

# TEXAS-OKLAHOMA DISTRICT CODE OF CONTESTS AND AWARDS

## Article I

### Purpose

- Section 1 The following code shall be maintained by the Committee on Contests and Awards of the Texas-Oklahoma District Board and shall be used by the members of the Texas-Oklahoma District of Key Club International as outlined in the Bylaws of the Texas-Oklahoma District of Key Club International.
- Section 2 This Code shall outline all restrictions and guidelines of the contests and judging at the Texas-Oklahoma District annual convention.
- Section 3 Only clubs in good standing with Key Club International and the Texas-Oklahoma District shall be eligible to submit entries or compete in any competitions.
- Section 4 This code shall follow all guidelines set by the Key Club International Guidebook for the current Key Club year under the Contest and Awards section.
- Section 5 This code can be amended by the Texas-Oklahoma District Board. All amendments must be passed by a two-thirds majority vote and require approval of the District Administrator. All amendments shall become effective immediately upon adoption

## Article II

### Guidelines for District-only Competitions

#### Section 1 **Club Newsletter Award**

##### A. Description

1. This competition is intended to reward the club which presents the most informative, creative, and original newsletters to its members throughout the year.

##### B. Entry Requirements

1. To enter this competition, submit all applicable newsletters for the year in a 3-ring binder with fixed labels. Registrant must also register for the contest through the convention registration process.

##### C. Rules

1. All newsletter entries must be actual club newsletters, dated during the current Key Club administrative year.

2. The newsletters must be created by a Key Club member(s).

D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
News worthiness of articles	30%
Creativity	10%
Originality	15%
Clarity	20%
Key Club promotion	25%

2. Awards will be presented for first, second, and third place.
3. This contest shall be judged by the District Editor.

Section 2

**Club T-Shirt Award**

A. Description

1. This competition is intended to reward the club which presents the most creative and original T-shirt as worn by its members throughout the year.

B. Entry Requirements

1. To enter this competition, submit the club T-shirt. The registrant must also register for the contest through the convention registration process.

C. Rules

1. Only one submission per club is allowed.
2. T-shirts submitted must be a Key Club T-Shirt that has been used throughout the current year.
3. Entries that are not t-shirts will be disqualified. **THE ENTRY MUST BE A T-SHIRT. NO TANK TOPS, SWEATSHIRTS, SHIRTS WITH BUTTONS, COLLARED SHIRTS, JACKETS, JERSEYS, or LONG-SLEEVED SHIRTS WILL BE JUDGED.**
4. No additional display materials or props will be accepted with the T-Shirt. (Example: mannequins, hangers, etc.)
5. **THE ENTRY MUST HAVE THE SCHOOL NAME INCORPORATED WITH THE DESIGN** if it does not it will be disqualified.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Originality	25%
Distinctiveness	20%
Unique design/artwork	25%
Key Club promotion	25%
School name present	5%

2. Awards will be presented for first, second, and third place.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

### Section 3     **District Project Award**

#### A. Description

1. This competition is intended to reward the club which puts forth the best efforts regarding all work towards the current year's district project.

#### B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Project summary
    - i) A detailed description of the project and its effects on the community. This section must not exceed 750 words. A word count must be printed at the bottom of the project summary.
  - b. Publicity
    - i) Any and all public service announcements, television and newspaper coverage, flyers, announcements at all meetings, etc.
  - c. Miscellaneous
    - i) All other materials and references displaying the quality of the project.
  - d. Size of project
    - i) A statement outlining the size and scope of the project.
  - e. Member involvement
    - i) A statement discussing overall member involvement, specific duties and responsibilities, etc.
  - f. Number benefiting from project
    - i) A statement outlining who benefited from the project and in what ways.
2. The registrant must register for the contest through the convention registration process.

#### C. Rules

1. Only one submission per club is allowed.

2. The project must be in compliance with the current year's district project theme.
3. Any descriptions and/or statements must be written by a current Key Club member.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Project summary	20%
Publicity	15%
Miscellaneous	20%
Size of project	20%
Member involvement	10%
Number benefiting	15%

2. An award will be presented for first place only.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 4     **Governor's Project Award**

A. Description

1. This competition is intended to reward the club which puts forth the best efforts regarding all work towards the current year's governor's project.

B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Project summary
    - i) A detailed description of the project and its effects on the community. This section must not exceed 750 words. A word count must be printed at the bottom of the project summary.
  - b. Publicity
    - i) Any and all public service announcements, television and newspaper coverage, flyers, announcements of all meetings, etc.
  - c. Miscellaneous
    - i) All other materials and references displaying the quality of the project.
  - d. Size of project
    - i) A statement outlining the size and scope of the project.
  - e. Member involvement
    - i) A statement discussing overall member involvement, specific duties and responsibilities, etc.

- f. Number benefiting from project
  - i) A statement outlining who benefited from the project and in what ways.
- 2. The registrant must register for the contest through the convention registration process.

C. Rules

- 1. Only one submission per club is allowed.
- 2. The project must be in compliance with the current year's governor's project theme.
- 3. Any descriptions and/or statements must be written by a current Key Club member.

D. Scoring/Judging

- 1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Project summary	20%
Publicity	15%
Miscellaneous	20%
Size of project	20%
Member involvement	10%
Number benefiting	15%

- 2. An award will be presented for first place only.
- 3. This contest shall be judged by the District Governor.

Section 5     **Impromptu Essay Award**

A. Description

- 1. This competition is intended to reward the member who composes the best essay regarding a given topic. This competition is held live at the district convention.

B. Entry Requirements

- 1. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant's name(s) where indicated on the automated form at convention.

C. Rules

- 1. No more than 2 members of the same club may enter this competition.

2. There will be a time limit of ONE and ONE-HALF hours during which each entrant will develop his/her own essay.
3. The essay topic will not be known to the contestants until the beginning of the contest.
4. Essay length must be between 250 and 400 words.
5. Contestants will use paper & pencils provided in the room.
6. All entries shall become the property of the Texas-Oklahoma District and may be reproduced in print with proper credit given to the author.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Grammatical accuracy	20%
Development of topic	30%
Originality & clarity of thought	50%

2. Awards will be presented for first, second, and third place.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 6     **Kim Owen Dinsmore Most Improved Club Award**

A. Description

1. This competition is intended to recognize already chartered clubs for outstanding improvements throughout the past year.

B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Essay
    - i) Any member of the club is allowed to write a 250-350-word essay explaining the improvement over the past year. The essay must include, but is not limited to, sections on membership growth, projects, and fund raising.
  - b. Monthly reports
    - i) All monthly reports submitted by the club secretary throughout the past year.
  - c. Miscellaneous

- i) All other materials and references displaying the improvement of the club.
- 2. The registrant must register for the contest through the convention registration process.

C. Rules

- 1. Only one submission per club is allowed.

D. Scoring/Judging

- 1. Each club will be judged on the rank of improvement from the previous year.
- 2. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Presentation	15%
Members	20%
Monthly reports	25%
Projects	40%

- 3. An award will be presented for first place only.
- 4. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 7     **Art Swanberg Outstanding Club President Award**

A. Description

- 1. This competition is intended to recognize the district’s most outstanding club president based on a variety of variables.

B. Entry Requirements

- 1. A ringed binder must be submitted with the following sections:
  - a. Overall club performance
    - i) A listing of projects and fund raisers and the percentage of members in attendance. Club ranking could also pertain to this section.
  - b. Overall club growth
    - i) A statement listing the number of members gained during this president’s administration.
  - c. Meetings
    - i) A statement listing the number of general meetings and board meetings held per month. Indicate which (if not all) meetings over which the president presided.
  - d. Kiwanis support

- i) A statement listing the number of Kiwanis meetings attended by the Key Club's members and the number of Kiwanis meetings attended by the president.
  - e. References
    - i) Letter(s) from faculty advisor(s), Kiwanis club president, school principal/administrator, lt. governor, etc.
  - f. Miscellaneous
    - i) A section that can include, but is not limited to, a listing of other activity involvement, a self-bio, awards, and all other materials displaying the quality of the candidate.
2. The registrant must register for the contest through the convention registration process.

**C. Rules**

- 1. Only one entrant per club is allowed.
- 2. The faculty advisor or Kiwanis advisor must nominate the President for this award.

**D. Scoring/Judging**

- 1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Overall club performance	30%
Overall club growth	25%
Meetings	25%
Kiwanis support	10%
References	5%
Miscellaneous	5%

- 2. An An award will be presented for first place only.
- 3. This contest shall be judged by the District Governor.

**Section 8 Tom Duncan Outstanding Club Secretary Award**

**A. Description**

- 1. This competition is intended to recognize the district's most outstanding club secretary based on a variety of variables. He/she must depict responsibility, organization, dedication, thoroughness, and prestige.

**B. Entry Requirements**

- 1. A ringed binder must be submitted with the following sections:



- a. Evaluation
    - i) A statement from both the club president and faculty advisor regarding the following areas:
      - 1) Preparedness and promptness for meetings.
      - 2) Ability to relate to and work well with fellow officers.
      - 3) Consistency and quality of overall performance. Indicate if all 12 monthly reports were submitted and if on time.
      - 4) Participation in the service and fund raising activities of the club.
  - b. References
    - i) Letter(s) from faculty advisor(s), Kiwanis club president, school principal/administrator, lt. governor, etc.
  - c. Monthly reports
    - i) All monthly reports as submitted throughout the past year. Include all correspondence and meeting minutes (regular and board).
  - d. Duties
    - i) A statement listing the duties given the club secretary from the club. (Example: At meetings, the secretary was accountable for recording minutes, talking head counts, completing sign-in sheets, etc.)
  - e. Meetings
    - i) A statement listing the number of general meetings and board meetings held per month. Indicate which (if not all) meetings in which the secretary attended.
  - f. Miscellaneous
    - i) A section that can include, but is not limited to, a listing of other activity involvement, a self-bio, awards, and all other materials displaying the quality of the candidate.
2. The registrant must register for the contest through the convention registration process.

### C. Rules

- 1. Only one entrant per club is allowed.
- 2. The club president and/or faculty advisor or Kiwanis advisor must nominate the Secretary for this award.

### D. Scoring/Judging

- 1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Evaluation	15%
References	5%
Monthly reports	30%
Correspondence	10%
Meeting minutes	15%
Duties	15%
Miscellaneous	10%

2. An award will be presented for first place only.
3. This contest shall be judged by the District Secretary.

Section 9     **Charles Parker Outstanding Club Treasurer Award**

A. Description

1. This competition is intended to recognize the district’s most outstanding club treasurer based on a variety of variables.

B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Evaluation
    - i) A statement from the club president, faculty or Kiwanis advisor, and school principal/administrator in reference to the following areas:
      - 1) Question: How has the nominee’s performance been outstanding in his/her role as treasurer?
      - 2) Question: How is the nominee outstanding as a member of Key Club?
  - b. Duties
    - i) A statement listing the duties given the club treasurer from the club.
  - c. Meetings
    - i) A statement listing the number of general meetings and board meetings held per month. Indicate which (if not all) meetings in which the treasurer attended.
  - d. Miscellaneous
    - i) A section that can include, but is not limited to, a listing of other activity involvement, a self-bio, awards, and all other materials displaying the quality of the candidate.
2. The registrant must register for the contest through the convention registration process.

C. Rules

1. Only one entrant per club is allowed.
2. The club president and/or faculty or Kiwanis advisor must nominate the treasurer for this award

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Evaluation	50%
Duties	10%

Meetings	10%
Miscellaneous	30%

2. An award will be presented for first place only.
3. This contest shall be judged by the District Treasurer.

Section 10 **Linda and Gary Hicks Outstanding Club Editor Award**

A. Description

1. This competition is intended to recognize the district's most outstanding club editor based on a variety of variables.

B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Evaluation
    - i) A statement from the club president, faculty or Kiwanis advisor, and school principal/administrator in reference to the following areas:
      - 1) Question: How has the nominee's performance been outstanding in his/her role as editor?
      - 2) Question: How is the nominee outstanding as a member of Key Club?
  - b. Duties
    - i) A statement listing the duties given the club editor from the club.
  - c. Meetings
    - i) A statement listing the number of general meetings and board meetings held per month. Indicate which (if not all) meetings in which the editor attended.
  - d. Miscellaneous
    - i) A section that can include, but is not limited to, a listing of other activity involvement, a self-bio, awards, and all other materials displaying the quality of the candidate.
2. The registrant must register for the contest through the convention registration process.

C. Rules

1. Only one entrant per club is allowed.
2. The club president and/or faculty or Kiwanis advisor must nominate the editor for this award

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Evaluation	50%
Duties	10%
Meetings	10%
Miscellaneous	30%

2. An award will be presented for first place only.
3. This contest shall be judged by the District Editor.

## Section 11 **Outstanding Club Vice President Award**

### A. Description

1. This competition is intended to recognize the district's most outstanding club vice president based on a variety of variables.

### B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Evaluation
    - i) A statement from the club president, faculty or Kiwanis advisor, and school principal/administrator in reference to the following areas:
      - 1) Question: How has the nominee's performance been outstanding in his/her role as vice president?
      - 2) Question: How is the nominee outstanding as a member of Key Club?
  - b. Duties
    - i) A statement listing the duties given the club vice president from the club.
  - c. Meetings
    - i) A statement listing the number of general meetings and board meetings held per month. Indicate which (if not all) meetings in which the vice president attended.
  - d. Miscellaneous
    - i) A section that can include, but is not limited to, a listing of other activity involvement, a self-bio, awards, and all other materials displaying the quality of the candidate.
2. The registrant must register for the contest through the convention registration process.

### C. Rules

1. Only one entrant per club is allowed.
2. The club president and/or faculty or Kiwanis advisor must nominate the vice president for this award

### D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Evaluation	50%
Duties	10%
Meetings	10%
Miscellaneous	30%

2. An award will be presented for first place only.
3. This contest shall be judged by the District Governor.

## Section 12 **Rookie of the Year Award**

### A. Description

1. This competition is intended to recognize new clubs for outstanding achievements during its first PARTIAL year OR first FULL year in Key Club (but not both).

### B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Members
    - i) A complete listing of paid members' names and grade classifications. Also include a copy of the club's charter.
  - b. Club year
    - i) A 0-150-word typed report describing various activities accomplished that distinguishes the club's first year from any other club. A word count must be printed at the bottom of the report.
  - c. Letter of recommendation
    - i) A typed letter with original signature from either the sponsoring Kiwanis or faculty advisor explaining why he/she thinks the club deserves this award.
  - d. Monthly reports
    - i) All monthly reports submitted by the club secretary throughout the past year. Include copies of all minutes.
  - e. Miscellaneous
    - i) All other materials and references displaying the quality of the club.
2. The registrant must register for the contest through the convention registration process.

### C. Rules

1. Only one submission per club is allowed.
2. A club can only enter this competition once.

3. Any descriptions and/or statements must be written by a current Key Club member.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Members	20%
Club year	30%
Letter of recommendation	20%
Monthly reports	20%
Miscellaneous	10%

2. An award will be presented for first place only.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 13    **Tex-O-Key Reporting Award**

- A. Any club who has submitted pictures, articles, etc. to the district editor is eligible for this award. Judging will be based on the quantity and quality of submissions. No entry form need be completed, as the district editor will judge based on the submissions received during the year. An award will be presented for first place only.

Section 14    **Distinguished Web Site Award**

A. Description

1. This competition is intended to recognize clubs with creative, informative, and functional club web sites.

B. Entry Requirements

1. A club must submit its web site to the T-O District Board to be linked to the district web site by OCTOBER 1st of the current year. E-mail link is available on the district web site. New chartered clubs that would like to be considered for the Distinguished Web site may submit their link within 30 days of their charter. No submissions will be accepted after March 15th.
2. Successfully submitting the club web site to be linked to the district web site will effectively enter the club for this competition.

C. Rules

1. By maintaining the standards listed below and by scoring the indicated amount of points, each club can attain DISTINGUISHED WEB SITE honors.
2. A club's web site must not have any illegal material or material of an offensive nature, including, but not limited to, inappropriate text, graphics, or the like.
3. A club's website will be penalized by three points per item, per month, if said website lacks any of the following items:
  - a. School name (Key Club name)
  - b. Division number
  - c. The Key Club International logo
  - d. Contact information for the division's Key Club Lt. governor, unless the office is vacant
  - e. An updated calendar with listed upcoming Key Club events
  - f. An informational page listing what Key Club is and does
  - g. Sponsoring Kiwanis Club contact information (if there is a vacancy of a sponsoring Kiwanis Club, the Texas-Oklahoma District shall be named as the sponsor)
  - h. Link to the district web site
  - i. Link to the Key Club International web site
  - j. A listing of officers COMPLETE with name, position, graduation year, and E-Mail address
4. Web site must be educational and promotional at the club level.
5. The web site must be developed and maintained by a Key Club member.
6. A club must update its web site AT LEAST monthly. Evidence must exist showing an update (simply changing calendar information does NOT suffice).

#### D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Content	35%
Creativity	25%
Interactivity (communication)	10%
Ease of use	10%
Formatting (style)	10%
Use of technology	5%
Lack of pop-ups/ads	5%

2. Each club's website will be checked once a month for updates. Non-updated sites will receive a score deduction of 5 points on its overall score for every month it is not updated. Assume the first of the month as an update deadline (starting with October 1<sup>st</sup> of the current Key Club year).

3. All judging will be the responsibility of a Governor-appointed designee. Scores will remain confidential. All decisions by the Governor-appointed designee will be final.
4. All club web sites that maintain the above listed standards and score 65 points (out of 100) shall receive distinguished web site honors at the district convention. The top 3 scoring clubs shall receive special recognition.

Section 15    **Gene Brock Outstanding Faculty Advisor Award**

A. Description

1. This competition is intended to recognize the district’s most outstanding faculty advisor based on a variety of variables.

B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Evaluation
    - i) A statement from the club president or other officer in reference to the following areas:
      - 1) Question: In your opinion, what SPECIFIC events over the past year make your faculty advisor outstanding?
      - 2) Question: How has your faculty advisor made an influential difference in the lives of his/her Key Club members?
  - b. References
    - i) Letter(s) from Kiwanis club president, club officers, school principal/administrator, Lt. governor, etc.
  - c. Miscellaneous
    - i) Other materials, references, or anything else displaying the quality of the advisor.
2. The registrant must register for the contest through the convention registration process.

C. Rules

1. Only one entrant per club is allowed.
2. The advisor must be nominated by the club president or sponsoring Kiwanis club president.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Evaluation	80%



References	10%
Miscellaneous	10%

2. An award will be presented for first place only.
3. This contest shall be judged by the District Administrator.

Section 16 **Jay Thomas Outstanding Kiwanis Advisor Award**

A. Description

1. This competition is intended to recognize the district's most outstanding Kiwanis advisor based on a variety of variables.

B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Evaluation
    - i) A statement from the club president or other officer in reference to the following areas:
      - 1) Question: In your opinion, what SPECIFIC events over the past year make your Kiwanis advisor outstanding?
      - 2) Question: How has your Kiwanis advisor bettered the relationship between the Key Club and the sponsoring Kiwanis club?
  - b. References
    - i) Letter(s) from Kiwanis club president, club officers, school principal/administrator, lt. governor, etc.
  - c. Miscellaneous
    - i) Other materials, references, or anything else displaying the quality of the advisor.
2. The registrant must register for the contest through the convention registration process.

C. Rules

1. Only one entrant per club is allowed.
2. The advisor must be nominated by the club president or sponsoring Kiwanis club president.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Evaluation	80%
References	10%

Miscellaneous	10%
---------------	-----

2. An award will be presented for first place only.
3. This contest shall be judged by the District Administrator.

Section 17    **Membership Growth Award**

A. Description

1. This competition is intended to recognize clubs with a specific increase in membership over the past year.

B. Entry Requirements

1. All clubs in good standing are automatically made eligible for this award each year.

C. Rules

1. This award will be determined by the increase of paid members of the current year from the paid members of the previous year.
2. The increase in membership will be certified by the district treasurer.

D. Scoring/Judging

1. Clubs will receive this award based on the following criteria:
  - a. 50-74% increase in membership
  - b. 75+% increase in membership

Section 18    **T-O Quiz Bowl Award**

A. Description

1. This competition is intended to recognize club members who excel in trivia knowledge and Kiwanis family history.

B. Entry Requirements

1. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant's name(s) where indicated on the automated form at convention.

C. Rules

1. No more than 2 members of the same club may enter this competition.
2. There will be a qualifying exam, consisting of general knowledge and Kiwanis family history questions. Pencils will be provided at the exam.
3. The final round of this competition shall be a modified version of general academic challenge rules.

#### D. Scoring/Judging

1. The exam shall last ten minutes. After ten minutes, all exams will be collected and scored.
2. Correct answers will receive points. There is no deduction for wrong answers or incomplete answers.
3. Questions for the exam shall be selected by the appropriate member(s) of the Committee on Contests and Awards of the Texas-Oklahoma District Board. The exams shall remain private and confidential until the time of the exam.
4. The top five members from each state (by exam score) shall be chosen to participate in the final round, making up Team Texas and Team Oklahoma. The final round will be held in front of the convention audience.

### Section 19 **"A Picture is Worth a Thousand Words" Award**

#### A. Description

1. This competition is intended to reward the club that has taken a picture that represents the goals and mission of Key Club.

#### B. Entry Requirements

1. To enter this competition, submit the photo. The registrant must also register for the contest through the convention registration process.

#### C. Rules

1. Only one entrant per club is allowed.
2. The photo must be 4 inches by 6 inches in size.
3. No words may be seen in the photo.
4. No alterations of the image, digital or otherwise (including the use of computer software), may be used.
5. The photo must be taken by a Key Club member.

- All entries shall be in good taste and appropriate as to the standards set by the Objects of Key Club International.

D. Scoring/Judging

- Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Originality	15%
Application to the Key Club Pledge	30%
Overall Appearance	15%
Creativity	20%
Clarity	20%

- An award will be presented for first, second and third place.
- This contest shall be judged by a panel of judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

## **Article III**

### Guidelines for Competitions at Both District and International Levels

Section 1     **Club Poster Award (Non-Digital)**

A. Description

- This competition is intended to reward the club which presents the most creative and original poster which could be or was used throughout the year to promote Key Club.

B. Entry Requirements

- To enter this competition, submit the club poster and the registrant must also register for the contest through the convention registration process. Note that a club may NOT compete for BOTH the Digital and Non-Digital Club Poster Awards.

C. Rules

- Only one submission per club is allowed.
- The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
- Entries in this category may not include material produced through electronic means, such as cameras and computer software.

4. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
4. The artist must be a Key Club member.
5. The first place Key Club poster contest winner from each of the organized Key Club districts will be eligible to compete in the contest at the international convention.
6. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
7. The following information must be submitted with each entry:
  - a. Name of Key Club and District.
  - b. Contact name and information for the artist producing the poster. The artist(s) must be a Key Club member.

#### D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
Originality/Creativity	25%
Effectiveness for member recruitment	25%
Appearance and artistic expression	50%

2. Awards will be presented for first and second place.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

## Section 2    **Club Poster Award (Digital)**

### A. Description

1. This competition is intended to reward the club which presents the most creative and original poster which could be or was used throughout the year to promote Key Club.

### B. Entry Requirements

1. To enter this competition, submit the club poster and the registrant must also register for the contest through the convention registration process. Note that a club may NOT compete for BOTH the Digital and Non-Digital Club Poster Awards.

### C. Rules

1. Only one submission per club is allowed.
2. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
3. Entries in this category may include materials produced with electronic means, such as cameras and computer software.
4. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
4. The artist must be a Key Club member.
8. The first place Key Club poster contest winner from each of the organized Key Club districts will be eligible to compete in the contest at the international convention.
9. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.

### D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Originality/Creativity	25%
Effectiveness for member recruitment	25%
Appearance and artistic expression	50%

4. Awards will be presented for first and second place.
5. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

## Section 3 **Club Video Award**

### A. Description

1. This competition is intended to reward the club which presents the most creative and original video which could be or was used throughout the year to promote Key Club.

### B. Entry Requirements

1. To enter this competition, submit the club video and the generic itemized cost form. The registrant must also register for the contest through the convention registration process.

### C. Rules

1. Only one submission per club is allowed.
2. The video must be produced by club members only at a cost not to exceed US\$300.
3. The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.
4. The length of the completed video should be no longer than 60 seconds.
5. The video must be submitted on a DVD in QuickTime format containing no copyrighted music.
6. An itemized listing of all costs associated with the video production, including cost of the recording media, must be submitted.
7. All entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries.
8. All Entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
9. The first and second place club video contest winners from each of the organized Key Club districts will be eligible to compete in the contest at international convention. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the District Administrator.
10. The following information must be submitted with each entry:
  - a. Name of the Key Club and District.
  - b. Contact name and information for the Key Club member responsible for the submission.

### D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Originality	10%
Promotion of Key Club	20%
Clarity of message	20%

Sound quality	10%
Picture quality	10%
Overall impression	30%

2. Awards will be presented for first and second place.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

#### Section 4     **Major Emphasis Award (Service Initiative)**

##### A. Description

1. This competition is intended to reward the club which puts forth the best efforts regarding all work towards the current year's major emphasis program.

##### B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. The need
    - i) A statement describing in what way the project deals with the MEP. Failure to include this section will result in disqualification.
  - b. The plan
    - i) A statement describing how the project was organized.
  - c. The implementation
    - i) A statement describing the steps taken to implement the plan.
  - d. Final results
    - i) A statement describing the benefits of the service rendered.
  - e. Partnerships with the Kiwanis family and other organizations
    - i) A statement describing actions and partnerships formed. Describe how the project was publicized.
  - f. Percentage of club members participating
    - i) A listing of the number of members in the club and the number that participated in the project. Calculate a participation percentage.
  - g. Club's overall program dealing with MEP
    - i) A statement describing any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with the MEP during other parts of the year.
2. The registrant must register for the contest through the convention registration process.
3. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It can be found in the Key Club International guidebook.

##### C. Rules



1. Only one submission per club is allowed.
2. The report must be typed. Each section of the ringed binder must be 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 can be found in the Key Club International guidebook. It must be completed in its entirety.
3. The activity described can cover any phase of Key Club Major Emphasis Involvement 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.
4. Reports will be judged according to the amount of Major Emphasis Program activity described above. There are no platinum, silver, gold or bronze divisions in this contest.
5. 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.
6. Only one winner in the district contest will be eligible to compete in the international convention competition.

#### D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
The plan	10%
The implementation	20%
Final results	25%
Partnerships	10%
Member participation	10%
Overall program	25%

2. Member participation points shall be calculated as follows:

<b>PARTICIPATION PERCENTAGE</b>	<b>POINTS</b>
0-9%	1
10-19%	2
20-29%	3
30-39%	4
40-49%	5
50-59%	6
60-69%	7
70-79%	8
80-89%	9
90-100%	10

3. Awards will be presented for first and second place.
4. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

Section 5     **Oratorical Award**

A. Description

1. This competition is intended to reward the member who composes and presents the best oration regarding a given topic. This competition is held live at the district convention.

B. Entry Requirements

1. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant’s name where indicated on the automated form at convention.

C. Rules

1. The topic of all orations will be given by Key Club International during the year.
2. The subject matter of the oration and the presentation must be original and developed independently by each orator.
3. Each orator will be allowed a maximum of FIVE minutes for the presentation. At FOUR minutes, the timer will stand, unless otherwise notified. At the end of five minutes, the timer will call “time”. The orator may finish the sentence without a penalty. After that, a penalty may be included.
4. During convention, an elimination round will be held at a time and place as shown in the official convention program. Three orators will be selected to compete as finalists in an address before the convention at the time designated for that award.
5. All orations must be memorized.
6. The winning orator will be eligible to enter the oratorical contest at the Key Club International convention.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

CRITERIA	PERCENTAGE
The speech	
Clarity of Message/Idea	20%

Depth	10%
Originality	10%
Organization	20%
Reference	5%
Grammar/Word Choice	10%
The delivery	
Posture	10%
Voice	10%
Attention of Audience	5%

2. Awards will be presented for first, second, and third place.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

## Section 6      **Traditional Scrapbook Award**

### A. Description

1. This competition is intended to reward the club which presents the most original, creative, and artistic **traditional** scrapbook of the past year's projects, meetings events, etc.

### B. Entry Requirements

1. To enter this competition, submit the club scrapbook and the generic itemized cost form. The generic itemized cost form must be permanently affixed to the inside cover of the scrapbook using glue or tape. Failure to comply with this rule will result in disqualification. The registrant must also register for the contest through the convention registration process.

### C. Rules

1. Each Key Club may enter a traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings or other representations of its activities during the club administrative year (defined as being from district convention to district convention).
2. The scrapbook must be produced by club members only at a cost not to exceed US\$300.
3. Each scrapbook must be divided into the following categories:
  - a. Service to School
  - b. Service to Community
  - c. Fundraising Projects
  - d. Assistance to Kiwanis Projects
  - e. Involvement with Major Emphasis Program

f. Miscellaneous

4. Each category must be:
  - a. Tabbed accordingly
  - b. Have numbered pages
5. There must be a table of contents at the beginning. Judges will deduct five points for missing tabs and five points for a missing table of contents.
6. Each entry is required to be submitted in a scrapbook, not to exceed 14 inches long by 14 inches wide. The cover may be decorated.
7. Each scrapbook being judged at the International convention must be the exact same scrapbook judged at the district convention. Any alterations in the scrapbook will result in disqualification.
8. No audio/visual or computer equipment will be allowed as part of the entry.
9. Only first and second place will be allowed to compete at the international convention.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Format	
Cover	9.09%
Interior artwork	18.19%
News clippings and photographs	18.18%
General content	
Service to school	9.09%
Service to community	9.09%
Fund raising projects	9.09%
Assistance to Kiwanis projects	9.09%
Involvement with MEP	9.09%
Miscellaneous	9.09%

2. The generic itemized costs form must be permanently affixed to the inside cover of the scrapbook or the judges shall deduct ten points. The Key Club president and advisor must sign this form. Work done by Key Club members such as hand-lettering artwork, etc. need not be included as cost items.
3. Awards will be presented for first and second place.
4. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

## Section 7    **Non-Traditional Scrapbook Award**

### A. Description

1. This competition is intended to reward the club which presents the most original, creative, and artistic **non-traditional** scrapbook of the past year's projects, meetings events, etc.

### B. Entry Requirements

1. To enter this competition, submit the club scrapbook and the generic itemized cost form. The generic itemized cost form must be permanently affixed to the inside cover of the scrapbook using glue or tape. Failure to comply with this rule will result in disqualification. Work done by Key Club members such as hand-lettering artwork, etc. need not be included as cost items on the generic itemized cost form. The registrant must also register for the contest through the convention registration process.

### C. Rules

1. Each Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings or other representations of its activities during the club administrative year (defined as being from district convention to district convention).
2. The scrapbook must be produced by club members only at a cost not to exceed US\$300.
3. Each scrapbook must be divided into the following categories:
  - a. Service to School
  - b. Service to Community
  - c. Fundraising Projects
  - d. Assistance to Kiwanis Projects
  - e. Involvement with Major Emphasis Program
  - f. Miscellaneous
4. No audio/visual or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary.

### D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
<i>Presentation</i>	
Uniqueness/Creativity of project presentation	9.09%
Artistic value and visual appearance	18.19%
Newspaper clippings and photographs	18.18%
<i>General content</i>	

Service to school	9.09%
Service to community	9.09%
Fund raising projects	9.09%
Kiwanis Family interaction	9.09%
Involvement with MEP Program	9.09%
Miscellaneous	9.09%

2. Awards will be presented for first and second place.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

## Section 8     **Single Service Award**

### A. Description

1. This competition is intended to provide recognition to the individual Key Clubs for their single best service project.

### B. Entry Requirements

1. A ringed binder must be submitted with the following sections:
  - a. Service need
    - i) A statement describing in what way the project meets a need.
  - b. Project plan
    - i) A statement describing how the project was organized.
  - c. Project implementation
    - i) A statement describing the steps taken to implement the plan.
  - d. Final results
    - i) A statement describing the benefits of the service rendered.
  - e. Public awareness
    - i) A statement describing how the project was publicized.
  - f. Members participation
    - i) A listing of the number of members in the club and the number that participated in the project. Calculate a participation percentage. This is also displayed on the Key Club Single Service Report.
  - g. Service fund raising
    - i) A statement describing any money raised for the project or its efforts.
2. The registrant must register for the contest through the convention registration process.
3. The official Key Club Single Service report must accompany all entries. It can be found in the Key Club International guidebook.

### C. Rules

1. Only one submission per club is allowed.
2. 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, over consecutive days, or recurring on different days. In the case of a recurring project, it must be the same project that is repeated for the purpose of achieving the same service goal. Projects acceptable for this award may include both hands-on service and fundraising efforts.
3. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, (35 members & less), Silver (36-60 members), Gold (61-85 members), and Platinum (86 or more members).
4. Only activities which occurred during the district administrative year shall be included on the report.
5. Any entry may be disqualified by the judges for reporting incorrect or false information or for 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. The judges at district and international levels can disqualify an entry.
6. Each first place report shall be forwarded to Key Club International for competition with other first place winners.

**D. Scoring/Judging**

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Service need	10%
Project plan	20%
Project implementation	20%
Final results	25%
Public awareness	15%
Member participation	10%

2. Awards will be presented for first and second place in each category.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

**Section 9 Talent Award**

**A. Description**

1. This competition is intended to reward the member who presents the best talent act. This competition is held live at the district convention.

## B. Entry Requirements

1. To enter this competition, the registrant must register for the contest through the convention registration process. Select the contestant's name(s) where indicated on the automated form at convention and briefly describe the talent act.

## C. Rules

1. Each club may present one talent act to be judged. All participants in an act must be official members in good standing with Key Club International, the Texas-Oklahoma District, and a local club. Members in a group act must be from the same Key Club.
2. A talent contest entry may take any form as long as it is entertaining and in good taste.
3. No talent act can exceed a duration of SIX minutes without approval of the Committee on Contest and Awards at the convention.
4. All acts entered will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the official convention program). At this time, the most entertaining six acts will be selected to appear in the Texas-Oklahoma District talent show as finalists (time and place to be announced in the official convention program).
5. Any materials (props, instruments, costumes, etc.) that are needed for each performance must be supplied by the contestant(s) who participates in that performance.
6. Selection of acts by the judges at the preliminary auditions will be final.

## D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Content	20%
Performance	20%
Poise	20%
Audience response	20%
Personal evaluation	20%

2. Awards will be presented for first, second, and third place.
3. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.



## Section 10 **Distinguished Club Award**

### A. Description

1. The Distinguished Club Award program shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership, leadership development, Kiwanis family involvement, service, and fundraising as judged against a pre-established standard of excellence.

### B. Entry Requirements

1. Entries shall use the official **Annual Achievement Report** form.
2. The registrant must register for the contest through the convention registration process.

### C. Rules

1. Only one submission per club is allowed.
2. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club Program.
3. Only activities, which occur 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.
4. Disqualification from the Club Achievement Award program shall also constitute disqualification from the Distinguished Club Award program.
5. Key Club International shall provide suitable recognition to each district for presentation to Distinguished Clubs at the district convention. The decisions of the judges are final.

### D. Scoring/Judging

1. 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 shall set the minimum number of points required for this designation.
2. 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.
3. The point value to achieve the Distinguished Club - Diamond Level shall be a pre-determined number set by the Key Club International Board of Trustees.

4. This contest shall be judged by a panel of five judges who will be appointed by the Contests and Awards committee. These judges must meet and follow the requirements as outlined in Article V of this Code.

## **Article IV**

### Other Awards

Section 1 Other awards not relating to competition including, but not limited to, the Leader of Leaders Awards, the Sandy Nininger Award(s), awards relating to donations, club rankings, etc., shall be presented as deemed appropriate by the Committee on Contests and Awards and the District Administrator. The forms for these contests, if applicable, are specific to the Award and shall not be entered using the automated registration process.

Section 2 **Leader of Leaders Award**

A. Description

1. This award is intended to recognize those members who have gone above and beyond expectations to prove themselves to be leaders within their homes, schools, and communities.

B. Entry Requirements

1. To enter this competition, submit a completed Leader of Leaders application form.
2. This form should be submitted to your REGIONAL ADVISOR by the deadline indicated. His/her contact information can be found on the district roster. If a vacancy exists, submit the form to the district administrator.

C. Rules

1. Each club may nominate only one member.
2. No member can receive this award more than once.

D. Scoring/Judging

1. Judging will be based upon the following criteria:

<b>CRITERIA</b>	<b>PERCENTAGE</b>
Community service	15%
Kiwanis meeting attendance	5%
Club meeting attendance	5%
Leadership positions held	15%
Nomination statement	60%

2. Applications must be turned in to your respective Regional Advisors. Each regional advisor shall review the submissions and select one recipient from his/her respective region.

Section 3     **Sandy Nininger Award**

- A. The Sandy Nininger award recipients shall be selected from the Leader of Leader entries. The selection shall be at the discretion of the district administration.

**Article V**

Judges

Section 1     A judge shall be any faculty advisor, Kiwanian, or parent, as long as his/her home club/own child is not entered in said contest. This does not pertain to District Staff Officers or VIP judges as approved by the District Administrator.

Section 2     Judges shall not judge in any contest in which their home club is entered. If a judge disregards this rule, the judge will be disqualified as well as the club entry.

Section 3     The decisions of the judges are final. No changes, alterations, or re-gradings will take place after the results have been certified by the judges.

Section 4     Each club attending district convention must register at least one judge to judge a contest and/or award. If a judge does not timely appear for his/her assigned competition, there will be a 10% deduction on the final scores of all entered competitions by the home club of that judge.

**Article VI**

Amendments

Section 1     The Texas-Oklahoma District Code of Contests and Awards shall remain fixed from year to year unless specifically altered by the Texas-Oklahoma District Board of Key Club International with the approval of the District Administrator.

Section 2     Any changes to this Code shall require a two-thirds majority vote of the members present.

Section 3     There shall be no amendments to the Texas-Oklahoma District Code of Contests and Awards after the T-O District Winter Board Meeting and between Convention unless a state of emergency is declared by the District Governor and/or District Administrator.

**Article VII**

Miscellaneous

Section 1 The official version of this Code shall be housed on the Texas-Oklahoma District web site at all times. In the case that multiple versions are made available to clubs due to past updating or the like, the version governing all contests and awards related to the Texas-Oklahoma District will be the version found online at the Texas-Oklahoma District web site.

Section 2 All forms related to contests and awards and necessary for contest submission will be mailed out to clubs in a pre-convention mailing and made available on the district web site prior to convention.

Section 3 All contests that require submissions of materials, forms, and the like shall be due by the deadlines given in the official convention program for contest registration unless otherwise indicated in this Code.