

The New Jersey District of Key Club International

2014-2015
Contests Packet



Harry Potter



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Chairperson's Welcome

I hope you are all excited to explore the magical world of service at DCON 2015! As Contests Committee Chairperson, I am proud to present you with the 2014-2015 Contests Packet. Although it may seem intimidating at first, I assure you that it is not a lengthy read. Simply look through the Table of Contents for the contests **you and your club** are interested in and be sure to read the next few pages for the General Guidelines. Good luck to all!

Why compete?

Competing in contests are great opportunities for any club to gain recognition on a state –or even international level—for its wonderful achievements in service, fundraising, and creativity. In addition, individual Key Club members can enter various contests to showcase their leadership and dedication to this organization such as the oratorical speech or impromptu essay contest. With over twenty contests in total, there is a contest that suits everyone. So please take the initiative and apply for at least one contest! Not only will you gain valuable experience, it will make your overall DCON 2015 experience better!

How are contests categorized?

In this packet is a general description of all events, requirements, rules, regulations and deadlines for submissions. There are different submission requirements and deadlines for each of the events so please read carefully! Some contests such as the District Project Award do not require an entry form but do have an early deadline for monetary submission. Other contests such as the Dominico Gatti Faculty Advisor Award have several parts in the submission packet. Members wishing to participate in the oratorical, talent, and impromptu essay contests should register at DCON but come prepared with the necessary materials.

Deadlines

The Table of Contents has been divided up in order to divide each set of contests up by deadlines. For a complete list, you can also check out the Contests Calendar on Page 6. The Early Contests which do not require any application form have individual deadlines for monetary submission very early in the Service Year. Next on the calendar are the nominations for the Awards of Appreciation. These are due on **February 13th** at the residence of District Administrator Kaitlin McCann (see Page 5). The deadline that follows is **March 2nd** for the Prejudged Contests. Lastly, many contests are due on the Friday night of DCON on **March 27th**. **Lastly, please remember that all deadlines are dates by which all materials must be RECEIVED not postmarked.**

Yours in caring and service,
Monica Gallagher
Contests Committee Chairperson
Lieutenant Governor of Division 22
monicaltg22@gmail.com

General Guidelines

YOU BE THE JUDGE

If you want to see everything the New Jersey District has to offer, then be a judge for the prejudged contests!

Please submit the following application by **February 13, 2015.**

If you want to be a judge for the contests judged at District Convention, Please submit the following application no later than **March 2, 2015.**

No previous experience is necessary! All are welcome!

Please send completed applications to:

Monica Gallagher
50 Third St
Budd Lake, NJ 07828
monicaltg22@gmail.com

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

☐ I have judged a contest at or before District Convention before.

If so, list the ones you have judged _____

☐ I am willing to judge the following contests on March 14, 2015 at 12:30 p.m.

Website	Achievement	Bulletin	K-Family
Relations	Single service	Major Emphasis	Program

☐ I am willing to judge the following contests at District Convention, March 27, 2015:

Video	Poster	Impromptu Essay
Oratorical	Talent	Scrapbook

Signature _____

General Guidelines

GUIDELINES

for all contests



The following includes general information that pertains to all contests. For more information or if you have any questions, please refer to your Key Club Guidebook, the rest of the packet, the NJ Key Club website (www.njkeyclub.org), or contact Contest Chairperson Monica Gallagher monicaltg22@gmail.com or (201) – 317- 0217

- **All clubs** (no matter if you are attending DCON) **must complete an Annual Achievement Report Form** and have it received no later than March 2, 2015 at the residence of Lieutenant Governor Monica Gallagher. In addition, a copy must be given to your respective Lt. Governor. If you are not attending Convention, it must still be submitted. A copy of this year's report form is included in the November District Mailing, and can be given to you by your respective Lt. Governor. **Failure to submit the Annual Achievement RF by Friday of DCON will result in disqualification from all other contests.**
- All contest entries that are not prejudged *must be handed in upon your club's arrival at District Convention*. These entries must be submitted no later than **5:00 pm on Friday, March 27th, 2015**. Please note that no late entries will be accepted!
- Key Club International instructions and rules should be followed for the Single Service, Major Emphasis, Oratorical, and Achievement Contests. All entry forms and explanations of these contests are in this packet, the 2014-2015 Guidebook, and on the Key Club International Website (www.keyclub.org).
- **All information on all the contests should be typed or neatly hand written. Make sure you obtain all required signatures and get them sent in time or the entry will be disqualified.**
- **We encourage you to enter as many contests as possible.** Although they may differ, the applicant pool for every contest is small when compared to the number of clubs in the District. In fact, contests are one of the most **underutilized resources** available to all clubs! Therefore, everyone has a chance at winning. Your chances of winning increase just by participating!
- All deadlines are the RECEIVED date, NOT the postmark date.
- **Winning 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 winning Key Club.**

Awards of Appreciation nominations should be sent
to: Kaitlin McCann
District Administrator
83 Harrop Place
Ewing, NJ 08618

All other contests and the Annual Achievement
RF should be sent to:
Monica Gallagher
Lieutenant Governor of Division 22
50 Third St
Budd Lake, NJ 07828

General Guidelines

CALENDAR

February

Friday, February 13th

- Andrew Batsis Key of Honor Award
- Robert J. Mascenik Outstanding Kiwanis Advisor
- Dominico Gatti Faculty Advisor Award
- Applications to judge Prejudge Contests

March

Sunday, March 2nd

- | | |
|--|---|
| <ul style="list-style-type: none">• Club Website• Single Service• Club Bulletin• Kiwanis Family Relations Award | <ul style="list-style-type: none">• Major Emphasis Project Award• Club Achievement Award – (Annual Achievement Report Form)• Application to Judge Contests at DCON |
|--|---|

Friday, March 27th
(first night of DCON)

- | | |
|---|--|
| <ul style="list-style-type: none">• Traditional scrapbook• Nontraditional Scrapbook• Impromptu essay contest• Oratorical contest | <ul style="list-style-type: none">• Digital poster contest• Non-digital poster contest• Video contest• Talent contest |
|---|--|

CHECK LIST

Make sure you...

- ⇒ Obtain all *required signatures* and documents
- ⇒ Turn entries in on time
- ⇒ Note that applications must be **received**, not postmarked by a certain date
- ⇒ Fill out the Annual Achievement Form in order to qualify for all other contests
- ⇒ Feel free to contact Contests Chairperson Monica Gallagher at monicaltg22@gmail.com
- ⇒ Complete nominations and descriptions of Service Projects with other materials that you feel best support your subject. Although it may be hard to depict a single person or a complete project on paper, we urge you to try your best.
- ⇒ Enter as many contests as you can and start planning for contests early!
- ⇒ Non digital poster means: anything that is not processed on a computer!

General Guidelines



Early Contests

District Project Fundraising Award: Due February 13, 2015 and at DCON

For this contest no entry form is required. This award recognizes two clubs that have made the largest donation to the NJ District Project, The Eliminate Project. Money raised from Trick-or-Treat for UNICEF will be counted toward this total. Please mail checks to COO Kiwanis International Foundation. 3636 Woodview Terrace. Indianapolis, Indiana 46268.

Distinguished Officer Award

This award is awarded to all club officers who have exceeded expectations throughout the service year, according to the Distinguished Officer criteria. The decision is made by the Lt. Governor of your respective Division. For more information please feel free to contact your Lt. Governor or Saturday Morning Awards Committee Chair Aleena Kazmi at aleenakazmi.ltg20@gmail.com.

Big 10 Award

No entry form is required for this award. This award honors clubs who have increased in membership by ten percent. Reminder to make sure your dues and online roster are up to date and correct so that you can be considered for this award!

Early Bird Dues Award

No entry form is required for this award. It is awarded to all clubs who paid dues by November 1st, 2014.

Early Contests



Award of Appreciation | Kiwanis Club Sponsorship Award

Dr. Andrew Batsis Outstanding Kiwanis Club Sponsorship Award

This award is presented by the NJ District of Kiwanis International to the Kiwanis Club that the judges feel has gone above and beyond in the sponsorship of an individual Key Club. **The only way a Kiwanis Club can be recognized for this award is from nomination by an individual Key Club.** The submission must be in a three ring binder and contain the following:

- A narrative of how your Kiwanis Club interacts with your Key Club
- How your Kiwanis Club helped you financially and/or with advice and guidance.
- Examples of participation in both Kiwanis and Key Club projects
- Key Club attendance at Kiwanis meetings and projects
- Kiwanis attendance at Key Club meetings and projects.

Please fill out this form and submit it in order to be considered for this award. **Applications must be received by February 13, 2015 to Kaitlin McCann at 83 Harrop Place, Ewing, NJ 08618.**

Name of Kiwanis Club: _____

Name of Key Club: _____

Key Club President's Name: _____

Key Club President's Phone Number: _____

Key Club President Email Address: _____

Key Club Faculty Advisor Name: _____

Signature of Faculty Advisor

Signature of Key Club President

Awards of Appreciation



Award of Appreciation | Kiwanis Advisor Award

Robert J. Mascenik Outstanding Kiwanis Advisor Award

The NJ District Key Club Outstanding Kiwanis Advisor Award recognizes a distinguished Kiwanis Advisor who has gone above and beyond his/her responsibilities in serving Key Club and youth in general.

One Kiwanis Advisor is honored each year.

Award Criteria:

Kiwanis Advisor must:

- Demonstrate a genuine attitude of warmth, understanding, and caring on a regular basis when dealing with Key Clubbers.
- Enthusiastically provide service and guidance to youth beyond the call of duty
- Bring distinction to your Key Club, the District, or himself/herself through his/her performance.

Please fill out this form and submit it in order to be considered for this award. A **three ring binder** must be submitted with **four letters of recommendation** about the advisor along with a **biography** and **letter of summation** about the person stating why you think he/she should receive the award.

Applications must be received by February 13, 2015 to Kaitlin McCann at 83 Harrop Place, Ewing, NJ 08618.

Name of Key Club _____ Division _____

School _____

Address: _____

Application prepared by: _____

Phone Number of Preparers: _____

Nominee's Information

Name: _____

Address: _____

Name of Kiwanis Club: _____

Number of Years Involved in Key Club: _____

Awards of Appreciation



Award of Appreciation | Faculty Advisor Award

Dominico Gatti Outstanding Faculty Advisor Award

This award is given to a distinguished Faculty Advisor who has gone above and beyond his/her responsibilities in serving Key Club and youth in general. One Faculty Advisor is honored each year.

Award Criteria:

Faculty Advisor must:

- Demonstrate a genuine attitude of warmth, understanding, and caring on a regular basis when dealing with Key Clubbers.
- Enthusiastically provide service and guidance to youth beyond the call of duty
- Bring distinction to your Key Club, the District, or himself/herself through his/her performance.

Please fill out this form and submit it in order to be considered for this award. A **three ring binder** must be submitted with **four letters of recommendation** about the advisor along with a **biography** and **letter of summation** about the person stating why you think he/she should receive the award.

Applications must be received by February 13th, 2015 to Kaitlin McCann at 83 Harrop Place, Ewing, NJ 08618.

Name of Key Club: _____ Division: _____

School: _____

Address: _____

Application prepared by: _____

Phone Number of Preparers: _____

Nominee's Information

Name: _____

Address: _____

Number of Years Involved in Key Club: _____



Prejudged Contests

Club Website Award: Due March 2, 2015

This award honors the Key Club and their Webmaster. The website is judged based on layout, content, photos, Key Club logos, font size, general attractiveness, and loading speed of the site. To enter, please fill out the entry form on page 12 of this packet.

Single Service Award: Due March 2, 2015

This award recognizes individual Key Clubs for their single best project. A qualifying project will be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day, consecutive days or recurring on different days. Projects acceptable for this award may include both hands-on service projects and fundraising efforts. There are three categories for this award. Platinum has 86 or more members, gold has 61 to 85, silver has 36 to 60, and bronze has 35 or less. Criteria for judging include: Service need, Project plan, Project implementation, Final results, Public awareness, and Members participation. To enter this award, please fill out the form on page 13 of this packet and submit it with a complete report.

Club Bulletin Award: Due March 2, 2015

This award recognizes Key Club editors. It recognizes the **THREE** best NJ Key Club newsletters. A **minimum of 8** issues should be submitted in a 3 ring binder. The entry form on page 14 of this packet must be included in the binder.

Kiwanis Family Relations Award: Due March 2, 2015

This award is for clubs with the best Kiwanis Family Relations. Please complete the form on page 15 of this packet along with descriptions of the joint projects that are mentioned on the form. If there are multiple projects or multiple K Family Clubs, feel free to photo copy the form, or download it from the NJ Key Club Web Site to submit more. There are 1st, 2nd, and 3rd places for this award.

Major Emphasis Program Award: Due March 2, 2015

This award is given to the Key Club with the best MEP Project. This year's theme has been continued to Live 2 Learn. There will be first, second and third place awards given. Please complete the form on page 16 of the packet.

Club Achievement Award: Due March 2, 2015

This award recognizes the most outstanding clubs based on overall service leadership as specified by their Annual Achievement RF. If you are attending DCON, failure to submit this form on time will result in **disqualification** from all other contests. Annual Achievement RFs were sent out as a part of the November District Mailing and can be found online at njkeyclub.org. Clubs will be categorized based on membership. Platinum is 86 or more members, gold is 62 to 85 members, silver is 36 to 60 members, and bronze is 35 or members or less.

Prejudged Contests



Prejudged Contests Club Website

Publicity, Publicity, Publicity! The internet is a great medium of communication and many clubs use this to their advantage for websites. Websites can be used to help keep members connected with their club. This contest is for the best overall website, according to fixed criteria. Please fill out this form and submit it in order to be considered for this award.

Application must be received no later than **March 2, 2015**.

Criteria includes fonts, photographs, graphic standards, speed, appearance, layout, and content.

Name of Club: _____

Faculty Advisor Name: _____

Club President Name: _____

President's Phone Number: _____ Email: _____

Webmaster Information (If Applicable):

Webmaster 1 Name: _____

Phone Number: _____ Email: _____

Webmaster 2 Name: _____

Phone Number: _____ Email: _____

URL of website: _____

Comment about website:

Signature of Faculty Advisor

Signature of President

Signature of Webmasters

Prejudged Contests

KEY CLUB®

Contest criteria are posted in the [Key Club Guidebook](#) on Page 46.

Single Service Award 2015

Key Club of: _____ Club ID #: _____ District: _____

Number of members in club: _____ Total service hours involved: _____

Project name: _____ Contact name: _____

E-mail: _____ Phone number with area code: _____

Application return address: _____ City: _____

State/province: _____ Postal code: _____ Country: _____

Brief description of project: _____

Club membership

1. Enter the total number of **dues paid** club members as of **February 1, 2014**. 2. Enter the number of paid members in the box below. 3. Use the number in the box to determine the club's membership category. 4. Place a check next to the category that applies.

Number of dues paid members:

_____ Bronze (35 members or less)

_____ Silver (36-60 members)

_____ Gold (61-85 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.

F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.

G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.

H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.

I. Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, 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.

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

Kiwanis/faculty advisor: _____ Principal: _____



Prejudged Contests | Club Bulletin

The Club Bulletin Award recognizes the top there New Jersey District Key Club editors and their newsletter publications. All editors who have published **at least 8** newsletters can apply. This award is judged on criteria for appearance, editorial content, and Kiwanis Family promotion. Each category is given a score from 1-10. **Entries must be received by March 2, 2015.**

The judging is based on the following categories:

Rules and Regulations:

1. **A minimum of 8 issues must be entered**
2. Submit newsletters in a 1 inch, 3 ring binder
3. The entry form must be submitted on the front page of the binder
4. **ALL** required signatures must be included
5. The entry must be received **by March 2, 2015**

Name of Newsletter: _____

Name of Key Club: _____ Division: _____

School Address: _____

Editor's Name: _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Editor 2 Name: _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Advisor Name: _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Prejudged Contests



Prejudged Contests | Kiwanis Family Relations

Check which club(s) apply:

☐ Aktion Club ☐ K-Kids ☐ Builder's Club ☐ Circle-K ☐ Kiwanis

****For multiple K-Family Projects, photocopy this sheet and fill out a separate form for each K-Family Project your club has completed. Please use this form as a cover for your entry.****

All projects **MUST** be verified by your club advisors, president, and participating Kiwanis Club through appropriate signatures and contest information. This is a requirement for judging. Awards will be given to the top three Key Clubs with outstanding overall Kiwanis Family Relations.

All entries must be RECEIVED by **March 2, 2015**

Please describe your Kiwanis Family project(s) and event(s).

Name of Key Club: _____

School Address: _____

Club President Name: _____

Club President Phone Number: _____

Club President Email Address: _____

Club Advisor Name: _____

Club Advisor Phone Number: _____

Club Advisor Email Address: _____

“Our Key Club understands that if the judges find that information was misrepresented on the Kiwanis Family Relations Entry forms, we will be immediately disqualified from the contest. We also realize that the judges’ decision will be final in all cases.”

Advisor Name: _____

Club President Signature: _____

Club Advisor Signature: _____

Prejudged Contests

KEY CLUB®

Contest criteria are posted in the [Key Club Guidebook](#) on Page 43.

Major Emphasis Award 2015

Major Emphasis Involvement Report Cover Sheet

Key Club of: _____ Club ID #: _____

District: _____ Number of members in club: _____

Project name: _____ Total service hours involved: _____

Contact name: _____ E-mail: _____

Phone number with area code: _____

Application return address: _____ 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 and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Faculty/Kiwanis advisor: _____ Principal: _____



Contests at DCON

Traditional Scrapbook Contest: Due at Convention on March 27, 2015

For this award, clubs design a traditional scrapbook of their Key Club service year. Each scrapbook must have a cost sheet with signatures and the club information sheet attached to the inside cover. First, second, and third places will be awarded. Rules are on page 18 of this packet and need to be followed. If they are not followed the scrapbook will be disqualified.

Non-traditional Scrapbook Contest: Due at Convention on March 27, 2015

For this award, clubs design a non-traditional scrapbook of the Key Club service year. Each scrapbook must have a cost sheet with signatures and the club information sheet attached to the inside cover. First, second, and third places will be awarded. Rules are on page 18 of this packet and need to be followed. If they are not followed the scrapbook will be disqualified.

Digital Poster Contest: Due at Convention on March 27, 2015

Create a poster on the computer to recruit new Key Club members. It will be judged based on appearance and effectiveness of message. The poster should be printed out and no larger than 17" by 22" and no more than 1/8" thick. It should not bear the name of any school, community, or district. Please fill out the entry form on page 20 of this packet and include it with your entry.

Non-digital Poster Contest: Due at Convention on March 27, 2015

Create a non-digital poster to recruit new Key Club members. It will be judged based on appearance and effectiveness of message. The poster should be no larger than 17" by 22" and no more than 1/8" thick. It should not bear the name of any school, community, or district. Please fill out the entry form on page 21 of this packet and include it with your entry.

Video Contest: Due at Convention on March 27, 2015

Create a video designed to promote Key Club, your Key Club, or both. It must be 30-60 seconds in length and must be VHS or DVD clip. The entry must be playable on a computer and a DVD player. Please fill out the entry form on page 22 of this packet and include it with your entry.

Impromptu Essay: Register at Convention

Any Key Clubber who attends convention is eligible to partake in this essay contest. Key Clubbers who enter will be given 60 minutes to write an essay. The essay will be judged on content, grammatical accuracy, originality, and clarity. The topic for the essay will not be known in advanced.

Oratorical Contest: Register at Convention

Any Key Clubber who attends convention is eligible to partake in this contest. The presenter is given a maximum of 5 minutes to give a speech on a topic. This contest is judged on clarity, depth, originality, reference, grammar, word choice, posture, voice, and audience attention. The topic is "What does Key Club mean to you?"

Talent Contest: Register at Convention

Any Key Clubber who attends DCON can showcase his/her talents. Presentations must be in good taste and you must perform alone or in a group of people all from the same club. The talent should be **no longer than 6 minutes**. It is judged on content, performance, poise, audience response, and personal evaluation. Performers can sign up by filling out the Talent Show form included in the December District Mailing or contact your LTG.

Contests at DCON



Contests At DCON | Scrapbook

You can only enter one scrapbook contest!

Complete rules and regulations at www.keyclub.org/Guidebook

Listed below are a *few important* rules that must be followed for the scrapbook contest. **Please visit the Key Club Web Site for all the rules.** If you have any questions about the following rules or rules online feel free to contact Chairperson Monica Gallagher. Please remember that the winning schools are responsible for transporting their scrapbooks to International for ICON.

Traditional Scrapbook:

- Each scrapbook must be subdivided into the following categories with each category must be tabbed accordingly. The pages must all be numbered with a table of contents included at the beginning. Judges will deduct five points for missing tabs and five points for a missing table of contents. Categories range:

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 ...	10 Points
Miscellaneous.....	10 Points

- Each entry is required to be submitted in a scrapbook binder measuring no larger than 14 inches wide and 14 inches high. There is a maximum \$200 cost for materials for the book. The Scrapbook cost sheet must be affixed to the front cover of the book. All parts of the report form should be completed and sent in with the scrapbook. The NJ District is NOT responsible for reimbursing this cost.

Nontraditional Scrapbook:

- There is a \$300 maximum for all materials used. The scrapbook cost sheet must accompany your non-traditional scrapbook. All parts must be complete.
- 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.

CREATIVITY—50 Points	
Uniqueness of project presentation.....	
Uniqueness of project presentation.....	10 Points
Artistic value.....	20 Points
Participation by club members.....	20 Point

GENERAL CONTENT—60 Point	
Service to school.....	10 Points
Service to community.....	10 Points
Fundraising projects.....	10 Points
Assistance to Kiwanis projects.....	10 Points
Involvement with Major Emphasis	10 Points
Miscellaneous.....	10 Point

Contests At DCON



Year in review cost sheet

Scrapbook

Circle 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

Photo materials: US\$ _____

Pages: US\$ _____

Binder: US\$ _____

Other: US\$ _____

Other: US\$ _____

Other: US\$ _____

Total : US\$ _____

Donations

Materials by school: US\$ _____

Materials by businesses: US\$ _____

Other: US\$ _____

Other: US\$ _____

Other: 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)

Contests At DCON



Contests At DCON | Digital Poster

The Digital Poster Contest forms are due AT CONVENTION. Create a poster on the computer to recruit new Key Club members. It will be judged based on appearance and effectiveness of message. The poster should be printed out and no larger than 17" by 22" and no more than 1/8" thick. It should not bear the name of any school, community, or district.

Bring your contest submission to Convention on March 27, 2015. The artist must be a Key Club member.

Name of Key Club: _____ Division _____

Address: _____

Submitted By: _____

Club President Name : _____

Address: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____

Club Secretary Name: _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Club Advisor Name: _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Contests At DCON



Contests At DCON | Drawn Poster

The Drawn Poster Contest forms are due AT CONVENTION. Create a hand drawn poster to recruit new Key Club members. It will be judged based on appearance and effectiveness of message. The poster should be no larger than 17" by 22" and no more than 1/8" thick. It should not bear the name of any school, community, or district. Bring your contest submission to Convention on March 27, 2015. The artist must be a Key Club member.

Name of Key Club: _____ Division: _____

Address: _____

Submitted By: _____

Club President Name : _____

Address: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____

Club Secretary Name: _____

Phone Number: _____

Email: _____

Address: _____

Signature: _____ Date: _____

Club Advisor Name: _____

Phone Number: : _____ Email: : _____

Address: _____

Signature: _____ Date: _____

Contests At DCON



Contests At DCON | Club Video

The Video Contest forms are due AT CONVENTION. Create a video designed to promote Key Club, your Key Club, or both. It must be 30-60 seconds in length and a VHS or DVD clip. It must be able to be played on DVD players and a computer. The video should not mention a school, region, or district. It will be judged based on its originality, creativity, promotion of Key Club, clarity of message, quality of production, and overall impression. Bring your contest submission to Convention on March 27, 2015. First and second place winners will be entered into Key Club International competition to be judged at ICON.

Name of Key Club: _____ Division: _____

Address: _____

Submitted By: _____

Club President Name : _____

Address: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____

Club Secretary Name: _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Club Advisor Name: _____

Phone Number: _____ Email: _____

Address: _____

Signature: _____ Date: _____

Contests At DCON

KEY CLUB®



Key Club Annual Achievement Report 2014-15

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. Parts 1 and 2 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 2014 and 2015 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 3.
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 advisor: _____

School address: _____ City: _____

State/province: _____ Country: _____ Postal code: _____

Telephone: School (_____) _____ Home (_____) _____

CLUB MEMBERSHIP

1. Enter the total number of actual club members as of (a) December 1, 2014 _____ (b) February 1, 2015 _____
2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box. This is the number that will be used for calculations elsewhere in this report.

CERTIFICATION

These signatures certify the validity and accuracy of the information contained herein. The school and Kiwanis club signatures cannot be by the same person.

Key Club president

Kiwanis club president or advisor

Principal or faculty advisor

Part 1: Club information

A. KEY CLUB ADMINISTRATION - 25 points possible

CLUB MEETINGS

1a. How many club meetings were held:

- a. During the school year that were attended by faculty advisor? _____
- b. During the school year that had a speaker or program? _____
- c. During the summer (or other break period)? _____
- d. As special meetings (banquet, etc.)? _____
- e. As board meetings? _____

1b. Average club meeting attendance percentage: _____ %
(Include all regular club meetings, round to nearest whole number)

CLUB REPORTS

2. Reports completed and submitted on time:

- a. Monthly activity (submitted monthly to district) ____YES ____NO
- b. Club election (submitted to district) ____YES ____NO
- c. Key Club magazine report form (Submitted at least one) ____YES ____NO

DUES PAYMENT

3. Dues payment date: _____

DIVISION INVOLVEMENT

4. Activities in which the club participated:

- a. Division or region/zone training conference ____YES ____NO
- b. Presidents or Divisional Council Meeting(s) ____YES ____NO
- c. Division-wide rally or service project ____YES ____NO

CLUB COMMUNICATIONS

5. Did the club utilize either of these forms of communications for members?

- a. Club newsletter with a minimum of six (6) issues ____YES ____NO
- b. Club website (address: _____) ____YES ____NO

B. CLUB MEMBERSHIP - 16 points possible

EDUCATION AND DEVELOPMENT PROGRAMS

1. Did the club provide a special program for new-member induction, including a ceremony and pin presentation? ____YES ____NO

2. Did the club provide a formal program for member orientation and education including the new member handbook, Key Club magazine, videos, etc? ____YES ____NO

CONVENTION ATTENDANCE

3. How many attended the 2014 district convention?

Voting delegates: _____ Advisors: _____

4. How many attended the 2014 Key Club International convention in Washington, D.C.?

Voting delegates: _____ Advisors: _____

MEMBERSHIP ACTIVITIES

SCORING

Write point
total here

CLUB MEETINGS

1a. 1 point for every five meetings, to a maximum 5 points.	
b. 6 or more is 1 point.	
c. 1 or more is 1 point.	
d. 1 or more is 1 point.	
e. 10 or more is 2 points, 5-9 is 1 point.	
1b. 80% or more is 4 points, 60-79% is 3 points, 40-59% is 1 point.	

CLUB REPORTS

2a. If YES, 1 point.	
b. If YES, 1 point.	
c. If YES, 1 point.	

DUES PAYMENT

3. By Nov 15th, 3 points; by Dec 1st, 2 points.	
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DIVISION INVOLVEMENT

4a. If YES, 1 point.	
b. If YES, 1 point.	
c. If YES, 1 point.	

CLUB COMMUNICATIONS

5a. If YES, 1 point.	
b. If YES, 1 point.	

**Total for
Section A**

EDUCATION & DEVELOPMENT

1. If YES, 2 points.	
2. If YES, 2 points.	

CONVENTION ATTENDANCE

3. 1 point per voting delegate (2 points maximum).	
3. An advisor is 1 point (maximum).	
4. 1 point per voting delegate (2 points maximum).	
4. An advisor is 1 point (maximum).	

5. How many club social activities were held for all club members? _____

6. How many interclubs were held with other Key Clubs? _____

MEMBERSHIP GROWTH

7. What is the increase (decrease) of dues-paid members over the previous year? _____

C. LEADERSHIP DEVELOPMENT - 15 points possible

KEY CLUB OFFICER TRAINING

1. Did your club participate in a formal officer training? _____

2. Did the faculty and/or Kiwanis advisor participate in the club officer training? _____

3. Did the president and secretary attend a division or district club officer training workshop or conference? _____

KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT

4. Has your club conducted or participated in:

a. District or division leadership conference or retreat? _____

b. Key Leader weekend? _____

c. A club officer/member leadership retreat? _____

5. What percentage of members have served in leadership positions including officers, board members, committee and project chairpersons? _____%

6. During the past year, has the club included:

a. A candidate for district or Key Club International office? _____

b. A district officer or committee member? _____

c. A Key Club International officer or committee member? _____

D. KIWANIS-FAMILY INVOLVEMENT - 14 Points Possible

SPONSORING KIWANIS CLUB INTERACTION

1. Have sponsoring Kiwanis club members attended a minimum of 15 Key Club meetings? _____

2. Have Key Club members attended a minimum of 15 meetings of the sponsoring Kiwanis club? _____

3. Has the Key Club participated in joint service projects with the sponsoring Kiwanis club? _____

4. Has the Key Club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club? (Club name _____)

5. Has the Key Club participated in at least one service project with a Kiwanis club (other than its sponsor), CKI, Builders Club, K-Kids or other Kiwanis-family organization? _____

KIWANIS-FAMILY INTERACTION

6. Has the Key Club presented a program at a Builders Club or K-Kids meeting? _____

7. Has the Key Club participated in at least one interclub with a Kiwanis club (other than its sponsoring Kiwanis club), CKI, Builders Club, K-Kids, or other Kiwanis-family organization? _____

SCORING

Write point
total here

MEMBERSHIP ACTIVITIES

5. 3 or more is 2 points.
1-2 is 1 point.

6. 5 or more is 2 points.
3-4 is 1 point.

MEMBERSHIP GROWTH

7. The greater of: 10
members or 10% is 2 pts;
5 members or 5% is 1 pt.

**Total for
Section B**

KEY CLUB OFFICER TRAINING

1. If YES, 1 point.

2. If YES, 1 point.

3. If YES, 1 point.

KEY CLUB LEADERSHIP TRAINING AND DEVELOPMENT

4. if YES to one of a), b),
or c), 2 points;
if YES to two of a), b), or
c), 4 points.

5. 50% is 5 pts, 40% is 4
pts, 30% is 3 pts, 20% is
2 pts, 10% is 1 point.

6a. If YES, 1 point.

b. If YES, 1 point.

c. If YES, 1 point.

**Total for
Section C**

SPONSORING KIWANIS CLUB INTERACTION

1. If YES, 2 points.

2. If YES, 2 points.

3. If YES, 3 points.

4. If YES, 1 point.

5. If YES, 2 points.

KIWANIS-FAMILY INTERACTION

6. If YES, 2 points.

7. If YES, 2 points

**Total for
Section D**

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

SCORING

Write point
total here

SERVICE PROJECTS

A. Each project is 1 point,
With 50 points maximum.

**Total for
Section A**

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. **US\$ _____**

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.**

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 3: 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 1				PART 2				FINAL SCORE
Section:	A.	B.	C.	D.	A.	B.	C.	
Points possible:	25 points	16 points	15 points	14 points	50 points	60 points	20 points	200 points possible
SCORE:								

Judging and certification: _____