

CAPITAL DISTRICT KEY CLUB 2018-2019 OUTSTANDING INDIVIDUAL AWARDS RUBRIC

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

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

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

Additional Supporting Materials

<p align="center">Supporting Materials (Individuals may submit up to three pieces)</p>	<p>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</p> <p>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</p> <p>The supporting material minimally demonstrates the officer’s commitment to the club = 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 (Individuals may submit up to two letters)</p>	<p>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</p> <p>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</p> <p>The letter minimally states the officer 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

/119