

# Key Club

Louisiana-Mississippi-West Tennessee District

Convention Contest Entry Form

## OUTSTANDING CLUB SECRETARY NOMINATION FORM

This award recognizes the one outstanding Key Club Secretary for the year. Each Key Club that feels they have an outstanding Secretary who fits the qualifications contained on this nomination form, may submit an entry form. Entries for this award must be filed by the Registration Deadline.

SECRETARY'S NAME: \_\_\_\_\_

KEY CLUB OF: \_\_\_\_\_ HIGH SCHOOL, DIVISION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

### MANDATORY CRITERIA

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Maintained the proper records for the club during the year, including the minutes for all club and all board meetings.      |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Handled all correspondence for club promptly and courteously.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Submitted all required monthly reports to the Lieutenant Governor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Attended last year's District Convention.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Attended the New Officers' Spring Training Conference to prepare for year as Secretary.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Attended all club board meetings.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Maintained regular service hour requirements.<br><i>Number of service hours performed personally during the year: _____</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Attended at least 95% of all regular club meetings. <i>Percentage attended: _____ %</i>                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Submitted the names and addresses of this year's club officers for to Key Club International and to the District Office.    |

### ADDITIONAL CRITERIA

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Attended Kiwanis meetings regularly. <i>Number of Kiwanis meetings attended: _____</i>                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Attended last year's Key Club International Convention.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Attended the Regional Rally held for your division.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Participated in interclubs. <i>Number of interclubs participated in: _____</i>                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Participated in divisional projects, and other events within the division. <i>Number participated in: _____</i> |

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## EVALUATION BY FACULTY ADVISOR

Please rank the following aspects of your Secretary's performance during the year: (*1 is the lowest, and 5 is the highest*)

	1	2	3	4	5
Preparedness and promptness at meetings and projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate to fellow officers and advisor(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in service project and other club activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In order to fully evaluate your nomination form, please attach a letter of recommendation from your Faculty Advisor and your Lieutenant Governor. One secretary will be chosen by the District Board to receive this award, and the award will be presented at the District Convention. Please send this completed form, along with the letters of recommendation, and samples of your calendar of events, with the club's convention registration forms.

**SECRETARY'S NAME:** \_\_\_\_\_

**KEY CLUB OF:** \_\_\_\_\_ **HIGH SCHOOL**

**We hereby nominate our Club Secretary for the "Outstanding Club Secretary Award."**

\_\_\_\_\_  
*Club President*

\_\_\_\_\_  
*Faculty Advisor*

\_\_\_\_\_  
*Principal*