Division-Based Criteria</p>		
<p>How many monthly reports has your club submitted online by the 5th of every month?</p>	<p style="text-align: center;">7-9 = 5 Points 4-6 = 3 Points 0-3 = 1 Points</p>	
<p>How many Divisional Council Meetings did your club attend? How many members attended each one? Include the date of the meeting and the number of attendees.</p>	<p style="text-align: center;">4 = 4 Points 3 = 3 Points 2 = 2 Points 1 = 1 Points 0 = 0 Points</p> <p>If more than 4 club members attended any DCM = 3 bonus points</p>	
<p>Did your division or club hold an officer training?</p>	<p style="text-align: center;">Attended Divisional Training = 5 Points If no LTG or OTC was offered = 3 Points Attended Club Training = 3 Points Did not attend or hold an OTC = 0 Points</p>	
<p>If so, what percentage of officers attended?</p>	<p style="text-align: center;">100% = 3 Points 50-75% = 2 Points Less than 50% = 2 Points No one attended = 0 Points</p>	

Total Points Earned in Section III

/17

Section IV: District-Based Criteria

Does your club communicate consistently with district officers, including the Lt. Governor (outside of Monthly Report reminders)? Please submit up to 3 examples.	The supporting material clearly demonstrates the club's communication with district officers = 5 Points Per Example Submitted The supporting material demonstrates the club's communication with district officers = 3 Points Per Example Submitted The supporting material minimally demonstrates the club's communication with district officers = 1 Point Per Example Submitted	
Did your club have at least one member attend the following district events?	3 points for each event (max of 12 Points)	

Total Points Earned in Section IV

/27

Section V: Project Listing

List the top service project that your club held this year to assist your school. Please include a description of the project, how many members attended, how many services hours were completed/how much money was raised, and why this project was important to your club.	Use a scale of 0-10 points with 10 points for a truly outstanding project with high member participation and high club impact to a score of 0 for no answer.	
List the top service project that your club held this year to benefit your community. Please include a description of the project, how many members attended, how many services hours were completed/how much money was	Use a scale of 0-10 points with 10 points for a truly outstanding project with high member participation and high club impact to a score of 0 for no answer.	

raised, and why this project was important to your club.		
List the top 3 service projects that your club held this year to benefit one of Key Club's preferred charities. Please include a description of the project, how many members attended, how many services hours were completed/how much money was raised, and why this project was important to your club.	Use a scale of 0-10 points with 10 points for a truly outstanding project with high member participation and high club impact to a score of 0 for no answer.	

Total Points Earned in Section V

/30

Section VI: Short Answer

Why was a Key Club chartered in your school and what was/were the hardest part(s) of the chartering process for your club?	Use a scale of 0-8 points with 8 points for a well thought out answer to a score of 0 for no answer.	
Explain how the club educated its members about Key Club, particularly during the charter year.	Use a scale of 0-8 points with 8 points for an outstanding, example filled response to a score of 0 for no good examples given.	
How has your club promoted Key Club throughout your school and community?	Use a scale of 0-8 points with 8 points for an outstanding example filled response to a score of 0 for no good examples given.	
Why should your club be named the 2019 Best New Club?	Use a scale of 0-8 points with 8 points for an outstanding, example filled response to a score of 0 for no good examples given.	

Total Points Earned from Section VI

/32

Additional Supporting Materials

Supporting Materials	The supporting material clearly demonstrates the club's commitment to Key Club and its ideals = 5 Points Per Supporting Material	
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<p>(Clubs may submit up to three pieces)</p>	<p>The supporting material demonstrates the club's commitment to Key Club and its ideals = 3 Points Per Supporting Material</p> <p>The supporting material minimally demonstrates the club's commitment to Key Club and its ideals = 1 Point Per Supporting Material</p>	
<p><i>Total Points Earned from Supporting Materials</i></p>		<p><i>/15</i></p>
<p>Required Letters of Recommendation</p>		
<p>Recommendation Letters (Clubs may submit up to two letters)</p>	<p>The letter clearly states how (specific examples are included) the club has gone above and beyond in ensuring the success of the Key Club, creating an inclusive culture, and building the home, school, and community = 5 Points Per Recommendation Letter</p> <p>The letter clearly states the club has gone above and beyond in ensuring the success of the Key Club, creating an inclusive culture, and building the home, school, and community = 3 Points Per Recommendation Letter</p> <p>The letter minimally states the club has gone above and beyond in ensuring the success of the Key Club = 1 Point Per Recommendation Letter</p>	
<p><i>Total Points Earned from Recommendation Letters</i></p>		<p><i>/10</i></p>
<p><i>Total Points Earned on Awards Application</i></p>		<p><i>/167</i></p>