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

	Award Name	
	Outstanding Treasurer	
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	
How many hours of consiso 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	
	No = 2 Points	
Did the officer attend all club meetings during their elected term?	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 meetings	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	
Did the officer attend 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.	
How regularly were board	1 Time Per Month = 2 Points	
meetings held?	2 Times Per Month = 4 Points	
meetings neid:	1 Time Per Week = 6 Points	
	September= 6 Points	
When were club dues paid?	October = 4 Points	
when were club dues paid:	November = 2 Points	
	December = 1 Point	
	The officer planned and implemented fundraisers as discussed by the	
	membership to be conducted within the community = 5 Points	
How did the officer work with the		
club to fundraise for its charitable	The officer planned and implemented fundraisers as discussed by the	
contributions?	membership to be conducted within the home school = 3 Points	
	The officer planned fundraisers by themselves to be conducted within the	
	home school = 1 Point	
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Total	Points Earned in Section I	/44
	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 planned and implemented a successful service project or fundraiser in the community = 5 Points		
Describe one service project or fundraiser the officer led during the past year:	The officer planned and implemented a successful service project or fundraiser within the home school = 3 Points		
	The officer planned for but unsuccessfully led a service project or fundraiser = 1 Point		
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.	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  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  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  The officer fulfilled their duties as outlined, but did not go above and beyond		
	in a notable way = 1 Point		
Total	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 the club = 1 Point Per Supporting Material	
Total Points I	Earned from Supporting Materials	/15
	Required Letters of Recommendation	
	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	
Recommendation Letters  (Individuals may submit up to two letters)	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	
Total Points Ea	The letter minimally states the officer has gone above and beyond in ensuring the success of the Key Club = 1 Point Per Recommendation Letters  The letter minimally states the officer has gone above and beyond in ensuring the success of the Key Club = 1 Point Per Recommendation Letters	/10
Total Points Earned on Awards Application		/121