



Distinguished Key Clubber Application

2014-2015 Service Year

Hi New York District Key Club,

Each year, during the New York District Key Club's District Convention, the Leadership Training Conference, we present the Distinguished Key Clubber Award to our most dedicated members, who have gone above and beyond the call of duty, shown leadership throughout the service year, and promoted the core values of Key Club International. Members who have served their homes, schools and communities to the best of their abilities and consistently worked throughout the service year are eligible to receive this award. All members who would like to receive this award must complete this application.

This year's application has been redesigned and remodeled to reflect the high ideals of Key Club International. It has been made easier and more flexible so that more members may receive the award. Anyone who does not fulfill all the requirements and are in a club with special circumstances may still submit the application.

We also worked with our district webmaster, Danny Qiu, to create a new method for electronic submissions. Please create an account at <http://dkc-app.nydkc.org/> and follow the online instructions. We will continue to accept submissions via snail mail. For verification, please follow the online directions provided on the website, or have the appropriate persons sign the verification statement for snail mail submissions.

If any information provided in this application is inaccurate, dishonest, unverified, or warranted void, your application may be disqualified. Thank you for your service to your home, school and community.

We wish you the best of luck in your application and anticipate your submission.

Yours in Care and in Service,

A handwritten signature in black ink, reading 'Aaron Cheung', written over a horizontal line.

Lieutenant Governor Aaron Cheung
District Awards Committee Co-Chair

A handwritten signature in red ink, reading 'Cindy Pietrakowski', written over a horizontal line.

Lieutenant Governor Cindy Pietrakowski
District Awards Committee Co-Chair

Frequently Asked Questions (FAQ)

Who may apply for the award?

Any dues-paying Key Club member in good standing may apply for the award.

If I participated in a project or event prior to April 1, 2014, may I still use it in this application?

Only events, projects, or meetings during the 2014 – 2015 Service Year may be counted towards this application.

Under Part II Section #4, do all five projects have to be distinct?

No, you could have participated in five projects that benefited the same charities and still qualify for the award.

What is sufficient proof for Advocacy?

You must include a description of the steps you have taken to advocate your project and include at least one additional document, such as a flier, poster, letter or petition.

Will the Personal Statement be rated on quality?

Yes, it is important to submit a personal statement of the highest quality. Although there is not a limit on the number of members that may receive the awards, the essay will allow the awards committee to understand you. The personal statement is weighed more than the other three parts (40%).

Will descriptions be rated on quality?

Yes, it is important to submit everything with a full description of the event. Since this year's DKC award is judged holistically, you may lose points for incomplete descriptions.

Who can write my recommendation?

Any Key Club member in good standing, Key Club Officer, Faculty Advisor or Kiwanis Advisor may write your recommendation.

If I participated in a Kiwanis One Day Event that was not on April 5, 2014, can I still receive points?

Yes.

Will the statement in Involvement #3, Positions Held within Key Club, be rated based on quality?

Yes, you may receive anywhere from 0 to 5 points based on the quality of work that was submitted.

Can I submit articles to the Empire Key or Divisional Newsletters last minute?

No.

I can't qualify for the DKC Award because I am unable to fulfill all the criteria in the four parts. What should I do?

If it is due to an issue or circumstance with your home club or division which is out of your control, please contact the Awards Committee Co-Chair that will be reviewing your application.

Why do you need my personal information?

All applicants must submit this information so that you may be easily accessible and that records may be kept for the future in case any issues arise.

How are the applications judged?

Part I will be weighted the most (40%) and the other three parts will be weighed equally. If you complete all parts fully, you will generally receive the award. All other applications are judged holistically. Generally, you will need to complete at least 70% (210 Points) of all the criteria to receive the award.

Who reviews the application?

The District Awards Committee Co-Chair will be reviewing your award. The award will be based off of the point system.

Who can I contact if I have any more questions?

You should contact the District Awards Committee Co-Chair that is responsible for your division. Contact Information can be found on the Information & Rules Section.

What is the maximum amount of points I can earn for each part?

In Part I, you may earn up to 120 points. In all other parts, you may earn up to 60 points each. The total number of points you can score is 300, and the recommended number of points to receive the award is 210.

Example Submissions

If you have participated in any event or project with another member of the Kiwanis Family, describe the project in this segment. Members of the K-Family include: Kiwanis Club, Circle-K, Builders Club, K-Kids and AKTION Club. Include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description.

Event: Worldwide Day of Play Location: Brooklyn, NY

The Worldwide Day of Play event was held on September 21, 2014 with Kiwanis International.

Points Received: 1

Explanation: This submission shows minimal effort in describing the event. This also does not include the number of service hours or the charity that was helped.

Event: Worldwide Day of Play Location: Brooklyn, NY

The Worldwide Day of Play event was held on September 21, 2014 with Kiwanis International. I volunteered for 6 hours with Nickelodeon.

Points Received: 2

Explanation: This submission has all of the requirements indicated in the field.

Event: Worldwide Day of Play Location: Brooklyn, NY

The Worldwide Day of Play event was held on September 21, 2014 with Kiwanis International. The Worldwide Day of Play event was a large project that consisted of several games. I volunteered for 6 hours with Nickelodeon.

Points Received: 3

Explanation: This submission has all of the requirements indicated in the field and describes the event.

Event: Worldwide Day of Play Location: Brooklyn, NY

The Worldwide Day of Play event was held on September 21, 2014 with Kiwanis International. The Worldwide Day of Play event was a large project that consisted of several. I volunteered for 6 hours with Nickelodeon by setting up a playground for children, playing fun and active games, and cleaning up after the event was finished.

Points Received: 4

Explanation: This submission has all of the requirements indicated in the field and shows a more in depth description on what was done.

Instructions & Rules

1. The application is separated into four parts, and each part is designed to focus on different aspects of Key Club. Complete all parts of this application to qualify for the award.
Part 1: Personal Statement
Part 2: Mandatory Projects
Part 3: Involvement
Part 4: Projects, Advocacy & Newsletter
2. If you are submitting the application by mail, please obtain the signatures of all the parties in the **Verification** section. Applications without verification **WILL BE DISQUALIFIED**. If you are submitting this application electronically, please create an online DKC account at <http://dkc-app.nydkc.org/>.
3. All applications should be submitted by the deadline. All late applications will be penalized.
4. If you are having technical difficulties, you must contact your Committee Co-Chair by 8:00 PM EST on the night the application is due. If you have technical difficulties that are not reported by 8:00 PM EST, it will not be honored.
5. By submitting this application, the applicant agrees that all information included is accurate and that the information provided is **his/her own work**. Please describe events in your own words. Any form of **plagiarism** will **DISQUALIFY** the application. Any form of **dishonesty** will **DISQUALIFY** the application.
6. All applications are subject to be disqualified as deemed fit by a Committee Co-Chair.

Notes:

- For all events, please include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description.
- Read the directions for each section CAREFULLY. If you do not provide all information, you will not be given credit.

Contacts

For Division 1-10
c/o: Lieutenant Governor Cindy Pietrakowski
60-03 Maspeth Ave
Maspeth, NY 11378

For Divisions 11-27
c/o: Lieutenant Governor Aaron Cheung
34 Monroe St Apt CB10
Manhattan, NY 10002

Identification Information

Last Name	First Name	Grade
Lieutenant Governor		Division
Home Address		
City		Zip Code
Email		Phone Number
School		
School Address		
School City		Zip Code
Club President		Phone Number
Faculty Advisor		Phone Number

Application – Table of Contents

Page 6	ID	Identification Information
Page 7	Part I	Personal Statements
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Page 12	Part IV	Projects, Advocacy & Newsletters

Part I: Personal Statement (120 Points)

Please include a typed personal statement, attached to this application, to answer one of the following prompts. The personal statement must be between 300 to 600 words. Be sure to specify which prompt you are answering. This must be typed.

1. How has Key Club impacted your life? Describe a pivotal moment in your Key Club experience as part of your answer.
2. What makes Key Club a unique organization? How has Key Club affected your home, school, or community?
3. Why did you join Key Club? How has your perspective on Key Club changed since you joined?
4. How do you describe Key Club to a non-Key Club member?

Part II: International, District and Divisional Projects (60 Points)

This part is designed to see how much you participated in projects in your Division, the District and International.

Required Points: 20 Points

Recommend Points: 40 Points

Complete the following three sections. Please include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description. You may receive up to four points per event with a maximum of twenty four points.

Section 1: Governor's Project: "Water: The Key to Life"

Section 2: Major Emphasis: "Children: Their Focus, Our Future"

Section 3: Major Emphasis Service Partners (UNICEF, Children's Miracle Network, Eliminate, March of Dimes)

Section #: _____ Event: _____

Section #: _____ Event: _____

Part II: International, District and Divisional Projects (60 Points)

Section #: _____ Event: _____

Section #: _____ Event: _____

Section #: _____ Event: _____

Section #: _____ Event: _____

Part II: International, District, and Divisional Projects (cont.)

Complete the following section. Please include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description. You may receive up to four points per event with a maximum of 20 points.

Section 4: District Projects & Local Causes

Describe five projects or events that you have participated in relating to either the District Projects or Local Causes. At least one project must be a District Project. You must include all information as requested. Please include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description. The District Projects are:

St. Jude Children's Hospital, Make-A-Wish Foundation, Kamp Kiwanis, Kiwanis Pediatric Trauma Center, Pediatric Lyme Disease Foundation

Project: _____ Charity: _____

Project: _____ Charity: _____

Project: _____ Charity: _____

Project: _____ Charity: _____

Part II: International, District, and Divisional Projects (cont.)

Project: _____ Charity: _____

Complete the following section. Attendance at a divisional meeting is 4 points per meeting, with a maximum of 4 points. Attendance at a Divisional project/event is 4 points per event with a maximum of 8 points. Please include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description.

Section 5: Divisional Involvement

Attendance at Divisional Meeting (Max 8 Points, 4 Points per Event)

Date: _____ Location: _____

Date: _____ Location: _____

Attendance at a Divisional Project/Event (Max 8 Points, 4 Points per Event)

Project: _____ Location: _____

Project: _____ Location: _____

Part III: Involvement in Key Club Functions (60 Points)

This part will show how involved you are at the club, division and district level.

Required Points: 20

Recommended Points: 40

Section 1: Key Club Week Participation (Max 15 Points, 3 Point per Day)

Key Club Week is regularly celebrated during the first week of November. Below, please indicate what you have done during Key Club Week. If your club celebrated Key Club week at a different time, events are still counted towards this section.

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Section 2: Attendance at Key Club Functions

If you attended any of the following conferences or programs, please indicate which programs by checking the boxes below.

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> 5 Points | Divisional Training Conference/Personal Training |
| <input type="checkbox"/> 5 Points | Fall Rally |
| <input type="checkbox"/> 5 Points | Kamp Kiwanis |
| <input type="checkbox"/> 5 Points | Key Leader |
| <input type="checkbox"/> 7 Points | Leadership Training Conference |
| <input type="checkbox"/> 8 Points | International Convention |

Section 3: Positions Held within Key Club (10 Points)

Please include a typed 250 word essay, attached to this application, that describes any offices or positions that you have held, whether elected (club, district, or international office) or appointed (committee chair, project chair person, project captains, etc.) This must be typed.

Part IV: Projects, Advocacy & Newsletters (60 Points)

This Part will show what projects or activities you have participated in.

Required Points: 20

Recommended Points: 40

Section 1: K-Family Project

If you have participated in any event or project with another member of the Kiwanis Family, describe the project in this segment. Members of the K-Family include: Kiwanis Club, Circle-K, Builders Club, K-Kids and AKTION Club. Include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description.

Kiwanis One Day Event (5 Points Max, 5 Points per Event)

Kiwanis One Day is celebrated during the first week of April. If you have participated in a Kiwanis One Day event or project, please fill out this section.

Event: _____ Location: _____

K-Family Service Projects (16 Points Max, 4 Point per Event)

Describe any projects or events you have participated in with a Kiwanis Club.

Event: _____ Location: _____

Event: _____ Location: _____

Part IV: Projects, Advocacy & Newsletters

Event: _____ Location: _____

Event: _____ Location: _____

Section 2: Interclub Event (Max 16 Points, 4 Point per Event)

If you have participated in any event or project with other clubs, fill out this section. Include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description.

Event: _____ Location: _____

Event: _____ Location: _____

Event: _____ Location: _____

Part IV: Projects, Advocacy & Newsletters

Event: _____ Location: _____

Section 3: Advocacy (Max 3 Points, 3 Points per Project)

In this section, describe any advocacy project that you may have started or participated in. Include a description of the cause you are advocating for, why it is important to you, and what steps you have taken to promote it. Please include any materials, such as petitions, letters and fliers to your application.

Cause: _____

Section 4: Committee Involvement (Max 3 Points, 3 Points per committee)

If you were part of a Key Club committee, whether it is a club committee, divisional committee, or international committee, please fill out this section. Indicate the name of the committee and the type (club, division) of committee. Briefly describe what you have done in the committee.

Committee: _____ Type: _____

Part IV: Projects, Advocacy & Newsletters

Section 5: Newsletter Article Submission (Max 5 Points)

Submit a service spotlight to either the district or divisional newsletter. Use any combination to receive up to 5 points in this section. Attach all articles with your submission. Each article can only qualify once. Be sure to specify the date the newsletter was published and the link to the article if possible. Please include the number of articles submitted for each newsletter.

- | | | |
|-----------------------------------|----------------------------------|----------|
| <input type="checkbox"/> 1 Point | Divisional Newsletter | #: _____ |
| <input type="checkbox"/> 2 Points | District Newsletter (Empire Key) | #: _____ |
| <input type="checkbox"/> 2 Points | District Website | #: _____ |

Section 6: Other Project/Fundraisers (Max 12 Points, 2 Point per Project/Fundraiser)

Please list and describe any service project that you have participated in. *Include the number of service hours, the cause or charity that was helped, the date and location of the event, and a short description.*

Other

1. Receive 5 points in any part for submitting this application early. I would like to apply these points to:

Part: _____

2. A recommendation may be submitted by a club member, officer or faculty advisor for a total of 5 points. This recommendation should be no more than 150 words nominating you for the award. The recommendation must be signed by the writer, I would like to apply these points to:

Part: _____

3. For all late submission, 5 points will be deducted per day from each Part. Submissions sent in three days after the deadline will not be accepted.

Scoring

If you did not reach the minimum requirement for a section, please indicate why here.

Part II

Explanation:

Part III

Explanation:

Part IV

Explanation:

Verification

Application must be verified by obtaining the signatures of three of the four following people.

I hereby affirm that all of the information included in this application and in any documents attached is true and accurate to the best of my ability. I have reviewed the scoring session and if Mandatory Criteria A or B is checked off, the student attends a club that has special circumstances that prevents him/her from completing the application. Otherwise, all other information is true and that if there should be any false or misleading information, this application is subject to being disqualified and appropriate disciplinary action will be taken.

Lieutenant Governor: _____

Club President: _____

Faculty Advisor: _____

Applicant: _____

How to Submit Your Application by Mail

1. Submit your application, postmarked by February 1 (Early) or February 15 (Regular), to one of the following addresses:

For Division 1-10
c/o: Lieutenant Governor Cindy Pietrakowski
60-03 Maspeth Ave
Maspeth, NY 11378

For Divisions 11-27
c/o: Lieutenant Governor Aaron Cheung
34 Monroe St Apt CB10
Manhattan, NY 10002

2. Include all required documents, including the Personal Statement, Positions Held within Key Club, Articles and Advocacy material **TYPED**.