CAPITAL DISTRICT KEY CLUB 2018-2019 OUTSTANDING INDIVIDUAL AWARDS RUBRIC

	Award Name	
	Outstanding President	
Nominee's Name:		
Key Club:		
Division Number:		
	Section I: Club-Based Criteria	
Application Question	Points Scale	Points Earned by Nominee
	0-10 Hours = 1 Point	
	11-20 Hours = 2 Points	
	21-30 Hours = 3 Points	
Have many having of complete has	31-40 Hours = 4 Points	
How many hours of service has	41-50 Hours = 5 Points	
the officer performed between	51-60 Hours = 6 Points	
April 1, 2018 and December 31, 2018?	61-70 Hours = 7 Points	
2018:	71-80 Hours = 8 Points	
	81-90 Hours = 9 Points	
	91-100 Hours = 10 Points	
	101 or More Hours = 11 Points	
	Yes = 5 Points	
Did the officer lead all club meetings during their elected term?	No = 2 Points	
	Other = See Description Below	
	If the nominee had a health concern during their term that prevented them	
	from attending, please award 4 points.	
	If the nominee had a job during their term that prevented them from	
	attending, please award 3 points.	
	All other reasons should be awarded 2 points	
How regularly were club mostings	1 Time Per Month = 2 Points	
How regularly were club meetings held?	2 Times Per Month = 4 Points	
	1 Time Per Week = 6 Points	

	Yes = 5 Points	
	No = 2 Points	
	Other = See Description Below	
	Other – See Description below	
Did the officer lead all board	If the nominee had a health concern during their term that prevented them	
meetings during their elected	from attending, please award 4 points.	
term?		
	If the nominee had a job during their term that prevented them from	
	attending, please award 3 points.	
	All other reasons should be awarded 2 points.	
He was last	1 Time Per Month = 2 Points	
How regularly were board	2 Times Per Month = 4 Points	
meetings held?	1 Time Per Week = 6 Points	
Did the officer involve the Key		
Club in at least one joint activity	Yes = 3 Points	
with their sponsoring Kiwanis Club	No = 0 Points	
or another branch of the Kiwanis	NO - 0 Polits	
family?		
Did the officer maintain consistent	Yes = 3 Points	
communication with the club	Give 1 Additional Point for Each Way Listed (Maximum of 6 bonus points)	
membership?	No = 0 Points	
Was there an increase in the dues	Voc - 2 Points	
paying membership from 2018 to	Yes = 3 Points	
2019?	No = 0 Points	
Total	Points Earned in Section I	///
Total	TOTTICA III SCCTIOTI I	/ 42
	Section II: Division-Based Criteria	
	4 = 4 Points	
What number of Divisional	3 = 3 Points	
Council Meetings has the officer	2 = 2 Points	
attended?	1 = 1 Points	
	0 = 0 Points	
Did the officer attend the Officer	Yes = 3 Points	
Training Conference?	No = 0 Points	

Total	Points Earned in Section II	/7
	Section III: District-Based Criteria	
Did the officer attend District Convention 2018?	Yes = 3 Points No = 0 Points	
Did the officer attend International Convention 2018?	Yes = 5 Points No = 0 Points	
Did the officer attend and/or promote Fall Rally 2018?	Attendance: Yes = 3 Points Promotion: Yes = 3 Points No = 0 Points No = 0 Points	
Has the officer attended Key Leader during their time in Key Club?	Yes = 5 Points No = 0 Points	
Did the officer participate in the District Project?	Yes = 3 Points No = 0 Points	
Did the officer participate in the Governor's Project?	Yes = 3 Points No = 0 Points	
Total	Points Earned in Section III	/25
	Section IV: Short Answer	
How did the officer help raise awareness of Key Club in the school and community?	The officer raised awareness by increasing the club's visibility both in the school and outside of the school through service projects and fundraisers; at least two examples are given = 5 Points	
	The officer raised awareness by increasing the club's visibility both in the school and outside of the school through service projects and fundraisers; one example is given = 4 Points	
	The officer raised awareness by promoting the club within the school building; at least two examples are given = 3 Points	
	The officer raised awareness by promoting the club within the school building; one example is given = 2 Points	
	The officer raised awareness through only promoting meetings = 1 Point	

	The officer did not raise awareness of Key Club = 0 Points	
	The officer encouraged leadership to the club membership continuously to	
	ensure the sustainability of the club; at least two examples are given = 5 Points	
	The officer encouraged leadership to the club membership to ensure the sustainability of the club; only one example is given = 4 Points	
How did the President encourage leadership amongst the club members?	The officer encouraged leadership to the club membership, but not at a level that would ensure the sustainability; at least two examples are given = 3 Points	
	The officer encouraged leadership to the club membership, but not at a level	
	that would ensure sustainability; only one example is given = 2 Points	
	The officer only encouraged leadership amongst the board members = 1 Point	
	The officer did not encouraged leadership among the club members = 0 Points	
	The officer fulfilled their duties and continued to go above and beyond to	
	make club members feel welcomed, plan service projects/fundraisers, and	
	implemented two or more strategies for connecting two or more branches of	
Please state why you or your nominee is a deserving candidate	the Kiwanis family to the Key Club = 10 Points	
for the award of Outstanding	The officer fulfilled their duties and continued to go above and beyond to	
Officer. Describe how the	make club members feel welcomed, plan service projects/fundraisers, and	
nominee has gone above and	implemented one strategy for connecting at least one other branch of the	
beyond the duties of the	Kiwanis family to the Key Club = 7 Points	
particular officer position, which		
may include how they brought the	The officer fulfilled their duties and continued to go above and beyond to	
Key Club closer with other	make club members feel welcomed, plan service projects, and fundraisers, but	
branches of the Kiwanis family.	did not connect the Key Club to other branches of the Kiwanis family = 4 Points	
	The officer fulfilled their duties as outlined, but did not go above and beyond in a notable way = 1 Point	
	iii a flotable way – 1 Follit	
Total	Points Earned in Section IV	/20

	Additional Supporting Materials	
Supporting Materials (Individuals may submit up to three pieces)	The supporting material clearly demonstrates the officer's commitment to the club and signifies the amount of time they put into advancing Key Club within the home school and community = 5 Points Per Supporting Material The supporting material demonstrates the officer's commitment to the club and signifies the amount of time they put into advancing Key Club within the home school = 3 Points Per Supporting Material The supporting material minimally demonstrates the officer's commitment to	
Total Points I	the club = 1 Point Per Supporting Material Earned from Supporting Materials	/15
Totall office i	Required Letters of Recommendation	7 ±3
Recommendation Letters (Individuals may submit up to two letters)	The letter clearly states how (specific examples are included) the officer has gone above and beyond in ensuring the success of the Key Club, creating an inclusive culture, and building the homeschool, as well as the community = 5 Points Per Recommendation Letter The letter clearly states the officer has gone above and beyond in ensuring the success of the Key Club, creating an inclusive culture, and building the homeschool, as well as the community, but does not include specific examples = 3 Points Per Recommendation Letter The letter minimally states the officer has gone above and beyond in ensuring the success of the Key Club = 1 Point Per Recommendation Letter	
Total Points Earned from Recommendation Letters		/10
Total Points Earned on Awards Application		/119