

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 2014 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 14, 2014. 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, 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 Michael Ammar, who is recognized worldwide as one of the greatest living magicians. 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



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SPECIAL MEMORANDUM

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

RE: The Enclosed 2014 Key Club Convention Packet

Enclosed is your 2014 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

<u>PLEASE:</u> Try to have as many of your newly elected club officers for 2014-2015 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 28-30, 2014

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

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Developing competent, capable, and caring leaders since 1925.

Important Deadlines

- 1. Registration March 14, 2014
- 2. Distinguished Officers March 14, 2014
- 3. Sandy Nininger Award March 14, 2014
- 4. Charles E. McCallister Award March 10, 2014
- 5. Scholarship Applications March 10, 2014

CONVENTION AT A GLANCE

Friday, March 28, 2014

| 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 |
| 5:45 p.m. | Oratorical Contest |
| 6:00 p.m. | Impromptu Essay Contest |
| 7:30 p.m. | Opening Session |
| 8:30 p.m. | Division Caucuses |
| 10:00 p.m. | Michael Ammar |
| 12:00 a.m. | Curfew until 7:00 a.m. |

Saturday, March 29, 2014

| 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 Projects |
| 6:00 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, March 230, 2014

| 8:00 a.m. | Devotional Service |
|------------|---------------------------------------|
| 9:00 a.m. | Governor's Farewell Brunch |
| 12:00 p.m. | Joint Meeting of the 2013-2014 and |
| | the 2014-2015 Key Club District Board |

The above is a broad tentative schedule of events for the 68th 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!

Thank you for your support of the ELIMINATE Project! Your generous donations will help to eliminate neonatal tetanus around the world.

Please complete this form and bring it with your donations to the District Convention in March.

| DONOR'S NAME | MAILING ADDRESS | CITY, STATE, ZIP | PHONE | DONATION CASH/CHECK | DONATION ONLINE |
|--------------|-----------------|---------------------|-------|------------------------|-----------------|
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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 68th 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, Michael Ammar, a world renowned magician and West Virginia Native. You will also meet International Trustee Alberto Berrizbeitia from the Carolinas 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 2013-2014 Guidebook or go online for instructions and forms. http://slp.kiwanis.org/keyclub/fad/contestsandawards.aspx

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ATTENTION! ADVISORS / PRESIDENTS

HOW TO COMPLETE THE REGISTRATION FORM

- 1. Appoint 1 person to be responsible for your club's convention registration.
- 2. Each person attending the convention must complete a "Convention Registration Form." 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. Because the hotel has renovated its rooms, it cannot put 5 students in a 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 14, 2014.
- 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 14, 2014

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 <u>WV KEY CLUB</u> DO <u>NOT SEND CASH!</u>

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.

The Convention Fee is \$270.00 per person, 2 to a room, for the double room The Convention Fee is \$240.00 per person, 3 to a room, for the triple room

| Male Female | Key Clubber Kiwanian | Faculty Advisor Kiwanis Advisor | Builder's Club Parent |
|------------------------|-----------------------------|---------------------------------|-----------------------|
| Please PRINT or TYPI | E the following information | <u>vn</u> : | |
| Name: | | Home F | Phone: |
| Home Address: | | | |
| | (Address) | | |
| E-mail Address: | | What grade | are you in now? |
| Club Office for 2014-2 | :015: | | |

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The 68th West Virginia Key Club Convention March 28-30, 2014

ROOMING LIST

Chaperone:

questions about registration:

Name, email, and phone of person to contact with

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.

Name, email, and phone of person registering:

| | | | _ | | | | | |
|------|------------|-----------|----------|---------------------------------|--------|--------------|---------|-------|
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| Room | First Name | Last Name | Key Club | Office Held As Of 3/30/14 | Gender | Room Type | Student | Adult |
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| 2 | | | | | | | | |
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| 3 - | | | | | | | | |

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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 3/30/14 | Gender | Room Type | Student | Adult |
|------|------------|-----------|----------|---------------------------------|--------|--------------|---------|-------|
| 5 | | | | | | | | |
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| 12 | | | | | | | | |

| TOTAL AMOUNT ENCLOSED | | |
|-----------------------------------|---------------|--|
| Number of Registrants in Singles: | x \$ 295.00 = | |
| Number of Registrants in Doubles: | x \$ 270.00 = | |
| Number of Registrants in Triples: | x \$ 240.00 = | |
| Number of Registrants in Quads: | x \$ 195.00 = | |

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 Roy Club events or activities. This form must be completed by the parent, legal guardian or person in loco parents for the member.

| Member | یں جس | o imaniba | г. | | | | and of me becau | , refler Em | rdin. |
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| High Blood Pressure? | Yes | No | Headacher? | • | Yes | No | Diabotes | Yes | No |
| Any other Allergies? | Yes | No No | Fainting Spells If you, please li | et | Yes | No | Allergies to Me | | No |
| Please provide additional | <u> </u> | ٠ | | | | | | | _ |
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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

VOTING DELEGATE REGISTRATION FORM

| Nar | ne of Key Club: |
|-----------------|---|
| —— This | is to certify the following members of our Key Club have been duly selected Delegates and mates of this Key Club to the Annual West Virginia Key Club District Convention: |
| | EGATE INFORMATION |
| 1. | Namo: |
| 2. | Name: |
| ALTI | ERNATE INFORMATION |
| 1. | Name: |
| 2. | Name: |
| Voting There | Each chartered Key Club in good standing is entitled to 2 Voting Delegates to the convention, a select your Delegates as soon as possible. Alternates should be chosen for the Delegates. Each g Delegate is entitled to east 1 vote. In the event a delegate is absent, the Alternate may cast a vote, is no voting by proxy. forward this form to the person listed below as soon as possible: |
| | Signed: |
| | President |
| | Secretary |
| | Faculty Advisor |
| Iail Ti | his Completed Form To: |
| | Richard M. Yurko, Jr. 400 White Oaks Boulevard Bridgeport, WV 26330 |
| | a Klwanis-family member |

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keyclub.org



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SERGEANT AT ARMS COMMITTEE REGISTRATION FORM

| Name of Key Club | Name | e of | Kev | Chih |
|------------------|------|------|-----|------|
|------------------|------|------|-----|------|

| 1. | Each Key Club attending the convention is requested to supply members to the Sergeant At Arms Committee. |
|----------------|---|
| 2. | Each Key Club is asked to supply 2 members to this Committee. |
| 3. | Please select 2 members of your Key Club's delegation to the upcoming Key Club Convention and forward their names to the person listed below. |
| 4. | Stress to the members of the Sergeant At Arms Committee the importance of this 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 pleas | you have selected 2 members of your club to be on the Sergeant At Arms Committee, se complete the following: |

Mail This Completed Form To:

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

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DISTRICT CONVENTION AWARDS BOOKLET



Every Child a Swimmer Contest Non-Digital Poster Contest

Club Digital Poster Contest

Club Video

Major Emphasis Award

Preferred Charities Award

Kiwanis Family Joint 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

Governor's 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 |

| Entry form 2014 Non-Digital Poster contest Digital poster contest |
|---|
| Contest and award criteria can be found in the Key Club Guidebook, www.keyclub.org/quidebook , in the Addendum to the Key Club International Board policies starting on page 38. |
| Please type or print information on this form and affix to the back of the poster. |
| Entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and the poster's artist. |
| Key Club of: Club ID #: |
| District: |
| Contact Information |
| Please check one: Faculty advisor Kiwanis advisor |
| Advisor name: |
| Phone number with area code: E-mail: |
| Signature of faculty advisor or Kiwanis advisor: |
| (Signature) (Print name here) |
| Key Club artist producing poster |
| Artist name: E-mail; |
| Signature of Key Club artist attesting to the poster's originality: |
| Signature) (Print name here) |
| Please select one: |
| This poster placed first at district convention. |
| This poster was selected by other means and was approved for entry for International competition by the Key Club district administrator. |
| Key Club district administrator signature: |
| Note: Only district winners are eligible for submission to International competition. Refer to the Key Club Guidebook for additional information and deadlines. |

Video contest entry form 2014

Contest and award criteria can be found in the Key Club Guidebook, www.keyclub.org/guidebook, in the Addendum to the Key Club International Board policies starting on page 38.

Please type or print information on this form and affix the completed form to an envelope. Place the DVD inside the envelope. DVD or QuickTime format is required.

Entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries for any use deemed appropriate by Key Club International. Appropriate recognition will be provided to the Key Club.

| (ey Club of: Club ID #: | | |
|--|--|--|
| District: | | |
| Contact Information | | |
| Please check one: Faculty | advisor Kiwanis advisor | |
| | | |
| Advisor name: | | |
| Phone number with area code: | E-mail: | |
| | | |
| Signature of faculty advisor or Kiwan | is advisor: | |
| /Signature) | (Print name here) | |
| (Signatore) | (Firm Hame Here) | |
| This certifies that this DVD is origin | nal and was created in accordance with copyright laws: | |
| | | |
| (Signature) | (Print name here) | |
| | | |
| Please Itemize costs associated with creation of this DVD: | Please select one: | |
| Donations: \$ | This video placed first at district convention. | |
| DVD: \$ | This video was selected by other means and was approved for entry for International competition by the Key Club district administrator. | |
| Rentals: \$ | | |
| Other: \$ | Key Club district administrator signature: | |
| Other: \$ | Note : Only district winners are eligible for submission to the International competition. Refer to the Key Club Guidebook for additional information | |
| Other: \$ | and deadlines. | |
| Total: \$ | | |

Major Emphasis Award 2014

Major Emphasis Involvement Report Cover Sheet

| Key Club of: | Club ID #: | | |
|-------------------------------|----------------|-----------------|--|
| District: | Number of memi | bers in club: | |
| Project name: | Total service | hours involved: | |
| Contact name: | E-mail: | | |
| Phone number with area code: | | | |
| | | City: | |
| State/province: | Postal code: | Country: | |
| Brief description of project: | | | |

Major Emphasis Award governing rules

- A. Only one winner in the district contest will be eligible for entry in the International competition.
- **B.** Report must be typed. Each section found in Section G 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.
- C. 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. Projects acceptable for this award may include both hands-on service and fundraising efforts.
- D. Reports will be judged according to the amount of Major Emphasis activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.

- E. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May.
- **F.** The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.
- G. 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 ME. 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 (please refer to the Key Club Guidebook for details.) 7. CLUB'S OVERALL PROGRAM DEALING WITH ME (25 points): Describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with ME during other parts of the year.

| Certification. This certifies that we, the undersigned, have read this report this report were performed by official Key Club members. NOTE: All signate the Kiwanis club representative must not be by the same person. | rt and that the activity described in this report and preparations for tures are required. Signatures from the school representative and |
|---|---|
| Faculty/Kiwanis advisor: | Principal: |

| Key Club's Preferred Charities are Children's Miracle Network March of Dimes, and UNICEF. Please describe any and all projects donations, and other work your club has done for one or more of these charities: |
|---|
| CLUB NAME: |
| CONTACT PERSON(S) FOR EACH PROJECT, DONATION, AND OTHER WORK: |
| WHEN WERE THE PROJECT(S) HELD: |
| HOW MANY KEY CLUBBERS PARTICIPATED: |
| WERE ANY KIWANIANS PRESENT: |
| ON A SEPARATE SHEET, BRIEFLY DESCRIBE PROJECT. |

| CLUB NAME: |
|--|
| KIWANIS FAMILY PARTICIPANT: |
| DATE: |
| NUMBER OF KEY CLUBBERS: |
| NUMBER OF KIWANIS FAMILY PARTICIPANTS: |
| BRIEFLY DESCRIBE PROJECT: |
| |
| |

- A. The subject for all orations is: What does a Key Club need to be strong?
- **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

| Clarity of message & projection | of idea.20 Points |
|---------------------------------|-------------------|
| Depth | 10 Points |
| Originality | 10 Points |
| Organization | 20 Points |
| Reference | 5 Points |
| Grammar/word choice | |

DELIVERY — 25 Points

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

- **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: "What does a Key Club need to be strong?" We ask that you have no more than two 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 (School) | High School in division | (Division #) |
|---|--|---|
| wishes to enter | | |
| | (Participant's Name) | |
| understand that the participant wi "What does a Key Club need to Additionally, we certify that this | onsored by the West Virginia Key (ill be required to speak 3-5 minube strong?" It must also be speamember has paid dues and is a sional and the West Virginia Key Cl | tes on the topic; oken in English, member in good |
| Key Club Advisor Signature: | | |
| Key Club President Signature: | | - |

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 | |
|---------------------------------------|---|--|----------------------------------|
| The Key Club of | (School) | High School in division | (Division #) |
| wishes to enter | | (Participant's Name) | |
| understand that the English, on an un | he participant will known topic. Add aber in good standir | d by the West Virginia Key Club required to submit a contitionally, we certify that this rang to both Key Club Internation | herent essay, in nember has paid |
| Key Club Advisor | · Signature: | | |
| Key Club Presider | nt Signature: | | |

Single Service Award 2014

| Key Club of: | Club ID #: | District: | |
|---|---|--|--|
| | Total service hours involved: | | |
| Project name: | Contact name: | | |
| E-mail: Phon | ne number with area c | ode: | |
| Application return address: | | | |
| State/province: | | | |
| Brief description of project: | | | |
| l I i | e (35 members or less) | mber of paid members in the box check next to the category that applies. Silver (36-60 members) Platinum (86 members or more) | |
| 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. B. Entries shall use the official Single Service Report form cover sheet and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International. C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more. 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, 25 points; public awareness, 15 points; member participation, 10 points. E. 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. | first place winner, and oth appropriate, in each memi should be forwarded to Ke with other first place winn report by the club, district received by the first Friday G. All entries from non-di produce a first place winner received by the first Friday H. An entry may be disqualincorrect or false informat according to the rules of the disqualification at the district administrator or hi disqualified by the judges a reasons, and any disqualificational Director. I. Suitable recognition should be place and other places at discompetition. At each level | istricted clubs shall be judged to also her in each category. Reports must be any in May. alified by the judges for reporting tion or failure to submit a report he district's competition. Any trict level requires the approval of the heis/her designee. An entry may be at the International level for the same hication requires the approval of the hication requires the approval of the hication requires the approval of the highly beautiful be provided to clubs achieving first listrict and International levels of of judging, the decisions of the judges rations or regrading will take place after | |
| ertification. This certifies that we, the undersigned, have read this is report were performed by official Key Club members. NOTE: All see Kiwanis club representative must not be by the same person. | report and that the activity d signatures are required. Signa | described in this report and preparations for atures from the school representative and | |
| wanis/faculty advisor: Prir | ncipal: | | |

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.

Year in review cost sheet

Scrapbook

| Check One: TRADITIONAL SCRAPBOOK | NON-TRADITIONAL SCRAPBOOK | | |
|--|-------------------------------|--|--|
| Key Club of: | Club ID #: | | |
| District: | | | |
| Contact Information | | | |
| Please check one: Faculty advisor | Kiwanis advisor | | |
| Advisor name: | | | |
| Phone number with area code: | E-mail: | | |
| Costs | <u>Donations</u> | | |
| Photo materials: US\$ | Materials by school: US\$ | | |
| Pages: US\$ | Materials by businesses: US\$ | | |
| Binder: US\$ | Other: US\$ | | |
| Other: US\$ | Other: US\$ | | |
| Other: US\$ | Other: US\$ | | |
| Other: US\$ | Total: US\$ | | |
| Total: US\$ | | | |
| Signature of faculty advisor or Kiwanis advisor: | | | |
| (Signature) (Print name here) | | | |
| Signature of club president: | | | |
| (Signature) | (Print name here) | | |

(PLEASE ATTACH THIS COST SHEET TO INSIDE COVER OF SCRAPBOOK ENTRY)

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

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.

Key Club Annual Achievement Report 2013-14

Print Form

Each Key Club is required to complete and submit this report prior to its district convention, according to the guidelines set by its own district. PLEASE READ THE RULES BEFORE COMPLETING THIS FORM.

KEY CLUB INTERNATIONAL DISTINGUISHED CLUB RULES

- 1. The filing of the Annual Achievement Report is required for every Key Club, per Key Club International Board policies. Part One and Part Two of the report must be printed in black or blue ink, or typed.
- 2. Part Two report attachments must be produced as computer-printed documents.
- 3. Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification from the contest.
- 4. The Annual Club Report should contain club activities occurring between the 2013 and 2014 district conventions.
- 5. Upon completion of the report, the club may score its own report according to the scoring directions shown in the right-hand column on each page; tabulate the scores from each section in Part Three.
- 6. This report should be submitted to the Key Club district prior to its convention, as directed by the proper Key Club district official(s).
- 7. The district may recognize clubs achieving predetermined scores as "Distinguished Club" or "Distinguished Club-Diamond Level."

| Key Club: | Club ID Number: | | | |
|--|---|--|--|--|
| District: | Faculty advis | or: | | |
| School address: | | City: | | |
| State/province: | Country: | Postal Code: | | |
| Telephone: Business () | Home | · () | | |
| CLUB MEMBERSHIP | | | | |
| 1. Enter the total number of actual of | club members as of (a) December 1 | , 2013 (b) February 1, 2014 | | |
| 2. Average the numbers entered in (the average in the box. This is the | a) and (b) above. Round to the nea number that will be used for calcul | rest whole number and enter ations elsewhere in this report. | | |
| CERTIFICATION | | | | |
| These signatures certify the validity a signatures cannot be by the same pe | and accuracy of the information co erson. | ntained herein. The school and Kiwanis club | | |
| Key Club president | Kiwanis club president or advisor | Principal or faculty advisor | | |

Part One: Club Information

| A. KEY CLUB ADMINISTRATION - 25 Points Possible | | CCODING | |
|--|----------------------------------|---|--|
| CLUB MEETINGS | | SCORING | Write Point Total Here |
| 1a. How many club meetings were held: | | CLUB MEETINGS | |
| a. During the school year that were attended by faculty advisor? | 1. | 1a. 1 point for every five meetings, to a | |
| b. During the school year that had a speaker or program? | | maximum 5 points. | |
| c. During the summer (or other break period)? | | b. 6 or more is 1 point. | |
| d. As special meetings (banquet, etc.)? | | c. 1 or more is 1 point. | |
| | | d. 1 or more is 1 point. | |
| e. As board meetings? | | e. 10 or more is 2 points, 5-9 is 1 point. | |
| 1b. Average club meeting attendance percentage: (Include all regular club meetings, round to nearest whole number) | % | 1b. 80% or more is 4 points, 60-79% is 3 | |
| CLUB REPORTS | į | points, 40-59% is 1 point. | |
| 2. Reports completed and submitted on time: | | CLUB REPORTS | |
| a. Monthly Activity (submitted monthly to district) | YES NO | 2a. If YES, 1 point. | |
| b. Club Election (submitted to district) | UYES NO | b. If YES, 1 point. | |
| c. Key Club Magazine Report Form (Submitted at least one) | YES _□NO | c. If YES, 1 point. | |
| DUES PAYMENT | | DUES PAYMENT | |
| 3. Dues payment date: | | 3. By Nov 15th, 3 points; by Dec 1st, 2 | |
| DIVISION INVOLVEMENT | | points. | |
| 4. Activities in which the club participated: | | DIVISION INVOLVEME | NT |
| a. Division or Region/Zone training conference | PYES DNO | 4a. If YES, 1 point. | |
| b. Presidents or Divisional Council Meeting(s) | □ _{YES} □ _{NO} | b. If YES, 1 point. | |
| c. Division-wide rally or service project | □ _{YES} □ _{NO} | c. If YES, 1 point. | |
| CLUB COMMUNICATIONS | | CLUB COMMUNICATIO | ONS |
| 5. Did the club utilize either of these forms of communications for men | nbers? | 5a. If YES, 1 point. | |
| a. Club newsletter with a minimum of six (6) issues | □ _{YES} □ _{NO} | b. If YES, 1 point. | |
| b. Club Web site (address:) | UYES UNO | | |
| B. CLUB MEMBERSHIP - 16 Points Possible | 3 | Section A. | |
| EDUCATION AND DEVELOPMENT PROGRAMS | | EDUCATION & DEVELO | PPMENT |
| 1. Did the club provide a special program for new-member induction, including a ceremony, and pin presentation? | □ _{YES} □ _{NO} | 1. If YES, 2 points. | |
| | | 2. If YES, 2 points. | |
| 2. Did the club provide a formal program for member orientation and education including the new-member handbook, | | CONVENTION ATTEND | ANCE |
| Key Club magazine, videos, etc? | PYES NO | 3. 1 point per voting delegate (2 points | Ì |
| CONVENTION ATTENDANCE | | maximum). 3. An advisor is 1 point | |
| 3. How many attended the 2013 district convention? | | (maximum). | |
| Voting delegates:Advisors: | | 4. 1 point per voting | |
| 4. How many attended the 2013 International convention in Washington | delegate (2 points maximum). | | |
| Voting delegates: Advisors: | | 4. An advisor is 1 point | 1 |
| Totals delegates Mariadia | | (maximum). | |

| MEMBERSHIP ACTIVITIES | | SCORING Write Point |
|--|----------------------------------|--|
| 5. How many club social activities were held for all club members? | | Total Here |
| 6. How many inter-clubs were held with other Key Clubs? | | MEMBERSHIP ACTIVITIES |
| MEMBERSHIP GROWTH | | 5. 3 or more is 2 points. 1-2 is 1 point. |
| 7. What is the increase (decrease) of dues-paid members over | | 6. More than 5 is 2 |
| the previous year? | | points. 3-4 is 1 point. MEMBERSHIP GROWTH |
| C. LEADERSHIP DEVELOPMENT - 15 Points Possible | | 7. The greater of: 10 |
| KEY CLUB OFFICER TRAINING | | members or 10% is 2 pts; 5 members or 5% is 1 pt. |
| 1. Did your club participate in a formal officer training? | PYES NO | |
| 2. Did the faculty and/or Kiwanis advisor participate in the club officer training? | □ YES □NO | Section B. |
| 3. Did the president and secretary attend a division or district club officer training workshop or conference? | □ _{YES} □ _{NO} | KEY CLUB OFFICER TRAINING |
| KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT | | 1. If YES, 1 point. |
| 4. Has your club conducted or participated in: | | 2. If YES, 1 point. |
| a. District or division leadership conference or retreat? | □ _{YES} □ _{NO} | 3. If YES, 1 point. |
| b. Key Leader event? | YES NO | KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT |
| c. A club officer/member leadership retreat? | U _{YES} U _{NO} | 4. if YES to one of a), b), |
| 5. What percentage of members have served in leadership positions including officers, board members, committee and project chairpersor | | or c), 2 points; if YES to two of a), b), or c), 4 points. |
| 6. During the past year, has the club included: | | 5. 50% is 5 pts, 40% is 4 |
| a. A candidate for district or International office? | $\square_{YES} \ \square_{NO}$ | pts, 30% is 3 pts, 20% is 2 pts, 10% is 1 point. |
| b. A district officer or committee member? | O _{YES} O _{NO} | 6a. If YES, 1 point. |
| c. An International officer or committee member? | Tyes No | b. If YES, 1 point. |
| D. KIWANIS-FAMILY INVOLVEMENT - 14 Points Possible | | c. if YES, 1 point. |
| SPONSORING KIWANIS CLUB INTERACTION | 9 | Total for |
| 1. Have sponsoring Kiwanis club members attended a minimum | | Section C. |
| of 15 Key Club meetings? | TYES NO | SPONSORING KIWANIS CLUB |
| 2. Have Key Club members attended a minimum of 15 meetings of the sponsoring Kiwanis club? | □ _{YES} □ _{NO} | INTERACTION 1. If YES, 2 points. |
| 3. Has the Key Club participated in joint service projects with the | | 2. If YES, 2 points. |
| sponsoring Kiwanis club? | YES NO | 3. If YES, 3 points. |
| 4. Has the Key Club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club? (Club name) | □ _{YES} □ _{NO} | 4. If YES, 1 points. |
| 5. Has the Key Club participated in at least one service project | | 5. If YES, 2 points. |
| with a Kiwanis club (other than its sponsor), CKI, Builders Club, K-Kids or other Kiwanis-family organization? | □ _{YES} □ _{NO} | KIWANIS-FAMILY INTERACTION |
| KIWANIS-FAMILY INTERACTION | 300 1300 1 | 6. If YES, 2 points. |
| 6. Has the Key Club presented a program at a Builders Club or K-Kids meeting? | □ _{YES} □ _{NO} | 7. If YES, 2 points Total for |
| 7. Has the Key Club participated in at least one interclub with a Kiwanis club (other than its sponsoring Kiwanis | | Section D. |
| club), CKI, Builders Club, K-Kids, or other Kiwanis-family organization? | □ _{YES} □ _{NO} | |

Part Two: Club Service

A. SERVICE PROJECTS - 50 Points Possible

List all service projects and activities the Key Club has completed during the administrative year. The projects should be organized by month. If more than 50 projects have been undertaken, list the 50 projects involving the greatest number of members and producing the greatest number of service hours first. Then, list the remaining projects. For a recurring project (for example, daily raising and lowering of school flags) treat the project as a single project for each month.

Use separate sheets of paper, allowing only one line for each project. Provide the month, brief project description, number of members participating, and number of service hours produced by Key Club members during the month. The list must be a) typed or b)completed as a computer printed document. An example is provided.

Total the number of projects and enter the number in the scoring box below. Attach the list to this report.

| Example | | | | | |
|---------------------------|-------|-----------|---------------|--|--|
| Project Description | Month | # Members | Service Hours | | |
| 1. Read at primary school | April | 12 | 10 | | |
| 2. School trash pick-up | April | 17 | 44 | | |
| 3. Bake sale for UNICEF | April | 18 | 36 | | |
| 4. Easter egg hunt | April | 15 | 60 | | |
| 5. Set up for carnival | May | 12 | 24 | | |

B. SERVICE HOURS - 60 Points Possible

Total the number of service hours for the 50 best projects of the Key Club which have been listed on attached sheets (see section A. above). Divide the service hour total by the number of members (listed in the membership box on the front page of this form). Round to the nearest whole number. Enter that number in the scoring box to the right.

C. SERVICE FUNDRAISING - 20 Points Possible

Total the money raised by the Key Club for nonprofit, educational, and other charitable purposes. Convert the funds raised to \$US. Enter that figure on the blank to the right.

Divide the \$US figure by the number of members (listed in the membership box on the front page of this form). Enter that figure on the blank below._____

\$US/member____

Round to the nearest whole number. Enter that number (maximum 20) in the scoring box to the right.

| SCORING | Write Point Total Here |
|--|---------------------------|
| SERVICE PROJECTS | |
| A. Each project is 1 p With 50 points maxir | |
| Total for Section A. | |

| SERVICE HOURS | |
|--|--|
| B. Each average service hour is 1 point, with 60 points maximum. | |
| Total for Section B. | |

| SERVICE FUNDRAISING | |
|---|--|
| C. 1 point for every \$US per member, with 20 points maximum. | |
| Total for Section C. | |

Part Three: Scoring

Transfer the total score for each Section to the proper box below. Add the six Section totals to determine the report score. Enter this total in the REPORT SCORE box to the right of the chart below.

PART ONE

PART TWO

| | | T | | | | = | | |
|---------------------|-----------|-----------|-------------|-----------|-----------|-----------|-----------|------------------------|
| Section: | Α. | В. | C. | D. | A. | B. | C. | FINAL SCORE |
| Points possible: | 25 points | 16 points | 15 points | 14 points | 50 points | 60 points | 20 points | 200 points possible |
| SCORE: | | | | | | | | |
| | <u> </u> | L | <u> </u> | <u> </u> | L | ! | Į. | |

Judging and Certification:_____



District Project



The West Virginia Key Club District Convention (DCON) is coming up in the near future! This fantastic event will serve as an opportunity to meet a lot of people, make new friends, learn through the amazing workshops being offered, and much more. District Convention also serves as an opportunity for your school's Key Club to win awards and be recognized! Four of the awards being offered are for this year's District Project, Ronald McDonald House Charities, which is a magnificent organization that provides families who have a child staying in a nearby hospital with a home away from home for little to no cost. All awards will have a 1st Place and 2nd Place. The awards are as follows:

- -Monetary Donation Award
- -Pop Tab Donation Award
- -Most Outstanding Service Project
- -Supply Donation Award

All of these awards give your club the chance to be recognized for the amazing work you are doing.

WVKC District Project

Monetary Donation Report Form

| Name of | |
|--|------------------------------|
| Club | |
| Number of Club | |
| Members | |
| School | |
| Address | |
| Name of | |
| Advisor | |
| Name of | |
| President | |
| Date of Donation | |
| | |
| | |
| | |
| Signature of President | Signature of Advisor |
| Manatan, Danations | |
| Monetary Donations | |
| Amount of money donated: \$ | |
| Ronald McDonald House: | |
| (Please Circle One) | |
| Was the money raised by: | |
| Fundraising | |
| Describe the fundraiser. | |
| | |
| | |
| | |
| Donations | |
| Describe where donations came from. (N | Aembers businesses etc.) |
| Describe writere doriginoris currie irom. (M | dellibers, businesses, etc.) |
| | |
| | |

| WVKC District Project: S | upply Donation Report |
|--|--------------------------|
| Ronald McDonald House | opply bolidilott kepolit |
| Name of Club | |
| | |
| Number of Club Members | |
| School Address | |
| Name of Advisor | |
| Name of President | |
| Date of Donation | |
| Signature of President | Signature of Advisor |
| Supply Donations | |
| List the number of items on the line provide | ed. |
| Socks (Children's) | |
| | |
| Underwear (Children's) Blankets | |
| Sippy Cups | |
| | |
| Blocks | |
| BIOCKS Cars | |
| Cars Trucks | |
| nock | |
| Books | |
| DOOKS Onesies | |
| Booties | |
| Socks | |
| Rattles | |
| Music Boxes | |
| Receiving Blankets | |
| Spoons | |
| Pacifiers | |
| Board GamesGames | |
| Toys | |
| Riding Toys | |
| Blocks | |
| Video Games | |
| Movies | |
| Gaming Systems/Accessories | |
| CD player/ CD's | |
| Paper | |
| Crayons/Markers | |
| Construction Paper | |
| Colored Pencils | |
| Paint/Paint Brushes | |
| Stickers | |
| Chalk | |
| Craft Kits | |

| Paper Towels (Count by rollRulersNew Stuffed AnimalsBoxed Food ProductsCanned Food ProductsBagged Food ProductsSocksLotionHairbrush/Hair BandsPlaying CardsStorybooksCrossword BooksCalendarsJournalsPhoto Album/FrameDisposable CameraTowelsWash ClothesSoapShampooConditioner | |
|---|--------------|
| Conditioner | |
| Toilet Paper (By roll)PencilsGlue | |
| Other | _Description |

.

WVKC District Project

Pop Tab Donation Report Form

| Name of Club Number of Club Members | | |
|--------------------------------------|-----------------|--------|
| School Address | | |
| Name of Advisor | | |
| Name of AdvisorName of President | | |
| | | |
| | | |
| Signature of President | Signature of Ad | visor |
| Pop Tabs Weight of Pop Tabs: | Pounds | Ounces |

WVKC District Project

Service Project Report Form

| Ronald McDonald House | | |
|--|-----------------------------------|---|
| Name of Club | | |
| Number of Club Members | | |
| School Address | <u> </u> | |
| Name of Advisor | | |
| Name of President | | |
| Date of Project | | |
| Signature of President | Signature of Advisor | |
| Projects | - | |
| List the number of members present | at the project. | |
| List the number of hours involved in t | the project. | |
| Give a description of the project. | | |
| | | |
| | | _ |
| | | |
| | | |
| | | |
| How do you feel the families and ch | ildren responded to the activity. | |
| | | |
| | | _ |
| | | |
| How much money was spent for the | project? For what? | |
| | projecty For whaty | |
| | | |
| | | |
| | | |

DISTINGUISHED CLUB PRESIDENT AWARD

WEST VIRGINIA DISTRICT OF KEY CLUB DISTINGUISHED CLUB PRESIDENT

| President Nam | : Key Club: | | |
|----------------------------------|--|---|------------------------|
| Did you as a K | ey 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 pai | d by December 1 st ? | |
| 4. | Have a membership gain or membershi | | |
| 5. | Attend the District Convention at the er | | |
| 6. | Attend 4 of your Lt. Governor's Preside | | |
| 7. | Attend the Presidents' forum at the dist | | |
| 8. | Involve the club with your sponsoring I | | |
| 9. | Attend your Division Training Confere | | |
| 10. | Hold Club elections and submit the rest | | |
| 11a | Hold 4 inter-club meetings during the y | | |
| 12 | Attend at least 3 meetings of your spon | soring Kiwanis Club? | |
| 13, | Have representatives at the district con- | vention? | |
| 14. | Have 2 representatives at the internation | | |
| 15. | Submit an Achievement Report at the d | | - |
| 16. | Submit a Single Service Report at the d | | |
| 17. | Have your club participate in the curren | t district project? | |
| 18. | Make certain that a club bulletin for me | mbers was published? | |
| 19. | Make certain your club has the required | | |
| 20. | See to it that members of your sponsori | | |
| | to your regular club and board meetings | | |
| 21. | Implement projects centering around th | e current theme? | |
| 22. | Complete 50 hours of school and comm | unity service? | |
| Subjective Evaluare required. Ea | nations by the: Sponsoring Kiwanis and Fach evaluation should cover the following an | culty Advisor(s). These two evaluations are reas: | major importance. They |
| a. | Preparedness for meetings. | | |
| b, | Ability to relate to and work with fellow | v officers. | |
| C | Consistency and quality of overall perfo | | |
| d. | Participation in the service and fundrais | | |
| WE CERTIFY | THAT ALL INFORMATION REC | GARDING OUR NOMINATION IS A | CCURATE. |
| Signature of Fa | culty Advisor/Date | Signature of Sponsoring Kiwan | is Advisor |
| Signature of No | ominate President/Date | Return by March 14, 2014 to: 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 Presiden | ts Name: | Key Club: | |
|---|--|--|-----|
| Did you as a | Club Vice President: (Answer the f | following YES or NO) | |
| 1. | Attend all club meetings? | | |
| 2. | Attend all club board meetings? | | |
| 3. | Attend the District Convention at the | e end of your term? | |
| 4. | Attend the Vice President Forum at | | - |
| 5. | Make certain your club has a function | | |
| 6, | Supervise the committees and attend | | |
| 7. | Know the Key Club Literature well | | |
| | absence of the president | 5.10 - 5.1 1 | |
| 8. | Attend at least 2 meetings of the spo | onsoring Kiwanis Club? | |
| 9. | Attend the division/regional trainer? | | |
| 10. | Arrange at least one joint activity wi | | |
| | Kiwanis Club? | an your sponsoring | |
| 119 | Be sure to have a project supporting | the district project? | - |
| 12. | Be sure to have a project supporting | | - |
| 13. | Attend 4 of your Lieutenant Governo | | |
| 14. | See that a club bulletin is produced b | | |
| 15. | Collect all of the monthly reports of | | |
| | them in to the secretary? | Control of the second s | |
| 16. Hold an educational program for new r | | nembers? | |
| 17 | Work with the new vice president an | | |
| - 1,24 | take over your job next year? | norp none propert to | |
| 18. | Perform 50 hours of school and com | munity service? | |
| | | manny service. | - |
| Subjective Eval | uations by the: Club President, Sponsori | ing Kiwanis and Faculty Advisor(s). | |
| These 3 evaluat | tions are required. Areas of each evalu | ation are: | |
| a. | Preparedness for meetings. | | |
| b. | Ability to relate to and work with fel | llow officers. | |
| c. | Consistency and quality of overall pe | | |
| d. | Participation in the service and funda | raising activities of the club. | |
| Signature of F | aculty Advisor/Date | Signature of Sponsoring Kiwanis Advi | sor |
| Signature of C | lub President/Date | Signature of Nominated Vice Presiden | t |

Return by March 14, 2014 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: | Key Club: | | |
|-------------------|---|------------|--|
| Did you as a Cl | ub 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? | W | |
| 4. | Did you send the secretary's monthly report to the Key Club district | 2 - 12 | |
| | 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. | 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 Evalu | ations by the: Club President, Sponsoring Kiwanis and 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 of the club. | | |
| Signature of Faci | lty Advisor/Date Signature of Sponsoring Kiwanis A | dvisor | |
| Signature of Clul | President/Date Signature of Nominated Secretary | | |

Return by March 14, 2014 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 | E: Key Club: | | |
|-------------------|--|--------------------------------------|--------|
| Did you as a Cl | ub Treasurer: (Answer the following) | (ES or NO) | |
| 1. | Make certain that district and internation | onal dues were paid by December 1st? | |
| 2. | Attend all your Key Club's board mee | | - |
| 3. | Prepare regular financial reports and g | | - |
| | club officers, and sponsoring Kiwanis | Club? | |
| 4. | Make regular financial reports to the cl | ub? | |
| 5. | Attend at least 3 meetings of the spons | oring Kiwanis Club? | |
| 6. | Attend the division/regional trainer? | g | |
| 7. | Attend 4 of your Lieutenant Governor' | s divisional council meetings? | |
| 8. | Attend the club Treasurer's Forum at the | he district convention? | |
| 9. | Attend the District Convention at the e | | |
| 10. | | | |
| 11, | Participate in at least 4 inter-clubs? | Jan 1103 J. 200 | |
| 12. | Attend all regular club meetings? | | - |
| 13. | | | |
| | ations by the: Club President, Sponsori | | |
| | ons are required. Areas of each evalua | ation are: | |
| a. L | Preparedness for meetings. | 00 | |
| b. | Ability to relate to and work with fello | w officers. | |
| c. d. | Consistency and quality of overall perf | | |
| a. | Participation in the service and fundrain | sing activities of the club. | |
| Signature of Faci | lty Advisor/Date | Signature of Sponsoring Kiwanis A | dvisor |
| Signature of Clul | President/Date | Signature of Nominated Treasurer | - |
| | | | |

Return by March 14, 2014 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

| | nme: | | |
|----------------|--|-------------------------------|------------|
| | Club Editor: (Answer the following YES or | | ••• |
| 1. | Attend the editor's forum at the district of | onvention? | |
| 2. | Attend the district convention at the end | of your term? | |
| 3. | Publish a local club bulletin at least bi-me | onthly and distribute copies | |
| | to each member of your Key Club? | • | |
| 4. | Did you send copies of your club bulleting | to the Key Club governor, | |
| | administrator, district bulletin editor, Key | Club lieutenant governor, | |
| | sponsoring Kiwanis club, and principal? | | |
| 5. | Attend all of your Key Club's board of d | irectors? | |
| 6. | Attend the division/regional trainer? | | |
| 7. | Attend 4 of your Lieutenant Governor's | livisional council meetings? | |
| 8. | Attend 3 meetings of the sponsoring Kiw | anis Club? | |
| 9. | Participate in the service activities of you | r Key Club? | |
| 10. | Attend all regular club meetings? | | |
| 11. | Perform 50 hours of school and commun | ity service? | |
| - | aluations by the: Club President, Sponsoring | | |
| These 3 evalu | ations are required. Areas of each evaluati | on are: | |
| a. | Preparedness for meetings. | n. | |
| b. | Ability to relate to and work with fellow | | |
| c. | Consistency and quality of overall perfor | mance. | |
| d. | Participation in the service and fundraising | ng activities of the club. | |
| Signature of F | aculty Advisor/Date | Signature of Sponsoring Kiwan | is Advisor |
| Signature of C | lub President/Date | Signature of Nominated Editor | |

Return by March 14, 2014 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 | |
| (N | ominee's name - please print) |
| to be a recipient of the West Virgand Kiwanis Advisor" Award. | ginia Key Club District's "Jeff C. Britton Distinguished Faculty |
| Your club's nominee must be re | ceived by March 14, 2014. |
| Please submit the nomination an | d supporting documents to: |
| | Richard M. Yurko, Jr. |
| | 400 White Oaks Boulevard |
| | Bridgeport, 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 Plorida 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.



KEY CLUB

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

SANDY NININGER AWARD FORM

| The Key Club of | , High School of, |
|-------------------------------|--|
| wishes to nominate | |
| | (Nominee's name - please print) |
| | Nininger Medal. We certify that the nominee has paid both the s and that he/she is in good standing with our Key Club. |
| Signature of Key Club Preside | ent: |
| Signature of Key Club Adviso | ory: |
| | Return by March 14, 2014 to: |

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

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

- 1. A written detailed summary of the reasons why you believe your nominee should be chosen as an ideal Key Clubber worthy of the Sandy Nininger Medal.
- 2. A letter of recommendation from the current Key Club President
- A letter of recommendation from the current Key Club Faculty Advisor.
- A letter of recommendation from another member of the high school faculty of administration.
- 5. A letter of recommendation from someone in the community who knows the nominee. (This should NOT be a family member). It can be a member of the sponsoring Kiwanis Club, church leader, etc.

a Kiwanis-family member keyclub.org

^{*}The nominee must be in attendance at the Key Club District Convention.

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WEST VIRGINIA DISTRICT OF KEY CLUB

OFFICIAL RULES FOR DISTRICT OFFICER CAMPAIGN

- It is recommended that no more than \$100.00 be spent by a candidate for Governor, Secretary, or endorsement for International office. All materials including gifts of any kind, are to be included in the \$100.00.
- 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.
- 3. Small passout cards may be used.
- 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.
- 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.
- 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 Candidacy
 - 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.
- 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.

West Virginia Key Club District

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.

- 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

West Virginia Key Club District

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.

West Virginia Key Club District

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?



KEY CLUB

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IMPORTANT DATES

- 1. March 28-30, 2014 District Convention
- 2. April 11-13, 2014 Board Trainer
- 3. May 16-18, 2014 Governors Administrators Training Conference (GATC)
- 4. June 30 July 7, 2014 International Convention, Anaheim, CA
- 5. August 8-10, 2014 Kiwanis District Convention
- 6. August 23-24, 2014 August Board Meeting
- 7. November 7-8, 2014 K Family Conference
- 8. November 14-15, 2014 Fall Rally
- 9. January 9-10, 2015 January Board Meeting (tentative)
- 10. March 27-29, 2015 District Convention (tentative

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