

CAPITAL DISTRICT KEY CLUB 2018-2019 OUTSTANDING INDIVIDUAL AWARDS RUBRIC

<i>Award Name</i>		
Outstanding Secretary		
<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 attend 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 attend 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>How many monthly reports has the officer submitted on time?</p>	<p>7-9 = 6 Points 4-6 = 4 Points 1-3 = 2 Points 0 = 0 Points</p>	
<p>Did the officer take minutes at each club meeting and board meeting?</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 taking minutes, please award 4 points.</p> <p>If the nominee had a job during their term that prevented them from taking minutes, please award 3 points.</p> <p>All other reasons should be awarded 2 points.</p>	
<p>Did the officer track or supervise the tracking of service hours for each club member?</p>	<p>Yes = 3 Points No = 0 Points</p>	
<p><i>Total Points Earned in Section I</i></p>		<p><i>/47</i></p>
<p>Section II: Division-Based Criteria</p>		

What number of Divisional Council Meetings has the officer attended?	4 = 4 Points 3 = 3 Points 2 = 2 Points 1 = 1 Points 0 = 0 Points	
Did the officer attend the Officer Training Conference?	Yes = 3 Points No = 0 Points	
<i>Total Points Earned in Section II</i>		<i>/7</i>
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?	<i>Attendance:</i> Yes = 3 Points <i>Promotion:</i> 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	
<i>Total Points Earned in Section III</i>		<i>/25</i>
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	

	<p>The officer raised awareness by promoting the club within the school building; at least two examples are given = 3 Points</p> <p>The officer raised awareness by promoting the club within the school building; one example is given = 2 Points</p> <p>The officer raised awareness through only promoting meetings = 1 Point</p> <p>The officer did not raise awareness of Key Club = 0 Points</p>	
<p>Describe one service project or fundraiser the officer led during the past year:</p>	<p>The officer planned and implemented a successful service project or fundraiser in the community = 5 Points</p> <p>The officer planned and implemented a successful service project or fundraiser within the home school = 3 Points</p> <p>The officer planned for but unsuccessfully led a service project or fundraiser = 1 Point</p>	
<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>	<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>	
<p><i>Total Points Earned in Section IV</i></p>		<p>/20</p>

Additional Supporting Materials

<p>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>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

/124