

Richard M. Yurko, Jr., Administrator 400 White Oaks Boulevard, Bridgeport, WV 26330 Phone: (304) 933-8103 Fax: (304) 933-8732

E-Mail: Richard. Yurko@steptoe-johnson.com

MEMORANDUM

TO: Key Club Presidents and Advisors

FROM: Richard M. Yurko, Jr., Administrator

RE: The Enclosed 2012 Key Club Convention Packet

The enclosed convention packet contains all of the documents that your club needs to register to attend the District Convention. The packet also contains forms to register delegates, sergeant-at-arms, candidates for office, honors, and awards. You earlier were sent a packet that contained applications for scholarships, for registering new officers, and for purchasing convention ads. Please read these documents carefully, and be sure you and your club members comply with all deadlines. For those members applying for the District and Bennett scholarships, please make sure that all requirements are met.

The packet contains the standards for the individual officer and advisor awards. We recognize that there are some circumstances which make it extremely difficult, if not impossible, for the officers and advisors to completely attain the enclosed standards. If you believe that your officers and advisor have performed well this year, and deserve consideration for distinguished awards, please submit their names with the appropriate recommendations. I also ask that you provide me with a short explanation as to why the individual deserves recognition. Please note that I must have these forms by March 12, 2012. Trophies are awarded to each distinguished officer, and I cannot wait until the last minute to provide names to the company that prepares our trophies.

We will have a service fair on Saturday afternoon, as well as a charity walk after Saturday night's recognition dinner. Additionally, we will have a meet and greet at 5:30 p.m. before our opening session.

Our keynote speaker is David Parker, the Pied Piper of Sign. I think everyone will enjoy his presentation.

Please encourage your members to attend the District Convention. I look forward to seeing you in March.

a Kiwanis-family member keyclub.org

Call to Convention

KEY CLUB

West Virginia Key Club District

Philip Mickinac, Governor West Virginia Key Club District P.O. Box 247 New Manchester, WV 26056 Email: wvkcgovernor@gmail.com www.wvkeyclub.com

Dear Key Club Advisor and President,

Once again it is time for our annual West Virginia Key Club District Convention! As usual our conference will be in Charleston, West Virginia at the Marriott Town Centre. The 66th Annual District Convention will begin Friday, March 30th and conclude Sunday, April 1st.

The District Board wants to continue the great theme incorporation into the entire convention experience. This year's convention's theme "Groovin' into service" is going to bring a fun twist into service! This year the District Board voted to have a service fair that will have displays of service projects from all over the district. Once again we will provide the common links between us all, service. We will also be having a charity walk.

We will have the pleasure of being entertained by David Parker, the Pied Piper of Sign. Our district will also host numerous Kiwanis Family guests throughout the weekend. Expect to hear from Key Club International Trustee Somya Gupta, the Circle K District Governor, Kiwanis District Governor Mr. John Kyle, and Kiwanis Governor-elect Connie Baker. These speakers are renowned in the Kiwanis Family and are passionate about Key Club.

This year's District Board of Trustees has done a spectacular job—and this convention will be a celebration of the hard work and dedication of all Key Clubbers in West Virginia! This will truly be a convention to remember, and I hope to see all of you there throughout the weekend partaking in the festivities. If you should have any questions, please talk to me, Administrator Richard M. "Dink" Yurko, or your local lieutenant Governor.

Yours in friendship and Key Club service,

Philip Mickinac

Philip Mickinac, West Virginia Key Club Governor

a Kiwanis-family member

keyclub.org

Thank you for your support of the March of Dimes! Your generous donations will help to give every baby a healthy start in life!

Please complete this form and bring it with your donations to the District Convention in March. We are looking forward to "LIGHTING UP THE NIGHT FOR BABIES."

DONOR'S NAME	MAILING ADDRESS	CITY, STATE, ZIP	PHONE	DONATION CASH/CHECK	DONATION ONLINE
					,
,					



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SPECIAL MEMORANDUM

TO: Key Club Officers, Members, Faculty Advisors, and Kiwanians

RE: The Enclosed 2012 Key Club Convention Packet

Enclosed is your 2012 Key Club Convention Packet. This packet is being sent to every Key Club President and Faculty Advisor. The following items are included:

- 1. Convention Information Page and tentative schedule
- 2. Hotel Registration Forms
- 3. Convention Regulations
- 4. Voting Delegate Registration Forms
- 5. Sergeant At Arms Registration Forms
- 6. Contest Information/Distinguished Officer and Advisor Forms
- 7. Medical Release Form: MUST BE COMPLETED AND NOTARIZED BY EVERY STUDENT ATTENDING THE CONVENTION
- 8. Division and District Caucusing Rules and Procedures
- 9. Sample Caucus Questions
- 10. Important Dates
- 11. Amendment proposal forms

<u>PLEASE</u>: Try to have as many of your newly elected club officers for 2012-2013 attend this convention!!!

PLEASE REGISTER EARLY! Enter as many contests as possible. Encourage members of your club to seek office.

PLEASE REVIEW THIS PACKET WITH YOUR CLUB'S MEMBERSHIP!

When & Where: The Charleston Marriott: March 30-April 1, 2012

BRING YOUR CLUB BANNERS WITH YOU TO THE CONVENTION AS THEY WILL BE DISPLAYED IN THE CONVENTION AREA!

a Kiwanis-family member keyclub.org

Developing competent, capable, and caring leaders since 1925.



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TO:

Key Club Presidents and Advisors

FROM:

Richard M. Yurko, Jr., Administrator

RE:

Convention Contests, Dress Code, and Other Important Items

- 1. <u>Convention Information:</u> This is our 66th Annual Convention. The Charleston Marriott Hotel and Conference Center is a great place to hold a convention. We expect this to be an exciting and motivational experience.
- 2. <u>Special Guests:</u> The convention is a time to meet Key Club members from throughout West Virginia and International. We are pleased to have as our Keynote speaker, David Parker, the Pied Piper of Sign. You will also meet International Trustee Somya Gupta from the Wisconsin Upper Michigan District.
- 3. <u>Dress Code:</u> The Key Club District Board of Trustees has asked me to remind all attending the convention Key Clubbers and Adults that there is a dress code for the convention, which will be enforced.

The Dress Code for our general meetings is business formal: Coats, collared shirts and ties for males and dresses, skirts, skorts, or pant suits (not khaki or denim) for females.

Business formal is required for the following convention sessions:

- a. Opening session and Caucuses on Friday evening
- b. Dinner on Saturday and Brunch on Sunday
- c. The House of Delegates Meeting

Business casual clothing will be allowed for the meet and greet on Friday, for workshops on Saturday morning, for lunch on Saturday, and for the fair. Business casual does not include jeans, shorts and cutoffs. The dance is casual.

4. <u>Contests:</u> Make certain that your club participates in the various convention contests. Consult the 2011-2012 Guidebook or go online for instructions and forms. http://slp.kiwanis.org/keyclub/fad/contestsandawards.aspx

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CONVENTION AT A GLANCE

Friday, March 30, 2012

3:00 - 5:00 p.m.	Convention and Contest Registration
5:00 p.m.	Adults Meeting
5:00 p.m.	Candidates Meeting
5:00 p.m.	Sergeant-at-Arms
5:30 p.m.	Meet and Greet
6:15 p.m.	Oratorical Contest
6:30 p.m.	Impromptu Essay Contest
7:30 p.m.	Opening Session
8:30 p.m.	Division Caucuses
10:00 p.m.	David Parker
12:00 a.m.	Curfew until 7:00 a.m.

Saturday, March 31, 2012

8:30 a.m.	Workshops Begin
9:30 a.m.	Adults Forum
12:30 p.m.	Lunch
2:00 p.m.	House of Delegates/Service Fair
5:30 p.m.	Recognition Dinner
8:30 p.m.	Charity Walk
9:30 p.m.	Key Club Dance
11:00 p.m.	Key Club Vespers
12:00 a.m.	Curfew until 7:00 a.m.

Sunday, April 1, 2012

8:00 a.m.	Devotional Service
9:30 a.m.	Governor's Farewell Brunch
12:00 p.m.	Joint Meeting of the 2011-2012 and
	the 2012-2013 Key Club District Board

The above is a broad tentative schedule of events for the 66th Annual West Virginia Key Club District Convention

Registration will not open until 3:00 p.m. on Friday afternoon It is not possible for your club to register before that time

Enter the Various Contests!!

Run for Office!

Bring Your Club's Banner To The Convention!

ATTENTION! ADVISORS / PRESIDENTS

HOW TO COMPLETE THE REGISTRATION FORM

- 1. Appoint 1 person to be responsible for your club's convention registration.
- 2. <u>Each person attending the convention must complete a "Convention Registration</u>
 <u>Form."</u> This form must be sent in along with the rooming list. All information must be complete.
- 3. Be sure to include the complete mailing address for the person we should contact with any questions concerning your club's registration.
- 4. List each person who is attending as part of your group by room. For each registrant, please write the person's gender with either an F (female) or M (male); identify the room type requested by writing Q for quad, T for triple, D for double, or S for single; and check whether the registrant is a student or adult. List only 4 names for a quad room, 3 names for a triple room, 2 names for a double room and 1 name for a single room. If you need more than 4 rooms, use additional registration forms.
- 5. All students assigned to a room must be of the <u>same gender</u>.
- 6. Adults may <u>not</u> room with students.
- 7. THE WEST VIRGINIA KEY CLUB DISTRICT WILL NOT ASSIGN ROOMMATES! Matching student roommates has become a difficult and often impossible task!
- 8. THE CONVENTION REGISTRATION FEE IS BASED ON THE NUMBER FOR EACH ROOM.
- 9. Adults will not be matched. If an adult wishes to room with another adult to lower costs, YOU must contact that person yourself to register together.
- 10. Determine the total registration cost.
- 11. Write in the number of quad, triple, double and single registrations for which you are paying and multiply by the appropriate registration amount in the box for "Total Amount Enclosed".
- 12. Please have students, parents, Kiwanis Clubs, etc. write convention registration checks to your club so that you can write **ONE** check for your club's registration.
- 13. Please write the <u>ONE</u> check for the "Total Amount" made payable to WEST VIRGINIA KEY CLUB DISTRICT and mail it with the Rooming list and a Convention Registration Form for EACH person to:

RICHARD M. YURKO, JR. 400 WHITE OAKS BOULEVARD BRIDGEPORT, WV 26330

Please remember:

- a. Registrations are to be received by March 2, 2012
- b. We will NOT assign roommates.
- c. Convention fee is based on number in a room



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CONVENTION REGISTRATION FORM

MAIL THIS FORM AND CHECK TO:

Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330

RETURN BY MARCH 2, 2012

The Convention Fee is \$295.00 per single room

- 1. We place members of the same club in the same room unless you make separate arrangements with other clubs. Members wishing to share the same room should attach the Convention Registration Forms together to indicate a willingness to share the same room.
- 2. Registration fee, non-refundable, MUST be paid in advance. Convention fee includes 2 nights lodging, 3 meals, souvenirs, cost of the convention, etc.
- 3. Make checks payable to WV KEY CLUB DO NOT SEND CASH!

THE WEST VIRGINIA KEY CLUB DISTRICT WILL NOT ATTEMPT TO ASSIGN ROOMS. ADULTS WILL NOT BE MATCHED TO ROOMS - IF ADULTS WISH TO ROOM WITH SOMEONE TO LOWER COSTS, HE/SHE MUST CONTACT THAT PERSON TO REGISTER TOGETHER!

REGISTRATION FEES WILL BE FOR THE NUMBER YOUR CLUB IS SENDING.

Male Female	HE APPROPRIATE PLA Key Clubber Kiwanian	ECES: Faculty Advisor Kiwanis Advisor	Builder's Club Parent
Please PRINT or TYP	E the following informatio		
Name:		Home I	Phone:
Home Address:			
	(Address)		
E-mail Address:	·	What grade	are you in now?
Club Office for 2012-2	2013:		

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keyclub.org

The 66th West Virginia Key Club Convention March 30-April 1, 2012

ROOMING LIST

Please type or carefully print all information to ensure accurate registration of individuals. Please use page 2 of this form, if necessary, to complete your registration.

Club:	Chaperone:
Name, email, and phone of person registering:	Name, email, and phone of person to contact with questions about registration:

Room	First Name	Last Name	Key Club	Office Held As Of 3/30/12	Gender	Room Type	Student	Adult
1								
2								
3								
4								

Additional page for use if your Key Club needs more than 4 rooms <u>Please add totals on the first page!</u>

Room	First Name	Last Name	Key Club	Office Held As Of 3/30/12	Gender	Room Type	Student	Adult
5 -								
6								
7 -								
8								
9								
10								
11								
12								

Number of Registrants in Quads:	x \$ 195.00 =
Number of Registrants in Triples:	x \$ 225.00 =
Number of Registrants in Doubles:	x \$ 255.00 =
Number of Registrants in Singles:	x \$ 295.00 =
TOTAL AMOUNT ENCLOSED	=

AUTHORIZATION TO ATTEND EVENT and EMERGENCY MEDICAL TREATMENT AUTHORIZATION

Please type or print all information. This form is required for all Key Club members attending designated West Virginia Key Club events or activities. This form must be completed by the parent, legal guardian or person in loco parentis for the member.

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VOTING DELEGATE REGISTRATION FORM

Name of Key Cl	ub:
This is to certify th Alternates of this K	e following members of our Key Club have been duly selected Delegates and Ley Club to the Annual West Virginia Key Club District Convention:
DELEGATE INFO	
1. Name:	
2. Name:	
ALTERNATE INF	
1. Name:	
2. Name:	
" DAYAGE JOUR I	red Key Club in good standing is entitled to 2 Voting Delegates to the convention. Delegates as soon as possible. Alternates should be chosen for the Delegates. Each entitled to cast 1 vote. In the event a delegate is absent, the Alternate may cast a vote. y proxy.
Please forward this f	form to the person listed below as soon as possible:
	Signed: President
	President
	Secretary
	Faculty Advisor
Mail This Complete	
	Richard M. Yurko, Jr.

400 White Oaks Boulevard Bridgeport, WV 26330 a Kiwanis-family member keyclub.org

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Richard M. Yurko, Jr., Administrator 400 White Oaks Boulevard, Bridgeport, WV 26330 Phone: (304) 933-8103 Fax: (304) 933-8732 E-Mail: Richard.Yurko@steptoe-Johnson.com

SERGEANT AT ARMS COMMITTEE REGISTRATION FORM

Name of Key Clu	Key Club:	Čev	of l	Name
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Each Key Club attending the convention is requested to supply members to the Sergeant 1. At Arms Committee. Each Key Club is asked to supply 2 members to this Committee. 2. Please select 2 members of your Key Club's delegation to the upcoming Key Club 3. Convention and forward their names to the person listed below. Stress to the members of the Sergeant At Arms Committee the importance of this 4. committee, the need to participate, and so forth. Please stress to all member of your club the need to cooperate with this committee and to attend all of the functions of the convention After you have selected 2 members of your club to be on the Sergeant At Arms Committee, please complete the following: Name of Sergeant At Arms Members: 2. _____

Mail This Completed Form To:

Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330

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West Virginia Key Club District

Governor's Project Award

Name of Key Club:	<u> </u>
Date of Project://	
Number of members involved:	
unds donated to Make-A-Wish: \$_	
Description	of Project:
· · · · · · · · · · · · · · · · · · ·	
Advisor Signature	President Signature

District Convention Awards Booklet



Every Child a Swimmer Contest

Club Poster Contest

Club Video Contest

Major Emphasis Program Award

Partners In Service Award

Oratorical Contest

Impromptu Essay Contest

Single Service Award

Club Bulletin Award

Traditional Scrapbook Contest

Non-Traditional Scrapbook

Kiwanis PB&J (Parents, Buddy, and Join) Award

Distinguished Club Award

District Project Award

Distinguished Club President Award

Distinguished Club Vice-President Award

Distinguished Club Secretary Award

Distinguished Club Treasurer Award

Distinguished Club Bulletin Editor Award

Jeff C. Britton Distinguished Faculty/Kiwanis Advisor Award Sandy Nininger Award

Club name:
Contact person for project: Information for reference:
When was the project held?
Where was the project held?
How many swimmers participated?
How many Key Clubbers participated?
Were there any Kiwanians present? Yes/No If so, please list their names for reference:
On a separate sheet, please describe the project (i.e. Community response, sponsors, memorable moments, pictures, etc.)

The Rules of the West Virginia Key Club District Club Poster Contest are as follows. They correspond with the rules of Key Club International's Club Poster Contest. For the complete International Rules, please consult the 2011-2012 Key Club Guidebook.

To download the <u>REQUIRED</u> poster entry form, visit <u>http://slp.kiwanis.org/Key Club/fad/ContestsandAwards.aspx</u>

- A. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
- **B.** The poster dimensions should be 17 inches by 22 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
- C. The following information must be submitted with each entry:

 The Name of the Key Club and district, and the contact name and information for the artist producing the poster. The artist must be a Key Club member.
- **D.** Posters will be judged according to the following criteria:

.10 points
.10 points
. 10 points
15 points
15 points
10 points
.30 points

- **E.** Winning entries will become the property of the West Virginia Key Club District and Key Club International, and will not be returned to clubs. The West Virginia Key Club District and Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.
- **F.** All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- G. The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the District Administrator, and the Contests chair.

The Rules of the West Virginia Key Club District Club Video Contest are as follows. They correspond with the rules of Key Club International's Club Video Contest. For the complete International Rules, please consult the 2011-2013 Key Club Guidebook. To download the <u>REQUIRED</u> video entry form, visit http://slp.kiwanis.org/KeyClub/fad/ContestsandAwards.aspx

- **A.** The video must be produced by club members only at a cost not to exceed US\$200.
- **B.** The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- **C.** The length of the completed video/DVD segment should be no more than 60 seconds and must be submitted on a DVD.
- **D.** The following information must be submitted with each entry:
- 1. Name of the Key Club and district.
- 2. Contact name and information for a Key Club member responsible for the submission.
- 3. Itemized listing of all costs associated with the video/DVD production, including cost of the cassette or DVD.
- E. Videos/DVDs will be judged according to the following criteria:

Originality	10 points
Creativity	10 points
Promotion of Key Club	20 points
Clarify of message	10 points
Quality of production	-
a. Projection of idea	10 points
b. Sound quality	10 points
c. Picture quality	10 points
Overall impression	20 points

- **F.** All entries will become the property of the West Virginia Key Club District and Key Club International, and will not be returned to clubs These entities reserve the right to reproduce or broadcast any contest entries.
- **G.** The decision of the judges is final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, the District Administrator, and the Contests Chair.

The Major Emphasis Program Award is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Program Project.

- A. Report must be typed. Each section found in Section E must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement report cover sheet must accompany all entries. It must be completed in its entirety.
- B. The activity described can cover any phase of Key Club Major Emphasis Involvement specifically highlighting personal development and social interaction of children, during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information.
- C. Reports will be judged according to the amount of Major Emphasis Program activity described below.
- **D.** The decision of the judges is final, and no changes, alterations, or re-grading will take place after the results have been certified by the judges.
- E. The section to be described and the points for each are indicated below:
- 1. THE NEED To qualify for judging, a statement must establish in what way the project deals with the MEP.
- 2. THE PLAN (10 points) Describe how the project was organized.
- 3. IMPLEMENTATION (20 points) Describe the steps taken to implement the plan.
- 4. FINAL RESULTS (25 points) Describe the benefits of the service rendered.
- 5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS (10 points) Describe actions and partnerships formed. Describe how the project was publicized.
- 6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING (10 points)

```
01-09\% =
            1 point
                         50-59%
                                        6 points
10-19% =
            2 points
                         60-69%
                                        7 points
20-29% =
           3 points
                         70-79%
                                        8 points
30-39% =
           4 points
                         80-89%
                                        9 points
40-49\% = 5 \text{ points}
                         90-100%
                                       10 points
```

- 7. CLUB'S OVERALL PROGRAM DEALING WITH MEP (25 points) Describe any other projects/ programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year.
- F. To download the <u>REQUIRED MEP</u> entry form, visit http://slp.kiwanis.org/KeyClub/fad/ContestsandAwards.aspx

The Partners in Service Award is given to each Key Club which, through its unselfish service efforts, has participated in at least one project with each official partner during an administrative year.

The official Service Partners of Key Club International are UNICEF, the March of Dimes, and Children's Miracle Network.

- A. The report must be typed and properly certified utilizing the official Partners in Service Award form.
- **B.** The projects must be completed between district convention and district convention.
- C. Suitable recognition shall be provided to each club that participates fully in the program.
- D. If a club is unable to participate with one of the official partners, a signed statement from the club president and faculty advisor should accompany the official form with an explanation. The explanation should include a description of a project that takes the place of a project related to the partner in question.
- E. To be eligible for the award, the report must be received by the Key Club International Office, no later than the first Friday in May.
- F. The decision of the judges is final, and no changes, alterations, or re-grading will take place after the results have been certified by the judges, District Administrator, and Contest Chair.
- G. To download the <u>REQUIRED</u> Partners in Service Entry Form, visit http://slp.kiwanis.org/KeyClub/fad/ContestsandAwards.aspx

- A. The subject for all orations is: Does age play a role in your servant leadership in either a positive or a negative way?
- **B.** The subject matter of the oration and the presentation must be original and completely developed by each orator. These factors will be considered equally in determining who is to receive the awards.
- C. Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty.
- **D.** Each orator must be an official member in good standing with Key Club International and his/her local club.
- E. Judging and awarding points will be based on the following criteria:

SPEECH - 75 Points

DELIVERY — 25 Points

Posture (composure and gestures)	10 Points
Voice (tone, effectiveness/pronunciation)	10 Points
Attention of audience	5 Points

- F. During the convention, orations will be given by members at a time and place to be announced in the convention program. Selected Orators will give their speeches during a session of the District Convention
- G. Outstanding orators will receive suitable awards and recognition for their excellence in public speaking.
- H. The decision of the judges is final, and no changes, alterations, or re-grading will take place after the results have been certified by the judges, District Administrator, and Contests Chair.

The Oratorical Contest is an event designed to measure the ability to Key Club members to express their leadership, dedication to service, and passion for Key Club in words. Key Club members will be required to speak for 3-5 minutes, in English, about a selected aspect of service in the Key Club organization. The oratorical topic for this year is: "How can the average Key Clubber bring a global campaign such as the Eliminate Project, to their school and local community?" We ask that you have no more than five members participate in this contest. Should you have any questions, please direct them to District Administrator Dink Yurko. Please turn in the contest registration forms when you arrive at District Convention. There will be a designated contests table for you to file your paperwork. If you wish to enter more than one student, please make a separate copy for each participant.

(School)	High Scho	ool in division (Division #)
(Participant's Na	me)
participant will be in your servan be spoken in Eng	e required to sp t leadership – in dish. Additional	beak 3-5 minutes on the topic: either a positive or a negative ly, we certify that this member
lignature:		
Signature:		
	al contest is sponso participant will be the in your servant be spoken in Engo a member in good ey Club District.	(School) (Participant's Name of the West of the Participant will be required to spole in your servant leadership — in the spoken in English. Additionals a member in good standing to be sey Club District.

The Impromptu Essay Contest is an event designed to measure the ability to Key Club members to express their leadership, dedication to service, and passion for Key Club in words. Key Club members will be required to write a coherent essay, in English, about a selected aspect of service in the Key Club organization. The topic of the essay will be given at the time of the contest. We ask that you have no more than five members participate in this contest. Should you have any questions, please direct them to District Administrator Dink Yurko. Please turn in the contest registration forms when you arrive at District Convention. There will be a designated contests table for you to file your paperwork. If you wish to enter more than one student, please make a separate copy for each participant.

The Key Club of	High School in division	
(School)	(Divisio	n#)
wishes to enter		
	(Participant's Name)	
The essay contest is sponsored by the West Virginia Key Club District. We understand that the participant will be required to submit a coherent essay, in English, on an unknown topic. Additionally, we certify that this member has paid dues and is a member in good standing to both Key Club International and the West Virginia Key Club District.		
Key Club Advisor Signature:		······································
Key Club President Signature:		

The Club Single Service Award program shall provide recognition to individual Key Clubs for their single best service project.

- **A.** A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal. Projects must be service. Clubs should NOT report fundraising events, whether for club benefit or for charity.
- **B.** Entries shall use the official Single Service Report form and shall be submitted at **District Convention** for competition according to the guidelines as set by The West Virginia Key Club District.
- C. On the District Level, clubs will compete among other West Virginia Clubs. Internationally, they will compete with other clubs of similar size as described in the 2011-2012 Key Club Guidebook.
- **D.** Entries shall be judged based upon an accumulated total of points allocated to the following categories:

Service need	10 Points
Project plan	20 Points
Project implementation	20 Points
Final results	
Public awareness	15 Points
Members participation	10 Points

- **E.** Only activities which occurred during the district administrative year shall be included on the report.
- **F.**An entry may be disqualified by the judges for reporting incorrect or false information. Any disqualification at the district level requires the approval of the district administrator.
- **G.** Suitable recognition should be provided to clubs achieving first place and other places at district competition. The decision of the judges is final. No changes, alterations or re-grading will take place after the results have been certified by the judges, District Administrator, and Contests Chair.
- H. To download the <u>REQUIRED</u> Single Service Form, visit http://slp.kiwanis.org/KeyClub/fad/ContestsandAwards.aspx

The West Virginia Key Club District Club Bulletin Contest is open to any Key Club that is in good standing with both the West Virginia Key Club District and Key Club International. Suitable Awards will be given to the winners of this event during the West Virginia Key Club District Convention. Samples of the clubs' bulletin MUST be submitted.

Rules and Regulations:

Samples must be submitting in a folder or binder, not to exceed $1\ 1/2$ inches in width.

Samples should be arranged in order chronologically from when they were published.

Entries will be judged on:

Frequency of Publication

Content

Value to Key Club

Value to the West Virginia Key Club District and Key Club International

Appearance

Readability

Format (The Structure of the Bulletin)

Contest Entries will be turned in during registration at District Convention.

Please turn in entries as your club members obtain registration materials.

Look for the Contests table.

The decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges, District Administrator, and Contests Chair.

Club Bulletins should deal with the time period of May 1 until the concluding District Convention.

Note: Club Bulletins are those which are expressly written for use by Key Club itself. This may be in letter form, block form, or any type of form used by your clubs to promote different projects of your Key Club. They should inform the Key Club membership of current happenings within your club, the West Virginia Key Club District, and Key Club International. Also, you should mention the progress that you club has made in the week, month, and year.

Should you have any questions, please contact your Division's Lieutenant Governor or Administrator Dink Yurko.

The Public Relations contest is open to all Key Clubs who are in good standing with both the West Virginia Key Club District and Key Club International. This award examines the ability of a Key Club to promote their clubs' activities within all types of media.

Rules and Regulations:

Club Entries should include some or all of the following:

Newspaper Articles and photos dealing with the club entering the contest. School newspaper/bulletin articles and pictures relating to the club entering the contest.

Other types of advertising such as posters used by the Key Club to promote a program or project; hand-bills that promoted a project or program of the Key Club

All issues of your club's bulletin

Special Advertising done by your Key Club. For example, if your club was responsible for program sales for an athletic event, samples should be included.

Special internal Public Relations Items can be included. For example, if your Key Club published a letter to parents concerning Key Club, a birthday list, committee list, officer list, etc, these should be included.

Other types of Public Relations that your club carried out throughout the year.

Samples of these Public Relations should be submitted in a binder or folder not to exceed 1 inch in thickness. This Book, however, must be and is separate from the Scrapbook Contest.

Entries will be judged on the value to Key Club, the West Virginia Key Club District, and Key Club International.

The Public Relations booklet with samples of your club's internal and external Public Relations should cover the period of May 1 through this year's district convention.

Contest Entries will be turned in during registration at District Convention. Please turn in entries as your club members obtain registration materials. Look for the "Contests" table.

The decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges, District Administrator, and Contests Chair.

- A. A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc. of its activities during the club administrative year (defined as being from district convention to district convention). Each scrapbook must be subdivided into the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, involvement with the Major Emphasis Program, and Miscellaneous. Each category must be tabbed accordingly. The pages must also be numbered with a table of contents included at the beginning.
- **B.** Each entry is required to be submitted in a scrapbook binder measuring no larger than 11 3/4 inch wide and 12 inches high. The cover may be decorated. No audio, visual, or computer equipment will be allowed as part of the entry.
- C. Judging of the scrapbook will be on a point system as follows: FORMAT 50 Points

Cover artwork	10 Points
Interior artwork	20 Points
News clippings and photographs	20 Points
GENERAL CONTENT – 60 Points	
Service to school	10 Points
Service to community	10 Points
Fundraising projects	10 Pointe
Assistance to Kiwanis projects	10 Points
involvement with Major Emphasis Program	10 Points
Miscellaneous	10 Points

- D. A sheet of paper must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club president and faculty advisor, stating the scrapbook's retail cost value (including photographic materials) does not exceed the amount of US\$150. Failure to comply with this rule will result in disqualification.
- G. Suitable prizes will be awarded for scrapbooks judged best on the basis of format and general content.
- H. The decisions of the judges are final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, The District Administrator, and the Contests Chair.
- I. To download the <u>REOUIRED</u> Year In Review Cost Sheet, visit http://slp.kiwanis.org/KeyClub/fad/ContestsandAwards.aspx

- A. A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings, or other representations of its activities during the club administrative year (defined as being from district convention to district convention).
- **B.** Each entry should adequately portray the following categories: Service to school, Service to community, Fundraising projects, Assistance to Kiwanis projects, Involvement with Major Emphasis Program and Miscellaneous. No audio, visual, or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary.
- C. Judging of the entry will be on a point system as follows:

CREATIVITY -- 50 Points

Uniqueness of project presentation	10 Points
Artistic value	20 Points
Participation by club members	20 Points
GENERAL CONTENT — 60 Points	
Service to school	10 Points
Service to community	10 Points
Fundraising projects	10 Points
Assistance to Kiwanis projects	10 Points
Involvement with Major Emphasis Prog	ram .10 Points
Miscellaneous	10 Points

- D. A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district, and an itemized statement of the total expenditures and donations. This statement must be signed by the Key Club president and faculty advisor, stating the entry's retail cost value (including photographic materials) does not exceed the amount of US\$250. Failure to comply with this rule will result in disqualification.
- F. Suitable prizes will be awarded for entries judged best on the basis of creativity and general content.
- G. The decisions of the judges are final and no changes, alterations, or re-grading will take place after the results have been certified by the judges, District Administrator, and Contests Chair.
- H. To download the <u>REQUIRED</u> Year in Review Cost Sheet, visit http://slp.kiwanis.org/KeyClub/fad/ContestsandAwards.aspx

Name of Key Club:
Name of Sponsoring Kiwanis Club:
Date of Project:
Description of Project:
Oid your Kiwanis Club gain any new members? Yes No If yes, how many?
Key Club President's Signature:
Faculty OR Kiwanis Advisor Signature:
*Please mail completed form to District Administrator, Dink Yurko, as soon spossible.

The **Distinguished Club Award** program shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis family involvement, service and fund-raising as judged against a pre-established standard of excellence. This is a prestigious honor granted to Key Clubs who go above and beyond what is required. Recognition is available on both the International and District Levels.

- A. Entries shall use the official Annual Achievement Report form. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club program.
- B. Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the club Annual Achievement Report. Clubs achieving a predetermined score shall be designated as a Distinguished Club. The Key Club International Board and the West Virginia Key Club District shall set the minimum number of points required for this designation.
- C. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.
- **D.** Judging of each entry in the Club Achievement Awards program shall determine the point total upon which recognition shall be provided as a Distinguished Club.
- E. Disqualification from the Club Achievement Award program shall also constitute disqualification from the Distinguished Club Award program.
- F. Suitable recognition will be provided by Key Club International to each district for presentation to Distinguished Clubs at the district convention. The decision of the judges, District Administrator, and Contests Chair are final.
- G. The point value to achieve the Distinguished Club Diamond Level shall be a predetermined number set by the Key Club International Board of Trustees and will be judged by Key Club International.
- H. To download the <u>REQUIRED</u> Annual Achievement Report Form, visit <u>http://slp.kiwanis.org/KeyClub/fad/ContestsandAwards.aspx</u>

DISTRICT PROJECT

Club Name:	
Number of Paid Members:	
List of Projects (Up to 5) and Brief Description	Five points for each project.
1)	<u>Total:</u>
2)	
3)	
4)	
5)	
Total Combine Lieuws	Total Service Hours is equivalent to total points.
Total Service Hours:	Total:
Percentage of Club Participating:	Percentage of Club equals the number of
Cost of Materials:	points.
	<u>Total:</u>
President's Signature:	
Advisor Signature:	

DISTINGUISHED CLUB PRESIDENT AWARD

WEST VIRGINIA DISTRICT OF KEY CLUB DISTINGUISHED CLUB PRESIDENT

President Name:		Key Club:			
Did you as a Key	Club President: (Answer the following YES	or NO)			
1.	Hold regular weekly club meetings?				
2.	Hold regular board meetings?				
3.	Have district and international dues paid by	December 1 st ?			
4.	Have a membership gain or membership at l				
5.	Attend the District Convention at the end of	your term?			
6.	Attend 4 of your Lt. Governor's President's				
7.	Attend the Presidents' forum at the district of				
8.	Involve the club with your sponsoring Kiwanis on a regular basis?				
9.	Attend your Division Training Conference?				
10.	Hold Club elections and submit the results before the District Convention?				
11.	Hold 4 inter-club meetings during the year?				
12.	Attend at least 3 meetings of your sponsoring Kiwanis Club?				
13.	Have representatives at the district convention?				
14.	Have 2 representatives at the international convention?				
15.	Submit an Achievement Report at the district convention?				
16.	Submit a Single Service Report at the district convention?				
17.	Have your club participate in the current district project?				
18.	Make certain that a club bulletin for members was published?				
19. 20.	Make certain your club has the required standing committees? See to it that members of your sponsoring Kiwanis Club are invited				
20.	to your regular club and board meetings	Iwams Club are mylled			
21.	Implement projects centering around the cur	rent theme?			
22.	Complete 50 hours of school and community		•		
22.	Complete 30 hours of school and community	y service:			
	ions by the: Sponsoring Kiwanis and Faculty evaluation should cover the following areas:	Advisor(s). These two evaluations are major imp	portance. They		
a.	Preparedness for meetings.				
b.	Ability to relate to and work with fellow officers.				
c.	Consistency and quality of overall performance.				
d.	Participation in the service and fundraising a				
WE CERTIFY	THAT ALL INFORMATION REGAR	DING OUR NOMINATION IS ACCURA	TE.		
Signature of Faculty Advisor/Date		Signature of Sponsoring Kiwanis Advisor	or		
		Return by March 2, 2012 to:			
Signature of Nominate President/Date		Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330			

DISTINGUISHED CLUB VICE PRESIDENT AWARD

WEST VIRGINIA DISTRICT OF KEY CLUB DISTINGUISHED VICE PRESIDENT AWARD

Vice President	ts Name:	Key Club:			
Did you as a	Club Vice President: (Answer the follows	owing YES or NO)			
1.	Attend all club meetings?				
2.	Attend all club board meetings?		***************************************		
3.	Attend the District Convention at the en	d of your term?			
4.	Attend the Vice President Forum at the				
5.	Make certain your club has a functioning	g committee system?			
6.	Supervise the committees and attend the				
7.	Know the Key Club Literature well enough				
	absence of the president				
8.	Attend at least 2 meetings of the sponsor	ring Kiwanis Club?			
9.	Attend the division/regional trainer?	•			
10.	Arrange at least one joint activity with your sponsoring Kiwanis Club?				
11.	Be sure to have a project supporting the	district project?			
12.	Be sure to have a project supporting the international theme?				
13.	Attend 4 of your Lieutenant Governor's Divisional Council Meetings? See that a club bulletin is produced bi-weekly?				
14.					
15.					
16.	Hold an educational program for new me	embers?	-		
17.					
•	take over your job next year?				
18.	Perform 50 hours of school and commun	nity service?			
Subjective Eval	luations by the: Club President, Sponsoring l	Kiwanis and Faculty Advisor(s).			
These 3 evaluat	tions are required. Areas of each evaluatio	n are:			
a.		Preparedness for meetings.			
b.	Ability to relate to and work with fellow officers.				
c.	Consistency and quality of overall performance.				
d.	Participation in the service and fundraisi	ng activities of the club.			
Signature of Faculty Advisor/Date		Signature of Sponsoring Kiwanis Advisor			
Signature of Club President/Date		Signature of Nominated Vice 1	Signature of Nominated Vice President		

Return by March 2, 2012 to: Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330

DISTINGUISHED CLUB SECRETARY AWARD

WEST VIRGINIA DISTRICT OF KEY CLUB

DISTINGUISHED CLUB SECRETARY AWARD

Secretary Name	e: Key Club:		
Did you as a C	lub Secretary: (Answer the following YES or NO)		
1.	Attend the secretary's forum at the district convention?		
2.	Attend the district convention at the end of your term?		
3.	Take minutes during each Key Club meeting and give copies to the Faculty		
	advisor, other Key Club officers, and a copy of your sponsoring Kiwanis Club?		
4.	Did you send the secretary's monthly report to the Key Club district		
	administrator, Key Club district governor, Key Club district secretary,		
	Key Club Lieutenant governor and to your sponsoring Kiwanis club by the		
	10 th of each month?		
5.	Attend all meetings of the Key Club board of directors and take minutes?		
6.	Attend the division/regional training conference?		
7.	Report new officer information and/or changes in club offices to		
	District and international?		
8.	8. Attend 4 of your lieutenant governor's division council meetings?		
9.	Attend at least 3 meetings of the sponsoring Kiwanis Club?		
10.	Participate in the service activities of your Key Club?		
Subjective Eval	uations by the: Club President, Sponsoring Kiwanis and Faculty Advisor(s).		
These 3 evalua	tions are required. Areas of each evaluation are:		
a.	Preparedness for meetings.		
b.	Ability to relate to and work with fellow officers.		
c.			
d.	Participation in the service and fundraising activities of the club.		
Signature of Fac	culty Advisor/Date Signature of Sponsoring Kiwanis Advisor		
0:	J. Parida d/Data		
Signature of Cli	ub President/Date Signature of Nominated Secretary		

Return by March 2, 2012 to: Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330

DISTINGUISHED CLUB TREASURER AWARD

WEST VIRGINIA DISTRICT OF KEY CLUB

DISTINGUISHED CLUB TREASURER AWARD

Treasurer Name:		Key Club:
Did you as a Ch	b Treasurer: (Answer the following Yl	ES or NO)
1.	Make certain that district and internation	nal dues were paid by December 1 st ?
2.	Attend all your Key Club's board meeti	
3.	Prepare regular financial reports and giv	e to the Key Club faculty Advisor,
	club officers, and sponsoring Kiwanis C	
4.	Make regular financial reports to the clu	
5.	Attend at least 3 meetings of the sponso	
6.	Attend the division/regional trainer?	
7.	Attend 4 of your Lieutenant Governor's	divisional council meetings?
8.	Attend the club Treasurer's Forum at the	
9.	Attend the District Convention at the en	d of your term?
10.	Participate in the service activities of yo	
11.	11. Participate in at least 4 inter-clubs?	
12.		
13.	Perform 50 hours of school and community service?	
Subjective Evalu	ations by the: Club President, Sponsoring	g Kiwanis and Faculty Advisor(s).
These 3 evaluati	ons are required. Areas of each evaluat	ion are:
a.		
b.	Ability to relate to and work with fellow officers.	
c.	Consistency and quality of overall performance.	
d.	Participation in the service and fundraisi	ng activities of the club.
Signature of Facu	lty Advisor/Date	Signature of Sponsoring Kiwanis Advisor
Signature of Club	President/Date	Signature of Nominated Treasurer

Return by March 2, 2012 to:
Richard M. Yurko, Jr.
400 White Oaks Boulevard
Bridgeport, WV 26330

DISTINGUISHED CLUB BULLETIN EDITOR AWARD

WEST VIRGINIA DISTRICT OF KEY CLUB DISTINGUISHED CLUB EDITOR AWARD

Club Editor Nam	ne: Key G	Key Club:		
Did you as a Ch	ub Editor: (Answer the following YES or NO)	••••••		
1.	Attend the editor's forum at the district convention?			
2.	Attend the district convention at the end of your terr	n?		
3.	Publish a local club bulletin at least bi-monthly and to each member of your Key Club?	distribute copies		
4.	Did you send copies of your club bulletin to the Key administrator, district bulletin editor, Key Club lieur sponsoring Kiwanis club, and principal?			
5.	Attend all of your Key Club's board of directors?			
6.	Attend the division/regional trainer?			
7.	Attend 4 of your Lieutenant Governor's divisional council meetings? Attend 3 meetings of the sponsoring Kiwanis Club? Participate in the service activities of your Key Club?			
8.				
9.				
10.	Attend all regular club meetings?			
11.	Perform 50 hours of school and community service?			
Subjective Evalu	ations by the: Club President, Sponsoring Kiwanis a	nd Faculty Advisor(s).		
These 3 evaluati	ons are required. Areas of each evaluation are:			
a.	Preparedness for meetings.			
b.	Ability to relate to and work with fellow officers.			
c.				
d.	Participation in the service and fundraising activities	s of the club.		
Signature of Faculty Advisor/Date		re of Sponsoring Kiwanis Advisor		
Signature of Club	President/Date Signatu	re of Nominated Editor		

Return by March 2, 2012 to: Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330

Jeff C. Britton Distinguished Faculty and Kiwanis Advisor Award

ADVISOR'S AWARD

The Key Club of	High School of
	(City)
wishes to nominate	
(Nominee	e's name - please print)
to be a recipient of the West Virginia Ko and Kiwanis Advisor" Award.	ey Club District's "Jeff C. Britton Distinguished Faculty
Your club's nominee must be received	by March 2, 2012.
Please submit the nomination and suppo	orting documents to:
400 V	chard M. Yurko, Jr. White Oaks Boulevard idgeport, WV 26330

The following must be submitted in order for the nominee to be considered:

- 1. A typed, detailed biographical background of the nominee. Be certain to include such items as other activities in the community, previous Key Club experience, family and church background, etc.
- 2. A description of what you believe makes your nominee one of the best in West Virginia. List any changes in the Key Club which may be directly attributed to your advisor.
- 3. For a Faculty Advisor nominee you will need:
 - a. A letter of recommendation from the current Key Club President
 - b. A letter of recommendation from the school principal
- 4. For a Kiwanis Advisory nominee you will need:
 - a. A letter of recommendation from the current Key Club President
 - b. A letter of recommendation from the current Key Club Faculty Advisor

When a Key Club was organized at Fort Lauderdale High School in January of 1936, Sandy Nininger became a charter member. He showed the same dedication to his work at that time as he would later show in battle. The school's athletic program had deteriorated. Only fifteen candidates (including skinny Sandy) went out for the school football team. Home games seldom attracted more than a hundred spectators.

Sandy decided to change the situation. As chairman of his Key Club's entertainment committee, he arranged a dinner at the school cafeteria to which the town's businessmen were invited. The Key Clubbers asked for help to improve athletics in their community, and within a few weeks had the backing of the people of Fort Lauderdale. The city sold the school board a tract of land two blocks long and one block wide. An electric power company donated poles. Electricians gave their services. The rest of the community loaned money for equipment and a grandstand. Finally, a special football game was played before 1500 spectators. Football receipts eventually paid for the field, the fence around it, another grandstand, and all athletic expenses. In the spring of 1942, at a convention of Florida Key Clubs, Kiwanian Harold Martin of Fort Lauderdale proposed the Sandy Nininger Medal as an award in his memory. As conceived by Harold, the medal was to be awarded to high school students who distinguished themselves by making the most of their opportunities disregarding any school average or group standard. Thus, the award would recognize individuals in terms of their own abilities and weaknesses, opportunities and lack of opportunity.

In 1946, Key Club International formally named Lieutenant Alexander Nininger Jr. as the ideal Key Clubber. At the same time, the Sandy Nininger Medal was also adopted. Since 1946, over 600 Sandy Nininger Medals have been awarded to deserving students. This medal is unique as only Key Club members are eligible to receive it.

In the West Virginia Key Club District and Key Club International, this is the highest award that can be bestowed upon a Key Club member. In any given year, a maximum of two awards will be given. Students MUST attend the West Virginia Key Club District Convention to receive this award.

The Key Club of		High Scho	ool in Division
	(School)		(Division #)
wishes to nominate			
		(Nominee's]	Name)
-	•	•	that this individual has paid good standing in our club.
Key Club Faculty Ad	visor Signature:		
Key Club President S	ignature:		

The Following Information must be submitted in a binder or folder not to exceed 1 inch in thickness:

A written, detailed summary of the reasons why you believe your nominee should receive the Sandy Nininger Medal

A letter of Recommendation from the following:

Key Club President

Key Club Faculty Advisor

Another member of the high school faculty or administration (teacher, principal, guidance counselor, etc.)

An additional letter of recommendation from a member of the community who knows the nominee (NOT a family member). This can be a church leader, Kiwanis club member, etc.

The recipient must attend the 2009 District Convention in its entirety.

This completed form and all supplements must be received by Administrator Dink Yurko by March 2, 2012.

Mr. Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330



WEST VIRGINIA DISTRICT OF KEY CLUB

OFFICIAL RULES FOR DISTRICT OFFICER CAMPAIGN

- 1. It is recommended that no more than \$100.00 be spent by a candidate for Governor, Secretary, or endorsement for International office. All materials <u>including gifts of</u> any kind, are to be included in the \$100.00.
- 2. All campaign posters and hanging materials must be affixed to only those areas assigned by the Election Committee and the hotel management. No campaign material may be put up in the sleeping areas of the hotel.
- Small passout cards may be used.
- 4. Candidates for Governor, Secretary, and International endorsement must be in good standing with the West Virginia District, Key Club International, and with the local club.
- 5. The Elections Committee may ban election materials that are not considered proper in Key Clubbing.
- 6. Any candidate not complying with these rules or not acting as a Key Clubber will be eliminated from running for office.
- 7. Biographical sketch and statement of candidacy must be returned at the time when a club registers for the convention. If not turned in at this time, they must be in the hands of the Elections Committee Chairman before the start of the convention on Friday.
- 8. A candidate for District office or International endorsement must submit the following to the Elections Committee:
 - a. A letter of recommendation from the Faculty Advisor
 - b. A letter of recommendation from the School principal
 - c. A letter of recommendation from the Kiwanis Advisor
 - d. Statement of Candidacv
 - e. Statement in candidate's own words as to why he/she is seeking a particular office
 - f. An itemized statement of the cost of the candidate's campaign material. This itemized statement must be accompanied by receipts.
- 9. All candidates are to appear at the Divisional Caucuses for speeches and questioning.
- 10. All candidates are to be present for the House of Delegates meeting during the convention. The entire time devoted to candidates during the House of Delegates may be devoted to questioning.
- 11. The District Nominating Caucus may make a recommendation to the House of Delegates.

Division and District Caucusing Rules and Procedures

The following are rules and procedures that all delegates, candidates, and members should adhere to during the caucus session of the West Virginia Key Club District Convention. These rules will be read to the caucus BEFORE it is called to order.

- 1. Caucus rooms will be assigned based on the divisions and representation. Each Key Club member in attendance is <u>required</u> to be present in his/her divisional caucus, unless he/she is a candidate for office or is assisting a proposed candidate.
- 2. The offices whose candidates will caucus are those of Division Lieutenant Governors, District Treasurer, District Secretary, and District Governor.
- 3. The purpose of Caucusing at the West Virginia Key Club District Convention is to better inform members of the candidates for elected District Offices. This knowledge should be about candidates' knowledge of Key Club International and the West Virginia Key Club District. Additionally, the caucuses should provide time to explain their strengths, weaknesses, and goals for the District.
- 4. Coat and tie for men and appropriate dress for women will be proper attire for the caucus.
- . 5. Each candidate for District Treasurer, District Secretary, and District Governor is permitted to have two (2) assistants traveling from room to room. Additionally, candidates may have one (1) person to introduce them to the caucus.
 - 6. Each Caucus will be moderated by the represented divisional Lieutenant Governors. Each Caucus room door will be monitored by an official Sergeant at Arms. This person will be responsible for allowing candidates to enter the room. In order to enter a caucus room, candidates shall ask for permission to enter. They shall also ask for permission to speak and to distribute items.
 - 7. The Caucus shall begin with speeches given by candidates for Lieutenant Governor. According to the bylaws of the West Virginia Key Club District, a quorum consists of 1/3 clubs in good standing within a division. At the conclusion of the speeches, there will be a 2 minute question and answer period. If more time is needed, the Lieutenant Governor(s) moderating the caucus may allow 1 additional minute of questioning. In the election of Lieutenant Governor, only Key Club members within the respective division will be allowed to question a candidate. Following questioning, elections will be held. The official delegates (certified at registration) will cast votes

for Lieutenant Governor at that time. Votes will be cast anonymously. When votes are cast, the moderating Lieutenant Governor will announce the vote

- 8. Each candidate will have 2 minutes to speak to the members of each caucus. The official time of the caucus will be kept by a moderating Lieutenant Governor. Following speaking, each candidate will have up to 3 minutes to answer questions from the audience. The introducing speakers speech does NOT take away from the time of the candidate. If the candidate is nearing his speech, an additional 10 seconds may be granted; however, anything over that time will require the Lieutenant Governor to call "Time".
- 9. All members in the caucus room should give each candidate their undivided attention. Members who become rowdy or otherwise disregard the caucusing rules and procedures are subject to removal from the caucus room, and may be subject to further action dependent upon a report given by the Lieutenant Governor, Sergeant at Arms, and adult stationed in each room.
- 10. Questions will generally pertain to Key Club. These questions can include "trap" questions (those which require a specific knowledge about Key Club to answer). Questions dealing with politics, race, gender, sexual orientation, or religion are NOT allowed. Any method of hazing, or questions considered "in bad taste" are not allowed.
- 11. Questioning will be conducted in an orderly fashion. The candidate shall select the questioners from the audience; however, if it becomes apparent that a candidate is choosing unfairly, the moderating Lieutenant Governor shall select questions.
- 12. Only one comparison question can be asked per candidate in a caucus room. Comparison questions include: "If Key Club were a fruit, what fruit would it be and why?" or "What vegetable would you consider your experience with Key Club".

The aforementioned rules are designed to help the delegates make an informed and clear decision regarding a candidate's abilities and potential to serve the West Virginia Key Club District. The District Board of Trustees realizes the necessity of proper conduct in divisional caucuses and has assumed the responsibility of maintaining order in caucuses.

Sample Questions for the Caucus Session of the West Virginia Key Club District Convention

These are a sample list of questions created to give ideas of what to ask candidates for Lieutenant Governor, District Treasurer, District Secretary, and District Governor. You may ask any question, as long as it is not considered in "bad taste" or hazing. These are just suggestions for you as you sit in the caucus room, but please be creative in your questioning!

Fact Questions:

- 1. When is Key Club week?
- 2. What is the Key Club motto?
- 3. What is the Key Club Pledge?
- 4. What is Key Club International's Major Emphasis Project this year?
- 5. Who is the most important individual in Key Club International?
- 6. What are the 4 core values of Key Club?
- 7. What is the official publication of West Virginia Key Club District called?
- 8. What organizations make up the K-family?
- 9. What is the 2008-2009 West Virginia Key Club District Project?
- 10. What are the colors of Key Club International, and what do they symbolize?

Thought-Provoking & Comparison Questions:

- 1. What do you feel will be the most important aspect of your job if elected?
- 2. What is most important to you as a person?
- 3. If you could set only one goal for the upcoming service year, what would it be?
- 4. How did you first start your Key Club career?
- 5. What past experiences have prepared you to be a member of the District Board?
- 6. If you were a rose, what would your thorns be and why?
- 7. Why is Key Club important to you?
- 8. Why are strong Kiwanis Family relations important to Key Club?
- 9. What about Key Club would you promote to a prospective Key Club member?
- 10. What is one thing you want to change about yourself and why?
- 11. What sets you apart from the other candidates?
- 12. If Key Club were a part of your 'pie' of life, how much of the pie would it be?
- 13. What is your favorite Key Club project?
- 14. What made you want to run for this position?
- 15. What do you feel are the most important qualities of a leader?

IMPORTANT DATES

- 1. March 30 April 1, 2012 District Convention
- 2. April 20-22, 2012 Board Trainer
- 3. May 3-6, 2012 Governors and Administrators Training Conference (GATC)
- 4. July 2-9, 2012 International Convention, Orlando, FL
- 5. August 10-11, 2012 Kiwanis District Convention
- 6. August 25-26, 2012 August Board Meeting
- 7. November 2-4, 2012 K. Family Conference
- 8. November 17-18, 2012 Fall Rally
- 9. January 5-6, 2013 January Board Meeting
- 10. March 29-31, 2013 District Convention (tentative)

Amendment Proposal Form

This form is to be submitted by clubs proposing an Amendment to the West Virginia Key Club District Bylaws. Please include the article, section, and (if applicable) subsection. Additionally, please include your proposal. If the proposal does not fall in a standing article, please list it as "Article XVI". Please include the signature of the Club Advisor and Club President. If you need more room, please attach a separate sheet. This form can be mailed to Administrator Dink Yurko before the convention, or taken to convention registration.

Arricle:	
Section:	
Subsection (if Applicable)	
Proposed Wording:	
Advisor Signature	President Signature