

**NEBRASKA-IOWA DISTRICT
KEY CLUB
CONTEST AND AWARD
INFORMATION
2023 - 2024**



Table of Contents

Preparing for Contests and Awards

Awards and Contests Overview
Outstanding Faculty Advisor Award Outstanding
Kiwanis Advisor Award Outstanding Club
President Award Outstanding Club Vice-
President Award Outstanding Club Secretary
Award Outstanding Club Treasurer Award
Outstanding Club Editor Award
Outstanding Club Webmaster Award
Outstanding Club Member Award
K-Family Award



PREPARING FOR CONTESTS AND AWARDS

1. Make it a tradition to enter contests. It will not be difficult the next time. Learn from the mistakes made in the past.
2. Do not be afraid to TRY! What can you lose?
3. There is no set way to prepare for a contest. Set it up so it is adaptable to your club.
4. There is no excuse why a club should NOT participate. Take the initiative to do so.
5. Even if you or your club is not in attendance at the convention, you may still apply for awards and scholarships using the first method of submission.
6. **Enter as many contests as possible.** Think of it as a mandatory requirement.
7. The Key Club year is from DISTRICT CONVENTION to DISTRICT CONVENTION.

Forms may be submitted in one of two ways:

1. **Scanned and emailed to nebriowadafour@gmail.com in pdf format. (Excludes Club Video, Club Poster, and digital scrapbook entries.)**
2. Turned in, in paper form, on the first day of convention upon check-in.

Tools that may be useful for converting to pdf format:

- ☐ CamScanner, to convert a camera image to pdf
- ☐ “Save as pdf” on Google Docs and Word



OVERVIEW: INDIVIDUAL AWARDS

OUTSTANDING FACULTY ADVISOR

Recognize your faculty advisors for all of their hard work and dedication to Key Club and your club throughout the year by nominating them for the Outstanding Faculty Advisor Award.

OUTSTANDING KIWANIS ADVISOR

Recognize your Kiwanis advisors for all of their hard work and dedication to Key Club and your club throughout the year by nominating them for the Outstanding Kiwanis Advisor Award.

OUTSTANDING CLUB PRESIDENT

This award is given to a 2023 - 2024 Key Club President who, during his/her term, has maintained strong attendance at various Kiwanis-family events including Kiwanis meetings, District Convention, and board meetings, all while leading and participating in club projects during his/her term. An Outstanding Club President has helped to achieve timely submission of dues and monthly reports, increased membership over the year, ensured that his/her club undertook meaningful and necessary service projects, involved his/her club in joint activities with their sponsoring Kiwanis Club, and arranged club elections for an incoming board.

OUTSTANDING CLUB VICE-PRESIDENT

This award is given to a 2023 - 2024 Key Club Vice-President who, during his/her term, has maintained strong attendance in events such as Kiwanis meetings, District Convention, and board meetings, all while participating in and leading club projects during his/her term. An Outstanding Club Vice-President has been proactive, helpful, and ready to step in for his/her President whenever needed.

OUTSTANDING CLUB SECRETARY

This award is given to a 2023 - 2024 Key Club Secretary who has maintained strong attendance which may have included Kiwanis meetings, District Convention, and board meetings, all while participating in and leading club projects during his/her term. He/she also helped follow up to achieve timely dues remittance and prepared and submitted completed secretary reports in a timely manner to the district.

OUTSTANDING CLUB TREASURER

This award is given to a 2023 - 2024 Key Club Treasurer who maintained strong attendance at Kiwanis meetings, District Convention, and board meetings, all while participating in and leading club projects during his/her term. He/she also helped follow up to achieve timely dues remittance and prepared written financial reports for his/her club.

OUTSTANDING CLUB EDITOR

This award is given to a 2023 - 2024 Key Club Editor who, during his/her term, has maintained strong attendance at Kiwanis meetings, District Convention, and board meetings, all while participating in and leading club projects during his/her term. Additionally, he/she created newsletters and promotional graphics/materials that were well-designed and informative.



OUTSTANDING CLUB WEBMASTER

This award is given to a 2023 - 2024 Key Club Webmaster who, during his/her term, has maintained strong attendance at Kiwanis meetings, District Convention, and board meetings, all while participating in and leading club projects during his/her term. Additionally, he/she created and/or maintained the club website and assisted in creating promotional materials.

OUTSTANDING CLUB MEMBER

Recognize that special club member who has gone the "extra mile" and put forth a special amount of time and effort in their work with the Nebraska-Iowa District of Key Club International. Nominate this exceptional member for the Outstanding Club Member Award.

K-FAMILY AWARD

This award is for clubs who have completed a service project with another branch of the K-Family, Aktion Club, K-Kids, Builder's Club, Circle K, or Kiwanis.

EARLY BIRD DUES RECOGNITION

Clubs that pay dues before November 1st receive a patch for their club's banner.

UNICEF RECOGNITION

This goes to clubs who specifically made a substantial effort to raise funds for this incredible organization. Clubs must raise \$250 or more through Trick-Or-Treat for UNICEF and submit the funds by the deadline of December 31st.



**NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION
OUTSTANDING FACULTY ADVISOR AWARD**

The Nebraska-Iowa District Board will present an award to a Key Club Faculty Advisor in recognition of outstanding service to Key Club. Any Key Club in good standing may nominate its Faculty Advisor by submitting the following.

Name of Faculty Advisor _____

School _____

Club President _____

Sponsoring Kiwanis Club _____

Years as advisor _____

Why is this person qualified to receive this award?

Please mention one specific contribution that is truly outstanding and representative of this person's accomplishments.

Please give five (5) words and a brief explanation for each that describes this individual's commitment and dedication to service.

*

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*

Nominated by:

Signature: _____

Date: _____

Club President's Signature: _____



NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION

OUTSTANDING KIWANIS ADVISOR AWARD

The Nebraska-Iowa District Board will present an award to a Key Club Kiwanis Advisor in recognition of outstanding service to Key Club. Any Key Club in good standing may nominate its Kiwanis Advisor by submitting the following application.

Name of Kiwanis Advisor _____

School _____

Club President _____

Sponsoring Kiwanis Club _____

Years as advisor _____

Why is this person qualified to receive this award?

Please mention one specific contribution that is truly outstanding and representative of this person's accomplishments.

Please give five (5) words and a brief explanation for each that describes this individual's commitment and dedication to service.

*

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*

Nominated by: _____

Signature: _____

Date: _____

Club President's Signature: _____



NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION
Checklist for the OUTSTANDING CLUB PRESIDENT AWARD

Print Name _____ Key Club of _____
 Area: _____ Sponsoring Kiwanis Club: _____
 Faculty Advisor: _____

To be eligible for this award, the Club President must meet 8 of the 11 mandatory criteria and at least 5 of the 7 additional criteria.

MANDATORY CRITERIA

- | | <u>Check if complete</u> |
|---|--------------------------|
| 1. Hold regular Club meetings. | _____ |
| 2. Hold regular Board (club officers, committee chairs (if any), and advisors) meetings. | _____ |
| 3. Ensure that all Secretary monthly reports are submitted by the last day of the month. | _____ |
| 4. Ensure that the Club's District and International dues are paid by December 1. | _____ |
| 5. Attend an Officer Training Session. | _____ |
| 6. Involve the Club in at least one joint activity with the sponsoring Kiwanis Club. | _____ |
| 7. Hold club elections in the month of February in accordance with International Policy. | _____ |
| 8. Ensure that the Annual Achievement Report is submitted to the District. | _____ |
| 9. Attend the Fall Rally. | _____ |
| 10. Complete at least 60 hours of service from the time of their election until DCON. | _____ |
| 11. Ensure that the Club submits at least one photo and a brief article to the <i>Cream of the Crop</i> . | _____ |

ADDITIONAL CRITERIA

- | | |
|--|-------|
| 1. Attend the District Convention during the year of election. | _____ |
| 2. Ensure that the Club has a net increase in membership over the previous year. | _____ |
| 3. Ensure that Club members attended the sponsoring Kiwanis Club's meetings. | _____ |
| 4. Ensure the Club holds at least 3 interclubs (with other Key Clubs and K-Family clubs) | _____ |
| 5. Ensure that the Club submits an Annual Single Service Report. | _____ |
| 6. Attend the International Convention while in office. | _____ |
| 7. Attend at least four meetings of the sponsoring Kiwanis Club. | _____ |

Please explain any extenuating circumstances that prevented you from completing any of the above requirements.

Continued on next page



Distinguished Club President Award cont.

Short Answer Questions

What improvements did you make to your club during your tenure?

How did you ensure good relations and correspondence with your sponsoring Kiwanis Club throughout this past year?

I certify that this applicant has completed the checked criteria to receive the Distinguished Club President Award.

Applicant Signature _____

Date _____

Advisor's Signature _____

Date _____

Please staple both pages of the application together if they were not printed back-to-back.



**NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION
Checklist for the DISTINGUISHED CLUB VICE PRESIDENT AWARD**

Print Name _____ Key Club of _____

Area: _____ Sponsoring Kiwanis Club: _____

Faculty Advisor: _____

To be eligible for this award, the Vice President must meet 4 of the 6 mandatory criteria and at least 5 of the 8 additional criteria.

MANDATORY CRITERIA

- | | <u>Check if complete</u> |
|---|--------------------------|
| 1. Attend all Board meetings of the Club. | _____ |
| 2. Ensure that the Club has a viable committee system. | _____ |
| 3. Attend an Officer Training Session. | _____ |
| 4. Ensure that the Club has at least one joint activity with the sponsoring Kiwanis Club. | _____ |
| 5. Attend the Fall Rally. | _____ |
| 6. Complete 60 hours of service. | _____ |

ADDITIONAL CRITERIA

- | | <u>Check if complete</u> |
|--|--------------------------|
| 1. Attend the District Convention during the year of election. | _____ |
| 2. Attend the International Convention while in office. | _____ |
| 3. Attend all regular Club meetings. | _____ |
| 4. Attend at least four meetings of the sponsoring Kiwanis Club. | _____ |
| 5. Preside at all meetings missed by the president. | _____ |
| 6. Assist the president with his/her duties whenever help is needed. | _____ |
| 7. Ensure the club completes projects supporting International Partners & Charities. | _____ |
| 8. Participate in at least two Interclubs. | _____ |

Please explain any extenuating circumstances that prevented you from completing any of the above requirements.

Continued on next page



Distinguished Club Vice President Award cont.

Short Answer Questions

In what ways did you fulfill your role of supporting the club president and other officers?

Please provide details on which service projects supported Key Club's International Partners and Charities and why your club chose those specific projects.

I certify that this applicant has completed the checked criteria to receive the Distinguished Club Vice President Award.

Applicant Signature _____ Date _____

President Signature _____ Date _____

Advisor's Signature _____ Date _____

Please staple both pages of the application together if they were not printed back-to-back.



**NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION
Checklist for the DISTINGUISHED CLUB SECRETARY AWARD**

Print Name _____ Key Club of _____

Area: _____ Sponsoring Kiwanis Club: _____

Faculty Advisor: _____

To be eligible for this award, the Secretary must meet 5 of the 7 mandatory criteria and at least 4 of the 6 additional criteria.

MANDATORY CRITERIA

Check if complete

- | | |
|--|-------|
| 1. Attend an Officer Training Session. | _____ |
| 2. Attend the Fall Rally. | _____ |
| 3. Attend all Board meetings of the Club. | _____ |
| 4. Prepare written minutes of each Club and board meeting. | _____ |
| 5. Submit all Secretary monthly reports by the last day of each month. | _____ |
| 6. Submit the Annual Achievement Report to the District. | _____ |
| 7. Complete 60 hours of service. | _____ |

ADDITIONAL CRITERIA

Check if complete

- | | |
|---|-------|
| 1. Attend the District Convention during the year of election. | _____ |
| 2. Attend all regular Club meetings. | _____ |
| 3. Attend the International Convention while in office. | _____ |
| 4. Aid in recording the service hours of each Club member. | _____ |
| 5. Attend at least two meetings of the sponsoring Kiwanis Club. | _____ |
| 6. Participate in at least two Interclubs. | _____ |

Please explain any extenuating circumstances that prevented you from completing any of the above requirements.

Continued on next page



Distinguished Club Secretary Award cont.

Short Answer Questions

How did you keep track of service hours for each club member this past year?

Did you submit an Annual Achievement Report by the deadline and if so, how did you keep accurate records/minutes in order to fill out this report?

I certify that this applicant has completed the checked criteria to receive the Distinguished Secretary Award.

Applicant Signature _____ Date _____

President Signature _____ Date _____

Advisor's Signature _____ Date _____

Please staple both pages of the application together if they were not printed back-to-back.



**NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION
Checklist for the DISTINGUISHED CLUB TREASURER AWARD**

Print Name _____

Key Club of _____

Area: _____

Sponsoring Kiwanis Club: _____

Faculty Advisor: _____

To be eligible for this award, the Treasurer must meet 4 of 6 of the mandatory criteria and at least 3 of 5 of the additional criteria.

MANDATORY CRITERIA

Check if complete

- | | |
|---|-------|
| 1. Attend an Officer Training Session. | _____ |
| 2. Attend the Fall Rally. | _____ |
| 3. Attend all Board meetings of the Club. | _____ |
| 4. Submit the Club's District and International dues by December 1st. | _____ |
| 5. Prepare regular financial reports. | _____ |
| 6. Complete 60 hours of service. | _____ |

ADDITIONAL CRITERIA

Check if complete

- | | |
|---|-------|
| 1. Attend the District Convention during the year of election. | _____ |
| 2. Attend the International Convention while in office. | _____ |
| 3. Attend all regular Club meetings. | _____ |
| 4. Attend at least two meetings of the sponsoring Kiwanis Club. | _____ |
| 5. Participate in at least two Interclubs. | _____ |

Please explain any extenuating circumstances that prevented you from completing any of the above requirements.

Continued on next page



Distinguished Club Treasurer Award cont.

Short Answer Question

Please elaborate on how you managed your club's financials responsibly and how your club coordinated the dues payment process.

I certify that this applicant has completed the checked criteria to receive the Distinguished Club Treasurer Award.

Applicant Signature _____ Date _____

President Signature _____ Date _____

Advisor's Signature _____ Date _____

Please staple both pages of the application together if they were not printed back-to-back.



**NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION
Checklist for the DISTINGUISHED BULLETIN EDITOR AWARD**

Print Name _____

Key Club of _____

Area: _____

Sponsoring Kiwanis Club: _____

Faculty Advisor: _____

To be eligible for this award, the Bulletin Editor must meet 4 of 6 of the mandatory criteria and at least 3 of the 5 additional criteria. **Mandatory criteria #6 must be included.**

MANDATORY CRITERIA

Check if complete

- | | |
|--|-------|
| 1. Attend all Board meetings of the Club. | _____ |
| 2. Attend an Officer Training Session. | _____ |
| 3. Prepare and submit 4 bulletins per year that follow the Key Club Brand Guide. | _____ |
| 4. Attend the Fall Rally. | _____ |
| 5. Complete 60 hours of service. | _____ |
| 6. Attach to this sheet one bulletin. (Mandatory) | _____ |

ADDITIONAL CRITERIA

- | | |
|---|-------|
| 1. Attend the District Convention during the year of election. | _____ |
| 2. Attend the International Convention while in office. | _____ |
| 3. Attend all regular Club meetings. | _____ |
| 4. Attend at least two meetings of the sponsoring Kiwanis Club. | _____ |
| 5. Participate in at least two Interclubs. | _____ |

Please explain any extenuating circumstances that prevented you from completing any of the above requirements.

Continued on next page



Distinguished Club Bulletin Editor Award cont.

Short Answer Question

What platform(s) did you use to design your bulletins and how did you ensure they were creative and visually appealing?

I certify that this applicant has completed the checked criteria to receive the Distinguished Club Bulletin Editor Award.

Applicant Signature _____ Date _____

President Signature _____ Date _____

Advisor's Signature _____ Date _____

Please staple both pages of the application together if they were not printed back-to-back.



**NEBRASKA-IOWA DISTRICT SERVICE AND LEADERSHIP CONVENTION
Checklist for the DISTINGUISHED CLUB MEMBER AWARD**

Please complete a different form for each Distinguished Club Member nominee.

Print Name _____ Key Club of _____
 Area: _____ Sponsoring Kiwanis Club: _____
 Faculty Advisor: _____

To be eligible for this award, the Key Club Member must meet 3 of the 5 of the mandatory criteria and at least 3 of the 5 additional criteria.

MANDATORY CRITERIA

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Attend 90% or more of the regular Club meetings. 2. Complete at least 60 hours of service. 3. Attend two Interclubs. 4. Serve on a committee or complete any extra duty to help the Club. 5. Attend the Fall Rally. | <p><u>Check if complete</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|--|

ADDITIONAL CRITERIA

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Attended last year's Convention or is registered to attend this year's Convention. 2. Attend the International Convention. 3. Attend two Kiwanis Meetings. 4. Participate in at least 5 Club Service Projects. 5. Serve as a Club Committee Chair. (head of fundraiser committee, etc.) | <p><u>Check if complete</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|--|

Please explain any extenuating circumstances that prevented you from completing any of the above requirements.

Short Answer Questions

How has your involvement in Key Club affected you as a person?

Continued on next page



What service project that you participated in this past year do you think was the most impactful and why?

I certify that this applicant has completed the checked criteria to receive the Distinguished Club Member Award.

Applicant Signature _____ Date _____

President Signature _____ Date _____

Advisor's Signature _____ Date _____

Please staple both pages of the application together if they were not printed back-to-back.



KEY CLUB®

Kiwanis Family Service Award Application Nebraska-Iowa District of Key Club International

Club Name: _____ Faculty Advisor _____

Clubs should apply for this award if they meet the following criteria:

- *They have completed at least one inter-family service project*
- *The club has had members or officers attend at least 2 meetings of other K-Family organizations, or has had other K-Family organizations attend at least 2 of their meetings*

The award committee may also consider the following factors:

- *Additional inter-family service projects*
- *Additional meeting attendance*
- *Co-sponsored Builder's Clubs or K-Kids Clubs*

Below please fill out the form as your application and submit any supplemental materials required (list of events, etc.).

Number of Interfamily events: _____

Description of each (include date of each meeting, who each meeting was for, as well as who attended):

Example: Kiwanis Pancake feed on March 17, 2022. Kiwanis club event that raised money for the Eliminate Project. 10 Key Clubbers and 25 Kiwanians present.

Number of Clubs Cosponsored: _____

Status of each club: _____

Number of Meeting visits: _____

Faculty Advisor Signature: _____

Kiwanis Advisor/Kiwanian: _____