

KEY CLUB


THE DISTINGUISHED KEY CLUBBER
AWARD



A NEW YORK DISTRICT BOARD RESOURCE

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GUIDE TO THE DISTINGUISHED KEY CLUBBER AWARD

Created by the Distinguished
Key Clubber Committee



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Introduction

The Distinguished Key Clubber (DKC) Award is the annual signature award of the New York District Key Club. First presented in 1997, this award was established to recognize Key Clubbers who have gone above and beyond the call of duty. All Key Clubbers are encouraged to apply for it. It is noncompetitive, meaning all qualified applicants will be presented the award. All award winners will have their names listed in the Leadership Training Conference's brochure and will receive a pin and certificate.

This document will act as a guide about the DKC Award for you, the District Board members. A more educated District Board translates to more effective presentations of the DKC Award at Divisional Council Meetings, and in the end, more applicants. You are all encouraged and expected to apply for the DKC Award.

Divisional Council Meetings and DKC

- You are encouraged to allocate 5 minutes of every Divisional Council Meeting to talking about the DKC Award.
- You are encouraged, but NOT required, to hold a Divisional Council Meeting to explain the content of the DKC Application in depth. Instead, if you plan on doing a club visit in winter, explain the DKC Application there.
 - Approximately 60% of DKC Survey responses stated that they feel having their lieutenant governor hold a Divisional Council Meeting to explain the DKC Application made applying any easier.
 - However, approximately 75% of DKC Survey responses stated they felt that having someone explain the DKC Application at a club meeting made it easier. This is because club meetings are more intimate and more effective than Divisional Council Meetings.
- At President Council Meetings, confirm with your club presidents that events are being planned to cover all of the required projects and most of the additional criteria covered by the DKC Application. If they do not have projects planned to cover all the projects, you have two choices:
 - Indirect Involvement: Encourage them to hold projects covering all the criteria. Help them with planning.
 - Direct (and Recommended) Involvement: Hold a Divisional Project covering that criteria. This is more effective and efficient if several clubs in your Division are missing the same criteria.
- **NOT RECOMMENDED:** Hand out DKC Applications at your Divisional Council Meetings. This is not recommended, as the DKC Committee is aiming for 60% of all submissions to be submitted digitally. You aren't ensured that those applications will get filled either, resulting in a greater waste of paper, and a loss of purpose of the DKC Committee's goal.

Mandatory Criteria Listing

Service to Home, School, and Community

- Participation in at least one project which qualifies under the Governor's Project, Keys to Education.
- Participation in at least one project which qualifies under the Major Emphasis Program Service Initiative, Live to Learn.
- Participation in at least one project which was coordinated with one of the Major Emphasis Program Service Partners (International Projects).
- Participation in at least four projects which that were coordinated with District Project Charities.

Advocacy

- Participation in at least one advocacy campaign. (Proof must be attached.)

Divisional Involvement

- Attendance at least one Divisional Council Meeting, Divisional Project, or Fall Rally. (If the office of lieutenant governor of the Division is vacant, this is not required.)

Personal Statement

- A personal statement must be attached to answer the following prompt: "How has being a Key Clubber changed who you are today?"

Letter of Recommendation

- A letter of recommendation written by a club president, faculty/Kiwanis advisor, lieutenant governor, or district executive officer must be attached.

Additional Criteria Listing

18 out of 34 points must be reached to receive the award. (If a Key Clubber feels that other circumstances prevented them from achieving qualifications for the award, tell them to e-mail the DKC Committee Chairperson Sharif Mahfouz at sharifmahfouz.ltg@nydkc.org.)

District and International Involvement

- 2 points will be granted for attending each of the following:
 - Fall Rally/Divisional Training Conference
 - 62nd Leadership Training Conference
 - 67th International Convention
 - Key Leader

Kiwanis-Family Involvement

- For up to 2 points, 1 point will be granted for attending a Kiwanis club meeting or project.
- For up to 2 points, 1 point will be granted for attending a K-Family branch (other than Kiwanis or Key Club) meeting or project.
- 1 point will be granted for participation in any activity during Key Club Week.
- 1 point will be granted for participation in any project during Kiwanis One Day.
- For up to 3 points, 1 point will be granted for attending a Key Club interclub project.

Offices/Positions held within Key Club International

- 3 points will be granted for attaching a statement discussing offices/positions held within Key Club International.

Submitted an Article to the Following Publications

- For up to 4 points, 2 points will be granted for submitting articles to the Empire Key or District Website Service Spotlight or the Division Newsletter Service Spotlight.

Other Service and Fundraising Activities

- For up to 10 points, 1 point will be granted for listing and describing all service projects and fundraising activities completed which haven't been mentioned earlier in the application.

Digital Submission

- 2 points will be granted for submitting this application digitally.

Early Submission

- 2 points will be granted for submitting this application by February 21, 2011 or earlier.

Digital Submission Process

If you are considering submitting your application digitally, let me first give you my thanks. This section will explain how to submit your application.

Make sure all text files you create are .doc, .txt, or .pdf files.

- Create a folder anywhere on your desktop named “[division number] [first name] [last name]”. My folder would be named “11 Sharif Mahfouz”.
- Fill out the application and save it as “DKC App” in the folder.
- Create a folder named “Advocacy” in the main folder, and save all relevant advocacy materials in there.
- Create a file named “P Statement” and save it in the main folder.
- If you choose to attach a statement answering the “Offices/Positions held within Key Club International” prompt, name the file “Offices & Positions” and save it in the main folder.
- If you have submitted articles to any publications, create a folder named “Articles” in the main folder, and save up to two articles there. Under each article, write the publication you submitted it to and the date you submitted it.
- If you choose to attach a list of other service and fundraising activities participated in, name the file “Other” and save it in the main folder.
- Ask someone to write you a letter of recommendation. If they agree, tell them to e-mail it to dkc.applications@nydkc.org. Make the subject of the e-mail “LoR [division number] [applicant’s first name] [applicant’s last name]”. In the body of the e-mail, ask them to list their name and office, and who they are writing the letter of recommendation for.
- Once you’ve completed all that, you will need to e-mail the folder to dkc.applications@nydkc.org. To e-mail the folder, you will need to convert it to a ZIP file.
 - If you are running Windows XP or Vista, right-click the file and go to Send To -> Compressed (zipped) Folder. If you are prompted asking to set “Compressed (zipped) Folder” as the default application for handling zipped folders, click “No.” You will now have a ZIP File which you can attach to an e-mail.
 - If you are running a Mac, right-click the file and go to “Create Archive of “[folder name]”. You will now have a ZIP File which you can attach to an e-mail.
 - For other operating systems, try googling “convert folders to zip.” If you need assistance, feel free

to contact me.

- o PLEASE NOTE: If the ZIP File is too large for one e-mail, send the application in multiple e-mails.
- Ask your club president and faculty/Kiwanis advisor to confirm, either via e-mail or phone, that your entire application is valid. They may do this in one of two ways:
 - o Single verification: Send an e-mail to dkc.applications@nydkc.org with a subject “Verification [division number] [first name] [last name]”, and the body stating they are verifying all the information in the application is true. You may also call me at (917) 860-3973 with the same information.
 - o Multiple verifications: Send an e-mail to dkc.applications@nydkc.org with a subject “Verification [division number] [school name]”, and the body listing all the names of the applicants whose applications they are verifying. You may also call me at (917) 860-3973 with the same information.

Please note - ALL documents (including the verification and letter of recommendation) must be received by 11:59 PM EST on March 14, 2011. Stay on top of your club presidents, advisors, and whoever is writing your letter of recommendation to make sure it is all sent by that time!

Thank you for submitting digitally! If you would like verification that your application was received, please e-mail me at sharifmahfouz.ltg@nydkc.org.

Frequently Asked Questions

Q: If I participated in a project/attended a meeting in 2009 which qualifies under a certain criteria, can I use it in the application?

A: No. Only projects/meetings attended in the 2010-2011 Key Club year will be considered. Please check that your projects occurred during the 2010-2011 Key Club year – you don't want your application to be invalidated because of a small error.

Q: Under Mandatory Criteria, "Service to Home, School, and Community", criteria #4, do all four District Projects have to be distinct?

A: No. You can have participated in four projects/fundraisers which all served the same District Project Charity, and still qualify for the award.

Q: What is sufficient for qualifying for the Advocacy section of the Mandatory Criteria?

A: Attaching a signed advocacy letter is sufficient. (If you are submitting digitally, you can type your name at the bottom.)

Q: Why were Divisional Projects and Fall Rallies added to the "Divisional Involvement" section of Mandatory Criteria?

A: Divisional Projects serve as involvement on the Division level. They are also more relevant to members than Divisional Council Meetings. Fall Rallies are much larger than Divisional Council Meetings, and much more involved as well. Many lieutenant governors hold a Divisional Council Meeting at their Fall Rally as well.

Q: Will the personal statement be rated on quality?

A: No. However, you should write a decent statement. If you wouldn't submit it to your English teacher, don't submit it for the DKC Award. Absolute failures to answer the prompt will result in your application getting rejected.

Q: I am a club president. Can I write my own letter of recommendation?

A: No. This will result in your application getting denied. Ask your lieutenant governor, any district executive officers you may know, or your faculty/Kiwanis advisor. If you don't know any of them well, try to meet them and get acquainted with them. Please note: You cannot ask another club president to write your letter of recom-

mendation either.

Q: I am a lieutenant governor. May I ask other lieutenant governors for a letter of recommendation?

A: No. This will result in your application getting denied. Ask your club president (yes – you may do this), faculty/Kiwanis advisor, or a district executive officer.

Q: I am a district executive officer. May I ask lieutenant governors for a letter of recommendation?

A: You can only ask your home division's lieutenant governor. Otherwise, your application will be denied. You may also request a letter of recommendation from any other district executive officer.

Q: I participated in a Kiwanis One Day project, but it wasn't on the first Saturday of April (the day of the annual Kiwanis One Day). Can I still redeem credit for it?

A: Yes you may.

Q: Will the statement answering the "Offices/Positions held within Key Club International" prompt be rated on quality?

A: No. However, you should write a decent statement. If you wouldn't submit it to your English teacher, don't submit it for the DKC Award. Absolute failures to answer the prompt will result in no credit.

Q: Can I cram points by submitting articles to the Empire Key or Division Newsletter last minute?

A: Technically, you can. However, if it's blatantly obvious you sent them in last minute purely for the reason of meeting the additional criteria of DKC, and I notice, you run the risk of getting your application rejected.

Q: Can I use any project under more than one criterion?

A: No.

Q: I counted 38 points for the Additional Criteria section, but it says we have to achieve 18 out of 34 points. Is this an error?

A: No. The "Digital Submission" and "Early Submission" sections of the Additional Criteria are extra-credit sections – meeting those criteria doesn't mean you went above and beyond meeting the call of duty, but we give you



credit as our token of thanks anyway.

Q: Are the deadlines listed postmark deadlines or do you have to receive the applications by then?

A: They are postmark deadlines. If you are submitting digitally, the deadlines are 11:59 PM EST of the date listed.

Q: I can't qualify for the DKC Award because I am unable to qualify for [insert criteria here] criteria. What can I do?!

A: If it is due to an issue which is out of your control, such as having no lieutenant governor for your division, e-mail me at sharifmahfouz.ltg@nydkc.org or call me at (917) 860-3973. If it's for another reason, you will most likely not receive the award.



Kiwanis
Service Leadership Programs

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