

## CAPITAL DISTRICT KEY CLUB 2018-2019 OUTSTANDING CLUB AWARDS RUBRIC

<i>Award Name</i>		
<b>Key Club of the Year</b>		
<i>Key Club:</i>		
<i>Division Number:</i>		
<i>Number of members:</i>		
<b>Section I: Club-Based Criteria</b>		
<b><i>Application Question</i></b>	<b><i>Points Scale</i></b>	<b><i>Points Earned by Nominee</i></b>
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 many members are there on your board of officers? What are the board positions?	<b><i>More than 50 members:</i></b> More than 8 board members = 5 Points 5-8 board members = 3 Points Less than 5 board member = 1 Point  <b><i>Less than 50 members:</i></b> More than 5 board members = 5 Points 4-5 board members = 3 Points Less than 4 board members = 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)	
When were your club's district and international dues paid by?	Paid by November 1st = 5 Points Paid by December 1st = 3 Points Paid after December 1st = 1 Point	

Was there an increase in the dues paying membership from the previous year?	Yes = 3 Points No = 0 Points	
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<b><i>Total Points Earned in Section I</i></b>	<b><i>/34</i></b>
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**Section II: Kiwanis Family Involvement**

<p>List a minimum of 2 and a maximum of 3 Kiwanis Family activities 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 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>The club lists 3 Kiwanis Family activities that clearly show positive Kiwanis Family relations with more than 1 Kiwanis family group. = 10 Points</p> <p>The club lists 3 Kiwanis Family activities that clearly show positive Kiwanis Family relations with 1 Kiwanis family group. = 8 Points</p> <p>The club lists 2 Kiwanis Family activities that clearly show positive Kiwanis Family relations with more than 1 Kiwanis family group. = 6 points</p> <p>The club lists 2 Kiwanis Family activities that clearly show positive Kiwanis Family relations with 1 Kiwanis family group. = 4 points</p> <p>The club lists 1 Kiwanis Family activities that clearly show positive Kiwanis Family relations with 1 or more Kiwanis family group. = 2 points</p> <p>The club does not list any Kiwanis Family activities. = 0 points</p>	
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<b><i>Total Points Earned in Section II</i></b>	<b><i>/10</i></b>
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**Section III: Division-Based Criteria**

How many monthly reports has your club submitted online by the 5th of every month?	7-9 = 5 Points 4-6 = 3 Points 0-3 = 1 Points	
How many Division Council Meetings did your club attend? How many members attended each one? Include the date of the meeting and the number of attendees.	4 = 4 Points 3 = 3 Points 2 = 2 Points 1 = 1 Points 0 = 0 Points  If more than 4 clubs members attended any DCM = 3 bonus points	

Did your division or club hold an officer training?	<p>Attended Divisional Officer Training = 5 Points          If no LTG or OTC was offered = 3 Points          Attended Club Planned Training = 3 Points          No = 0 Points</p>	
If so, what percentage of officers attended?	<p>100% = 3 Points          50-75% = 2 Points          Less than 50% = 2 Points          No one attended = 0 Points</p>	
<b><i>Total Points Earned in Section III</i></b>		<b><i>/17</i></b>
<b>Section IV: District-Based Criteria</b>		
How did your club participate in the 2018 District Convention? Include number of attendees, contest participation, election participation, anything else of relevance.	<p>The club attended the 2018 District Convention and participated in multiple ways = 5 Points</p> <p>The club attended the 2018 District Convention but did not participate in any contests, elections or anything else = 3 Points</p> <p>The club did not attend the 2018 District Convention = 0 Points</p>	
Does your club communicate consistently with district officers, including the Lt. Governor (outside of Monthly Report reminders)? Please submit up to 3 examples.	<p>The supporting material clearly demonstrates the club's communication with district officers = 5 Points Per Example Submitted</p> <p>The supporting material demonstrates the club's communication with district officers = 3 Points Per Example Submitted</p> <p>The supporting material minimally demonstrates the club's communication with district officers = 1 Point Per Example Submitted</p>	
Did the club submit an article for publication to the Capital Key?	<p>Yes = 3 Points          No = 0 Points</p>	
Did your club have at least one member attend the following district events?	<p>3 points for each event (max of 12 Points)</p>	
Did your club host an event to raise money for Trick or Treat for UNICEF or a Key Club preferred	<p>Yes = 3 Points          Raised \$100 or more = 1 Bonus Point          Raised \$500 or more = 2 Bonus Points          Included Kiwanis Family = 2 Bonus Points</p>	

charity? Please select the following:		
Did your club participate in the Governor's Project? Explain what your club did, how many members were involved and how the project will leave a lasting impact.	Yes = 5 Points No = 0 Points	
Did your club participate in the District Project, Children's Miracle Network? Explain what your club did and how many members were involved.	Yes = 5 Points No = 0 Points	
<b><i>Total Points Earned in Section IV</i></b>		<b><i>/48</i></b>
<b>Section V: Project Listing</b>		
List the top 3 service projects 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 0-20 points with 20 points for 3 outstanding projects with high member participation and high club impact to a score of 0 for no answer.	
List the top 3 service projects 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 raised, and why this project was important to your club.	Use a scale of 0-20 points with 20 points for 3 outstanding projects with high member participation and high club impact to a score of 0 for no answer.	

<p>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.</p>	<p>Use a scale of 0-20 points with 20 points for 3 outstanding projects with high member participation and high club impact to a score of 0 for no answer.</p>	
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<p><b><i>Total Points Earned in Section V</i></b></p>	<p><b><i>/60</i></b></p>
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<p><b>Section VI: Short Answer</b></p>		
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<p>How does the club educate its members about Key Club?</p>	<p>Use a scale of 0-8 points with 8 points for an outstanding, impactful club education program to a score of 0 for no club education program.</p>	
<p>How has your club improved its promotion of Key Club in your school and community? Include any initiatives for member recruitment and member retention.</p>	<p>Use a scale of 0-8 points with 8 points for an outstanding, impactful membership recruitment and retention programs to a score of 0 for no membership recruitment or retention programs.</p>	
<p>How has your club improved its relationship with the Kiwanis Family? Include how your club participated in Kiwanis One Day, if applicable.</p>	<p>Use a scale of 0-8 points with 8 points for an outstanding, impactful Kiwanis family relationships to a score of 0 for no Kiwanis Family participation.</p>	
<p>Why should your club be named the 2019 Key Club of the Year?</p>	<p>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.</p>	

<p><b><i>Total Points Earned from Section VI</i></b></p>	<p><b><i>/32</i></b></p>
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**Additional Supporting Materials**

<p align="center">Supporting Materials (Clubs may submit up to three pieces)</p>	<p>The supporting material clearly demonstrates the club's commitment to Key Club and its ideals = 5 Points Per Supporting Material</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>	
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***Total Points Earned from Supporting Materials***

***/15***

**Required Letters of Recommendation**

<p align="center">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>	
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***Total Points Earned from Recommendation Letters***

***/10***

***Total Points Earned on Awards Application***

***/226***